



INSTRUCTIONAL PACKAGE

HUS 102

Personal and Professional Development
in Helping Professions

Effective Term
Fall-Spring-Summer/2020-2021

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Part I: Course Information

Effective Term: 2020/2021

COURSE PREFIX: HUS 102

COURSE TITLE: Personal and Professional
Development in Helping Professions

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

As human service workers, it is imperative that you evaluate and clarify personal beliefs relative to interpersonal relationships, interests, spirituality, death, and other core values that may impact the work that you do as a professional. Understanding how life choices impact the people that we become can enhance your overall well-being and the work that you will do with others. The course is designed as an entry-level course.

COURSE DESCRIPTION:

This course provides students with the opportunity to gain a greater awareness of "self" through values clarification activities, reflective writings, etc., and to understand how attitudes, values and beliefs impact both their personal and professional lives.

PREREQUISITES/CO-REQUISITES:

Restrictions:

Must be enrolled in one of the following Fields of Study (Major, Minor, or Concentration):
Human Services

Prerequisites:

(Credit level [HUS 101](#) Minimum Grade of C or Credit level [HUS 101](#) Minimum Grade of TC)

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet, Microsoft Excel, Word, and PowerPoint

ADDITIONAL REQUIREMENTS: Microsoft Office 365 – free.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

During class discussion questions and other communications online, all students are expected to conduct themselves in a professional and courteous manner at all times, and toward all members of the class. Inappropriate behavior within the online classroom and/or toward any member of the class will not be tolerated, and may result in a report of Proscribed Conduct under Section IV, which will be handled in accordance with the Student Code (HGTC Catalog, 2020-2021, pp. 32-46).

During class, cell phones are expected to be turned off, and must remain in a pocket or purse. Do not use cell phones during class for any reason, regardless of format (i.e., text messages). All cell phones should be turned off or placed on vibrate upon entering class. If a student is expecting an emergency call or notification, he (she) should notify the professor, and place the cell phone on silent-vibrate. Do not answer any call or text message in the classroom. However, in the case of an emergency, quietly leave class to answer your call or notification. Class discussion is strongly encouraged, and all students are expected to conduct themselves in a professional and courteous manner at all times, and toward all members of the class.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Module #1

Materials Covered: Chapters 1, 2, 3, 4 and 5

***Assessment(s):** Class Discussions and Activities
Unit Test

Learning Outcomes:

1. Review the models of personal growth.
2. Define positive psychology and attaining a sense of well-being.
3. Explain Erikson's psychosocial model and the self in-context theories.
4. Identify how the choices made in adolescence have influenced the person you are today.
5. Identify individual path toward autonomy and interdependence through adulthood.
6. Identify common cognitive distortions and evaluate your own thinking.
7. Identify overall wellness including physical and psychological well-being and how that leads to life-enhancing choices.

Module #2

Materials Covered: Chapters 6, 7, 8 and 9

***Assessment(s):** Class Discussions and Activities
Unit Test

Learning Outcomes:

1. Learn ways to love and appreciate ourselves.
2. Clarify your views and values pertaining to love.
3. Examine the guidelines for meaningful interpersonal relationships including social networking, online dating, and infidelity in cyberspace.
4. Identify intimate partner violence and abuse.
5. Reflect on gender roles that have influenced your view of what gender means to you, and on the choices you have made about your gender-role identity.
6. Identify male roles, female roles, gender-role conflict, gender-role socialization, women and work choices, and challenging traditional gender roles.
7. Identify and clarify the beliefs, attitudes, and values you hold regarding your sexuality and evaluate whether your sexual behavior is consistent with your beliefs, attitudes, and values.

Module #3

Materials Covered: Chapters 10, 11, 12 and 13

***Assessment(s):** Complete class discussions and projects

Complete self-assessment

Unit Test

Learning Outcomes:

1. Make an assessment of your personal interests, needs, values, and abilities and develop a plan to choose a career path.
3. Identify ways to find meaning in work and approaches to keep options open.
4. Define loneliness and solitude and the impact of loneliness in the age of connectivity and the stages of life.
5. Learn to confront the fear of loneliness.
6. Identify your attitudes and beliefs about death, your thoughts and feelings about your own mortality, your feelings about the eventual death of those you love, and other forms of significant loss.
7. Examine the link between spirituality/religion and meaning in life addressing ways we can embrace diversity and make a difference beyond ourselves.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Tests	55%
Assignments	27%
<u>Class Discussions and/or Homework</u>	<u>18%</u>
	100%

GRADING SYSTEM:

550-495: A

494-440: B

439-385: C

384-330: D

Below 329: F

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.

3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#), including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu