Department of Human Services

SPE 120 - Introduction to Human Services

Fall 2015 Syllabus

Instructor: Heather Anderson, M.Ed.
Office: Online
Office Phone: 817-991-2745 (cell)
Office Fax: 936-468-5837

Course Time & Location: Online
Virtual Office Hours: M-Th, 6:00-9:00pm
Credits: 3 hours
Email: D2L course email

Prerequisites: None

I. COURSE DESCRIPTION:

This 3-hour course provides an introduction to the field of human services and an overview of the following programs: deaf and hard of hearing, speech language pathology, rehabilitation services, orientation and mobility, visual impairment, and special education. It is required for the Special Education Non-Teaching Minor, or may be taken as an elective. This is an online course, designed for students who are independent learners and who are well-organized and motivated to stay on schedule and complete all requirements online through Desire2Learn (D2L). Students MUST have access to a reliable computer and internet connection as well as adequate computer skills. If computer or connectivity problems are experienced during the semester, you may need to drop the class - check the SFA calendar for the last day to drop without withdrawing from the University.

II. INTENDED LEARNING OUTCOMES/GOALS/OBJECTIVES:

Program Learning Outcomes:

This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.

Student Learning Outcomes:

Specifically, this course will enable you to:

- Learn about the field of Human Services and the type of individual who would be successful working in this field.
- Learn what is required to become a teacher of Deaf/Hard of Hearing students, special education students, and visually impaired students.
- Learn what is required to become a Certified Orientation and Mobility Specialist
- Learn what is required to work in the field of Rehabilitation Services
- Learn what is required to become a Speech-Language Pathologist

III. COURSE ASSIGNMENTS & ACTIVITIES, INSTRUCTIONAL STRATEGIES & USE OF TECHNOLOGY:

Complete the syllabus quiz (20 points).

Complete weekly assignments (12 x 40 = 480 points). A grading form is used and points for each assignment will be awarded based on accuracy, spelling/grammar, content, completeness, and thoughtfulness of the response.

Complete weekly chapter quizzes. These quizzes are designed to assess your knowledge of the material and to prepare you for the exams. **No points will be given for your final grade, they are only for practice, but a**
great resource for you.

Complete discussion questions (10 x 10 = 100). Discussion questions will be embedded within selected modules. Ground rules and a grading rubric for discussions will be provided.

Complete online exams (4 x 100 = 400). Exams will be accessed through the Unit learning modules. Exams are timed and must be submitted during the availability period.

- Exams will be available for a full week (seven days), thus there will be no excuses allowed for a missed test. If for some reason you have an extended and extenuating circumstance that prevents your taking a test during the only week it is available, please contact me immediately to explain. At my discretion, there is a remote possibility of taking a make-up exam.

Complete the course/instructor evaluation (25 points). It is available through mySFA at the end of the semester.

In order to be successful in this class, each student is expected to:

1. **Complete all the D2L tutorials** located under the “Helpful Links” header when you log into D2L. This is especially important if you are a first time online student.

2. **Log-in to the course every week to participate** in the discussions, check email and the calender for weekly assignments. For reporting purposes, a student who does not show active participation will be dropped from financial aid for this course.

3. **Check D2L email frequently**, at least once every week. Important messages and items of interest related to course content, assignments, and exams are posted in Announcements or emailed to students as needed.

4. **Communicate with me through D2L email**. This can be accessed by going through the course class list.

5. **Read content pages and websites in D2L and chapters in the textbook as assigned each day**. This information will be covered in the online exams.

6. **Complete weekly assignments and discussions**. An assignment and discussion question is embedded within each learning module.

7. **Contact me immediately if you are confused or having difficulty**. You should contact me through class list tab on D2L. Class email is monitored frequently and I make every effort to respond to students’ issues and concerns within 24 hours if at all possible. We all know that life can be unpredictable, so communication is very important!

8. **Complete a course/instructor evaluation** in mySFA near the end of the semester.

IV. Evaluation and Assessments (Grading):

**Syllabus Quiz:** 20 points

**Discussions:** 10 x 10 = 100 points

**Weekly Assignments:** 12 x 40 = 480 points

**Online Exams:** 4 x 100 = 400 points

Course/Instructor Evaluation: 25 points

**Total:** 1025 points

THERE WILL BE NO "EXTRA CREDIT" ASSIGNMENTS.

Letter grades will be based on the total of points earned as follows:

A = 1025 – 918

B = 917 – 815
V. TENTATIVE COURSE OUTLINE/CALENDAR:

NOTE: In this class, our week begins on Monday and ends on Sunday. Modules will be posted every Monday and assignments will be due on Sundays at midnight (11:59PM). Students are expected to keep up and turn work in on time. There will be NO option for late assignments earning any credit. Late = zero points.

UNIT 1 - INTRODUCTION TO HUMAN SERVICES

Week 1

1. Review Syllabus
2. Complete Syllabus Quiz
3. Post Introduction and Biography in Discussions
4. Read Chapter 1 - What are Human Services?
5. Assignment - What help is available for alcoholics?

Week 2

1. Read Chapter 2 - The Changing Nature of the Helping Process
2. Assignment - Helping Process
3. Discussion 1

Week 3

1. Read Chapter 3 - Intervention Strategies
2. Assignment - Multicasusality Analysis
3. Discussion 2

Week 4 - Unit 1 Exam A - Chapters 1, 2 & 3

Week 5

1. Read Chapter 4 - Attitudes/Values, Skills and Knowledge
2. Assignment - Attitudes/Values, Skills and Knowledge of Human Services Workers
3. Discussion 3
Week 6
1. Read Chapter 7 - Poverty
2. Assignment - Poverty Scavenger Hunt
3. Discussion 4

Week 7
1. Read Chapter 8 - Working with Diversity
2. Assignment – We need to talk about Injustice

Week 8 - Unit 1 Exam B - Chapters 4, 7 & 8

UNIT 2 - HUMAN SERVICES PROGRAMS

Week 9
1. Special Education
2. Assignment - Services and Benefits of CEC
3. Discussion 5

Week 10
1. Deaf/Hard of Hearing and Communication Disorders
2. Assignment - Augmentative & Alternative Communication
3. Discussion 6

Week 11
1. Visual Impairments and Orientation and Mobility
2. Assignment - Able or Disabled?
3. Discussion 7

Week 12
1. Rehabilitation
2. Assignment - No Pity
3. Discussion 8
Week 13 - Unit 2 Exam

UNIT 3 - ETHICS & LEGAL ISSUES

Week 14

1. Read Chapter 5 - Values and Ethical Dilemmas
2. Assignment - Ethical Dilemmas
3. Discussion 9

Week 15

1. Read Chapter 14 - Understanding Legal Issues
2. Assignment - National Center for Law and Economic Justice
3. Discussion 10

Week 16 - Unit 3 Exam (Final) - Chapters 5 & 13

* DISCLAIMER: This syllabus represents a "best" plan for the course; but, as with most plans, it is subject to change. Any changes in the timeline will be announced as necessary.

VI. READINGS:

Chapters in the textbook, articles, and websites are embedded in each learning module.


Live Text account, ISBN# 978-0-979-6635-4-3. This may be purchased at the bookstore or purchased online at www.livetext.com. If you have already purchased LiveText, you will use that account and do not need to buy it again. NOTE: If you plan to use financial aid to purchase this account, you must do so by the dates set by the Office of Financial Aid.

FEM Statement:

In this course you must purchase and enroll in the LiveText add-on Field Experience Module (FEM) PRIOR to your first day of field experience/clinical teaching. This can be purchased from www.livetext.com for a fee of $15.00. Failure to purchase and activate the account and/or submit the required assignment(s) could result in course failure.

LiveText Statement:

This course collects assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education, using the LiveText data management system. Students who do not have an existing LiveText account will receive an access code via your SFA Titan email within the first week of class. You will be required to register your LiveText account, and you will be notified how to register your account. If you forward your SFA
e-mail to another account and do not receive an e-mail concerning LiveText registration, please be sure to check your junk mail folder and your spam filter for these e-mails. If you have questions about LiveText, call ext. 1267 or e-mail SFALiveText@sfasu.edu.

VII. Course Evaluations:

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:

Class Attendance and Excused Absence: Policy 6.7

Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source;
and/or,

- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**

Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

**Withheld Grades: Policy 5.5**

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Student Code of Conduct: Policy 10.4**

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at [https://www.sfasu.edu/judicial/earlyalert.asp](https://www.sfasu.edu/judicial/earlyalert.asp) or call the office at 936-468-2703.

**Additional Information:**

To complete Certification/Licensing Requirements in Texas related to public education, you will be required to:

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the exams (additional information available at <>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU. [TExESwww.texas.els.org/registrationBulletin/](http://www.texas.els.org/registrationBulletin/)

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.