



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

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

**Professor Catie Capp-Hays**

This is a n 11-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

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**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:**

Please be sure to review the class schedule online regarding the specific meeting times for this class. Please contact the instructor for further information.

**Instructor Information:**

Instructor Name:	Professor Catie Capp-Hays
MCC E-mail:	<a href="mailto:Ccapp-hays@mclennan.edu">Ccapp-hays@mclennan.edu</a>
Office Phone Number:	254.299.8772
Office Location:	CSC E129-E
Office/Conference Hours:	Posted On Office Door
Other Instruction Information:	

**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

Title:	<i>On Your Own: Navigation the Road to Independence - Workbook</i>
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, service learning assignments, 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 program and practicum classes. Activities will be conducted, and assignments will be made during orientation.

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.
6. Identify appropriate agency and secure placement interview for first practicum.
7. Complete all appropriate forms and paperwork for class assignments and agency placement.

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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 particular semester.

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

**Course Grading Information:**

Student's grades are based on attendance, participation, and completion of appropriate paperwork to begin volunteering at their practicum sites.

**EVALUATION/GRADING**

Grading procedures will be discussed in seminar.

1.	OYO Workbook Chapters	4 @ 50 Points Each	200	Points
2.	Calendar Checks	3 @ 50 Points Each	150	Points
3.	Human Position Collage	1 @ 100 Points Each	100	Points

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4.	Attendance	1 @ 25 Points Each	25	Points
5.	Participation	1 @ 25 Points Each	25	Points
6.	<b>Total Points</b>		<b>500</b>	<b>Points</b>

<b>Letter Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Total Points</b>	500-450	449-400	399-350	349-300	299 or Below

Below 350 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 and "F" and the course must be repeated if credit is to be given.

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

***Attendance:***

Regular and punctual 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. In the case of online and hybrid course, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

**Each absence will count toward attendance requirements in each course.**

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. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Students enrolled in mandated developmental classes based on MCC's developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course or courses will be required to follow the attendance guidelines in effect at the time of the student's enrollment in the developmental course or courses.

Programs such as Cosmetology and many of the Health Sciences may have departmental attendance guidelines due to clinical requirements or requirements of approving agencies. (See appropriate departmental policies for details.)

**Student Absence on Religious Holidays**

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

**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.**

### **Attendance (25 points)**

Being in class is important to you and me! I reward attendance by giving up to 25 points at the end of the semester. Below is the point distribution for attendance.

#### **Summer/1 day a week classes**

1 absence = 15 points  
2 absence = 10 points  
3 absence = 5 points  
Over 3 absences = 0 points

#### **2 days a week classes**

2 absence = 15 points  
4 absence = 10 points  
6 absence = 5 points  
over 6 absences = 0 points

### **Participation (25 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.

### **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**

Being on time is important in your career, and being on time for class helps to assist you in preparedness for future jobs. For this class, 2 tardies equals 1 absence.

### **Cell Phones**

This is probably one of my biggest pet peeves! While I realize that we all have families and are in need of communicating with them throughout the day, it is my expectation that you show some discretion in the use of cell phones in class. Please place all cell phones and electronic devices on silent during class times. If you must take or make a call, please step outside to do so. Additionally, there should be **NO** texting or playing of games on your phone during class. This is incredibly distracting, and YES, I can tell when you are texting under the table! Please just remember to be courteous.

**Computers in class**

While I don't mind if you take notes on your computer, this is the only thing that should be done on the computer while in my classes. If other activities are being done on the computer, I will ask you to put your computer away and you will not be allowed to bring in your computer for the rest of the semester. Other activities include: web surfing, Facebook, YouTube, watching DVD's, looking at pictures, etc.

\* **[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.

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**2020-2021**

**Statement of Workplace and Foundation Competencies**

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

**MENTAL HEALTH PROGRAM**

**COMMON-WORKPLACE COMPETENCIES**

<b>Manage Resources:</b>	Time / Money / Materials / Spaces / Staff
<b>Exhibit Interpersonal Skills:</b>	Work on teams / Teach others / Serve Customers / Lead work team / Negotiate with others
<b>Work with Information:</b>	Acquire and evaluate data / Interpret and Communicate data
<b>Apply Systems Knowledge:</b>	Work within social systems / Work within technological systems / Work within organizational systems / Monitor and correct system performance / Design and improve systems
<b>Use Technology:</b>	Select equipment and tools
<b>SKILLS:</b>	<b>FOUNDATION</b>
<b>Demonstrate Basic Skills:</b>	Arithmetic and Mathematic / Speaking / Listening
<b>Demonstrate Thinking Skills:</b>	Creative thinking / Decision making / Problem Solving / Thinking logically
<b>Exhibit Personal Qualities</b>	Self-esteem / Self-management / Integrity

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Course Number: <u>PMHS 1291</u> Course Name: Introduction to Practicums	Relevant Competencies (Identify by Competency Number)
<b>SCANS COMPETENCIES.</b>	
<b>1. Managing Resources:</b> a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff	a. 4, 6, 7 b. 6, 7 c. 4, 6, 7 d. 4, 6, 7 e.
<b>Interpersonal Skills:</b> <b>2. Exhibiting</b> a. Work on teams b. Teach others c. Serve customers d. Lead work teams e. Negotiate with others f. Work with different cultures	a. 1, 2, 6, 7 b. 1, 2, 6, 7 c. 1, 2, 6, 7 d. 1, 2, 6, 7 e. 1, 2, 6, 7 f. 1, 2, 6, 7
<b>3. Working with Information:</b> a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. 2, 3, 4, 6, 7 b. 2, 3, 4, 6, 7 c. 2, 3, 4, 6, 7 d. 2, 4, 4, 6, 7
<b>4. Applying systems Knowledge:</b> 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, 4, 6, 7 b. 2, 4, 6, 7 c. 1, 2, 4, 7 d. e.
<b>5. Using Technology:</b> a. Select equipment and tools b. Apply technology to specific tasks c. Maintain/troubleshoot technologies	a. 4, 6, 7 b. 6, 7 c.
<b>SCANS FOUNDATIONS.</b>	
<b>6. Demonstrating Basic Skills:</b> a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. 1, 2, 3, 4, 6, 7 b. 2, 3, 4, 6, 7 c. 3, 4, 6, 7 d. 1, 2, 3, 4, 6, 7 e. 1, 2, 3, 5, 6, 7
<b>7. Demonstrating Thinking Skills:</b> a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye	a. 1, 2, 5, 6, 7 b. 1, 2, 3, 5, 6, 7 c. 1, 2, 3, 5, 6, 7 d. 1, 2, 3, 5, 6, 7 e. 1, 2, 3, 5, 6, 7
<b>8. Exhibiting Personal Qualities:</b> a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity	a. 1, 2, 3, 4, 5, 6, 7 b. 1, 2, 3, 4, 5, 6, 7 c. 1, 2, 3, 4, 5, 6, 7 d. 1, 2, 3, 4, 5, 6, 7 e. 1, 2, 3, 4, 5, 6, 7

# McLennan

C O M M U N I T Y

## COLLEGE

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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](http://www.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

### **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 Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC 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/](http://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/>

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 a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and 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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://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-and-Staff-Commons/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.

**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](mailto:Helpdesk@mclennan.edu) for help.

**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.

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.