I. COURSE DESCRIPTION

This 3-hour course provides an introduction to the field of human services and an overview of the following programs: deaf and hard of hearing, speech language pathology, rehabilitation services, orientation and mobility, visual impairment, and special education. It is required for the Special Education Non-Teaching Minor, or may be taken as an elective. This is an online course, designed for students who are independent learners and who are well-organized and motivated to stay on schedule and complete all requirements online through Desire2Learn (D2L). Students MUST have access to a reliable computer and Internet connection as well as adequate computer skills. If computer or connectivity problems are experienced during the semester, you may need to drop the class - check the SFA calendar for the last day to drop without withdrawing from the University.

II. INTENDED LEARNING OUTCOMES/GOALS/OBJECTIVES

Student Learning Outcomes:

Specifically, this course will enable you to:

- Learn about the field of Human Services and the type of individual who would be successful working in this field.
- Learn what is required to become a teacher of Deaf/Hard of Hearing students, special education students, and visually impaired students.
- Learn what is required to become a Certified Orientation and Mobility Specialist
- Learn what is required to work in the field of Rehabilitation Services
- Learn what is required to become a Speech-Language Pathologist
III. COURSE ASSIGNMENTS & ACTIVITIES, INSTRUCTIONAL STRATEGIES & USE OF TECHNOLOGY

- Complete the syllabus quiz (20 points)
- Complete weekly assignments (12 x 40 = 480 points). A grading form is used and points for each assignment will be awarded based on accuracy, spelling/grammar, content, completeness, and thoughtfulness of the response.
- Complete discussion questions (10 x 10 = 100). Discussion questions will be embedded within selected modules. Ground rules and a grading rubric for discussions will be provided.
- Complete online exams (4 x 100 = 400). Exams will be accessed through the Unit learning modules. Exams are timed and must be submitted during the availability period.
  - Exams will be available for a full week (seven days), thus there will be no excuses allowed for a missed test. If for some reason you have an extended and extenuating circumstance that prevents your taking a test during the only week it is available, please contact me immediately to explain. At my discretion, there is a remote possibility of taking a make-up exam.

In order to be successful in this class, each student is expected to:

- Complete all the D2L tutorials located under the “Helpful Links” header when you log into D2L. This is especially important if you are a first time online student.
- Check D2L email frequently, at least once every week. Important messages and items of interest related to course content, assignments, and exams are posted in Announcements or emailed to students as needed.
- Communicate with me through D2L email. This can be accessed by going through the course class list.
- Read content pages and websites in D2L and chapters in the textbook as assigned each day. This information will be covered in the online exams.
- Complete weekly assignments. An assignment is embedded within each learning module.
- Contact me immediately if you are confused or having difficulty. You should contact me through class list tab on D2L. Class email is monitored frequently and I make every effort to respond to students’ issues and concerns within 24 hours if at all possible. We all know that life can be unpredictable, so communication is very important!
- Complete a course/instructor evaluation in mySFA near the end of the semester.

IV. Evaluation and Assessments (Grading):

Syllabus Quiz: 20 points

Discussions: 10 x 10 = 100 points

Weekly Assignments: 12 x 40 = 480 points

Online Exams: 4 x 100 = 400 points

Total points possible 1000 points

THERE WILL BE NO "EXTRA CREDIT" ASSIGNMENTS.
Letter grades will be based on the total of points earned as follows:

A = 1000 – 900
B = 899 – 800
C = 799 – 700
D = 699 – 600
F < 599

V. TENTATIVE COURSE OUTLINE/CALENDAR

NOTE: In this class, our week begins on Monday and ends on Sunday. Modules will be posted every Monday and assignments will be due on Sundays at midnight (11:59PM). Students are expected to keep up and turn work in on time. There will be NO option for late assignments earning any credit. Late = zero points.

UNIT 1 - INTRODUCTION TO HUMAN SERVICES

Week 1
1. Review Syllabus
2. Complete Syllabus Quiz
3. Post Introduction and Biography in Discussions
4. Read Chapter 1 - What are Human Services?
5. Assignment - What help is available for alcoholics?

Week 2
1. Read Chapter 2 - The Changing Nature of the Helping Process
2. Assignment/Discussion - Helping Process

Week 3
1. Read Chapter 3 - Intervention Strategies
2. Assignment/Discussion - Multicasusality Analysis

Week 4 - Unit 1 Exam A - Chapters 1, 2 & 3
Week 5
1. Read Chapter 4 - Attitudes/Values, Skills and Knowledge
2. Assignment/Discussion - Attitudes/Values, Skills and Knowledge of Human Services Workers

Week 6
1. Read Chapter 7 - Poverty
2. Assignment/Discussion - Poverty Scavenger Hunt

Week 7
1. Read Chapter 8 - Working with Diversity
2. Assignment – We need to talk about Injustice

Week 8 - Unit 1 Exam B - Chapters 4, 7 & 8

UNIT 2 - HUMAN SERVICES PROGRAMS

Week 9
1. Special Education
2. Assignment/Discussion - Services and Benefits of CEC

Week 10
1. Deaf/Hard of Hearing and Communication Disorders
2. Assignment/Discussion - Augmentative & Alternative Communication

Week 11
1. Visual Impairments/Orientation and Mobility
2. Assignment/Discussion - Able or Disabled?

Week 12
1. Rehabilitation
2. Assignment/Discussion - No Pity
UNIT 3 - ETHICS & LEGAL ISSUES

Week 14
1. Read Chapter 5 - Values and Ethical Dilemmas
2. Assignment/Discussion - Ethical Dilemmas

Week 15
1. Read Chapter 14 - Understanding Legal Issues
2. Assignment/Discussion - National Center for Law and Economic Justice

Week 16 - Unit 3 Exam - Chapters 5 & 13

* DISCLAIMER: This syllabus represents a "best" plan for the course; but, as with most plans, it is subject to change. Any changes in the timeline will be announced as necessary.

VI. READINGS:

Chapters in the textbook, articles, and websites are embedded in each learning module.


Live Text account, ISBN# 978-0-979-6635-4-3. This may be purchased at the bookstore or purchased online at www.livetext.com. If you have already purchased LiveText, you will use that account and do not need to buy it again.

NOTE: If you plan to use financial aid to purchase this account, you must do so by the dates set by the Office of Financial Aid.

VII. Course Evaluations:

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.
VIII. Student Ethics and Other Policy Information:

Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilitiyservices/.

Academic Integrity

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one’s paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp.

Withheld Grades Semester Grades Policy (A-54)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which the WH is assigned, or the grade automatically becomes an F. If students register for the same course in future terms, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Acceptable Student Behavior

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who
perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

To complete Certification/Licensing Requirements in Texas related to public education, you will be required to:

Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.

Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the exams (additional information available at <>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU. TExES www.texas.ets.org/registrationBulletin/ http://www.texas.ets.org/registrationBulletin/

Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

LiveText

LiveText is the data management system used by the Perkins College of Education (PCOE) for program improvement and to assess and monitor compliance to national accreditation standards. All Perkins College of Education majors and Secondary Education students are required to purchase a LiveText account, either through the University Bookstore or at www.livetext.com. This is a ONE-TIME purchase, and the account will be used throughout your undergraduate, graduate, or doctoral program of study. Required program assignments, designated by instructors and program coordinators, must be submitted within your LiveText account. Successful completion of this course and your degree requirements are dependent on the submission of all required LiveText assignments.