

Austin Community College (Master Syllabus)

COURSE NAME: Therapeutic Recreation Program Planning

COURSE: RECT 2431-**Synonym-Section**

CLASS DAY/TIME/ROOM (For Example): M/W, 10:30AM – 11:50AM, ROOM 1327

CLASS FORMAT: (For Example): HYC

SEMESTER & YEAR: (For Example): SPRING 2023

Instructor Name:

Email:

Phone:

Office:

Office Hours/Appointments:

COURSE DESCRIPTION

Development of the knowledge and skills required to effectively plan recreation and leisure programs that meet the physical, psychological, and social needs of participants. Major topics include assessment techniques, goal writing, developing outcome measures, facilitation and implementation techniques, adaptations, and evaluation. Fieldwork is required.

- Credit Hours: 4
- Classroom Contact Hours per week: 3
- Laboratory Contact Hours per week: 2
(*the Lab portion requires 32 hours of outside of class experience*)

COURSE RATIONAL

This course is designed to provide an understanding and working knowledge of the Therapeutic Recreation program planning process. The format allows students to learn the various steps of effective program planning and to practice them in the field.

PREREQUISITES

RECT 1301, Introduction to Therapeutic Recreation. Corequisites: Prior completion or concurrent enrollment in RECT 1341 (Therapeutic Recreation Leadership I), and RECT 1391 (Special Topics in Recreational Therapy).

STUDENT LEARNING OUTCOMES

Upon successful completion of the course, the student will be able to demonstrate the knowledge of:

- rationale for Therapeutic Recreation and Therapeutic Recreation program planning;
- how agencies organize for program planning;
- the steps of and factors affecting the planning process;
- present and future challenges in program planning;
- ability to plan/lead programs in at least one setting.

REQUIRED TEXTS

Therapeutic Recreation Program Design: Principles & Procedures; 5th ed. (2009), by Norma Stumbo, Carol Peterson; Sagamore-Venture.

INSTRUCTIONAL METHODOLOGY

The term "Hybrid" is used to describe courses that combine classroom face-to-face instruction with online computer-based instruction. Thus, students have the opportunity to have regularly scheduled

time with the instructor yet the freedom of time and space to engage in an autonomous learning process. Both the online and face-to-face instructions are mandatory for all students.

This course will include lecture, Internet research, individual and small group exercises, facility visits as well as outside fieldwork hours (lab portion). Additionally, students will work together to develop and implement a special event, which will include time outside of the classroom.

For our weekly virtual class, we will be using Blackboard Collaborate Ultra. For specific instructions please refer to our Blackboard course page under "Announcements". Students must have access to a personal computer with a camera, a modem with the most current web browser and a current version of a media player (Quick Time, Real Player, etc.). Smart phones and tablets **MAY NOT BE COMPATIBLE** with course management system. Students must possess basic computer and Internet skills. The course is administered through the Blackboard course management system at <http://acconline.austincc.edu> Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.

NOTE: Online courses require effective use of time management and study skills to be successful as an online student. If new to distance education, please review the ACC Distance Education General Information available at <https://online.austincc.edu/faq/>

DISTANCE EDUCATION (for online or hybrid courses only)

Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.

Please review the ACC Distance Education General Information available at <https://www.austincc.edu/academic-and-career-programs/acconline/frequently-asked-questions>

Communication

Please email instructor if you have any questions. As per ACC regulations students must use their ACC email address when communicating with the instructor. All responses will be returned within 24 hours (except on holidays). Office hours are VIRTUAL (online) through Google Meet. The student is responsible for communicating with their professor and completing any assignments or other activities designated by their professor.

STUDENT TECHNOLOGY SUPPORT

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11pm. Additional details are available at <https://www.austincc.edu/coronavirus/drive-up-wifi>

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit <http://www.austincc.edu/sts>

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit <http://www.austincc.edu/sts>

GRADING SYSTEM

Instructor will grade assignments within a week after the deadline.

Course Requirements	Grading System
Comprehensive Program Plan – 100 points	A = 530 - 600 points
Case Study Program Plan (Paper) – 100 points	B = 460 - 529 points
Individual Program Plan – 100 points Individual Plan Presentation – 50 points	C = 390 - 459 points
Special Event Project / Paper– 100 points Special Event Activity Video Presentation - 50 points	D = 320 - 389 points
Attendance/Class Participation – 100 points	F = 319 points or less
Total Points – 600 points	

Assignments

- All assignments are due on or before the due date.
- Assignments must be submitted via Blackboard.
- Written assignments should be double spaced, in 10 to 12-point font with one-inch margins.
- For every file you submit via Blackboard, you must include your initials and assignment title in the file's name.
- All papers must include a cover page.
- Assignments will be graded on content, grammar, spelling and length.

Please note that if the PowerPoint and Video presentations are not completed, no points will be awarded for the entire projects. Additional information can be found on "Assignment Guidelines" handout.

Explanation of Assignments

Comprehensive Program Plan

Design and develop a comprehensive Therapeutic Recreation program plan for an agency that does not presently have a Therapeutic Recreation program. The plan will follow the Comprehensive Program plan provided in the textbook and guidelines provided by the instructor.

Case Study Program Plan (Paper)

Design a Therapeutic Recreation program plan for an individual based on a case study. Case studies will be provided by instructor in class. The plan will follow the assessment and planning components of the Therapeutic Recreation process provided in the textbook and guidelines provided by the instructor.

Individual Program Plan

Plan, implement and evaluate a Therapeutic Recreation program plan for a person with a disability/special need using the Therapeutic Recreation process. You will submit a written plan and prepare a PowerPoint presentation that you will share with the rest of the class.

Special Event Project

Working in small groups, assess, plan, implement and evaluate a special event for The Village at the Triangle. If we cannot complete this event in person (due to the COVID-19 restrictions in place at that time), each student will submit a written plan and prepare a 30-minute video activity presentation that will be presented to the facility's residents on the official Earth Day. Assignment guidelines will be provided by the instructor.

ADDITIONAL EXPECTATIONS

All grades will be posted in Blackboard.

COURSE OUTLINE/CALENDAR

Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement (or other resource faculty is using to communicate).

See Instructor's additional information, or handouts.

COURSE POLICIES

Students are responsible for knowing the ACC policies and procedures that are in the Student Handbook, available in the Counseling Office at any campus or online at

<http://www.austincc.edu/handbook/>

Attendance/Class Participation

Attendance and participation are an essential part of this course. Attendance is taken for each class. You are required to attend **on time, stay until the end**, have a **working camera** and be an **active** participant (no texting, surfing the web, driving or cell phone use). A camera is required to receive credit for your attendance. **I will waive 1 absence from the course but more than three absences total or two consecutive absences may necessitate withdrawal.** I do not distinguish between excused and unexcused absences. The lab portion of the course (32 hours) is also mandatory and your attendance will be verified by your fieldwork supervisor. If all your hours are not completed, you will not receive a passing grade for the course.

Please note that failure to attend our first virtual meeting (or communicate with the instructor regarding your absence) and turning in the "Acknowledgement of Syllabus" to the professor, will cause a withdrawal from the course.

Withdrawal Policy

The College defines withdrawals as occurring after the official reporting date of the semester, typically the 12th class day. In addition, the Legislature has mandated the Rule of Six (see below). There may also be financial aid issues.

It is the responsibility of each student to ensure that his or her name is removed from the roll should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. **The Final Withdrawal Date for this semester is [insert date here].** The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

NOTE: It should be understood it is the student's responsibility and not the instructors to drop a course. A student that discontinues coming to class and fails to drop a course is subject to receiving a final, permanent grade of "F".

MISSED EXAM AND LATE WORK POLICIES

Late assignments will be graded down 1 letter grade for each class period that it's late.

Incompletes

Note for this class: I reserve the right to only award Incompletes given in cases of emergencies after the last day to withdraw has passed and if the student has completed at least 2/3 of the course requirements and is passing the course with a grade of "C" or better.

An incomplete (grade of "I") will only be given for extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of "I" is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of "I" also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an "I" grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

COLLEGE POLICIES

Health & Safety Protocols

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. The college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit www.vaccines.gov/ to find a vaccine location near you.
- Campuses will remain open to faculty, staff, and students with additional protocols. Beginning Monday, January 10, ACC will reinstitute health screenings at the door using the [Appian Health Screening App](#). Each building will have at least one entrance staffed with screening personnel. Health screenings are required for all who come to campus. If you're exhibiting symptoms of COVID-19 or have tested positive, the app will provide you information about steps you can take to report your illness.
- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available. To find [testing locations near you](#), [click this link](#).
- If you test positive, please report it on the [ACC self-reporting tool located here](#).
- On Friday, August 13, 2021, the ACC Board of Trustees unanimously approved a face mask mandate at ACC. Effective August 20, 2021, anyone who is 2 years of age or older will be required to wear a face mask in all ACC buildings.
- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.
- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the everchanging situation, please go to ACC's COVID website at <https://www.austincc.edu/coronavirus?ref=audiencemenu> for the latest updates and guidance.

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at <https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process>

Student Rights & Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning

environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state and federal laws. www.austincc.edu/srr

As a student of Austin Community College, you are expected to abide by the Student Standards of Conduct. <https://www.austincc.edu/students/students-rights-and-responsibilities/student-conduct>

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct. This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentially, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: <https://www.austincc.edu/students/mental-health-counseling>.

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu.

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:

<https://www.austincc.edu/students/students-rights-and-responsibilities/student-complaints>

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by email, or to a fellow student.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through Blackboard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at:

<http://www.austincc.edu/emergency>

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or a continuing illness outbreak, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at <http://austincc.edu/campuscarry>

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Equal Opportunity Resource Guide available at:

https://drive.google.com/file/d/1xfmZHOPD_H1wgGKq1N7Irv6gvXxOXzbZ/view

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at: <http://www.austincc.edu/help/accmail/questions-and-answers>

Use of the Testing Center

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at <http://www.austincc.edu/students>. A comprehensive array of student support services is available online at: <https://www.austincc.edu/coronavirus/remote-student-support>

Student Accessibility Services

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of each semester they are enrolled, otherwise the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the legal document titled "Notice of Approved Accommodations (NAA)" from SAS.

Until the instructor receives the NAA from the student accommodations should not be provided. Once the NAA is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student's best interest to deliver the NAA on the first day of class.

Please contact SAS@austincc.edu for more information.

Academic Support

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

[An online tutor request can be made here:](https://de.austincc.edu/bbsupport/online-tutoring-request/)
<https://de.austincc.edu/bbsupport/online-tutoring-request/>

[Additional tutoring information can be found here:](https://austincc.edu/onlinetutoring)
austincc.edu/onlinetutoring

Library Services

ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website: <http://library.austincc.edu>
- Library Information & Services during COVID-19: <https://researchguides.austincc.edu/LSinfoCOVID19>
- Ask a Librarian 24/7 chat and form: <https://library.austincc.edu/help/ask.php>
- Library Hours of Operation by Location: <https://library.austincc.edu/loc/>
- Email: library@austincc.edu

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at <http://sites.austincc.edu/sl/>.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here: <https://www.centraltexasfoodbank.org/food-assistance/get-food-now>
- Assistance with childcare or utility bills is available at any campus Support Center: <http://www.austincc.edu/students/support-center>
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: <http://www.austincc.edu/SEF>

- Help with budgeting for college and family life is available through the Student Money Management Office: <http://sites.austincc.edu/money/>
- A full listing of services for student parents is available at: <https://www.austincc.edu/students/child-care>
- The CARES Act Student Aid will help eligible students pay expenses related to COVID-19: <https://www.austincc.edu/coronavirus/cares-act-student-aid>

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: <http://www.austincc.edu/students/counseling>

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24-hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
 - o Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**

Addendum for All Human Services Courses

Program-Level Student Learning Outcomes:

Upon successful completion of this Human Services program, students will be able to demonstrate:

- good listening and communication skills
- developing appropriate and positive relationships with clients leadership skills
- creativity and appropriateness in planning activities
- applying professional/technical skills and knowledge well

SCANS Competencies: The U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the workplace and whether the nation's students are capable of meeting those demands. The SCANS Competencies are incorporated into this Human Services course as follows:

1. Resources:

Allocates time for completing assignments and attending class.

Organizes information required for passing examinations.

2. Interpersonal:

Participates/speaks as a member of a team when completing group activities.

Works well with others including those from culturally diverse backgrounds.

3. Information:

Acquires and evaluates information presented in lectures.

Uses computers to process information.

4. Basic Skills:

Demonstrates ability to read the textbook and assignments.

Demonstrates ability to write when completing assignments.

5. Thinking Skills:

Demonstrates ability to make and communicate decisions. think creatively and solve problems.

6. Personal Qualities

Demonstrates responsibility, integrity, honesty, self-management, and sociability.

Acknowledgement of Syllabus

“A” level work

Responds fully and accurately to the requirements of the assignment; demonstrates excellence in thinking, creativity and performance throughout; is clear, thorough, and well-organized with ample supporting examples and details; is well-presented with very few, if any, errors of grammar, spelling, punctuation, and format. Participates daily in class with respect for our learning community.

“B” level work

Responds well to the requirements of the assignment; demonstrates sound thinking and competent performance throughout; is clear, fairly thorough, and well organized with sufficient supporting examples and details; is presented with few errors of grammar, spelling, punctuation, and format. Participates in majority of classes with respect for our learning community.

“C” level work

Responds to most of the requirements of the assignment; demonstrates mixed levels of thinking and only adequate performance throughout; is occasionally clear, lacks thoroughness, and has some organization with few supporting examples or details; is presented with several errors of grammar, spelling, punctuation, or format. Participates minimally or may be distracting during class.

“D” level work

Responds to few of the requirements of the assignment; demonstrates poor levels of thinking and inadequate performance throughout; is unclear or incomplete, and is poorly organized with little or no supporting examples or details; is poorly presented and includes several major errors of grammar, spelling, punctuation, or format. Participates minimally or may be distracting during class.

“F” level work

Fails to respond to the requirements of the assignment; does not demonstrate evidence of thinking or concern for performance; is thoroughly confusing, incomplete, and disorganized with significant flaws in grammar, spelling, punctuation, and format throughout. Does not participate in class or may be distracting, disrespectful to learning community.

By evaluating and revising your work according to these standards **prior** to handing it in, you can increase its quality and the level of your success in all of your courses.

Adapted from work by Richard Paul and the Critical Thinking Consortium, Sonoma State University, CA

Acknowledgement of Syllabus

I acknowledge having received the syllabus and having read it carefully. I understand and agree to the requirements and policies stated in the syllabus and will ask for clarification whenever I am not sure of what is expected of me in this class. My goal is to be successful in my studies and to support that goal. I agree to maintain contact with my instructor during the semester and to discuss my situation with her if complications arise or I am thinking about withdrawing. **This acknowledgement will be completed through Blackboard.**

I plan to make the following grade in this course _____.

Name: _____

Date: _____