



**North Central State College**  
**MASTER SYLLABUS**  
**2019-2020**

- A. Academic Division: Liberal Arts
- B. Discipline: Human and Social Work Services
- C. Course Number and Title: HMSV2270 Practicum/Seminar III
- D. Course Coordinator: Molly McCue, MSW, LISW; Christine Lynch, MSW, LSW  
Assistant Dean: Dr. Steve Haynes

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
- Phone Number: [Click here to enter text.](#)
- E-Mail Address [Click here to enter text.](#)

- E. Credit Hours: 4  
Lecture: 2  
Practicum: 2
- F. Prerequisites: HMSV2030, HMSV2050, HMSV2070
- G. Syllabus Effective Date: Fall, 2019
- H. Textbook(s) Title: None
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course is designed to provide the student with hands-on experience within the Human Service field. This course involves placement of the student in an actual work environment. This work experience provides the student with the foundation to be a competent human services worker. The student will complete a minimum of 240 physical hours on site. The student will also attend a weekly seminar providing an opportunity to share their experiences and learned skills with others.
- K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	Research Paper – Information Literacy VALUE Rubric – week 11
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

<b>Outcomes</b>	<b>Assessments – How it is met &amp; When it is met</b>
1. Demonstrate knowledge of professionalism and identify characteristics of a successful human services professional.	Supervisor Rubric – weeks 8 and 15; Student Rubric – weeks 8 and 15; Faculty Evaluation – weeks 8 and 15
2. Develop skill in self-evaluation.	Supervisor Rubric – weeks 8 and 15; Student Rubric – weeks 8 and 15; Faculty Evaluation – weeks 8 and 15
3. Evaluate practice experience through his/her weekly written assignments.	Supervisor Rubric – weeks 8 and 15; Student Rubric – weeks 8 and 15; Faculty Evaluation – weeks 8 and 15
4. Critique his/her practice experience during classroom discussions.	Weekly Assignments – weeks 2-15
5. Demonstrate skill in the design and facilitation of a group leadership experience.	Student Presentation – Speech Rubric – weeks 3-15; Group Leadership – Leadership Rubric – weeks 3-15; Class Discussion – weeks 2-15
6. Demonstrate effective research and writing skills.	Group Leadership Rubric – weeks 2-15

M. Topical Timeline (Subject to Change):

<b>Week</b>	<b>Activity/Assignments</b>
Week 1	Course Orientation Portfolio Development
Week 2	Resume Development Interviewing
Week 3	Resume Development (continued) Interviewing (continued)
Week 4	Verbal and Nonverbal Communication Skills Student Presentations
Week 5	Active Listening Student Presentations
Week 6	Case Management Activities – What Tasks Are Being Performed Student Presentation
Week 7	Leading Groups Student Presentations
Week 8	Documentation/Charts to Forms Student Presentations
Week 9	Agency/Community Engagement Student Presentations
Week 10	Diversity Student Presentations
Week 11	Balance of Personal/Professional Life Student Presentations
Week 12	Balance of Personal/Professional Life (continued) Student Presentations
Week 13	Ethics in Human Services Student Presentations
Week 14	Termination of Directed Practice Student Presentations
Week 15	Social Work Assistant Student Presentations

N. Course Assignments:

1. Completion of a minimum of 240 hours of Practicum including goals and objectives
2. Presentations/demonstrations and leadership activities will be conducted
3. Students will develop a portfolio/weekly journal/assignments
4. Students will develop a resume
5. Student will write a research paper

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93-100	A	4.00	Superior
90-92	A-	3.67	Superior
87-89	B+	3.33	Above Average
83-86	B	3.00	Above Average
80-82	B-	2.67	Above Average
77-79	C+	2.33	Average
73-76	C	2.00	Average
70-72	C-	1.67	Below Average
67-69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

Click here to enter text.

Q. Examination Policy:

Click here to enter text.

R. Class Attendance and Homework Make-Up Policy:

Click here to enter text.

S. Classroom Expectations:

Click here to enter text.

T. College Procedures/Policies:

**Important information regarding College Procedures and Policies can be found on the [syllabus supplement](https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>**

**The information can also be found** Choose an item.