



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: HMSV2270 Practicum/Seminar III
- D. Assistant Dean: Laura Irmer
- E. Credit Hours: 4
Lecture: 2
Practicum: 2
- F. Prerequisites: HMSV2030, HMSV2050, HMSV2070
- G. Last Course/Curriculum Revision Date: Fall 2023 Origin date: 05/30/2017
- 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 210 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:

Outcomes	Assessments – How it is met & When it is met
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. 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 2270-910	Course Title:	Directed Practicum
Semester / Session:	Fall 2025	Start / End Date:	8/11/25-12/12/25

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 8:00-1100 and Friday 8:00-10:00 or by appointment

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

Weeks	Topics	Assignment	Due Date
1	Course Orientation	Attend Zoom session Complete 14 hours at Practicum site Upload Practicum paperwork	8/17/25
2	Interviewing Resume Development	Attend Zoom Session Complete 14 hours at Practicum site Topic Reports Due	8/24/25
3	Interviewing Resume Development	Attend and participate in Zoom sessions Complete 14 hours at practicum site	8/31/25
4	Verbal and Nonverbal Communication	Verbal and Nonverbal Communication Skills Student Presentations Completion of 14 hours at practicum site Attend and Participate in Zoom session Wednesday at 6:00 Agency Case Study Due	9/7/25
5	Active Listening	Student Presentations Completion of 14 hours at practicum site Attend and Participate in Zoom session Wednesday at 6:00 Topic Report 4 Due Time Log Due (hrs. for weeks 1-4)	9/14/25
6	Case Management Activities – What Tasks Are Being Performed	Student Presentation Completion of 14 hours at practicum site Attend and Participate in Zoom session Wednesday at 6:00 Topic Report 5 Due	9/21/25
7	Leading Groups	Student Presentations Completion of 14 hours at practicum site Attend and Participate in Zoom session Wednesday at 6:00 Topic Report 6 Due Resume & Cover Letter Due	9/28/25

Weeks	Topics	Assignment	Due Date
8	Documentation/Charts to Forms	Student Presentations Completion of 14 hours at practicum site Attend and Participate in Zoom session Wednesday at 6:00 Topic Report 7 Due *MIDTERM - Site Supervisor & Student Evaluations Due Week of 10-6-10/10/25 Fall Break	10/12/25
9	Agency/Community Engagement	Student Presentations Completion of 14 hours at practicum site Attend and Participate in Zoom session Wednesday at 6:00 Group Facilitation Experience Due Time Log Due (hrs. for weeks 5-8)	10/19/25
10	Diversity	Student Presentations Completion of 14 hours at practicum site Attend and Participate in Zoom session Wednesday at 6:00 Topic Report 8 Due	10/26/25
11	Balance of Personal/Professional Life	Student Presentations Completion of 14 hours at practicum site Attend and Participate in Zoom session Wednesday at 6:00 Research Paper Due	11/2/25
12	Balance of Personal/Professional Life (continued)	Student Presentations Completion of 14 hours at practicum site Attend and Participate in Zoom session Wednesday at 6:00 Topic Report 9 Due	11/9/25
13	Ethics in Human Services	Student Presentations Completion of 14 hours at practicum site Attend and Participate in Zoom session Wednesday at 6:00 Topic Report 10 Due Time Log Due (hrs. for weeks 9-12)	11/16/25
14	Termination of Directed Practice	Student Presentations Completion of 14 hours at practicum site Attend and Participate in Zoom session Wednesday at 6:00 Psychosocial & Case Management Plan Due	11/23/25
15	Social Work Assistant	Student Presentations Completion of 14 hours at practicum site Topic Report 11 Due	12/1/25
16		FINAL Site Supervisor Evaluation Form Due FINAL Student Site Evaluation Form Due Self-Evaluation Paper Attend and Participate in Zoom session Wednesday at 6:00 Completion of a minimum of 210 total hours at practicum site FINAL Time Log Due (hrs. for weeks 13-16) Completion of all goals and objectives	12/8/25

II. Grading and Testing Guidelines:

Final Grade Calculation

Activity	Qty	Points	Percentage
Topic Reports	10	2	20%
Self Evaluation and Self Eval Paper	3	5	15%
Presentation	1	7.5	7.5%
Practicum Supervisor Evaluation	2	17.5	35%
Research Paper	1	5	5%
Attendance/Participation	2	5	10%
Leadership	1	7.5	7.5%
Total		100	100%

III. Examination Policy:

1. The reasons for which a student will be excused from taking an examination _____
 - a. Hospitalization (with documented verification)
 - b. Death in the immediate family (with documented verification)
 - c. Personal illness or illness in immediate family - (doctor's excuse required).
2. A student who misses an examination for any reason is responsible for _____
 - a. Notifying Instructor immediately or as soon as possible.
 - b. Providing necessary documentation
 - Make up the exam as soon as possible.
3. No makeup opportunity will be given for absences of unscheduled quizzes.

IV. Class Attendance and Homework Make-Up Policy:

1. Class attendance is necessary to acquire the knowledge required to _____
 - a. Be an effective Human Services Profession.
 - b. If student misses three classes, the final grade will be dropped by one letter grade.
 - c. If more than four classes are missed, the student will receive an F.
 - d. If student has a documented and legitimate reason for missing class, please notify instructor as soon as possible.
2. Students are responsible for _____
 - a. Attending Zoom sessions and actively participating.
 - b. If unable to attend, student must watch the recorded session and complete a reflection.
 - c. All assignments are to be submitted in Canvas on the assigned due date. Failure to do so will result in 10% reduction in grade. No assignments will be accepted after 7 days.
 - d. Presentations are to be completed on scheduled date.

V. Classroom Expectations:

1. Complete 14 hours at Practicum site each week for a total of 210 hours
 - a. Communicate with site supervisor if not able to attend.
 - b. Make up the hours missed.
 - Communicate with Instructor if there is a problem or concern.
2. Arrive/sign in on time for Zoom session
3. Be prepared to present and actively participate.
4. Maintain confidentiality at practicum site and in practicum experience.
5. Cell phone should be on vibrate or silence
6. Other electronics should be muted or off during class time.
7. No smoking or vaping during zoom session.
8. Find quiet place in home or other location to focus on class. If bedroom is the only available option, please do not lie in bed during zoom.
9. Dress appropriately for class. Dress as though you would be attending class in person.
- 10.