

Course Discipline Code & No: HSW232 Title: Field Internship and Seminar II
 Effective Term Fall ~~Winter 2006~~
 Division Code: MNB Department Code: BEHD Org #: 11200
 Don't publish: College Catalog Time Schedule Web Page

Reason for Submission. Check all that apply.

New course approval Reactivation of inactive course
 Three-year syllabus review/ Assessment report Inactivation (Submit this page only.)
 Course change

Change information: Note all changes that are being made. Form applies only to changes noted.

Consultation with all departments affected by this course is required. Total Contact Hours (total contact hours were: _____)
 Course discipline code & number (was _____)* Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____)
 *Must submit inactivation form for previous course. Pre-requisite, co-requisite, or enrollment restrictions
 Course title (was _____) Change in Grading Method
 Course description Outcomes/ Assessment
 Course objectives (minor changes) Objectives/Evaluation
 Credit hours (credits were: _____) Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.
 Three year syllabus review/assessment

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson New resources needed All relevant departments consulted

Print: Mimi Norwood Signature Mimi Norwood Date: 11-22-05
 Faculty/Preparer
 Print: Starr Burke Signature Starr Burke Date: 11-22-05
 Department Chair

Division Review by Dean
 Request for conditional approval
 Recommendation Yes No M. Showa 12/2/05
 Dean's/Administrator's Signature Date

Curriculum Committee Review
 Recommendation Tabled Yes No [Signature] 2/6/06
 Curriculum Committee Chair's Signature Date

Vice President for Instruction Approval
Roger M. Poley 2/13/06
 Vice President's Signature Date
 Approval Yes No Conditional

Do not write in shaded area.
 Entered in: Banner 3/6 C&A Database 3/6 Log File 2/2/05 Basic skills spreadsheet updated Contact fee

3/6/06 Rec'd 12/2/05
SEC updated with extra changes

MASTER SYLLABUS

*Complete ALL sections which apply to the course, even if changes are not being made.

Course: HSW/232	Course title: Field Internship and Seminar II
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Credit hours: 3 If variable credit, give range: _____ to _____ credits	Contact hours per semester: <table style="width:100%"> <tr> <td></td> <td style="text-align:center"><u>Student</u></td> <td style="text-align:center"><u>Instructor</u></td> </tr> <tr> <td>Lecture:</td> <td style="text-align:center">15</td> <td style="text-align:center">15</td> </tr> <tr> <td>Lab:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Clinical:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Practicum:</td> <td style="text-align:center">180</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Other:</td> <td style="text-align:center">_____</td> <td style="text-align:center">15</td> </tr> <tr> <td>Totals:</td> <td style="text-align:center">195</td> <td style="text-align:center">30</td> </tr> </table>		<u>Student</u>	<u>Instructor</u>	Lecture:	15	15	Lab:	_____	_____	Clinical:	_____	_____	Practicum:	180	_____	Other:	_____	15	Totals:	195	30	Are lectures, labs, or clinicals offered as separate sections? <input checked="" type="checkbox"/> Yes - lectures, labs, or clinicals are offered in separate sections <input type="checkbox"/> No - lectures, labs, or clinicals are offered in the same section	Grading options: <input type="checkbox"/> P/NP (limited to clinical & practica) <input type="checkbox"/> S/U (for courses numbered below 100) <input checked="" type="checkbox"/> Letter grades
	<u>Student</u>	<u>Instructor</u>																						
Lecture:	15	15																						
Lab:	_____	_____																						
Clinical:	_____	_____																						
Practicum:	180	_____																						
Other:	_____	15																						
Totals:	195	30																						

Prerequisites. Select one:

- College-level Reading & Writing
 Reduced Reading/Writing Scores (Add information at Level I prerequisite)
 No Basic Skills Prerequisite (College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment <small>(Can be taken together)</small>	Corequisites <small>(Must be enrolled in this class also during the same semester)</small>
12/16/05 Per Mimi - ok to use grade C HSW 100	>20 C	_____	_____	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> and <input type="checkbox"/> or HSW 150 SOC 220	>20 C	_____	_____	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> and <input type="checkbox"/> or HSW 200	>20 C	_____	_____	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> and <input type="checkbox"/> or HSW 230	>20 C	_____	_____	<input type="checkbox"/>	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

- and or Consent required
 and or Admission to program required
 and or Other (please specify): _____
 Program: _____

Please send syllabus for transfer evaluation to:

Conditionally approved courses are not sent for evaluation.
 Insert course number and title you wish the course to transfer as.

- E.M.U. as _____ _____ as _____
 U of M as _____ _____ as _____
 _____ as _____ _____ as _____

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<p>Course HSW232</p>	<p>Course title Field Internship and Seminar II</p>	
<p>Course description State the purpose and content of the course. Please limit to <u>500</u> characters.</p>	<p>This course integrates students into the working world by having them complete field work in a human service agency. The student will complete this internship at a different agency from the internship held in HSW230, or will hold a significantly different role in the same agency. The field work will be integrated with course work during a one hour per week seminar. Learning objectives will be individualized according to the field internship and career goals of each student.</p>	
<p>Course outcomes List skills and knowledge students will have after taking the course.</p> <p>Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.</p>	<p>Outcomes (applicable in all sections)</p> <p>Analyze problems, develop solutions, and evaluate results in a clear, logical and consistent manner.</p> <p>Participate in setting the purpose and agenda of the weekly supervisory meetings.</p> <p>Maintain appropriate personal and professional boundaries to develop productive working relationships with clients and agency staff.</p> <p>Complete 180 hours of field internship at a clinical/agency site.</p>	<p>Assessment Methods for determining course effectiveness</p> <hr/> <p>Internship Placement Evaluation Form see Attachment "A"</p> <p>Internship Placement Evaluation Form see Attachment "A"</p> <p>Internship Placement Evaluation Form see Attachment "A"</p> <p>Time Verification For Semester Form see Attachment "B"</p>
<p>Course Objectives Indicate the objectives that support the course outcomes given above.</p> <p>Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.</p>	<p>Objectives (applicable in all sections)</p> <ol style="list-style-type: none"> 1. Explain the mission and major policies of the internship agency. 2. Explain the organizational structure of the internship agency. 3. Describe the resources and funding base of the internship agency. 4. Describe and analyze the community in which the internship agency is located, including demographic characteristics (e.g., gender, ethnic, racial, religious groups, etc.), stability, resources, and problems of the community. 5. Describe the major client population(s) served by the internship agency (e.g., the elderly; the mentally ill; pregnant teens, etc.) 6. Document observations, experiences, evaluations and feelings in a journal. 7. Comply with the policies and procedures of the internship site. 	<p>Evaluation Methods for determining level of student performance of objectives</p> <hr/> <p>Graded weekly journal postings on Discussion Board. Objectives 1 - 6</p> <p>Internship Placement Evaluation Form Objectives 7 & 8 See Attachment "A"</p>

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	8. Demonstrate the ability to work productively with others. 9. Write specific, individualized learning objectives at the beginning of the internship experience. 10. Evaluate the effectiveness of the internship site in helping to meet individualized objectives. 11. Utilize the five steps of the active treatment model In formulating a case; assessment; treatment planning; Treatment implementation; evaluation; and modification	Student Learning Objectives/Assignments Form See Attachment "C" Graded Student Self-Assessment Report on Field Internship See Attachment "D" Internship Placement Evaluation Form See Attachment "A"
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List all new resources needed for course, including library materials.
 NA

Student Materials:

List examples of types Texts Supplemental reading Supplies Uniforms Equipment Tools Software	NA	Estimated costs \$
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Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

<input type="checkbox"/> Level I classroom Permanent screen & overhead projector <input type="checkbox"/> Level II classroom Level I equipment plus TV/VCR <input type="checkbox"/> Level III classroom Level II equipment plus data projector, computer, faculty workstation	<input checked="" type="checkbox"/> Off-Campus Sites <input type="checkbox"/> Testing Center <input type="checkbox"/> Computer workstations/lab <input type="checkbox"/> ITV <input type="checkbox"/> TV/VCR <input type="checkbox"/> Data projector/computer <input type="checkbox"/> Other _____
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Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place	Course section(s)/other population	Number students to be assessed
Analyze problems, develop solutions, and evaluate results in a clear, logical and consistent manner.	Internship Placement Evaluation Form See Attachment "A"	End of semester	Each section	100%
Demonstrate the ability to participate in setting the purpose and agenda of the supervisory conference.	Internship Placement Evaluation Form See Attachment "A"	End of semester	Each section	100%

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Demonstrate the ability to maintain appropriate personal and professional boundaries with clients and agency staff.	Internship Placement Evaluation Form See Attachment "A"	End of semester	Each section	100%
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Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric.

See Attachment "A"

2. Indicate the standard of success to be used for this assessment.

70% of students must achieve 100% of the following on the Internship Placement Evaluation Form:
"Meets Expectations" or "Performs Beyond Expectations."

3. Indicate who will score and analyze the data.

WCC Field internship faculty

4. Explain the process for using assessment data to improve the course.

Human Service Worker Advisory Committee meetings