Information about the Course

Prerequisites

*Junior or Senior Standing* and PSY 2012 or SYG 2000.

Course Description

The UF catalog states that the course is an “In-depth look at human services that assist children and families, with focus on income support, child protection, adoption and family support programs offered through human services agencies. Emphasizes professional development of helping skills for working directly with children and families.” Other areas we may cover include mental health and aging services, crisis intervention, and prevention models.

Course Goals

The general goal of this course is to help students better understand the field of human services and develop skills for working in human services.

The course will provide:

- An overview of human services as a profession
- Examples of professional roles and responsibilities to help you consider options for a career in human services
- Information that will increase your knowledge of human service organizations and programs directed at meeting human needs in key areas of human services
- Opportunities to improve professional skills, capabilities, and understanding of the field

This course will help you think through human services as a career choice, areas that are most interesting to you, and skills you need to be effective. Whether you are interested in social work, counseling, psychology, health professions, law, or education, you will be learning about the problems

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1 Corrections and clarifications may be made to the syllabus early in the semester. Throughout the semester, the instructor reserves the right to adjust the syllabus and calendar as needed (e.g., to correct unseen errors and adjust to speaker schedules).
that clients, patients, and families face and resources available to them. You will also be working on interpersonal communication skills, gaining community service-learning experience, and developing knowledge of social problems and community resources.

Course Objectives

By the end of this course, you will be able to:

1. Describe the field of human services.
2. Describe the human services perspective.
3. Analyze situations from a human services perspective and demonstrate this perspective in an open and respectful approach.
4. Apply basic human services professional skills appropriately. We will emphasize core helping skills, rapport-building, cultural competency, following ethical guidelines, cooperative and multidisciplinary work, basic crisis intervention/prevention, stress management and self-care.
5. Discuss the history of human services, focusing on key developments, turning points, and directions.
6. Discuss how government, policies, and political perspectives affect all aspects of human services.
7. Describe the major areas of human services delivery (including service delivery methods and challenges associated with each). Our focus will be on child welfare services, income support, mental health, and aging.
8. Explain the how social, economic, and environmental barriers to well-being and functioning can be overcome with targeted strategies.
9. Develop awareness of career options in human services.
10. Apply knowledge of different careers and educational paths for entering the human services field to your own career decisions, as appropriate.
11. Synthesize course material and apply key principles of human services to case examples and service learning.

Course Communication

1. Check the Canvas announcements page and your email every day for notices about class.
2. When emailing, please use the Canvas website. Note that, per UF policies, I am not permitted to respond to emails from a non-ufl provider. I will do my best to reply within 24 hours. If you have not received a reply, please email again, see me after class, or schedule an appointment!
3. Note that I use email (not a scheduling app) for scheduling appointments.
Getting Help with your Academic Work

I am available to assist students (see front page of syllabus). Please schedule an appointment by emailing a request or talking to me after class. I am excited to work with you! Note: It is important to get help as soon as you have questions or as problems come up. Do not wait until the end of the semester, especially if you are not doing well in class. Late in the semester is usually too late to resolve problems.

Required Course Materials

Books and Readings

Two books are required and may be purchased at the University Bookstore (text) and other outlets. Other supplemental readings are also required. All students are expected to purchase the text and bring it to class.

- Woodside, M. R. & McClam, T. (2019). An Introduction to the Human Services, 9th Edition (TEXT BOOK) (The book or ebook is required, but you do not have to purchase a course pack unless you want to.) This text is required.

* This book contains content that may be difficult for students who have experienced abuse, neglect, parent mental illness or addictions. Students are advised to have supports in place and to reach out to helping services on campus if needed. Please speak to the instructor about any concerns you may have.

Other assigned readings will be made available on Canvas. Also, additional material may be assigned as relevant and time sensitive news and research comes up that will help us understand the current state of human needs, social problems, and human services. Please read the assigned material BEFORE coming to class. These readings are required and necessary for understanding the material and doing well on exams and activities. This course requires a lot of reading. Make sure you keep up so that you can do well on exams and activities.

Other resources

- List and links to the array of human services occupations
  [http://www.humanservicesedu.org/occupation-career-outlook.html](http://www.humanservicesedu.org/occupation-career-outlook.html)
- Information about the US Department of HHS and careers: [http://www.hhs.gov/about/careers/#](http://www.hhs.gov/about/careers/#)
- Charity Navigator with ratings and links to HS organizations: [http://www.charitynavigator.org/index.cfm?bay=search.categories&categoryid=6](http://www.charitynavigator.org/index.cfm?bay=search.categories&categoryid=6)
Thinking about a career in human services? According to the College Board, if you are studying and working in human services, “It helps to be…A caring, patient person with great communication skills,…open to helping people from various backgrounds who face challenges ranging from teen pregnancy to life-threatening illness. You’ll thrive if you can work both on your own and with others”. https://bigfuture.collegeboard.org/majors/public-administration-social-services-human-services

Speakers and Videos
Speakers who are working in human services agencies and organizations will be invited to class and provide an exceptional opportunity for students to learn about the field. Take advantage of learning from them—come to class, take notes, ask questions, and speak to them after class. A word of advice: Speakers may or may not use PowerPoint slides, so it will be important for you (and your responsibility) to take notes and read any additional material they provide because this important class content will be on tests.

We also will be viewing several videos throughout the semester. Missed video assignments that are not available online can be made up during office hours only when the student has an excused absence. However, students are encouraged to go ahead and view videos that are publicly available to cover the material and be prepared for exam questions about this material.

Requirements
Grades are based on the following assignments. Students must successfully complete all requirements to pass this course:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exams (2 @ 100 points)</td>
<td>200</td>
</tr>
<tr>
<td>Weekly reflection papers (13 @ 20 points each)</td>
<td>260</td>
</tr>
<tr>
<td>In-class activities (10 @ 15 points each)</td>
<td>150</td>
</tr>
<tr>
<td>Book reflection paper</td>
<td>50</td>
</tr>
<tr>
<td>Preventing Adverse Childhood Experiences online training</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>710 points</strong></td>
</tr>
</tbody>
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In-class Activities

In-class activities provide students the opportunity to “practice” methods learned and further discussions. Only those students present in class may complete the in-class activities. If you arrive late to class thereby missing part of the activity, points will be deducted on a prorated basis based on your arrival time. Students must have a documented excused absence to make up missed activity points. Make up work must first be approved by the instructor and completed within the workweek the student returns to class.

NOTE: This course covers topics that may be difficult because of your personal background and experiences. Please take advantage of the services at UF for counseling to support you on your personal journey and in your career decisions. Feel free to speak to me about any concerns. If you elect not to attend class on a day that you feel will be especially difficult for you (honor system), follow the two guidelines for being excused and keeping up with work: (1) Inform the instructor before you miss class. (2) Make up in-class work within the week. If you want to get credit for in-class activities, you will need to make up the missed work. Note that you are still responsible for knowing the material for exams.

Grading Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93.50% and above</td>
<td>664 and above</td>
</tr>
<tr>
<td>A-</td>
<td>90.00-93.49%</td>
<td>639 - 663</td>
</tr>
<tr>
<td>B+</td>
<td>86.50-89.99%</td>
<td>614 - 638</td>
</tr>
<tr>
<td>B</td>
<td>83.50-86.49%</td>
<td>593 - 613</td>
</tr>
<tr>
<td>B-</td>
<td>80.00-83.49%</td>
<td>568 - 592</td>
</tr>
<tr>
<td>C+</td>
<td>76.50-79.99%</td>
<td>543 - 567</td>
</tr>
<tr>
<td>C</td>
<td>73.50-76.49%</td>
<td>522 - 542</td>
</tr>
<tr>
<td>C-</td>
<td>70.00-73.49%</td>
<td>497 - 521</td>
</tr>
<tr>
<td>D+</td>
<td>66.50-69.99%</td>
<td>472 - 496</td>
</tr>
<tr>
<td>D</td>
<td>63.50-66.49%</td>
<td>451 - 471</td>
</tr>
<tr>
<td>D-</td>
<td>60.00-63.49%</td>
<td>426 - 450</td>
</tr>
<tr>
<td>E</td>
<td>59.99% and below</td>
<td>425 and below</td>
</tr>
</tbody>
</table>
Questions about grades received

Please let me know via email within one week of the submission date if you have questions about a grade received on an assignment, activity or question(s) on exams.

Other information on grading

When determining each student’s final grade, I ask, “Did this student demonstrate they clearly understand the issues, concepts and facts? Were they able to correctly apply knowledge and skills?” I also ask, “Did this student consistently attend class and contribute in positive, productive ways to the classroom environment and other students’ learning?” Note that positive, productive class participation can raise borderline grades.

Policies

Attendance Policies

General

The UF’s attendance policy is followed for this course, as found at https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/. “Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first class meeting. In general, acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence.

Students cannot participate in classes unless they are registered officially or approved to audit with evidence of having paid audit fees. The Office of the University Registrar provides official class rolls to instructors.

If a student does not participate in at least one of the first two class meetings of a course or laboratory in which they are registered, and he or she has not contacted the department to indicate his or her intent, the student can be dropped from the course. Students must not assume that they will be dropped, however. The department will notify students if they have been dropped from a course or laboratory.
The university recognizes the right of the individual professor to make attendance mandatory. After due warning, professors can prohibit further attendance and subsequently assign a failing grade for excessive absences (emphasis added).” For this class, attendance is expected; points are earned for completing in-class activities. It’s simple: when you come to class you earn points toward your grade.

**Excused absences**

The excused absence policy is consistent with university policies that can be found at https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/. Excused absences include religious holidays, medically excused absences for illness, and approved university activities for up to 12 days. It is very important for you to understand that you are required to provide written, professional documentation (only for reasons approved by the University as found at https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#absences). You must provide this before your absence (for religious holidays and approved activities) or immediately upon return to class (illness). Be sure to review this policy for illness policy, religious holidays, the 12-day rule, and other policies.

**Policy on Make-up Work**

- Students will have one week to complete any makeup assignment. Students are responsible for getting notes from a peer, asking the instructor about missed work, setting a deadline, and working with the instructor to turn in the work.
- Students must arrange with the instructor to make up any assigned material including tests and written work. This must be approved by the instructor of the course in writing.
- Students who know of their absences in advance (e.g., athletes, conference presenters) must work with the instructor in advance of absences to arrange the time and instructions for make-up work. Athletes should provide their schedule for the semester within the first two weeks of class. Others should provide a written request from the organization on letterhead at least two weeks in advance.
- Students must provide written, professional, verifiable proof of their need to miss the assignment that is consistent with UF attendance policies.

**Late Assignments Policy**

The instructor will not accept late assignments unless there is a documented, approved excused absence per UF policy. You must submit your assignments to Canvas on time and bring a hard copy to class if requested.
Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

Academic Honesty

Academic Honesty As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/sscr/process/student-conduct-honor-code.

Academic dishonesty includes plagiarism, defined in the University Honor Code. “A Student must not represent as the Student’s own work all or any portion of the work of another. Plagiarism includes but is not limited to: 1) Stealing, misquoting, insufficiently paraphrasing, or patch-writing; 2) Self-plagiarism, which is the reuse of the Student’s own submitted work, or the simultaneous submission of the Student’s own work, without the full and clear acknowledgment and permission of the Faculty to whom it is submitted; 3) Submitting materials from any source without proper attribution; 4) Submitting a document, assignment, or material that, in whole or in part, is identical or substantially identical to a document or assignment the Student did not author.” (https://sscr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/)
Words of advice about this course
I will vigorously uphold the UF academic policies at all times. Students are expected to do their own work, use their own words in papers, and reference outside sources properly, specifically following APA guidelines (APA Publication Manual, 6th Ed.). Students who do not follow APA guidelines for quoting others’ material and who violate the University’s plagiarism policy will receive a zero for the assignment and will be referred the Dean of Students Office and the student judicial court.

- Complete all written work yourself, independently, without input about your work and words from others in any form (text, email, social media post or message, etc.).
- Turn in all your written work to Canvas through the Turn-It-In Anti-Plagiarism software. If you do not submit your written work to Canvas/Turn-It-In by the deadline posted on Canvas, your assignment will not be accepted, and you will lose the points for that assignment.

Campus Helping Resources
Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university’s counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu
  - Counseling Services
  - Groups and Workshops
  - Outreach and Consultation
  - Self-Help Library
  - Wellness Coaching

- U Matter We Care, www.umatter.ufl.edu/

- Career Connections Center, First Floor JWRU, 392-1601, https://career.ufl.edu/

Academic Resources
- E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learningsupport@ufl.edu. https://lss.at.ufl.edu/help.shtml.
- Library Support, http://cms.uflib.ufl.edu/ask. Various ways to receive assistance with respect to using the libraries or finding resources.
Student Complaint Process

- Residential Course: https://sccr.dso.ufl.edu/policies/student-honor-code-studentconduct-code/
- Online Course: http://www.distance.ufl.edu/student-complaint-process

Online Course Evaluation Process

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results.

Software Use

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

The instructor reserves the right to adjust the syllabus as needed (e.g., to correct unseen errors and adjust to speaker schedules).