



INSTRUCTIONAL PACKAGE

HUS 250

Supervised Field Placement I

Effective Term
Fall-Spring/2020-2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 2020-2021

COURSE PREFIX: HUS 250

COURSE TITLE: Supervised Field Placement I

CONTACT HOURS: 10

CREDIT HOURS: 4

RATIONALE FOR THE COURSE:

HUS 250 is an integral part of the Human Services curriculum. Human Services students have the opportunity to take the academic knowledge and skills learned in the classroom and apply them in a field environment.

COURSE DESCRIPTION:

This course includes work experience assignments in selected human services agencies.

PREREQUISITES/CO-REQUISITES:

(Credit level [HUS 101](#) Minimum Grade of C or Credit level [HUS 101](#) Minimum Grade of TC) and (Credit level [HUS 230](#) Minimum Grade of C or Credit level [HUS 230](#) Minimum Grade of TC) and (On-Line Orientation 1)

***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. Completed Resume

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*:

Supervised Field Placement

Learning Outcomes:

1. Apply academic knowledge in a professional setting.
 - a. Articulate a relevant answer when given a defined problem/issue pertaining to field of study.
 - b. Demonstrate mastery of specific program knowledge/skills.
 - c. Prepare a professional presentation of one's portfolio.

2. Develop a professional portfolio for potential employers.
 - a. Write professional resume.
 - b. Complete quantitative research project.
 - c. Compose statement of professional goals.
 - d. Compile and present artifacts in professional manner.

***Course Assessments:**

Completed career portfolio.
Presentation of portfolio
Final Agency Evaluation
Written assignments
Completion of 115 hours in a field placement agency

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

General Education Outcomes

This course fulfills the following General Education Outcomes through the (HUS 250 Final Grading Rubric). Upon completion of this course, students will be able to:

- Communicate effectively; submits an organized and structured presentation/portfolio using correct and appropriate sentence structure and grammar.
- Think critically; Demonstrates and presents an analysis of the relationship between coursework and field experience including numerous supporting details and examples.
- Self and professional development; through a formal presentation of the professional experience demonstrates the relationship between coursework and field experience.

Effective Professional and Interpersonal Communication (EPIC)

This course fulfills HGTC’s Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

- Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- Apply appropriate language when speaking and writing for their chosen field of study or Industry.
- Demonstrate appropriate communication techniques when engaging audiences.

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*

Written Assignments	25%
Class Presentation	30%
Career Portfolio	15%
<u>Final Agency Evaluation</u>	<u>30%</u>
Total	100%

Grading – This course is graded as follows:

S – Satisfactory (Pass) = Earning 75% or higher

U- Unsatisfactory (Fail) = Earning below 75% and you will have to retake the course in the next available semester

You are required to complete a total of 115 hours in the field. Failure to complete a total of 115 hours will result in the student failing the course. I will visit your placement agency (either virtual or in-person) a minimum of two times during the semester; one in the beginning and one at the end unless there are other issues. If you find that you are having problems, please notify me immediately so that I may help you address them. If you are asked by agency representatives to be removed from the agency, you will may not pass the course depending on review and reason for removal.

Agency supervisors will complete a midterm and final evaluation for each student.

Please note that these evaluations are a part of your course record. Negative evaluations may result in you being removed from the course.

****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.

Logged Hours

Your logged hours form is your timesheet for work completed at the agency. You are required to submit a new logged hour's form every two weeks in the dropbox. You must sign the logged hours form along with the agency supervisor. The agency supervisor should also initial beside each day that you complete hours. At the end of the semester, your timesheet should reflect 115 hours of work. Failure to submit these forms on time will result in the student being removed from the course.

Logged hours forms can be found in the course content section of the course.

Mandatory Classroom Sessions

There are 11 mandatory class sessions. The maximum allowable absences is (2) class meetings. Online: Maximum number of online activities missed is (2); however, if a student misses one (2) consecutive (successive) week or ten days, he (she) may be withdrawn without further notice.

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