



WACO, TEXAS

---

**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Orientation to Social Services  
SCWK 1321.01**

**Rebecca Boggus**

Orientation to Social Services  
SCWK 1321.01

---

**Course Description:**

**SCWK 1321 – Orientation to Social Services:** Introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services: social, legal and clinical definitions; and review of current information regarding indications for and methods of treatment and/or services.

Semester Hours 3 (3 lec.)

**Prerequisites and/or Corequisites:**

None

**Course Notes and Instructor Recommendations:**

SCWK 1321 is an introductory course to the Mental Health/Social Work programs. It is recommended that this course be taken concurrently with PMHS 1291, or prior to taking PMHS 1291. Please contact the instructor for further information.

All readings and assignments must be completed prior to class in order to facilitate productive class discussions and group work.

**Instructor Information:**

Instructor Name: Rebecca Boggus  
MCC E-mail: [bboggus@mclennan.edu](mailto:bboggus@mclennan.edu)  
Office Phone Number: 254 299 8772  
Office Location: CSC E 129 E  
Office/Conference Hours: Posted on office door

**Required Text & Materials:**

Title: *An Overview of the Human Services*  
Author: Kanel, Kristi; Horn Mallery, Melanie  
Edition: 2nd  
Publisher: Cengage  
ISBN: 978-1-285-46510-4

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)  
([www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements))

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Methods of Teaching and Learning:**

The instructor will use lecture, videos, programmed notes, and group discussion to present the material. In-class interaction is expected and group activities will be utilized regularly to ensure student understanding. This list is not all-inclusive and is adaptive to fit the needs of the specific class.

The expectation in this course is that you read the chapter material prior to coming to class to hear the lecture on it. Students will need to make regular weekly time to read the textbook

chapter and complete online exams by the due dates. A reasonable level of self-discipline is needed to successfully complete the course.

Exams for this course will be conducted via the internet on Brightspace. Paper copies of exams will not be provided. Email and Brightspace communication will be used by instructor extensively to communicate course information, including supplemental instruction materials and any needed course changes. Therefore, students must bring a working knowledge of web browser use, email, and Brightspace for successful completion of this course. If you need assistance in any of these areas, please notify me.

**Course Objectives and/or Competencies:**

***Learning Outcomes***

*Describe the historical development of social services; discuss terminology used by social service providers; assess client needs to determine eligibility for social service programs; compare and contrast the populations served including treatments and resources; and utilize ethical principles.*

*The student will be able to:*

- 1. Describe the historical development of social services.*
- 2. Discuss terminology used by social service providers.*
- 3. Assess client needs to determine eligibility for social service programs.*
- 4. Compare and contrast the populations served including treatments and resources.*
- 5. Utilize ethical principles with clients.*
- 6. Discriminate between the various positions available for employment in the human services field and educational requirements and the responsibilities associated with these positions.*
- 7 Recognize and apply professional behaviors when working in this field.*
- 8. Recognize and apply appropriate skills when working with clients in the field of human services*
- 9. Refer clients to appropriate services as needed.*
- 10. Discriminate between micro, mezzo and macro levels of human services work.*

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills our young people need to succeed in the world of work. The Commission's fundamental purpose is to encourage a high-performances economy characterized by high-skill, high-wages employment. The learning objective of this course has been linked to the SCANS Competencies and Foundational Skills. To view this report, go to the end of the syllabus.

Orientation to Social Services  
SCWK 1321.01

---

**Course Outline or Schedule:**

<b>Week/ Class Meetings Times</b>	<b>Topic</b>	<b>Assignments (Readings prior to class meetings)</b>
<b>1</b>  <b>8/27, 8/29</b>	Intro, Syllabus, Overview of course, Career Exploration  Start Chapter 1 -- Human Services: Foundational Concepts and Historical Backgrounds	Read Chapter 1
<b>2</b>  <b>9/3, 9/5</b>	Chapter 1 continued	
<b>3</b>  <b>9/10, 9/12</b>	Chapter 2 -- Modern- Day Human Services: Policies and Programs, Interventions, and Demographic Considerations	Read Chapter 2
<b>4</b>  <b>9/17, 9/19</b>	Chapter 3 – Ethical and Multicultural Issues in Human Services	Read Chapter 3
<b>5</b>  <b>9/24, 9/26</b>	Chapter 4 – Human Service Workers	Read Chapter 4  <b>Exam 1 on Chapters 1-4 due 9/29 at 11:59 PM</b>
<b>6</b>  <b>10/1, 10/3</b>	Chapter 5 – Basic Counseling Skills, Personal Characteristics of Human Services Workers, and Theoretical Approaches in Counseling	Read Chapter 5
<b>7</b>  <b>10/8, 10/10</b>	Chapter 5 Continued and start Chapter 6—Crisis Intervention, Suicide Prevention, PTSD, Community Disasters and Trauma Response, and Military Trauma	Read Chapter 6
<b>8</b>  <b>10/15, 10/17</b>	Chapter 6 continued/ start Chapter 7 – Human Services Populations	Read Chapter 7
<b>9</b>  <b>10/22, 10/24</b>	Chapter 7 cont	
<b>10</b>  <b>10/29, 10/31</b>	Ch 7 Cont/ Start Chapter 8 – Mental Illness, Poverty, Disabilities, Crime/ Violence, and Substance Abuse	Read Chapter 8
<b>11</b>	Ch 8 cont/ Start Ch 9	<b>Exam 2 on Chapters 5-8 due 11/17 at 11:</b>

Orientation to Social Services  
SCWK 1321.01

11/5, 11/7		<b>59 PM</b> Read Chapter 9
<b>12</b> 11/12, 11/14	Chapter 9 – Interpersonal Partner Abuse, Sexual Assault, HIV/AIDS, and LGBT Issues	
<b>13</b> 11/19, 11/21	Chapter 10- Stress Management	Read Chapter 10
<b>14</b> 11/26	Chapter 10/ start Chapter 11	Semester Reflection Papers due 12/1 at 11:59 PM
<b>15</b> 12/3, 12/5	Chapter 11- Case Management	Read Chapter 11  Final Exam on Chapters 9-11 due 12/8 at 11:59 PM
<b>16</b>	FINALS WEEK	

### Course Reading Assignments

In order to be successful and fully prepared for this course, the expectation is that you come to class having read **beforehand** the chapter which will be presented by the instructor. Chapter reading assignments and lecture topics for the week are listed on course outline.

### Exams

3 Exams will be given in this course. Each Exam is worth 100 points.

Exams will be posted on Brightspace for a minimum of 5 days. Exam due dates are listed on the course outline. As students are given several days to complete the exams, there should be **very limited** need to reschedule exams for any reason. Students will be given extensions to complete exams only under dire extenuating circumstances with accompanying documentation at the instructor's discretion. When an exam extension is granted, an automatic 15 points will be deducted from the student's grade. Maximum extension is 7 days for original exam due date. Despite circumstances, maximum one exam extension per student per semester will be granted.

Orientation to Social Services  
SCWK 1321.01

---

All exams will be conducted on Brightspace outside of class time. All students are expected to complete exams independently and all exams are closed book, closed notes, closed Powerpoint. Cheating will not be tolerating and will result in a 0 on the assignment and a referral to Student Conduct.

Exams will consist of Multiple Choice, True/ False, and short answer. Each exam will have a firm time limit that will start as soon as you begin. When the time is up, the exam will automatically submit and shut off. Each person may only take each Exam once and there will be no opportunity for test resets or make-up exams outside of extenuating circumstances as approved by instructor. Please ensure that you have a stable, secure internet connection when beginning the exam that will allow you to complete it. Loss of internet connection or technical difficulties will not be adequate reason to give an exam extension, reset, or make-up.

**\*\*** Be aware that assignments in this course are due by 11:59 pm on the due date. This time is officially kept by Brightspace, which will turn off assignments after their due date. Your personal cell phone, lap top, watch, etc with a different time will not substitute for the time in Brightspace and will hold no bearing on assignment submissions. I recommend that you leave ample time to submit assignments before the deadline to avoid a missed assignment, quiz, or exam.

### **Semester Reflection Paper**

At the end of the semester, students will be asked to complete a 3-page paper reflecting on what he/she has learned in this class this semester, including implications for the future career decisions. Specific paper guidelines and grading criteria will be posted on Brightspace. Papers must be submitted on Brightspace. Papers are due by the deadline on the course outline and no late submissions will be accepted.

### **Optional Bonus: Population Presentation**

To take the place of the lowest test grade, students may make an optional 15-20-minute presentation on a population studied this semester. This presentation will be conducted during the last two weeks of the semester and students must notify the professor of desire to conduct the presentation at least 5 days in advance to request a time slot during class. The presentation will be graded for quality of content and the graded presentation will take the place of the lowest class test grade. See Brightspace for presentation guidelines.

Orientation to Social Services  
SCWK 1321.01

---

**Course Grading Information:**

Assessment				Point Value (460 pts. total)	
Exams (3 @ 100 points each)				300	
Class Participation				60	
Semester Reflection Paper				100	
Letter Grade:	A	B	C	D	F
Total Points:	460-412	411-366	365-320	319-274	273 or below
Awarded for:	Exceptional, model performance	Above average work	Good/average work	Below average performance	Unsatisfactory performance

**W WITHDREW** - This grade is given for an instructor- or student-initiated course withdrawal through the 12th week of a semester (fourth week, Summer day term; sixth week, Summer nine-week term). After the 12th week or until the end of the semester (fourth week, Summer day term; sixth week, Summer nine-week term), if a student withdraws from a course the instructor will either assign a W if passing work was being accomplished or an F if the student was doing failing work).

**I INCOMPLETE** - Is given when a course is incomplete because of a student's absence caused by reasons acceptable to the instructor. To be eligible, the student must have essentially completed the course. If work is not made up within the following long semester, the "I" will be changed to an "F" and the course must be repeated if credit is to be given.

**Grades are based on actual performance, not amount of effort exerted, potential, hardships encountered during the semester, etc.** There is no extra credit in this course. In order to earn a C or above, students must stay current with readings and assignments and exhibit strong class performance. A minimum final grade of C is required in all Mental Health/Social Work classes for graduation.

**Class Attendance and Participation Grade Rubric**

Students will receive a class participation grade, up to 50 points.



Orientation to Social Services  
SCWK 1321.01

---

The following rubric describes how I'll assess your class attendance and participation in this course. The rest of the assignments are objective and graded based on correct/incorrect answers

**Late Work, Attendance, and Make Up Work Policies:**

Regular attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Students who are absent from 25% of scheduled class meetings will be withdrawn with a grade of W unless the professor has reason to believe the student will complete the course. However, if a student reaches the 25% point after the official drop date, the student will receive an F.

As stated in [the Highlander Guide](#), “students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official college functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.” All other reasons for late work will be considered at my discretion and will likely require documentation. It is your responsibility to inform me of any absences and their reasons in a timely manner. For this course, that means **you will be dropped on the 8<sup>th</sup> absence.**

Students will be given extensions to complete exams only under dire extenuating circumstances with accompanying documentation at the instructor's discretion. When an exam extension is granted, an automatic 15 points will be deducted from the student's grade. Maximum extension is 7 days for original exam due date. Despite circumstances, maximum one exam extension per student per semester will be granted.

Semester Reflection papers are due by the deadline on the course outline and no late submissions will be accepted.

Absences **will** impact class participation grade. Five points per absence will be deducted from class participation grade automatically.

2 times of missing more than 10 minutes of class, either being tardy or leaving class early, will count as one absence. Students must attend at least HALF of class time to be counted as present.

**Student Behavioral Expectations or Conduct Policy:**

Orientation to Social Services  
SCWK 1321.01

---

Students are expected to maintain decorum that includes respect for other students and the instructor, prompt and regular participation, and an attitude that seeks to take full advantage of the educational opportunity.

Students who willfully disrupt the learning environment or whose presence constitutes a substantial and material threat to the orderly operation of the premises may be involuntarily withdrawn. Students whose behavior is overtly disruptive to the learning environment will be asked to leave class at the instructor's discretion and counted absent for the day. This may include, but is not limited to, eating in class, talking out of turn to classmates, and cell phone use during class. [See the Highlander Guide](#) for more information on this policy.

### **Ethics**

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignment, and/or dismissed from the course. Examples of cheating include but are not limited to:

Copying the work of another student

Seeking excused absences/tardies under false pretenses

Plagiarism (claiming as your own work the work of another) without citation

Please be aware that Plagiarism also includes submitting a paper for this course which you have also submitted to another course in the past or plan to submit to another course. All work for this class should be original, uniquely written for the course assignments listed.

\* [Click Here for the MCC Academic Integrity Statement](#)

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

\* [Click Here for the MCC Attendance/Absences Policy](#)

([www.mclennan.edu/highlander-guide/policies](http://www.mclennan.edu/highlander-guide/policies))

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

### **Accommodations/ADA Statement**

Orientation to Social Services  
SCWK 1321.01

---

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

\* [Click Here for more information about Title IX](#)  
([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

\* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

Orientation to Social Services  
SCWK 1321.01

Course Number: SCWK 1321 Course Name: Introduction to Mental Health and Retardation	Relevant Competencies  (Identify by Competency Number)
SCANS COMPETENCIES. 1. Managing Resources:  a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff	a. 1,2,3,5 b. 6 c. 1,2,3,4,5,6,8 d. 1,2,3,5 e. 1,2,3,5,6
2. Exhibiting  Interpersonal Skills:  a. Work on teams b. Teach others c. Serve customers d. Lead work teams e. Negotiate with others f. Work with different cultures	a. 2,4,6 b. 2,6 c. 1,2,3,4,5,6 d. 2 e. 2 f. 1,2,3,4,5,6,7,8
3. Working with Information:  a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. 1,2,3,4,5,6,8,9 b. 1,2,3,4,5,6,8,9 c. 1,2,3,4,5,6,8,9 d. 9
4. Applying systems Knowledge:  a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems	a. 1,2,3,4,5,6,8 b. 9 c. 9 d. 2 e. 2
5. Using Technology:  a. Select equipment and tools b. Apply technology to specific tasks c. Maintain/troubleshoot technologies	a. 2, 9 b. 2, 9 c. 2
SCANS FOUNDATIONS. 6. Demonstrating Basic Skills:  a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. 1,2,3,4,5,6,8 b. 2,6,8 c. 2 d. 1,2,3,4,5,6 e. 1,2,3,4,5,6
7. Demonstrating Thinking Skills:  a. Creative thinking b. Decision making c. Problem solving	a. 1,2,3,4,5,6,8 b. 1,2,3,4,5,6,8 c.

Orientation to Social Services  
SCWK 1321.01

d. Thinking logically e. Seeing with the mind's eye	1,2,3,4,5,6,8 d. 1,2,3,4,5,6,8 e. 1,2,3,4,5,6,8
8. Exhibiting Personal Qualities:	a. 1,2,3,4,5,6,8
a. Individual responsibility	b. 1,2,3,4,5,6,8
b. Self-esteem	c. 1,2,3,4,5,6,8
c. Sociability	d. 1,2,3,4,5,6,8 e. 1,2,3,4,5,6,8
d. Self-management	
e. Integrity	

2019-2020

### Statement of Work Place and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

Manager Resources: Exhibit Interpersonal Skills:

Work with Information: Apply Systems Knowledge:

Use Technology: FOUNDATION SKILLS Demonstrate Basic Skills:

### Mental Health Programs

#### COMMON WORKPLACE COMPETENCIES

Time / Money / Materials / Space / Staff

Work on teams / Teach others / Serve customers / Lead work teams / Negotiate with others

Acquire & evaluate data / Interpret & communicate data

Work within social systems / Work within technological systems / work within organizational systems / Monitor & correct system performance / Design & improve systems

Select equipment and tools

Arithmetic & Mathematics / Speaking / Listening