



INSTRUCTIONAL PACKAGE

HUS 250
Supervised Field Placement I

Effective Term
Fall 2022/Spring 2023/Summer 2023

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2022/Spring 2023/Summer 2023

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)

***Online/Hybrid** courses require students to complete the [Dli Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

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.
myHGTC and college email access.

ADDITIONAL REQUIREMENTS:

Completed Cover Letter, Resume, and Mock Interview from HUS 230 Interviewing Techniques.

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:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

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

***Course Assessments:**

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

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.

****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%
Final Agency Evaluation	30%
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. The placement agency will receive visit(s) either virtually or in-person. When a student is having problems at the agency, they are required to notify the instructor. If an agency representative requests that the student be removed, the student will be at risk of not passing the course.

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

Please note that these evaluations are a part of the students' course record. Negative evaluations may result in the student 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:

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:

Logged Hours Forms will serve as the student's timesheet at the assigned agency. Students will be required to submit a new logged hour's form every two weeks in the course dropbox. Students and agency supervisors will both be required to sign the logged hours form(s). The agency supervisor will also be required to initial each time the student attends. At the end of the semester the Logged Hours Form(s) must reflect that the student completed 115 hours of work. Failure to submit Logged Hours Forms on time will result in the student being removed from the course. Logged hours forms can be located in the course content section of the course.

Mandatory Classroom Sessions:

Students should be prepared to attend all class meetings. 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, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@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.



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, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **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), Option #1.

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 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