

Department:

Human Services

Course Description:

This course provides an overview of the field of human services. The course will cover the history of human services as well as agencies, jobs, workers, and populations served. The course will also examine the major theories of causality and other relevant topics, such as ethics and stress management. Class presentations will be enhanced by actively engaging students in the subject matter.

Course Competencies:

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

1. Summarize the history of the helping professions and describe the evolution of services and social policy.
2. Explain the values and ethical principles of the helping professions and how these principles function as guidelines for everyday practice.
3. Describe the helping process and explain ways to establish effective helping relationships.
4. Explain the function of the human services worker as a professional and describe the various roles the human services worker assumes in the community.
5. List and describe some of the major populations served by human services professionals and some of the specific sub-fields of human services.
6. Describe the human services system as a network and identify the strengths and weaknesses of this system.
7. Assess personal strengths, weaknesses, interests, and goals pertaining to the field of human services.

Course Content:

- A. Introduction to Human Services
 1. People in Human Services
 2. Key Terms in Human Services
 3. Where Human Services Professionals Work
- B. History of Human Services
- C. Functions and Jobs for Human Service Workers
 1. Skill Requirements
 2. Education Requirements
 3. Agencies That Employ Human Services Workers
- D. Effective Communication in Human Services
 1. Communication Skills
 2. Characteristics of Human Service Workers
- E. Theories of Causality
 1. Biological
 2. Psychological

3. Sociological
- F. Populations Utilizing Human Services
 1. Identification
 2. Interventions
 3. Appropriate Screening and Introductory Assessments
- G. Ethical Issues in Human Services
 1. Confidentiality
 2. Stress and Burnout
 3. Agencies Providing Services

Learning Assessments:

Course competencies will be assessed by use of written essays, class participation, research assignments, comprehensive project, and observations.

Instructional Materials:

An Overview of the Human Services, Kanel, 1st Ed., Cengage Learning, 2008
ISBN 10: 0-618-60760-9; ISBN 13: 978-0-618-60760-0

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the "Disabilities Self-Identification Form" on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).