DEPARTMENT: Human Services  EFFECTIVE SESSION: Spring 2019

INSTRUCTIONS: Please check the items below which describe the purpose of this request.

- [ ] 1. New course with supporting documents
- [ ] 2. Add existing course offered at another campus
- [ ] 3. Expiration of a course
- [X] 4. Change in course number
- [ ] 5. Change in course title
- [ ] 6. Change in course credit/type
- [ ] 7. Change in course attributes (department head signature only)
- [ ] 8. Change in instructional hours
- [ ] 9. Change in course description
- [ ] 10. Change in course prerequisites
- [ ] 11. Change in semesters offered (department head signature only)
- [ ] 12. Transfer from one department to another

PROPOSED:

Subject Abbreviation: HSV
Course Number: 401
Long Title: Internship Seminar I
Short Title: Intern Seminar I

EXISTING:

Subject Abbreviation: HSV
Course Number: 401
Long Title: Internship Seminar I
Short Title: Intern Seminar I

TERMS OFFERED:

- [X] Summer
- [X] Fall
- [X] Spring

CAMPUS(ES) INVOLVED:

- Calumet
- Ft. Wayne
- Indianapolis
- Cont Ed
- N. Central
- Tech Statewide
- W. Lafayette

ABBREVIATED TITLE WILL BE ENTERED BY THE OFFICE OF THE REGISTRAR IF OMITTED.

(50 CHARACTERS ONLY)

COURSE TYPE:

- 1. Fixed Credit: Cr. Hrs: 3.0
- 2. Variable Credit Range:
  Minimum Cr. Hrs:
  Maximum Cr. Hrs:
  (Check One) To
  Yes
  No

COURSE ATTRIBUTES:

- 1. Pass/No Pass Only
- 2. Satisfactory/Unsatisfactory Only
- 3. Repeatable
- 4. Credit by Examination
- 5. Special Fees
- 6. Registration Approval Type
  Department
  Instructor
- 7. Variable Title
- 8. Honors
- 9. Full Time Privilege
- 10. Off Campus Experience

SCHEDULE TYPE:

- Lecture
- Recitation
- Presentation
- Laboratory
- Lab Prep
- Studio
- Distance
- Clinic
- Experiential
- Research
- Ind. Study
- Pract/Observ

MINUTES PER MTG
MEETINGS PER WEEK
WEEKS OFFERED
% OF CREDIT ALLOCATED

Cross-Listed Courses:

COURSE DESCRIPTION (INCLUDE REQUISITES/RESTRICTIONS):

C: HSRV-400 is currently listed, please ADD P: HSRV-315 and HSRV 320 No other content changes

Calumet Department Head Date
Calumet School Dean Date

Ft. Wayne Department Head Date
Ft. Wayne School Dean Date

Indianapolis Department Head Date
Indianapolis School Dean Date

North Central Department Head Date
North Central Chancellor Date

West Lafayette Department Head Date
West Lafayette College/School Dean Date

OFFICE OF THE REGISTRAR
Indiana University-Purdue University Fort Wayne  
College of Health and Human Services – Human Service Department  
HSRV 400 and HSRV 401 – Internship I and Internship Seminar I  
Fall 2009

Instructor: Julie Hill-Lauer, M.A., LCSW  
Office: Neff Hall 130 B  
Office Phone: (260)481-6424 - Please leave a message with Department Secretary Kathleen Whitcraft  
Office Hours: Call to schedule appointment  
E-Mail: hillj@ipfw.edu  
Class Times: M 6:00-8:45pm  
Location: Science Building Room G69

HSRV P: HSRV-315 and HSRV-320. C: HSRV-400

Course Description:
HSRV 400: This course will provide experiential learning related to human service agencies. Students will be assigned to a human service agency and work with an agency supervisor to apply knowledge of case management skills including intake, client assessment, and development and implementation of intervention plans. The focus this semester is on client contact.

HSRV 401: This course will focus on professionalism, ethical issues, and social welfare policy as applied with human service clients and agencies.

Course Objectives:

HSRV 400:  
By the successful completion of the course, the student will:  
1. Understand the role of the human services worker in a human service agency.  
2. Gain practical experience in functioning as a human services worker.  
3. Analyze his or her own experience in a human service agency.

HSRV 401:  
By the successful completion of the course, the student will:  
1. Increase self-awareness and its impact on professionalism.  
2. Be able to analyze personal values and their role in ethical issues.  
3. Understand how current social welfare policy affects clients.

Course Text:

*PLEASE NOTE THAT ALL STUDENTS IN SECTIONS HSRV450 AND HSRV451 OF THE HUMAN SERVICES INTERSHIP CLASSES ARE EXPECTED TO ABIDE BY THE GUIDELINES, POLICIES AND PROCEDURES SET FORTH IN THE HUMAN SERVICES INTERNSHIP MANUAL.*

Course Requirements for 400:
Evaluation by your internship supervisor and attendance at the site
Your internship supervisor will use a written evaluation form and an attendance record form. Over the course of the semester, your site supervisor will complete 4 evaluations on your performance at the site. You will need to be responsible for getting the evaluation forms to and from the supervisor. The evaluation forms will be reviewed during class time prior to the beginning of the internship so that you will understand the expectations that will be made of you. No credit for late evaluations – plan ahead. You are also expected to attend 2 site reviews with the instructor during the semester and may be required to adjust your site schedule to do so. If you do not achieve a grade of “C” or above on the evaluation of your work on the site, the course must be taken again.

Self-evaluation of your performance at internship site
Over the course of the semester, you will complete 4 self-evaluations of your work at the internship site. These will be graded on a pass (turn them in on time)/fail (don’t turn them in on time) basis. No credit for late evaluations – plan ahead.

Time Sheet
During the course of the semester, you must complete 90 hours at your site. Your supervisor will sign off on your hours, and the record of your documented time is due by the final class, December 14, 2009. If you fail to turn in this documentation on time, you will fail the class.

Course requirements for 401:
Attendance/Class Participation (50 points), Attendance and class participation are required. You can participate by joining a discussion in class or asking questions. This is a professional course. Attendance is expected at each scheduled class. If you are more than 15 minutes late for class, you will not receive credit for attendance. Excused absence will be granted for illness or family emergency only. You must notify instructor within 24 hours of class missed or no points will be given for attendance that class session.

Resume (20 points)/Cover Letter (20 points). As part of the internship process, students will be required to turn in a resume and a cover letter prior to interviewing for the position at the site. The instructor will evaluate the resume
and cover letter and make suggestions. If possible, students should wait to receive their resume back from the instructor before interviewing at the site.

**Interview Exercise (20 points)**
- Prepare 5 interview questions that you might ask a potential employee, and respond to them as if they were being asked of you.

**Take Time to Reflect (TTTR - 40 points).** Throughout the course, students will be assigned to complete 5 assignments (Take Time to Reflect) from the text. Students will complete the assignment and e-mail to the instructor no later than 12pm by the due date given in the course outline. We will discuss them in class.

**Site Paper (50 points).** Students will be expected to write a 7-page paper about their internship experience, covering the following points:
- Review your internship goals: What did you personally do to achieve them? What do you still want to learn in that area?
- Challenging experiences in your internship, how you handled them, and what you learned. Please give at least 2 examples.
- High and low points of your internship experience.
- How your internship experience might apply to your career.
- How did the various clients impact you personally?

It is expected that your paper will be well written, formally, 12 pt font, using APA 5th ed formatting. You will have points deducted for poor grammar, spelling errors, punctuation errors, incomplete sentences – proof read your paper. Late papers will not be accepted.

**Grading Scale: The Human Services Program grading scale will be used.**

<table>
<thead>
<tr>
<th>100-98 = A+</th>
<th>91-90 = B+</th>
<th>83-82 = C+</th>
<th>75-74 = D+</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-95 = A</td>
<td>89-86 = B</td>
<td>81-78 = C</td>
<td>73-70 = D</td>
</tr>
<tr>
<td>94-92 = A-</td>
<td>85-84 = B-</td>
<td>77-76 = C-</td>
<td>69-68 = D-</td>
</tr>
</tbody>
</table>

**HSRV 400/401 COURSE OUTLINE.**
*Please note that the class does not meet each week*

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Assignment</th>
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</thead>
<tbody>
<tr>
<td>August 24</td>
<td><strong>Class Meets:</strong> Syllabus, contact information, assign internship sites, resume/cover letter, goals for internship Chapter 1 Invitation to Personal Learning and Growth OR Chapter 10 Work &amp; Recreation TTTR together p. 297</td>
</tr>
<tr>
<td>August 31</td>
<td><strong>Class Meets:</strong> Resume and Cover Letter due in class;</td>
</tr>
<tr>
<td>September 14</td>
<td><strong>Class Meets:</strong> Chapter 2 Reviewing Your Childhood &amp; Adolescence</td>
</tr>
<tr>
<td>Date</td>
<td>Class Meets:</td>
</tr>
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</tr>
</tbody>
</table>
| September 28 | Chapter 3 Adulthood & Autonomy  
*TTTR p. 54-55* | *Internship Evaluations Due* |
| October 5    | Chapter 6 Love  
*TTTR p. 90-91* | *Interview Exercise Due* |
| October 19   | Chapter 7 Relationships  
*TTTR p. 187-188* | *Internship Evaluations Due* |
| November 2   | Individual meetings with instructor | |
| November 16  | Chapter 11 Loneliness & Solitude  
*TTTR p. 206* | *Internship Evaluations Due* |
| November 30  | Chapter 12 Death & Loss  
*Site Paper Due* | |
| December 14  | FINALS - Class Meets: 8:00pm-10:00pm  
*Intern Evaluation of Site (in class)*  
*Site Time Sheet Due*  
*Internship Evaluations Due* | |

**Additional Considerations:**

1. **Written requirements** are to follow APA writing style. One-inch margins, typed, double spaced, 12 pt font, professional appearance, and stapled together in the left upper corner.

2. **Electronic Listening Devices:** No listening devices (such as cell phones, Bluetooth, ipods, etc.) may be worn during exams. An exception will be granted for medically necessary hearing aids.

3. **The use of cell phones,** texting and pagers during class time is not acceptable. Please turn your cell phone and pager to the silent mode before class starts.

4. **Confidentiality Statement:** In any course that touches on emotional subjects, students may wish to share their own experiences. The classroom is not a confidential setting, and students wishing to share information about themselves or their experiences should be aware that others might discuss the information given outside of the classroom itself. However, those in the Human Services and allied fields will find that client confidentiality is an essential part of their work. For that reason, students in this class are encouraged to consider personal information shared by their peers during the semester as confidential, and not to be shared with others. Not only is this good practice for the Human Services profession, but it also promotes dignity and respect for fellow students.

5. **The tape recording** of course material in university classes is permitted by law. However, students may be asked to shut off recorders during personal
disclosures by peers, as this information is not related to achieving a grade or successfully completing an assignment.

**Plagiarism/Academic Misconduct policy:**

1. **Cheating** — intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit or hours.

2. **Fabrication** — intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

3. **Facilitating academic dishonesty** — intentionally or knowingly helping or attempting to help another in committing dishonest acts.

4. **Plagiarism** — the adoption or reproduction of ideas or statements of another person as one's own without acknowledgment.

**Services for Students**

*Center for Academic Support and Advancement (CASA)* offers tutoring in math, writing, and other subjects. In addition, students can get help with study skills and math anxiety. Located in Kettler G21. Phone: 481-6817

*The Writing Center* provides writing consultants for any course. It is located in Kettler 234. Phone 481-5740

*The Dean of Students Office* provides assistance for students' with their experience at IPFW. Counseling for personal concerns is also a part of their services. The Dean of Students is located in Walb Union 113. Phone: 481-6595

*The Office of Multicultural Services* serves as a support system for African American, Hispanic, Native American, International, Asian American, and at-risk students who are enrolled at IPFW. This support is provided through the Academic Student Achievement program (ASAP). MCS is located in Walb Union 118. Phone: 481-6608. Web site: [www.ipfw.edu/mcs](http://www.ipfw.edu/mcs).

*The IPFW Police* will provide safety escorts to your car after classes. Campus phones are located in each building for this use or you can call 481-6900.

*Student Counseling* offers free personal counseling to all IPFW students. Feel free to contact that department at 481-6592.