



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Special Topics in Psychiatric/Mental Health Services Technician
PMHS – 1291.01**

Professor Ted Robles

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Special Topics in Psychiatric/Mental Health Service Technician
PMHS 1291.01

Course Description:

PMHS 1291 – Special Topics in Psychiatric/Mental Health Services Technician:

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency. Semester Hours 2 (2 Lec.)

Prerequisites and/or Corequisites:

There are no prerequisites for this course. It is recommended that students take SCWK 1321 in the same semester they complete PMHS 1291.

Course Notes and Instructor Recommendations:

Instructor Information:

Instructor Name:	Professor Ted Robles
MCC E-mail:	trobles@mclennan.edu
Office Phone Number:	By Zoom Conference Call
Office Location:	CSC B7
Office/Conference Hours:	Monday 11:00 a.m. – 12:30 p.m. by Zoom Tuesday 1:00 - 4:00 p.m. by Zoom Wednesday 9:30 a.m. – 12:00 p.m. by Zoom

Please click this URL to start or join.

<https://mclennan.zoom.us/j/97855436171>

Or, go to <https://mclennan.zoom.us/join>
and enter meeting ID: 978 5543 6171

Other Instruction Information: *All communication will be conducted via email. If you call my telephone number, please leave a message, and follow up with an email. If you need to speak with me verbally, we can set up a zoom meeting during my posted office hours.

Required Text & Materials:

Title:	<i>On Your Own: Navigating the Road to Independence</i>
Author:	JoAnn Jumper
Edition:	Third
Publisher:	Wheatmark
ISBN:	978-1-60494-251-4

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Title: *On Your Own: Navigation the Road to Independence - Workbook*
Author: JoAnn Jumper
Publisher: Wheatmark
ISBN: 978-1-60494-499-0

Other Required Items:

Students are also required to purchase a calendar to be used during the semester.

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

Methods of Teaching and Learning:

The methods of teaching and learning used in PMHS 1291 include lecture, discussion groups, role play, and written assignments.

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-performance economy characterized by high-skills, high-wage employment. The learning objectives of this course have been linked to the SCANS Competencies and Foundational Skills.

Course Objectives and/or Competencies:

Appropriate workplace competencies and foundation skills identified by the Secretaries Commission on Achieving Necessary Skills (SCANS) are integrated into the following objectives/competencies.

Requirements: The student will participate in a 32-clock hour orientation to the Mental Health/Social Work program and practicum classes.

At the end of the orientation the students will be able to:

1. Understand personal awareness issues as they apply to social services settings.
2. Define confidentiality and apply it to social service settings.
3. Compare and contrast each practicum in terms of hours and expectations of each.
4. Identify the steps necessary to obtain a practicum placement interview at an assigned agency.
5. Demonstrate professional behavior during practicum interview.

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Course Outline or Schedule:

The following is a TENTATIVE schedule. Circumstances may cause the schedule to change. If changes are necessary, the instructor will inform you of the changes well in advance so that you may plan accordingly. The content may be addressed in different class sessions, depending on the number of students in a semester.

Week 1	Orientation, Syllabus, Handbook (HB), Calendars, OYO, D2L, Name Game
Week 2	Faculty Introductions, HB pgs. 3-5, OYO Ch. 8 Due , Managing Time (pg. 17 HB), Discussion
Week 3	Calendar Check #1 Due , HB Pgs. 6-7 (through #10) OYO Ch. 11 Due , Success in College, Discussion
Week 4	Calendar Check #2 Due , HB pgs. 7-8 (through letter i), Discussion
Week 5	Calendar Check #3 Due , HB pg. 8 (start at #8) – pg.11 (#24), OYO Ch. 1 Due , Managing Finances, Discussion
Week 6	Conduct (Kelli Nehring), HB pgs. 11-13, Ethics, Discussion
Week 7	Ethics, Discussion
Week 8	Human Position Paper Due , OYO Ch. 3 Due , Searching for a job, Discussion
Week 9	Self-Care, Discussion
Week 10	Self-Esteem, Discussion
Week 11	Communication Styles, Discussion
Week 12	Goal Setting, Discussion
Week 13	Myers-Briggs, Discussion
Week 14	Self-Disclosure, Discussion
Week 15	Emotional Intelligence, Discussion

Course Grading Information:

Student's grades are based on attendance, participation, and completion of assignments

EVALUATION/GRADING

1.	OYO Workbook Chapters	4 @ 50 Points Each	200	Points
2.	Calendar Checks	3 @ 50 Points Each	150	Points
3.	Human Position Paper	1 @ 200 Points Each	200	Points
4.	Attendance	1 @ 25 Points Each	25	Points
5.	Participation	1 @ 25 Points Each	25	Points
6.	Total Points		600	Points

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Letter Grade	A	B	C	D	F
Total Points	600-540	539-480	479-420	419-360	359 or Below

Below 420 must retake practicum.

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. The instructor has the discretion to assign a "I," however, the Program Director has final approval.

Late Work, Attendance, and Make Up Work Policies:

I DO NOT ACCEPT LATE WORK!!!
NO EXCEPTIONS. ALL WORK TURNED IN
AFTER A DUE DATE WILL RECEIVE A
GRADE OF "0". *Once I begin taking roll,
assignments are considered late.

Participation (50 pts.)

Class participation is so important to me that I give points for participating. This means that the student should participate in discussions, role play demonstrations, and exercises. I believe that through participation, the students' learning potential is enhanced. These points are at the discretion of the instructor.

Student Behavioral Expectations or Conduct Policy:

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor and an attitude that seeks to take full advantage of the education opportunity. The Highlander Guides describes the rights, privileges and obligations of students affiliated with MCC.

Ethics

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, 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)

Courtesy and Respect

Students should demonstrate courtesy and respect to all instructors, guests, and fellow students. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

Punctuality

For this class, 2 tardies equals 1 absence.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

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

Updated 11/04/2022

McLennan
C O M M U N I T Y
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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

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. For additional information, please visit www.mclennan.edu/disability.

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

disabilities@mclennan.edu 254-299-
8122
Room 319, Student Services Center

Title IX:

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 notified via 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.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

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