

Calumet College



of Saint Joseph

You Belong!  
ccsj.edu

*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

## COURSE SYLLABUS, Spring 2018

### HSV 312 Death, Dying and Caregiving

#### Instructor Information:

<b>Instructor Name</b>	Elizabeth Guzman-Arredondo
<b>Office Number:</b>	517
<b>Phone Number:</b>	219-473-4260 Office 219-928-3325 Mobile
<b>Email:</b>	<a href="mailto:eguzman@ccsj.edu">eguzman@ccsj.edu</a>
<b>Hours Available:</b>	M_TH 1pm-5pm
<b>Instructor Background:</b> 1991 Master of Social Work Loyola University-Chicago, School of Social Work 1986 Bachelor of Arts Sociology Calumet College of St. Joseph Licensed Social Worker State of Indiana CASA- Court Appointed Special Advocate Member of the CCSJ Faculty Senate Committees; Academic Senate Executive Committee, Curriculum and Assessment Committee, Faculty Handbook Committee and Senior Staff Committee. My work over the last 31 years includes medical social work, adult and adolescent behavioral health, community health, child welfare, school social work, group home and program development and design along with grant writing. I began teaching as an adjunct faculty member here at CCSJ in 1991 and in July 2015 accepted the position of Assistant Professor and Director of the Human Services Program. I am eager to be a resource to you as you gain your footing heading into our profession. Please feel free to stop and chat, come up to my office to share your plans, ask questions, share your thoughts or ideas, my door is always open. My goal is to grow that spark into a flame that is within you to help those in need. The world needs YOU!	

<b>Course Information:</b>	
<b>Course Time:</b>	Tuesday 6:30 pm.
<b>Classroom:</b>	Office 517
<b>Prerequisites:</b>	HSV 100 Introduction to Human Services and HSV 220 Models and Methods
<b>Required Books and Materials:</b>	<i>Grief and Loss: Theories and Skills for the Helping Profession 2<sup>nd</sup> edition by Katherine Walsh, Pearson Publishing ISBN 9780205827091</i>
<b>Learning Outcomes/ Competencies:</b>	
<p>Students in this course will:</p> <p>Identify one's own personal philosophy and issues regarding death and loss and how these may impact on your work with individual and families experiencing loss.</p> <p>Identify and understand normal grief and factors that contribute to unresolved loss and complicated bereavement.</p> <p>Describe the impact of different types of losses at different stages of the life cycle.</p> <p>Demonstrate sensitivity to, and awareness of, social and cultural attitudes and practices related to death and loss and describe how these influence coping with grief.</p> <p>Describe diverse therapeutic interventions, including individual grief therapy and bereavement counseling as well as support groups and the circumstances in which they may be used effectively.</p> <p>Demonstrate increase comfort as well as knowledge about death, loss and grief.</p> <p>The following Gen Ed skills are being reinforced as follows:</p> <ul style="list-style-type: none"> <li>• Students will read simulated case material analytically, synthetically, and critically.</li> <li>• Students will write in reflection papers using valid logic, and correct grammar, usage, and punctuation.</li> <li>• Students will be able to apply ethical standards to social issues and analyze their own core beliefs and the origin of these beliefs.</li> </ul> <p>This course will address the following Program Objectives:</p> <ol style="list-style-type: none"> <li>1. <i>Origins and Theoretical Orientations of the Helping Professions:</i> All students will be able to explain the origins of the human service profession, the value base of the profession and discuss issues that will impact its growth.</li> <li>2. <i>Theories, Techniques of Human Service Social, and Clinical Interventions:</i> All students will be able to identify and critically evaluate the major theories and techniques of social and clinical intervention and their relevance to the helping profession.</li> <li>3. <i>Basic Communication and Technology Literacy:</i> All students will demonstrate competencies in literacy and technical writing, methods of research and measurement, and computer literacy.</li> <li>4. <i>Knowledge of and Respect for Cultural Diversity:</i> All students will demonstrate cultural sensitivity and multi-cultural awareness.</li> <li>5. <i>Personal Growth and Commitment to Good Mental Health:</i> All students will demonstrate a high level of personal self-awareness, an enhanced understanding of the mechanisms of social</li> </ol>	

<p>communication, increased awareness of inevitable sources of interpersonal conflict, and become more goal-oriented and strategic in their interactive behavior.</p> <p>6. <i>Professional Identity and Commitment to Life-Long Learning</i>: Students will be able to articulate their identity as human service professionals and formulate a plan for on-going professional development.</p>
<p><b>Course Description:</b>  This course will offer an overview of the grief process and the common beliefs and myths about death and dying. This course will help students increase their awareness about the issues surrounding the death process and explore how grief impacts loved ones. Students will also have an opportunity to develop the ability to recognize situation grief reactions and secondary losses and explore effective helping interventions.</p>
<p><b>Learning Strategies:</b>  Lecture, discussion, individual projects</p>
<p><b>Experiential Learning Opportunities:</b>  Student will be required to interview a human service professional that practices in the field of death, dying and or bereavement ie hospice worker, funeral director.</p>

<b>Assessments:</b>		
<b>Major Assignments:</b>	Reflection Papers Quizzes Final Exam	
<b>Class Participation:</b>	This is a directed study course meeting with Professor Guzman-Arredondo is a requirement to pass the course.	
<b>Grading Scale:</b>		
100 – 92: A	91 – 90: A-	
89 – 88: B+	87 – 82: B	81 – 80: B-
79 – 78: C+	77 – 72: C	71 – 70: C-
69 – 68: D+	67 – 62: D	61 – 60: D-
59 and below	F	
<b>Course Schedule:</b>		

**I reserve the right to change this schedule to meet the needs of the class.**

<b>Responsibilities</b>	
<b>Attending Class</b>	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work.

	Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.
<b>Turning In Your Work</b>	You cannot succeed in this class if you do not turn in all your work on the day it is due.  Late work will not be accepted.
<b>CCSJ Student Honor Code</b>	This course asks students to reaffirm the CCSJ Student Honor Code:  I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to: <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Using Electronic Devices</b>	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.
<b>Participating in Class</b>	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.
<b>Doing Your Own Work</b>	If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.  Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.  <b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.
<b>Tracking Your Progress</b>	Your midterm grade will be available on MyCCSJ between Weeks 6 and 8. Be sure to see how you're doing and follow up with your instructor.
<b>Sharing Your Class Experience</b>	At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <b>essential</b> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
<b>Withdrawing from Class</b>	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

<b>Resources</b>	
<b>Student Success Center:</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>Student Assistance Program</b>	Through a partnership with Methodist Hospital, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at their Employee Assistance Program (EAP) office in Merrillville or Gary. For more information, contact the SAP Counselor, at 219-736-4067.
<b>CCSJ Alerts:</b>	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .

# Emergency Procedures

## MEDICAL EMERGENCY

### EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

## FIRE

### EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

## BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

### IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

## HAZARDOUS MATERIAL SPILL/RELEASE

### EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.

4. Evacuate if necessary.

## TORNADO

### EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

## SHELTER IN PLACE

### EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

## BOMB THREATS

### EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

## TERRORISM AND ACTIVE SHOOTER SITUATIONS

### EMERGENCY ACTION

1. Call 911 and report intruder.

## RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.