

I. COURSE DESCRIPTION:

A. Department Information:

- Division: Social Science
- Department: Human Services
- Course ID: HUMSV 198 A-Z
 - 198A Alcohol/Drug Work Experience I
 - 198B Alcohol/Drug Work Experience II
 - 198C Human Services Certificate Work Experience I
 - 198D Human Services Certificate Work Experience II
 - 198E Career Specialist Work Experience
 - 198F Case Management Work Experience
 - 198G Eating Disorders Work Experience

Course Title: Human Services Certificates Work Experience

Units: 2-3

Departmental Advisory: Complete at least four Human Services courses required for any of the Human Services Department Certificates. Those working toward their Alcohol/Drug Studies Certificate must also take HUMSV 197A or B and HUMSV 183 or 184. Those working toward other Human Services Department Certificates must also take HUMSV 195A or B.

- B. Catalog and Schedule Description: Supervised work experience in specific agencies to provide student with field experience in the area of Human Services. Students work in their assigned agencies 10-15 hours per week with 5 hours each week equal to one unit.

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III. EXPECTED OUTCOMES FOR STUDENTS:

Upon successful completion of the course the student should be able to:

- A. Discuss new and expanded job responsibilities and learning opportunities;
- B. Demonstrate on-the-job improvement of skills and new opportunities for career advancement;
- C. Describe the impact of on-the-job work experience;
- D. Demonstrate work habits that facilitate increased productivity;
- E. Describe objectives that can be accomplished in on-the-job situations;
- F. Demonstrate follow-through of suggestions for upgrading work experience;
- G. Present a job description for a specific position;
- H. Complete a resume' and cover letter;
- I. Present research of career opportunities in chosen field;
- J. Present suggestions for improvement in efficiency and productivity on the job.

IV. COURSE CONTENT:

A. Orientation

- 1. Definitions
- 2. Student procedures and obligations
- 3. Qualifications
- 4. Formulas for awarding credit
- 5. Relation of Instructors, Coordinators, and Supervisors

B. Performance

- 1. Measurable goals
- 2. New habits and skills
- 3. New assignments
- 4. Routine duties

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5. Problem Solving
6. Personal goals
- C. Job Oriented Learning Objectives
 1. Choosing objectives
 2. Developing objectives
- D. On the Job Experience
 1. Job site visits with supervisor
 2. Verification of work hours
 3. Self evaluation of learning objectives
 4. Instructor/Coordinator job site visits
 5. Working the job responsibly
- E. Evaluation
 1. Supervisor evaluation
 2. Instructor/Coordinator evaluation
 3. Student evaluation of goals
 4. Achievement of objectives and benefits

IV. METHODS OF INSTRUCTION:

- A. Orientation Lecture
- B. Meetings with Supervisors
- C. Supervised On the Job Experience

V. TYPICAL ASSIGNMENTS:

- A. Write a term paper on one of the following:
 1. Evaluating Objectives
 2. Developing a Job Description
 3. What is the "Ideal" Job
 4. How to Write a Resume'
 5. Improving Efficiency and Productivity
- B. Study the Acceptable Objectives listed in the CWEE guide and choose your own.
- C. Read the entire CWEE guide and attend a Coordinating class at the beginning of the semester.

VII. EVALUATION:

- A. Methods of Evaluation:
 1. Orientation to Field Work Programs
 2. Individual student conferences
 3. Critique of learning objectives
 4. Skills tests
- B. Frequency of Evaluation
 1. Completing application on time
 2. Turning in objectives by 4th week
 3. Filling in time sheets weekly
 4. Final evaluation by supervisors
- C. Typical Exam Questions: Differ according to individual instructors and programs.

VIII. TYPICAL TEXTS:

Texts vary with specific course work.

IX. OTHER SUPPLIES REQUIRED OF STUDENT: None