



## 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: HMSV1170 Directed Practice/Seminar I
- D. Assistant Dean: Laura Irmer
- E. Credit Hours: 3  
Lecture: 2 hours  
Directed Practice: 1
- F. Prerequisites: HMSV1020, HMSV1030, ENGL 1010 (c)
- G. Last Course/Curriculum Revision Date: Fall 2023 Origin date: 01/20/2017
- H. Textbook(s) Title: None
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course will introduce the student to the components of professionalism and the challenges facing those who are in the profession of Human and Social Worker Services. This course also provides a practicum orientation to prepare students for the Human and Social Work Services Program. Students will also complete 75 hours of directed practice.
- K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	Facility Case Study Presentation; weeks 10-16; Oral Communication VALUE Rubric as assigned.
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:

<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 and social work services professional.	Class discussions, quizzes, one (1) minute reaction papers - throughout the Semester.
2. Identify and apply strategies that incorporate professionalism within human and social worker service work environment.	Class discussions/presentation, 75 hour on site experience as assigned – last half of the semester
3. Develop knowledge and skills necessary to be an effective human and social work service worker.	Class discussion/presentation, student/site supervisor evaluation throughout semester
4. Demonstrate good work habits and attitudes while attending 75 hour practicum experience.	Student/site supervisor evaluation end of 75 hour practicum
5. Describe their practicum experience.	Class presentation as assigned – last half of the semester

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 and Social Work Services
Course Coordinator:	Teresa Alt		
Course Number:	HMSV1170-911	Course Title:	Directed Practice
Semester / Session:	Spring 2026	Start / End Date:	1/12/26-5/8/26

**Instructor Information**

Name:	Teresa Alt, MSW, LISW-S	Phone Number:	419-755-4867
		E-Mail Address:	talt@ncstatecollege.edu
			Monday 8:00-9:30, Thursday 8:00-10:30
Office Location:	Fallerius Basement 078	Office Hours:	Friday 8:00-10:00

**See Syllabus and Canvas for due dates.**

## Assignments

- Goals and Objectives  
HMSV 1170 –Two (2) goals and objectives are mandated and written out for you. You and your Site Supervisor may agree upon and develop other Goals and Objectives to be accomplished.
  - Goal: To increase knowledge of Practicum Agency  
Objective: The student will complete an Agency Case Study
  - Goal: To improve interviewing techniques.  
Objective: The student will complete a Site Supervisor Interview.

If unable to complete a particular goal/objective, the instructor must have prior knowledge and a substitute goal/objective will be given.

2. Presentation -10%

Each student must present their Agency Case Study (an accumulation of reports 1-6) to the class. This presentation must be 20 minutes in length. A well-developed outline of the presentation must be submitted to the instructor at the beginning of the presentation. The overall presenter's goal is to increase classmate's knowledge of community social service resources. Visuals, handouts, and appropriate dress should be considered.

3. Class Participation- 15%

Each student is expected to attend and contribute to class. Contribution can be demonstrated in many ways:

- Attendance
  - Being attentive
  - Actively participating in group discussion
  - Asking questions during presentations
  - Offering support
  - Assisting a classmate
4. Assignment Reports - 25%  
(Includes Topic Reports 1-6 and Practicum Reactions - 2)
  5. Supervisor and self-evaluations from Practicum hours – (Completed 75 hours)- 30%
  6. Self-Evaluation Final Paper - 20%

## Reaction Reports

Each student is expected to maintain and submit six (6) **Topic Reports** and two (2) **Practicum Reactions**. The reports **must** be typed and in complete sentence, complete paragraph form. Correct spelling and grammar are expected. Students are encouraged to keep reports in an orderly fashion in a folder of some sort.

Each Topic Report needs to be identified with:

- Student's Name	Example:	Jane Doe
- Agency name		Milly's Counseling
- Number assigned to Report (not the week)		Report #1
- Number of hours at practicum that week		7.5 hrs.
- Number of cumulative hours		30 hrs.

**In addition to a report covering the specific Topics (6) listed below, a Practicum Reaction (questions to think about below) will be completed. This should be 500-800 words.**

Each Practicum Reaction needs to be identified with:

- Student's Name	Example:	Jane Doe
- Date		9/1/2020
- Practicum Reaction number (i.e.- #2)		Practicum Reaction #2

1. Your overall thought and feelings about your practicum site and learning.
2. Any issues or barriers with the site, site supervisor, or learning goals (include information you may not be comfortable sharing in class or during site visits. Be professional.)

3. What you are learning about yourself as a human being, student, and future human services worker.
4. How you are working on your self-defeating behaviors and/or self-enhancing behaviors.
5. Any questions you have for the instructor.

## **Topic Reports: (see syllabus and Canvas for due dates)**

**Report #1:** a. List and explain any expectations that the agency may have of you. What will you be doing during your 75 hours at this site? If needed, state what division/department/population you will be working with during this time.

b. Indicate the Confidentiality Policy of the agency and an explanation as to what you are to do if you observe/hear information concerning a client and/or situation. (Goal 1)

**Report #2:** Submit a report concerning the Agency Admission Criteria and the Agency Organizational Chart. A written explanation of the referral and admission process (include age and region). Include the agency brochure.

Submit a written explanation (or a copy from the agency's policy book) of the organizational structure of the agency, i.e., - what is the hierarchy? (Goal 1)

**Report #3:** Submit a one-page (minimum) report about the disease (or circumstance) and its (etiology) cause(s). **Information must be properly cited.**

Submit a written explanation of how the agency is funded, i.e., - is it a private or public agency? Is it non-profit or for-profit? Fees, insurance, grants, donations? (Goal 1)

**Report #4:** Include a report concerning diversity at your agency. Answer: How do the individuals at your agency differ from one another? Differ from you? What are the commonalities shared?

**Report #5:** Submit an interview of your Site Supervisor (See attached criteria) (Goal 2)

**Supervisor Interview** (Refer to criteria below)

<b>Supervisor Interview Outline</b>
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1. The report summarizing the interview must include, but not be limited to, the following:
  - a. What is their position and what do they do (specific activities)?
  - b. What were the reasons they chose the field they are in?
  - c. What academic preparation is necessary for that kind of work?
  - d. What academic preparation have they had?
  - e. What work experiences have they had?
  - f. What are their future career objectives?
2. Requirement of interview report:
  - a. Must be at least two typed pages in length (double-spaced).

**Report #6:** A report that evaluates your overall communication skills (verbal and nonverbal) with clients and with staff. In addition, what factors might hinder your ability to be an active listener? How might you strengthen your active listening skills? (Goal 2)

## **Student Self-Evaluation (Due at the end of the semester)**

Submit a 1000 word typed self-evaluation by announced due date that includes:

- Total hours completed at the practicum
- Your overall thoughts/feelings/impressions of your experience
- A “review” of what you learned in completing each of the Goals and Objectives (See Assignment Sheet) (Consider what specific skills were used and what specific skills were learned)
- Identify area(s) of strength
- Identify area(s) of needed growth (skill, knowledge, relationships, and work habits)

Worth 20% of your final practicum grade.

# HMSV 1170- Course Information

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Week 1	1/12/26	Course Orientation Handbook Textbook Scavenger Hunt Search for Agency Placement
Week 2	1/19/26	Agency Placement documentation  Emotional Intelligence NASW Code of Ethics and Human Services Code of Ethics
Week 3	1/26/26	Professionalism Rules of Being Human
Week 4	2/2/26	Safety  Submit all Agency documentation
Week 5	2/9/26	Complete 8 hours at practicum site Use of Self Cultural Competence
Week 6	2/16/26	Growth Mindset Self-Defeating Behaviors  Complete 8 hours at practicum site Complete Practicum Report 1
Week 7	2/23/26	Complete 8 hours at practicum site  ACE Score Trauma Informed Care
Week 8	3/2/26	Complete 8 hours at practicum site Communication
Spring Break	3/9/26	Enjoy your break!
Week 9	3/16/26	Complete 8 hours at practicum site Agency presentations- check your date to present Complete Practicum Report 2
Week 10	3/23/26	Complete 8 hours at practicum site



## HMSV 1170- Course Information

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		Agency presentations- check your date to present Complete Practicum Report 3
Week 11	3/30/26	Complete 8 hours at practicum site Agency Presentations – check your date to present Practicum Report 4 due
Week 12	4/6/26	Complete 8 hours at practicum site Agency Presentations- check your date to present Supervisor and self-evaluations due
Week 13	4/13/26	Complete 8 hours at practicum site Agency Presentations – check your date to present Practicum Report 5 due
Week 14	4/20/26	Complete 8 hours at practicum site Agency presentations – check your date to present Practicum Reaction 2 due
Week 15	4/27/26	Complete 8 hours at practicum site Complete and submit Self-evaluation paper Agency presentations- check your date to present
Week 16	5/4/26	Complete Self Evaluation Complete Final evaluation with site supervisor