

All Fields Report

Basic Course Information

College	Cañada College
Discipline	HMSV-Human Services
Course Number	122
Full Course Title	Social Work and Human Services Fieldwork
Catalog Course Description	This course offers the student a supervised field experience in a community organization, agency, or institution, allowing the student to apply knowledge and learn new skills outside of the classroom environment. This course is designed to provide the student with an opportunity to observe, practice, and develop skills that would facilitate gaining employment in the human services field.

Proposal Information

Proposed Start	Year: 2022 Semester: Fall
Proposed Curriculum Committee Meeting Date:	12/10/2021
Deadline for submission to Dean's Queue:	11/04/2021
Deadline for submission of curriculum proposal to the Technical Review Committee:	11/16/2021
Proposal Origination Date:	07/26/2021

Justification For Board Report OR Curriculum Inventory update:	<p>1. For NEW Courses: Provide a brief justification statement describing the need for the course, its place in the curriculum, and pertinent information such as the role of advisory committees. New courses require approval of the SMCCCD Board of Trustees. The justification statement will be included on the annual Curricular Board report. Use complete sentences and present tense.</p> <p>2. For all types of Course MODIFICATIONS (modifications, banking, deletions and reactivations): Provide a brief justification statement describing the need for the change. The justification statement will be used for course updates in the State Curriculum Inventory as necessary. Use complete sentences and present tense.</p> <p>In accordance with recommendations of the human services advisory committee, we are proposing two new courses to replace the existing fieldwork course HMSV 300. The State C-ID system has updated HMSV 300 Field Experience to be divided into two required corequisite courses: HMSV 121 Social Work and Human Services Seminar (1 unit) and HMSV 122 Social Work & Human Services Fieldwork (2 units). The two courses are core requirements of both the ADT in Human Services and the newly proposed Certificate of Achievement.</p>
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Honors Course	No
Open Entry/Open Exit	No 0

Equivalent Courses

Will this course replace an existing course in the catalog,	No
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or an experimental course?	
If yes, identify and explain.	
Similar Courses	
Is there a similar or equivalent course in SMCCCD?	No
Added Similar Courses	

Units/Hours				
Unit Types	Fixed			
Units	Min: 2.00			
Variable Range	Range (or)			
Hours				
Please enter hours as per term values				
Method	Min Hours	Max Hours	Min Faculty Load	Min Units
Lecture	0.00	0.00	0.00	0.00
Lab	0.00	0.00	0.00	0.00
TBA	0.00	0.00	0.00	0.00
Work Experience	0.00	0.00	0.00	0.00
Field Experience	96.00	108.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
Homework	0.00	0.00	0.00	0.00
Other Hours				
Course Details				
Repeatable for Credit	No			
Grading Methods	Letter Grade Only			
Audit	Yes			

Materials Fee	
Fee Required?	No

Student Learning Outcomes	
Upon successful completion of this course, a student will meet the following outcomes:	
1. Apply theoretical knowledge obtained in the prerequisite and co-requisite course or courses to the fieldwork experience.	
2. Evaluate the fieldwork experience in relation to pre-requisite and co-requisite course objectives, career plans, and personal growth.	
3. Apply ethics, values, and skills that recognize and explore professional use of self.	

Course Objectives	
Upon successful completion of this course, a student will be able to:	
1. Adhere to the basic Code of Ethics (e.g. NASW or NOHS) to fieldwork experience.	

2. Demonstrate personal self-awareness, non-judgmental assessment and support capability, and readiness for professional development including feedback from supervision.
3. Adhere to applicable legal guidelines, including confidentiality, record keeping and reporting.
4. Demonstrate the skills of cultural engagement and humility.
5. Develop new or improve professional skills not limited to: verbal and written communication, organization and time management.
6. Maintain professional level performance activities including appropriate wardrobe, timeliness and hygiene

Course Lecture Content

Course Lab Content

Application of the following to the fieldwork experience based on content provided in HMSV 100 (CID SWHS 110) and HMSV 121 (CID SWHS 120A).

1. The developmental journey of becoming a social worker or human services practitioner and the nature of social work and human services practice as a helping profession.
 1. Participate in agency orientations.
 2. Complete agency application or volunteer packet.
 3. Review agency website and literature.
 4. Engage in reflection and supervisor feedback.
2. Codes of Ethics (e.g., NASW or NOHS) and social justice principles.
 1. Observe professionals in the field.
 2. Complete Reflective Journal.
 3. Examine and evaluate agency's policy and commitment to Code of Ethics.
 4. Examine and evaluate agency's policy related to access to services, inclusion of special populations.
3. Legal context of social work practice/human services, and the role of supervision in the professional development journey.
 1. Practice Confidentiality.
 2. Complete journal related to field experience.
 3. Seek guidance from agency supervisor or volunteer coordinator.
 4. Review agency's policy and procedures regarding confidentiality, mandated reporting and documentation.
4. Resources and services that clients need and depend upon
 1. Review agency procedures and resources regarding resources and services.
 2. Under agency supervision engage with client population.
 3. Journaling regarding gaps and services for the population served
5. Examination of the needs, interests, resources, values and opportunities of people who vary in terms of race, nationality, ethnicity, sexuality, spirituality, gender, age, abilities, economic status, or language. Exploring the progressive nature and skills of generalist practice.
 1. Review agency procedures and policies commitment to cultural humility and inclusion.
 2. Journal reflection on bias and how that impacts service delivery
 3. Observe and examine agency staff interactions with clients, other professional.
 4. Observe and document self examination of bias and impacts in service delivery.

TBA Hours Content

Frequently Recommended Preparation

Frequently Recommended

Eligibility for ENGL 100.

Writing

1. Use complex sentences as well as correct punctuation and mechanical conventions.

2. Demonstrate basic knowledge of essay requirements.

Reading

1. Read material at the 11th grade level applying literal and inferential comprehension skills.

2. Determine word meanings of vocabulary used in material at this level.

Justification for Frequently Recommended Preparation

Why is the knowledge of the recommended course(s), skill(s) or information necessary for students to succeed in the "target" course? Specify the relationship between the recommended knowledge and skills required of students and those taught in the "target course? (Please list the specific proficiencies students must possess in order to succeed in the "target" course.)

Students in the HMSV 121 course will be required to read college-level textbooks, professional journals and documents and write up professional-level reports during their fieldwork experience.

Other Recommended Preparation

You have no defined requisites.

Prerequisites/Corequisites

Drag and Drop to Reorder

Edit/Delete	Requisites	Analysis
	Prerequisite HMSV 100	
	Corequisite Concurrent enrollment in	
	Corequisite HMSV 121	

Content Review

HMSV 100 - Prerequisite
(Objective to Objective)
Launched

HMSV 121 - Corequisite
(Objective to Objective)
Launched

Mode of Delivery**Modes of Delivery**

Hybrid

Representative Instructional Methods

Methods	Discussion Field Experience
Other Methods	

Representative Assignments

Writing Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

- Weekly journal based on instructor prompts, minimum number of words 500 uploaded in LMS.

Reading Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

- Weekly professional journal articles assigned by instructor, 5 - 10 pages each.

Other Outside Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

- None.

To be Arranged Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

- Not Applicable

Representative Methods of Evaluation

This section defines the ways students will demonstrate that they have met the student learning outcomes.

Student grades will be based on multiple measures of student performance. Instructors will develop appropriate classroom assessment methods and procedures for calculating student grades, including the final semester grade. The following list displays typical assessment methods appropriate for this course. The actual assessment methods used in a particular classroom and section will be listed in the instructor's syllabus.

Methods must effectively evaluate critical thinking. Credit courses must include written communication, problem solving, and/or skills demonstrations.

Multiple measures may include, but are not limited to, the following:

Methods	<ul style="list-style-type: none">• Class Performance• Homework• Lab Activities• Fieldwork supervisor will complete a standard evaluation form on the student's performance at the placement and submit it to the instructor.
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Representative Texts

Textbooks such as the following are appropriate:

Formatting Style APA

Textbooks

1. Warley, R.. *Essential Theories, Ideas and Skills for Effective Social Work Practice: An Integrative Workbook*, ed. New York, NY: Routledge, 2021
2. Grobman, L.M., Wehrmann, K.C.. *Days in the Lives of Social Workers: 62 Professionals Tell*, 5th ed. Harrisburg, PA: The New Social Worker Press, 2019
3. Reamer, F.. *Social Work Ethics Casebook: Cases and Commentary*, ed. Cary, NC: NASW Press, 2018

Manuals

You have no manuals defined.

Periodicals

You have no periodicals defined.

Software

You have no software defined.

Other

1. NASW Code of Ethics
2. NOHS Code of Ethics

Degree/Certificate Applicability

Designation	Degree Credit
Proposed For	AA-T/AS-T Certificate/Skill Award
Course Designation Text	Are there degrees/certificates to which this course applies? AS-T Social Work and Human Services Human Services Paraprofessional

General Education/Degree/Transfer Course

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By Patricia Hall

CSU Transfer Course

Transfers to CSU Approved

Course Distance Education

Distance Ed Supplement	New distance education supplement
Distance Education	Distance education component was developed by an instructor with training in online pedagogy. Training: Distance education component was developed by an instructor with training in online pedagogy. Training: Faculty have completed @One, QOTL or equivalent.
Method of Distance Education	Online, Hybrid, Web Assisted Course; (If there are limitations on how this course would be offered please explain below)
Online Method Limitations	This course may be offered face-to-face or hybrid.
Other Methods	
Course Content and Methodology	The objectives and content of the course are adequately covered by the methods of instruction, assignments, evaluation of student outcomes, and instructional materials. If this course is currently taught in a lecture mode, the department faculty have determined that the same objectives can be achieved in a distance learning mode. The instructional equipment and materials are sufficient. The preparation and training of faculty are sufficient. Regular personal contact between students and instructor is sufficient. Methods of student evaluation are designed to maintain examination security. Evaluation of student outcomes is sufficient to permit review and assessment of the effectiveness of distance education for this course and to provide information for the annual distance education report.
Instructional Methodologies (How will you deliver the course content?):	Announcements/Bulletin Boards Chat Rooms Electronic Forum Online Presentations Resource Links Two-Way Video conferencing (Two-way interactive video and audio)
Representative Courseware/Textbooks Materials:	Hybrid and face-to-face course will use similar text to face-to-face.
Methods of Evaluation of Student Performance:	Homework Journal will be submitted electronically Oral Presentations may be submitted via video recording Supervisors assessment form may be submitted electronically.
How are you ensuring that students with disabilities can access your course in accordance with Section 508?	Course will provide structured documents, descriptions of images, transcripts of audio, and closed captioning of video. Students working with DRC will receive appropriate accommodations.

Plan for Regular Effective Communication Contact Between Faculty and Student (Title 5, 55204). "Local policies should establish and monitor minimum standards of regular effective contact."

Announcements/Bulletin Boards - Posted Weekly
Discussion Boards - Weekly, based on topics assigned by instructor.
Email Communication - As necessary; instructor will reply within 24 - 48 hours.
FAQ - Updated Weekly
Resource Links - Updated by topic regularly
Office hours - Weekly and by arrangement.
Other (explain) - Weekly journal assignments accepted and reviewed electronically

Resources Needed

Adequate Library Resources	Consultation with the Coordinator of Library Services regarding the adequacy of campus and online information resources to fulfill course objectives is required prior to course approval. Inadequate to support the course Please Specify:
Affected Resources	Which of the following resources do you expect to be affected by the offering of this class? Check as many as appropriate. None of the above
Explain what effect the areas you have checked will have upon this college:	

Comparable Transfer Course Information

Are there comparable courses?	Yes
Edit/Del	College Info

Minimum Qualification

No Minimum Qualifications For this Course

CB Codes

CB03 TOP Code	2104.00 - Human Services
CB04 Course Credit Status	D - Credit - Degree Applicable
CB05 Course Transfer Status	B = Transferable to CSU only
CB08 Course Basic Skill Status (PBS Status)	2N = Course is not a basic skills course.
CB09 SAM Code	C - Occupational
CB11 California Classification Codes	Y - Credit Course
CB21 Levels Below Transfer	Y = Not Applicable
CB23 Funding Agency Category	Y = Not Applicable
CB25 Course General Education Status	Y - Not Applicable
CB26 Course	N - Course is not a support course

Support
Course Status

Codes/Dates

Entry of Special Dates

Instruction Office Review	12/10/2021
Last Outline Revision	12/10/2021
Content Review	12/10/2021
CC Approval	12/10/2021
DE Approval	12/10/2021
Effective Term	Term: Fall Year: 2022

Web Catalog

Course Family	
Web Catalog	<input type="checkbox"/> Exclude from Web Catalog

Instructional Services

Implementation Date	
Originator	Angelene Musawwir
Origination Date	07/26/2021
Proposal Type	Cañada New Course
C-ID Numbers	
CB00 State ID	
CB03 TOP Code	2104.00 - Human Services
CB04 Course Credit Status	D - Credit - Degree Applicable
CB05 Course Transfer Status	B = Transferable to CSU only
CB08 Course Basic Skill Status (PBS Status)	2N = Course is not a basic skills course.
CB09 SAM Code	C - Occupational
CB10 Course COOP Work Exp-ED	N = Not part of Coop Work Exp
CB11 California Classification Codes	Y - Credit Course
CB13-Special Class Status	N - Not Special
CB21 Levels Below Transfer	Y = Not Applicable
CB22 Non Credit Course Category	Y - Not Applicable
CB23 Funding Agency Category	Y = Not Applicable
CB24-Program Course Status	1 = Program Applicable
CB25 Course General Education Status	Y - Not Applicable
CB26 Course Support Course Status	N - Course is not a support course

Web Catalog Metadata