

# Washtenaw Community College Comprehensive Report

## HSW 229 Human Services Success Skills

Effective Term: Fall 2024

### Course Cover

**College:** Humanities, Social and Behavioral Sciences

**Division:** Humanities, Social and Behavioral Sciences

**Department:** Behavioral Sciences

**Discipline:** Human Services Worker

**Course Number:** 229

**Org Number:** 11200

**Full Course Title:** Human Services Success Skills

**Transcript Title:** Human Services Success Skills

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Three Year Review / Assessment Report

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Course description**

**Outcomes/Assessment**

**Objectives/Evaluation**

**Rationale:** Updating in anticipation of transition to canvas, creating SLO's that better align with the length of the course and what is being taught.

**Proposed Start Semester:** Spring/Summer 2024

**Course Description:** In this course, students will review and evaluate necessary skills that will be utilized in human services employment settings. Topics covered will include ethics, professional research, professional behavior, preparing for the workplace, and several other areas of professional concern.

### Course Credit Hours

**Variable hours:** No

**Credits:** 1

**Lecture Hours: Instructor: 15 Student: 15**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 15 Student: 15**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

### College-Level Reading and Writing

College-level Reading & Writing

### College-Level Math

No Level Required

**Requisites****Prerequisite**

HSW 100 minimum grade "C"

and

**Prerequisite**

HSW 200 minimum grade "C"; may enroll concurrently

and

**Prerequisite**

SOC 220 minimum grade "C"; may enroll concurrently

or

**Prerequisite**

HSW 220 minimum grade "C"; may enroll concurrently

**General Education****Request Course Transfer**

**Proposed For:**

**Student Learning Outcomes**

1. Identify and describe educational options and employment opportunities in the Human Services field.

**Assessment 1**

Assessment Tool: Outcome-related infographic

Assessment Date: Spring/Summer 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric

Standard of success to be used for this assessment: 80% of students must score 70% or higher on the assessment.

Who will score and analyze the data: Departmental faculty

2. Demonstrate the ability to apply professional research to the field of helping.

**Assessment 1**

Assessment Tool: Outcome-related literature review

Assessment Date: Spring/Summer 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric

Standard of success to be used for this assessment: 80% of students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

3. Apply professional ethics and laws to evaluate potential roadblocks at a local agency.

**Assessment 1**

Assessment Tool: Outcome-related question list

Assessment Date: Spring/Summer 2025

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric

Standard of success to be used for this assessment: 80% of students will successfully pose one ethical and one legal question

Who will score and analyze the data: Departmental faculty

**Course Objectives**

1. Apply ethical standards to real-world scenarios.
2. Apply mental health laws to real-world scenarios.
3. Present a completed resume.
4. Identify steps for completing the next phase of education and/or career.
5. Identify and describe different career options in the various helping fields.
6. Demonstrate awareness of cultural differences in the workplace, educational sector, and community at large.
7. Describe the process of data collection and its real-world implications.
8. Demonstrate ability to identify professional research and apply to the field.
9. Successfully compose an APA style literature review.

**New Resources for Course****Course Textbooks/Resources**

Textbooks  
Manuals  
Periodicals  
Software

**Equipment/Facilities**

Level III classroom

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Kristy Norris</i>	<i>Faculty Preparer</i>	<i>Jan 29, 2024</i>
<b>Department Chair/Area Director:</b> <i>Starr Burke</i>	<i>Recommend Approval</i>	<i>Feb 01, 2024</i>
<b>Dean:</b> <i>Anne Nichols</i>	<i>Recommend Approval</i>	<i>Feb 04, 2024</i>
<b>Curriculum Committee Chair:</b> <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>May 06, 2024</i>
<b>Assessment Committee Chair:</b> <i>Jessica Hale</i>	<i>Recommend Approval</i>	<i>May 08, 2024</i>
<b>Vice President for Instruction:</b> <i>Brandon Tucker</i>	<i>Approve</i>	<i>May 20, 2024</i>

# Washtenaw Community College Comprehensive Report

## HSW 229 Human Services Success Skills Effective Term: Spring/Summer 2021

### Course Cover

**Division:** Humanities, Social and Behavioral Sciences

**Department:** Behavioral Sciences

**Discipline:** Human Services Worker

**Course Number:** 229

**Org Number:** 11200

**Full Course Title:** Human Services Success Skills

**Transcript Title:** Human Services Success Skills

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Three Year Review / Assessment Report

**Change Information:**

**Outcomes/Assessment**

**Rationale:** Based on assessment data, it is believed that outcomes 2 and 4 need to be updated with more realistic success criteria.

**Proposed Start Semester:** Winter 2021

**Course Description:** In this course, students review and evaluate necessary skills that will be utilized in human services employment settings. Topics covered will include ethics, data collection, professional behavior, documentation, employment opportunities and several other areas of professional concern.

### Course Credit Hours

**Variable hours:** No

**Credits:** 1

**Lecture Hours: Instructor: 15 Student: 15**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 15 Student: 15**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

### College-Level Reading and Writing

College-level Reading & Writing

### College-Level Math

No Level Required

### Requisites

**Prerequisite**

HSW 100 minimum grade "C"

and

**Prerequisite**

HSW 200 minimum grade "C"; may enroll concurrently

and

**Prerequisite**

SOC 220 minimum grade "C"; may enroll concurrently  
or

**Prerequisite**

HSW 220 minimum grade "C"; may enroll concurrently

**General Education****Request Course Transfer**

**Proposed For:**

**Student Learning Outcomes**

1. Identify and describe educational options and employment opportunities in the Human Services field.

**Assessment 1**

Assessment Tool: Writing assignment

Assessment Date: Spring/Summer 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Rubric

Standard of success to be used for this assessment: 80% of students must score 70% or higher on the assessment.

Who will score and analyze the data: Departmental faculty

2. Apply knowledge of laws and ethics of Social Work and related fields to real-life scenarios.

**Assessment 1**

Assessment Tool: Vignettes

Assessment Date: Spring/Summer 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer key

Standard of success to be used for this assessment: 80% of students shall score a 70% or higher on the evaluation.

Who will score and analyze the data: Department faculty

3. Describe and demonstrate professional behaviors and expectations, including awareness of diversity, work ethics, science informed decisions and professional decorum.

**Assessment 1**

Assessment Tool: Mock job interview

Assessment Date: Spring/Summer 2023

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric.

Standard of success to be used for this assessment: 80% of students must score 70% or better.

Who will score and analyze the data: Mock Interviewer will rate students on a rubric.

Departmental faculty will analyze the data.

**Course Objectives**

1. Apply ethical standards to real-world scenarios.
2. Apply mental health laws to real-world scenarios.
3. Demonstrate appropriate behaviors for interacting with coworkers and employers.
4. Present a completed resume.

5. Identify steps for completing the next phase of education and/or career.
6. Identify and describe different career options in the various helping fields.
7. Demonstrate awareness of cultural differences in the workplace, educational sector, and community at large.
8. Describe the process of data collection and its real-world implications.
9. Demonstrate the ability to document case notes.

## **New Resources for Course**

### **Course Textbooks/Resources**

Textbooks  
Manuals  
Periodicals  
Software

### **Equipment/Facilities**

Level III classroom

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Kristy Norris</i>	<i>Faculty Preparer</i>	<i>Oct 21, 2020</i>
<b>Department Chair/Area Director:</b> <i>Starr Burke</i>	<i>Recommend Approval</i>	<i>Oct 23, 2020</i>
<b>Dean:</b> <i>Scott Britten</i>	<i>Recommend Approval</i>	<i>Nov 02, 2020</i>
<b>Curriculum Committee Chair:</b> <i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>Jan 21, 2021</i>
<b>Assessment Committee Chair:</b> <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Jan 27, 2021</i>
<b>Vice President for Instruction:</b> <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Jan 30, 2021</i>