



## North Central State College

**MASTER SYLLABUS**

**2025-2026**

- A. Academic Division: Liberal Arts
- B. Discipline: Human and Social Work Services
- C. Course Number and Title: HMSV1030 Human Services Assessments
- D. Assistant Dean: Laura Irmer
- E. Credit Hours: 2 hours  
Laboratory: 2 hours
- F. Prerequisites: None
- G. Last Course/Curriculum Revision Date: Fall 2023 Origin date: 01/27/2011
- H. Textbook(s) Title: None
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course provides an overview of the various types of assessing completed in Human Services work. This course presents principles, types, phases, and the recording of interviews used with various types of clients including the Intake and Psychosocial Interview. In addition, various forms of assessments and documentation will be explored.
- 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	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Identify and demonstrate the principles, types, and phases of Interviewing	Mid Term and Final Exams – Lab Experiences – beginning of term Class Discussion Posts– beginning and mid-term; Self-Assessment – end of term
2. Demonstrate Interviewing techniques, to include active listening, confidentiality, nonverbal behavior, and questioning.	Exams – Mid and Final Lab Experiences –mid and end of term Class Discussion Post– beginning, mid and end of term Intake Interview – Mid Term Psychosocial Interview and Report – end of term Self-Assessment –end of term
3. Identify value and ethical conflicts within an interview situation	Mid Term and Final Exams – Lab Experiences – beginning and Class Discussion Posts– beginning and mid-term; Self-Assessment – end of term
4. Identify commonly used Assessments/Scales	Mid Term and Final Exams – Lab Experiences – beginning and Class Discussion Posts– beginning and mid-term; Self-Assessment – end of term
5. Identify commonly used forms	Mid Term and Final Exams – Lab Experiences – beginning and Class Discussion Posts– beginning and mid-term; Self-Assessment – end of term
6. Demonstrate understanding of and ability to document	Exam – Mid Term and Final Lab Experiences – beginning and mid term Class Discussion Posts – mid term and end of term

M. 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

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.\* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences.

Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

\* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at**

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>



North Central State College  
SYLLABUS ADDENDUM

Academic Division:	Liberal Arts	Discipline:	Human Services
Course Coordinator:	Teresa Alt		
Course Number:	HMSV 1030-910	Course Title:	Human Services Assessments
Semester / Session:	Fall 2025/Session A	Start / End Date:	8/11/25-10/3/25

**Instructor Information**

Name:	Teresa Alt	Credentials:	Master's Degree in Social Work, LISW-S
Phone Number:	419-565-2398	E-Mail Address:	talt@ncstatecollege.edu
Office Location:	Fallerius 078	Office Hours:	Monday 8:00-11:00 and Friday 8:00-10:00 Zoom or in person

**I. Topical Timeline / Course Calendar (Subject to Change):**

Join Zoom Meeting Tuesday and Thursday 9:30-11:00  
<https://ncsc.zoom.us/j/87428823414?pwd=1FPzK0KHk3kVq0Ns5ainYXvMZkVgdH.1>  
Meeting ID: 874 2882 3414  
Passcode: 156602

Weeks	Topics	Assignment	Due Date
1	Introduction to the Course Basic Communication Skills Interviewing Skills Principles of Interviewing Code of Ethics Confidentiality	Weekly Zoom sessions – Very Important to Attend and Participate  Introduction video Discussion Post	8/16/25

<b>Weeks</b>	<b>Topics</b>	<b>Assignment</b>	<b>Due Date</b>
2	Motivational Interviewing Lab practice of interviewing skills Phases of Interviews Demonstrate Interviewing Techniques Active Listening Nonverbal Behavior Questioning Attending Behaviors	Weekly Zoom sessions – Very Important to Attend and Participate Assignment/ Discussion Post	8/23/25
3	Intake interviews Intake Forms Documentation Practice Intake interviews Practice Documentation	Weekly Zoom sessions – Very Important to Attend and Participate Discussion Post Documentation practice	8/30/25
4	Assessment Interviews Ethical Considerations Documentation Different types of assessments	Weekly Zoom sessions – Very Important to Attend and Participate  Mid Term Exam Ethical considerations	9/6/25
5	Crisis Interviews Ethical Considerations Documentation Practice Crisis interviews	Weekly Zoom sessions – Very Important to Attend and Participate  Assignment/discussion posts	9/13/25
6	Commonly used Scales/Forms Genograms Documentation Ethical/value considerations Role Play Psychosocial interviews	Weekly Zoom sessions – Very Important to Attend and Participate Scales and Forms practice	9/20/25

Weeks	Topics	Assignment	Due Date
7	Treatment planning and facilitation of Care Coordination meetings	Weekly Zoom sessions – Very Important to Attend and Participate	9/27/25
8	Role Play Practice skills Self-assessment	Weekly Zoom sessions – Very Important to Attend and Participate  Final Exam	10/3/25

## II. Grading and Testing Guidelines:

Final Grade Calculation

Activity	Qty	Points	Percentage
Exams	2	55	27.5%
Intake Interview	1	20	10%
Discussion Posts, Assignments	10	35	17.5%
Psychosocial Report	1	40	20%
Self -Assessment	1	20	10%
Attendance/Participation	2	30	15%
Total		200	100%

## III. Examination Policy:

- The reasons for which a student will be excused from taking an examination \_\_\_\_\_
  - Hospitalization (with documented verification)
  - Death in the immediate family (with documented verification)
  - Personal illness or illness in immediate family - (doctor's excuse required).
- A student who misses an examination for any reason is responsible for \_\_\_\_\_
  - Notifying instructor as soon as possible
  - Arranging to complete the exam as soon as possible.
    - Provide proper documentation.
- No makeup opportunity will be given for absences of unscheduled quizzes.

## IV. Class Attendance and Homework Make-Up Policy:

- Class attendance is necessary to acquire the knowledge required.
  - To be an effective human service worker
  - Complete assessments and interviews
  - Learn proper documentation.
- Students are responsible for \_\_\_\_\_
  - Reading chapters and watching lecture videos.
  - Complete assignments on time.
  - Reach out for assistance when needed.

Lab Attendance via Zoom is very important to practice the skills needed to be effective in the field. If you must miss class, please notify the instructor as soon as possible. You are expected to watch the zoom recording and provided a reflection on what was discussed during the session. There will be opportunities to practice your interviewing and assessing skills in person if students are interested and willing to attend.

**Classroom Expectations:**

- Arrive/sign-in on time
- Be Prepared
- Be respectful of others in class/zoom session during presentations and discussions
- Confidentiality – What happens in class, stays in class
- Cell phones should be on vibrate/silent during class sessions
- Other electronic devices (ex. - TV, radio, etc.) should be muted or off during class time
- Food and drinks will be permitted. Please be aware of noise and possible distraction to others.
- **Participation is required in discussions and role play activities**
- No smoking during Zoom class sessions
- Find quiet place in home or other location to focus on class. If bedroom is the only available spot, please DO NOT lie in bed during Zoom session.
- Dress appropriately for class. Dress as though you would be attending class in person.