



Your University of Choice

## COURSE SYLLABUS

Term: II 2015-2016

### Course HSV 495 X Practicum

| <b>Instructor Information:</b> |  |
|--------------------------------|--|
| <b>Instructor Name</b>         | Elizabeth Guzman-Arredondo   |
| <b>Office Number:</b>          | 506  |
| <b>Phone Number:</b>           | 219-473-4260   |
| <b>Email:</b>                  | <a href="mailto:eguzman@ccsj.edu">eguzman@ccsj.edu</a>   |
| <b>Hours Available:</b>        | Monday 1:00pm to 5:00pm<br>Tuesday 1:00pm to 5:00 pm<br>Wednesday 1:00pm to 5:00pm<br>Thursday 1:00 to 5:00 pm<br>Friday and morning hours by appointment. |
| <b>Instructor Background:</b>  | B.A. Sociology Calumet College of St. Joseph<br>M.S.W. Loyola University of Chicago<br>Licensed Social Worker- State of Indiana                            |

| <b>Course Information:</b>              |   |
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| <b>Course Time:</b>                     | ARRANGED  |
| <b>Classroom:</b>                       | N/A   |
| <b>Prerequisites:</b>                   |   |
| <b>Required Books and Materials:</b>    | <i>Students are required to log onto Blackboard to access the Human Services Practicum Manual, and Discussion Boards.</i>   |
| <b>Learning Outcomes/ Competencies:</b> | Students will: through earning 80% or better in formal on-site supervision students in this course will be able to demonstrate proficiency in the professional placement equivalent to that of an entry-level professional.   |
| <b>Course Description:</b>              | This course will place the student in an appropriate agency, depending on their concentration, in which they will be exposed to the work of that agency in a supervised setting. The program director, or an assigned instructor, will coordinate the student's supervision by an experienced staff from the selected agency. This course may be repeated for up to a total of 6 hours. All students are required to complete a comprehensive exam as part of this course. The results of the |

exam do no influence the students' final grade. The results are used to assess the extent to which the student has mastered the objectives of the Human Services Program and assist in strengthening the Human Services curriculum. This exam will be coordinated by the program director in consultation with the faculty practicum supervisor.

**Learning Strategies:**

Portfolio, On-site supervision, Blackboard Forums and Assessment.

**Experiential Learning Opportunities:** Student placement and their participation at a social service agency in the community will provide ample opportunity for experiential learning.

| <b>Assessments:</b>   |  |  |
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| <b>Major Assignments:</b>                                   | <ul style="list-style-type: none"> <li>• Weekly Discussion Boards</li> <li>• Practicum Portfolio</li> </ul> <p>Comprehensive Program Assessment. Students will be evaluated on the basis of the Practicum Portfolio and Placement Evaluation. The specific requirements are specified in the Practicum Handbook. Students will also be asked to complete a comprehensive program assessment as part of the Practicum experience. That assessment is completed using the Blackboard site for this course.</p> | <p>20% of grade<br/>80% of grade</p>   |
| <b>Class Participation</b>                                  | Weekly participation in Bb forums.   |  |
| <b>Course Schedule:</b>                                     |  |  |
| <b>Class Date</b>   | <b>Assignments</b>   | <b>Class Discussion/Activities</b>   |
| Start and Stop date are negotiated with the site supervisor | Policy of site supervisor  | Policy of Site supervisor in addition look to Blackboard for discussion board forums and direction for portfolio and program assessment. |

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

| <b>Student Responsibilities</b> |  |
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| <b>Attendance</b>               | Abide by the rules set out by your site supervisor for time and attendance. Make sure your hours are documented and "signed-off" on by the supervisor. Students are to complete 120 hours at their practicum site. |
| <b>Attending Class</b>          | N/A  |

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| <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.<br><br>All assignment are to be turned in via Blackboard. Please <b>DO NOT</b> submit your assignments via e-mail unless arrangements are made prior to doing so.  |
| <b>Using Electronic Devices</b> | Please follow the policy of site supervisor.  |
| <b>Participating in Class</b>   | Participation includes; showing up and being on time, following agency rules and behaving in a professional manner all are crucial to your final grade.   |
| <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.<br><br>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.<br><br><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism. |
| <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>               |  |
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| <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>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:<br><a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .<br><br>In addition, you can check other media for important information, such as school closings: |

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|  | <p><b>Internet:</b> <a href="http://www.ccsj.edu">http://www.ccsj.edu</a></p> <p><b>Radio:</b> WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78</p> <p><b>TV Channels:</b> 2, 5, 7, 9, 32</p> |
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## Emergency Procedures

### MEDICAL EMERGENCY

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| <b>EMERGENCY ACTION</b>   |
| <ol style="list-style-type: none"> <li>1. Call 911 and report incident.</li> <li>2. Do not move the patient unless safety dictates.</li> <li>3. Have someone direct emergency personnel to patient.</li> <li>4. If trained: Use pressure to stop bleeding.</li> <li>5. Provide basic life support as needed.</li> </ol> |

### FIRE

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| <b>EMERGENCY ACTION</b>   |
| <ol style="list-style-type: none"> <li>1. Pull alarm (located by EXIT doors).</li> <li>2. Leave the building.</li> <li>3. Call 911 from a safe distance, and give the following information: <ul style="list-style-type: none"> <li>• Location of the fire within the building.</li> <li>• A description of the fire and how it started (if known)</li> </ul> </li> </ol> |

### 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.