School of Professional Studies

Course: HUSV 277 ID, Practicum in Human Services  
Semester and Term: Spring 2018  
Day and Dates: Mondays, January 8 – April 23, 2018

* Meeting dates: refer to Class Sessions Below (pre work is due 1/8/2018 by email)  
Pre work counts towards attendance/participation/assignments  
First class meeting is 1/22/2018  
Location: Main Campus Bridgeport – Wahlstrom Library, Discovery Pavilion

*Practicum/ Internship Advisor: Professor Donna Miller M.S. CIPP  
*Phone: (203) 520-5796  
*E-mail: donnam@bridgeport.edu (*Please write ‘Practicum’ in the ‘subject’ line).

Class Sessions:  
The Practicum class will meet four times during this semester: On Mondays. Classes will be held on 1/22/2018 from 6 to 9pm, 2/19/2018 from 6 to 8pm, 3/19/2018 from 6 to 8pm, and on 4/16/2018 from 6 to 8pm.-Bridgeport Campus: The sessions will take place – At The main campus –  
*The first meeting will be on Monday 1/22/2018 from 6 – 9pm

Course Description:  
The Practicum part of the Human Services degree allows you to perform in a practical way the theories and ideas expressed in the classroom. This aspect of a Human Services degree program will certify that you have successfully integrated the knowledge, skills, and attitude of a human service professional in a real-life, client-based environment. It is the time to use your classroom experience as a valuable learning resource. The Practicum or field experience provides the student with the opportunity to apply classroom learning in a community based human service setting e.g. agency, nursing home, school, etc. It is designed to enable the student to gain practical experience as a team member and to expand their base of knowledge about their particular human service interest and/or specialization. The goals of the experience are: 1) to give students the opportunity to work in agencies/organizations that serve physical, psychological, social, educational, and vocational needs of persons with disabilities and other barriers; and 2) to enhance the student's academic knowledge, personal sense of responsibility and professional development. The Practicum is an academic requirement for Human Service majors that are enrolled in the university.

The following is a list of suggested Practicum sites:  
Health facilities, rehabilitation and corrections, juvenile programs, sheltered workshops, insurance companies, industries, employment agencies, state and private social service agencies, hospitals (veterans, general practice & specialized care), mental health facilities, geriatric facilities, adult day care facilities, counseling and testing facilities, educational settings, and government agencies that serve persons with disabilities and other barriers.
PLEASE NOTE: AS SOON AS YOU ENROLL IN THIS CLASS, YOU SHOULD START SEARCHING FOR A PLACEMENT. Before the first class meeting, it is recommended that the student identifies more than one site and makes contact with those organizations PRIOR to the course start date. The student is encouraged to select a site that is going to provide the most opportunities for learning about a field of interest. This course provides a connection to the field of Human Services. One hundred hours must be completed during the dates of this course; therefore it is in the student’s best interest to secure a site before the first meeting.

The agency site supervisor should have a degree, preferably a master’s degree with supervisory experience, or a history of working with individuals in the following areas:

- Rehabilitation
- Counseling
- Social Work
- Allied Health Care
- Psychology
- Business
- Sociology
- Medicine
- Physical Education
- Teaching

1) Students must select an agency for their Practicum as soon as possible, before the first class.
2) The Practicum and Internship Advisor must approve each placement.
3) Students must complete 100 hours of experience within one semester to receive three (3) credits. 
   Semester Timeframe: 1/8/2018-4/23/2018
4) Students must submit journal entries each week.
5) At the end of the semester, students submit a report and a power point on their field experience. 
   (Directions for the report will be discussed in class.)

Learning Outcomes:

Upon successful completion, students will be able to:

- Describe the social service agency in the context of human systems: individual, group, organization, community and society; include the major roles and their duties/responsibilities and their interactions. Focus on your particular work role and function, the role and function of your supervisor(s). Convey the overall management and operational practices employed in the agency’s programs.
- Describe the causation of problems that the agency is concerned with and the services that promote healthy functioning with treatment/rehabilitation. Explain the type of services; medically oriented, socially oriented, psychologically-behavior oriented, and educationally oriented.
- Describe the services of the agency in the context of human development, group dynamics, organizational structure; how the community is organized, and how the broader social systems interact with the agency.
Describe the guidelines for ethical practices and values of human services professionals in the context of the agency.

**Grading Criteria:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
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<tbody>
<tr>
<td>Pre Work</td>
<td>5</td>
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<tr>
<td>Journals</td>
<td>30</td>
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<tr>
<td>Binders</td>
<td>20</td>
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<td>Class Participation</td>
<td>10</td>
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<tr>
<td>Presentations and Final Papers</td>
<td>25</td>
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<tr>
<td><em>Canvas Assignments</em></td>
<td>10</td>
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*Canvas Assignments will be reviewed at the first meeting 1/22/2018*

**Letter Grading Scale:**

<table>
<thead>
<tr>
<th>% of Points Earned</th>
<th>Letter Grade</th>
<th>% of Points Earned</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>100-94</td>
<td>A</td>
<td>76-74</td>
<td>C</td>
</tr>
<tr>
<td>93-90</td>
<td>A-</td>
<td>73-70</td>
<td>C-</td>
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<tr>
<td>89-87</td>
<td>B+</td>
<td>69-67</td>
<td>D+</td>
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<tr>
<td>86-84</td>
<td>B</td>
<td>66-64</td>
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<tr>
<td>83-80</td>
<td>B-</td>
<td>63-60</td>
<td>D-</td>
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<tr>
<td>79-77</td>
<td>C+</td>
<td>Below 60</td>
<td>F</td>
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</table>

**The following is a list of suggested Practicum sites:**

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If a student is not already affiliated with an agency, the following Provider Directory may be useful in identifying a Practicum Site.

[http://www.cahs.org/publications/documents/06-08PTHPCTProviderDir.pdf](http://www.cahs.org/publications/documents/06-08PTHPCTProviderDir.pdf)
First Assignment Prior to the First Class:

*Due on 1/8/2018 by email only…This assignment is due 1/8/2018 and your first meeting date is 1/22/2018.

Please send me your Practicum placement, tell me a bit about the placement, your job description as stated in the contract and have the direct supervisors name and phone number.

Or send me a note via email and attach the signed contract. All contracts are to be presented for signature at the first class. Please have them filed out and signed by the supervisor.

This is worth 5 points towards your final grade.

Assignments: Weekly Journals

Journal Entries need to be typed, 12-point font, double-spaced. The entries should be dated. The weekly journal should contain experiences that relate to your work in the social service agency, or a summary journal of your whole week of service and personal reflections pertaining to your experiences.

Email your weekly journal to me, every week, and no later than midnight on Sunday. You will not get credit if it is late. The instructor will review and evaluate each weekly journal. Entries that are submitted later than Sunday will not be reviewed and therefore, will receive a zero as a grade. Include your name and provide the word count in the journal. Write a minimum of 500 words.

Journal entries are based on the idea that you write to learn. Writing forces you to be actively engaged with the material you were just learning, to reflect on it and write about the result of that reflection. Your journal reflects your personal thoughts and beliefs—you should feel free to write exactly what you are thinking without fear of being judged. One of the biggest hurdles with journal writing is making the leap from simply summarizing what you learned to reflecting and thinking about how that material applies to you. It is not enough to merely regurgitate information without answering the “so what?” question. Why are you writing this down? Why did this information give you an “ah ha!” moment or why did you find it interesting or useful? Your journal is one place to intentionally make connections between what you know or hope to gain and what you just learned. Your journal is a place to raise questions and it is a place for critical analysis and evaluation. Please check your grammar and spelling.

In your journals, I will be looking for evidence of thought, reflection, and individual thinking about the connections between class material and your lives. We will be looking for careful thinking, rather than superficial or summary writing. Develop an idea, rather than listing numerous unconnected thoughts.

Write regularly! We are not expecting you to write after every day, but that would be ideal. Making specific connections will also make writing easier for you. Don’t try to cover everything—pick one issue or topic and expand on it. Write entries that are engaging. Use specifics! Be interesting! Think, reflect, and then start writing. See what flows from your mind to your pen (or computer, as the case may be!).
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Introductions Due Contract, site and Supervisor’s information emailed to Professor Miller.</th>
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<tbody>
<tr>
<td>1/8/2018</td>
<td>Practicum assignment <strong>pre work emailed to me.</strong></td>
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<td></td>
<td><strong>FIRST CLASS 1/22/2018</strong></td>
<td>Practicum placements. Signed off and paperwork complete. First weekly logs and journals brought to class in 3 ring binders.</td>
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<td></td>
<td>• Introductions Syllabus Review.</td>
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<td></td>
<td>• History of working with people and major trends.</td>
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<td>• Understanding yourself, and the human condition.</td>
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<td>• Working with diversity and developing communication skills.</td>
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<td><strong>SECOND CLASS 2/19/2018</strong></td>
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<td>• Using the helping relationship in a dynamic and effective way.</td>
<td>Journals printed in a binder. (Weekly entries sent to advisor). Also brought to class.</td>
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<td>• The basic listening sequence, basic problem solving, and empathic approaches to practice.</td>
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<td>• Exploring self-care as a competency.</td>
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<td><strong>THIRD CLASS 3/19/2018</strong></td>
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<td>• Group process.</td>
<td>Journals completed in binders. (Weekly entries sent to advisor). Also brought to class.</td>
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<td>• Dealing with vulnerability, dependency and resistance.</td>
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<td>• Review of Power Point Presentation and Final Paper…Pulling it all together!</td>
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<td><strong>FOURTH CLASS 4/016/2018</strong></td>
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<td></td>
<td>• Presentations</td>
<td>Presentations and Papers. Journals completed in binders. (Weekly entries sent to advisor). Also brought to class.</td>
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B.S. in HUMAN SERVICES
IDEAL PROGRAM
REGISTRATION FOR PRACTICUM/INTERNSHIP PLACEMENT

To be completed by the student, signed by the student, Practicum/Internship Advisor, and field mentor and submitted to the Practicum/Internship Advisor.

**Student Information**

Name: __________________________________ Phone Number: ____________________

Address: __________________________________________________________________________

City, State, Zip: ___________________________________________________________________

Email Address: _____________________________________________________________________

**Supervisor for the Practicum/Internship Placement**

Name: __________________________________ Phone Number: ____________________

Email Address: _____________________________________________________________________

Agency Name: _____________________________________________________________________

Agency Address: ___________________________________________________________________

Agency City, State, Zip: ___________________________________________________________________

**Practicum/Internship Placement/ Job or Project Description (attach extra paper as needed)**

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

**Content of Practicum/Internship Placement**

Describe the goals of the field placement in terms of skills, knowledge and experience to be acquired and the specific activities that will lead to the accomplishment of the goals.

(Assign extra paper as needed)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

I agree with the description of the Practicum/Internship Placement:

Student: ___________________________ Date: __________

Supervisor: ___________________________ Date: __________

Practicum/Internship Professor: ___________________________ Date: __________
B.S. in HUMAN SERVICES
IDEAL PROGRAM
SUPERVISOR’S EVALUATION OF PRACTICUM/INTERNSHIP PLACEMENT

To be completed by the student’s SUPERVISOR at the end of the Practicum/Internship placement, signed by the supervisor, student, and Practicum/Internship Professor and submitted to the Practicum/Internship Professor.

Student’s Name: ____________________________________________________________
Name of Practicum/Internship Professor: _________________________________________
Supervisor for Practicum/Internship Placement: ________________________________
Title: ______________________________________________________________________
Agency Name: __________________________________________________________________
Agency Address: __________________________________________________________________
Agency City, State, Zip: __________________________________________________________________
Telephone: ______________________________________________________________________
Email: ______________________________________________________________________

Practicum/Internship Placement Project Description
Please summarize. (Attach additional pages if needed)
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please rate the student’s performance on the following aspects of job performance.
Key: 5 – Excellent
4 – Good
3 – Fair
2 – Marginally Passing
1 – Unsatisfactory/Failing
N/A – Not Applicable
Note: If you rate the student Unsatisfactory/Failing (1), please provide comments.
PERFORMANCE

1. Accomplishments of Assignments
   a. Has acquired appropriate knowledge.
   b. Has acquired appropriate skills.
   c. Quality and accuracy of work.
   d. Work proceeds in orderly, organized fashion.

2. Reliability and Initiative
   a. Works effectively with minimal supervision.
   b. Initiates appropriate actions and follows through to completion.
   c. Uses time efficiently.

3. Communication Skills
   a. Comprehension of oral and written instructions.
   b. Communicates information orally with clarity and tact.
   c. Written communication is complete, concise and accurate.

4. Interpersonal Relations
   a. Accepts direction from Supervisor.
   b. Accepts constructive criticism of performance.
   c. Ability to work with others.

5. Human Services Knowledge and Commitment
   a. Overall quality of Practicum/Internship project.
   b. Understanding of project’s relevance to the field of human services.
   c. Understanding of agency’s role in the larger social service community.
   d. Commitment to the field of human services.

Overall Final Grade for this Practicum/Internship placement:
Grade (Pass/Fail): 
Comments: 

__________________________
RECOMMENDATIONS
1. For Student:
   a. Professional Strengths:

   b. Recommendations for Continued Professional Growth:

2. For Practicum/Internship Placement Experience:
   a. Do you have recommendations for improving the Practicum/Internships placement program?
      Yes  No
      Describe:

   b. Are you willing to continue sponsoring future students?
      Yes  No
      Comment:

   c. Do you have other possible student assignments in your organization?
      Yes  No
      Describe:

Signatures:
Student: ___________________________ Date: __________
Supervisor: ________________________ Date: __________
Practicum/Internship Professor: _____________________ Date: __________
### Practicum/Internship Weekly Log

**Student Name:**

**Site Location:**

**Week of:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity Description</th>
<th># of Direct Hours</th>
<th># of Indirect Hours</th>
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**Weekly Total Direct:**

**Weekly Total Indirect:**

**Overall Total Direct:**

**Overall Total Indirect:**

**Student’s Signature:**

**Site Supervisor’s Signature:**

**Practicum/Internship Professor’s Signature:**