

I. COURSE DESCRIPTION:

A. Department Information:

Division: Social Science and Human Development
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

Hours:

Units: 2-3

Department Advisory: Complete the minimum courses required for taking the Field Work Courses for any of the Human Services Department Certificates.

B. Catalog 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.

C. Schedule Description: Supervised work experience to provide students with field experience in the area of Human Services 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 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

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
- V. METHODS OF INSTRUCTION:** Designed under the “performance objectives” format. Instructional methods used may include:
- A. Orientation Lecture
 - B. Meetings with Supervisors
 - C. Supervised On the Job Experience
- VI. TYPICAL OUT-OF-CLASS 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:**
Based on an understanding of the program and on student accomplishment through “Management-by –Objectives.” Must have at least one evaluated written assignment.
- A. Methods of Evaluation may include:
 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 TEXT(S):**
Texts vary with specific course work.
- IX. OTHER SUPPLIES REQUIRED OF STUDENT:** None