
FYC 3115 HUMAN SERVICES

COURSE SYLLABUS: SPRING 2025 FIRST EDITION ¹

Information about the Course

It is expected that students will attend each class during the designated class times. Lectures and guest speaker presentations will NOT be recorded.

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 covered may include mental health services, crisis intervention and prevention models.

COURSE MEETING TIMES

T 5th - 6th periods, 11:45 am-1:40 pm

R 6th period, 12:50 – 1:40 pm

Turlington Rm 2319

Section: 3115 / Course Number: 17966

INSTRUCTOR:

Kate Fogarty, Ph.D.

Associate Professor

3014 McCarty Hall D

352-273-3527; kfogarty@ufl.edu

OFFICE HOURS:

Wednesdays, 11 am to 12 pm

Or by appointment using Zoom

<https://ufl.zoom.us/my/fogarty.kate>

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 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.

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 speaker schedules)

Student Overall Learning 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 is on child welfare services and family supports.
8. Explain 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.

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-uf1 provider (e.g., gmail account). I will do my best to reply within 24 hours. If you have not received a reply, please email again or schedule an appointment!
3. Note that I use email (followed by a calendar invite) for scheduling appointments.

Getting Help with your Academic Work

I am available to assist students (see front page of syllabus for contact information). Please schedule an appointment by email or requesting one before or 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 an exam day, hours before an assignment is due, nor 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 UF Bookstore and other outlets. Other supplemental readings are also required. All students are expected to purchase textbook and bring it to class.

- **Woodside, M. R. & McClam, T. (2019). *An Introduction to 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.
- **Horton, M. (2024). *Dear sister: A memoir of secrets, survival, and unbreakable bonds*. Grand Central Publishing.** (Trigger warning* - **especially chapters 13 & 42**)

* This book contains content that may be difficult for students who have experienced abuse-including sexual 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. 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>
- Information about the US Department of HHS and 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>
- Nonprofit organization jobs in FL on Career Builder
<http://www.careerbuilder.com/jobs/fl/keyword/nonprofit-social-services> 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 and ask questions. A word of advice: it is important for you (and your responsibility) to take notes and read any additional material they provide because this important class content may be on exams.

We also will be viewing several videos throughout the semester. Instructions will be provided regarding how to access the videos (most on e-learning/Canvas).

Requirements

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

Assignment	Points
Exams (2 @ 100 points)	200
Weekly reflection papers on readings/activities (10 of 11 @ 25 pts each)	250
Book reflection paper	75
Preventing Adverse Childhood Experiences online training	75
Total	<i>600 points</i>

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 keep up with work: (1) Inform the instructor *before* you miss class. (2) Make up missed work. Note that you are still responsible for knowing the material for exams.

Grading Scale

Letter Grade	Percentage	Points
A =	93.00% and above	558 and above
A- =	90.00-92.99%	540 - 557
B+ =	86.50-89.83%	519 - 539

B	=	83.50-86.33%	501	-	518
B-	=	80.00-83.49%	480	-	500
C+	=	76.50-79.99%	459	-	479
C	=	73.50-76.49%	441	-	458
C-	=	70.00-73.49%	420	-	440
D+	=	66.50-69.99%	399	-	419
D	=	63.50-66.49%	381	-	398
D-	=	60.00-63.49%	360	-	380
E	=	59.99% and below			359

Questions about grades received

Please let me know via email within one week of the grade 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

General Attendance Policies

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.**

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 (2) weeks of class. Others should provide a *written* request from organization on letterhead at least two (2) weeks in advance.
- Students must provide written, professional, verifiable proof of their need to miss the assignment that is consistent with UF attendance policies.
- Requirements for make-up exams or homework and the submission of late assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

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/sccr/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) Selfplagiarism, 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://sccr.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, 7th 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. If you do not submit your written work to Canvas by the deadline posted on Canvas, your assignment will not be accepted, and you will lose the points for that assignment.

In-Class Recording

- Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.
- A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.
- Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see:

<http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

Campus Resources: Health and Wellness

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc>, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), [or http://www.police.ufl.edu/](http://www.police.ufl.edu/).

Academic Resources

E-learning technical support, 352-392-4357 or e-mail to Learning-support@ufl.edu.

<https://lss.at.ufl.edu/help.shtml>.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.

<https://www.crc.ufl.edu/>.

Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

<https://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

<https://writing.ufl.edu/writing-studio/>.

Student Complaints Campus:

https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf.

On-Line Students Complaints: <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. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals.

Guidance on how to give feedback in a professional and respectful manner is available at: <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at: <https://gatorevals.aa.ufl.edu/public-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).

COURSE OUTLINE*

DATE	TOPIC	READINGS / WORK
Week 1	<i>January 13th – 17th</i>	<i>Unit 1: An Introduction to Human Services</i>
Tues., Jan. 14	Introduction to Human Services Course	Chapter 1: Intro to Human Services
Thurs., Jan. 16		Chapter 1 - Continued
Week 2	<i>January 21st – 24th</i>	<i>Unit 1: Intro. to HS/Unit 2 HS Professional</i>
Tues., Jan. 21	The Human Services Professional	Ch. 2: The Human Services Professional
Thurs., Jan. 23	Human Services Professional Continued	Reflection Paper #1 Due 11 p.m. Fri. 1/24
Week 3	<i>January 27th – 31st</i>	<i>Unit 2: The Human Services Professional</i>
Tues., Jan. 28	History of Advocacy in Human Services	Ch. 3: Hum. Svcs Professional (Cont.'d)
Thurs., Jan. 30	CLASS CANCELED (Dr. F. Out of town)	Reflection Paper #2 Due 11 p.m. Fri. 1/31
Week 4	<i>February 3rd – 7th</i>	<i>Unit 3: History of Advocacy in HS</i>
Tues., Feb. 4	History of Advocacy in HS: 19 th – 21 st Centuries	Chapter 3: History of Advocacy in Human Services
Thurs., Feb. 6	ACTIVITY	Reflection Paper #3 Due 11 p.m. Fri. 2/7
Week 5	<i>February 10th – 14th</i>	<i>Unit 4: Human Svcs & Ethical Practice</i>
Tues., Feb. 11	Human Services & Ethical Practice	Chapter 4: Hum. Svcs. & Ethical Practice
Thurs., Feb. 13	Human Services & Ethical Practice (Continued)	Ch 4: Hum. Svcs. & Ethical Pract. Cont.'d Reflection Paper #4 Due 11 p.m. 2/14
Week 6	<i>February 17th – 21st</i>	<i>Units 5: Multiculturalist Helping</i>
Tues., Feb. 18	Multicultural Dimensions Helping-Guest Lecture	Ch 5: Multicultural Dimensions Helping
Thurs., Feb. 20	CLASS CANCELED (Dr. F. Out of town)	
Week 7	<i>February 24th – 28th</i>	<i>Unit 5: Multicultural</i>
Tues., Feb. 25	Multicultural Dimensions in Helping (Cont.'d)	Ch 5: Multicultural Dimensions Cont.'d
Thurs., Feb. 27	Models of Service Delivery	Ch 6: Models of Service Delivery Reflection Paper #5 Due 11 p.m. 2/28
Week 8	<i>March 3rd – 7th</i>	<i>Unit 6: Models of Service Delivery</i>
Tues., Mar. 4	Models of Service Delivery – Cont.'d Exam 1 Review	Chapter 6: Models of Service Delivery Chapters 1-6 / Exam 1 Review Sheet
Thurs., Mar. 6	Exam 1 (Open 12am Thurs. 3/6 - 11pm Mon. 3/10)	Reflection Paper #6 Due 11 p.m. 3/7 Exam 1 Due by Mon. 3/10 11 p.m.
Week 9	<i>March 10th – 14th</i>	<i>Unit 7: Helping Process</i>
Tues., Mar. 11	The Helping Process	Chapter 7: The Helping Process

Thurs., Mar. 13	Go over Exam 1	<i>Reflection Paper #7 Due 11 p.m. 3/14</i>
(Spring Break)	<i>Spring Break: March 17th – 21st</i>	
	Take a Break this Week!	
Week 10	<i>March 24th – 28th</i>	<i>Unit 8: The Client</i>
Tues., Mar. 25	The Client	Chapter 8: The Client
Thurs., Mar. 27	The Client Continued	Chapter 8: The Client Continued <i>Reflection Paper #8 Due 11 p.m. 3/28</i> <i>Complete ACEs Training by Mon. 3/31 11pm</i>
Week 11	<i>March 31st – April 4th</i>	<i>Unit 9: The System</i>
Tues., April 1	Working within the System	Chapter 9: Working within the System
Thurs., April 3	Working within the System Continued	Chapter 9: Working W/I System (Cont'd) <i>Reflection Paper #9 Due 11 p.m. 4/4</i>
Week 12	<i>April 7th – 11th</i>	<i>Unit 10: Human Services Today</i>
Tues., April 8	Human Services Today	Chapter 10: Human Services Today
Thurs., April 10	Human Svcs Today (Continued)	<i>Reflection Paper #10 Due 11 p.m. 4/11</i>
Week 13	<i>April 14th – 18th</i>	
Tues., April 15	Human Services Careers / Exam 2 Review	Websites & e-learning/Ex 2 Review Sheet
Thurs., April 17	Exam 1 (Open 12am Thurs. 4/17 -11pm Mon. 4/21)	<i>Reflection Ppr #11 Due 11 p.m. 4/7 (Final)</i> Complete 10 of 11 Total Reflection Paprs
Week 14	<i>April 21st – 23rd</i>	
Tues., April 22	Course Conclusion / Last Day – Go Over Exam II	Book Reflection Paper Due 11 p.m. 4/23

* Lecture topics are subject to change, based on availability of scheduled guest lecturers