

**Western Kentucky University  
Applied Human Sciences Department  
FACS 497 Family Home Visiting Course  
Tentative Syllabus  
Spring 2022**

**\*\*Students who are registered for the class will receive a detailed syllabus via Blackboard.\*\***

**Students enrolled in the course will have access to Blackboard on the first day of WKU Spring courses.**

**Professor:** Dr. Darbi Haynes-Lawrence  
Applied Human Sciences  
Academic Complex 308-D  
1906 College Heights Blvd #11037  
Bowling Green, KY 42101-1037

**Office Hours: Mon & Weds 7am to 10am**

**E-mail:** [Darbi.haynes-lawrence@wku.edu](mailto:Darbi.haynes-lawrence@wku.edu)

\*Email is the only way to get in touch with me.

**Required Reading:**

Brantlinger, E.A., Klein, S.M. & Guskin, S. L. (1994). Fighting for Darla: The case study of a pregnant adolescent with Autism. Teachers College Press: Columbia University, New York.  
*This text is available through the WKU. It has been printed into a course pack.*

Klass, C.S. (2008). The home visitor's guidebook: Promoting optimal parent & child development. (3rd ed.) Maryland: Brookes Publishing.

***\*\*Not having the books at the start of class is not a reason for extensions on assignments. It is the student's responsibility to be prepared for class. Even if you ordered the books and it did not arrive in time for class to start, no extensions will be given.\*\****

**Course Description:** Focuses on the design, implementation and effects of human service programs aimed at promoting service provision in a variety of settings. Review of best practice, policy, and research with families and young children in natural environments. Field experience hours required; student responsible for transportation.

**Students are required to complete 5 observation hours with a person who conducts home visits. Students are responsible for locating the home visitor they will observe and securing transportation to and from the observation hours.**

**Course Objectives with Student Outcomes:** After participating in this course, students will be able to:

1. Manage and maintain family-centered service provision
  - By the end of the semester, students will be able to design, manage and maintain family centered services.
2. Identify ethical and professional issues
  - By the end of the semester, the students will be able to identify ethical & professional issues and critique these issues.
3. Identify appropriate resources and supports parents and families
  - By the end of the semester, the students will be able to articulate and describe multiple programs that are appropriate for families.

4. Apply strategies for working with families and children
  - By the end of the semester, the students will be able to critique and apply various strategies for working with diverse families and children.
5. Conduct interviews with families
  - By the end of the semester, the students will be able to evaluate and critique communication methods with families.

### Grading Policy

I grade on a percentage scale based on your total number of points compared to the total number of points available for the class as follows:

A = 100-90%   B = 89-80%   C = 79-70%   D = 69-60%   F = anything below 60%

- If you have questions or concerns about an assignment, you should contact me immediately. Please keep track of your assignments and keep me on task with grading. **Always make a back-up copy of your work!**
- Your individual grades are available to you from the course grade book. If you have any questions about your grade please contact me.
- Your quizzes will be automatically graded, and you should receive a score immediately.
- When determining final grades, I do not give grades; students *earn* their grades.
- I round grades at the .5% and higher. For example, if you have an 88.5%, that rounds to an 89%.

### WKU syllabus policies:

1. Class attendance policy
2. Title IX/Discrimination & Harassment
3. ADA Accommodations
4. Plagiarism Policy
5. WKU Syllabus statement for face coverings
6. Writing Center assistance
7. Incomplete policy
8. Withdrawal policy

#### 1. Class Attendance for Online Courses:

Class attendance is critical for success! Attendance policies not only apply to face-to-face classes, but they also apply to semester-based web classes.

- Registration in a course obligates the student to attend regularly. In a semester-based online class, this means signing into Blackboard for class review and/or participation at least twice each week. While On Demand classes do not have an attendance policy, we recommend setting a calendar based on your goals and adhering to that calendar, as there are time limits for course completion.
- Students enrolled in FACS 395 online who, without previous arrangement with the instructor, fail to login to Blackboard during the first week of classes **will be** dropped from the course.
- Nonattendance does NOT release students from the responsibility to officially drop any course for which they have enrolled and chose not to complete.
- Students wishing to change their schedule or add/drop a class, may do so during set time periods. Students enrolled in face-to-face, and term-based web courses should follow the dates published in the [academic calendar](#). Those enrolled in On Demand courses should adhere to the [On Demand timeline](#).

#### 2. Title IX/Discrimination & Harassment

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Title IX Sexual Misconduct/Assault Policy](#) (#0.2070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or

sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.

### 3. ADA Accommodation:

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

### 4. Plagiarism Policy:

Plagiarism is a serious offense and is considered an act of Academic Dishonesty. The academic work of a student must be his/her own. Students who commit any act of academic dishonesty may receive from the professor a failing grade. The faculty member may also present the case to the Office of the Dean of Student Life for disciplinary sanction. This is in accordance to the Western Kentucky University student handbook:

- <http://www.wku.edu/coursecatalog/index.php?subcategoryid=106>
- Cheating in any form will not be tolerated. The policy for academic dishonesty will be followed.
- Student papers will be checked using plagiarism detection software.
- Should I learn, after an assignment has been graded, that a student has cheated in any form, I reserve the right to change that specific assignment grade to a failing grade. The student will also fail the course.

### 5. WKU Syllabus statement on face coverings in classroom:

Out of respect for the health and safety of the WKU community and in adherence with the [CDC guidelines](#), the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations to face coverings must be determined by the Student Accessibility Resource Center and documented before a student may attend class.

### 6. Writing Center Assistance:

*The Writing Center on the Bowling Green campus* is offering **only** remote assistance to writers during the covid-19 pandemic. WKU students may request feedback on their writing via email or arrange a real-time Zoom conference to discuss a paper. See instructions and how-to videos on the website ([www.wku.edu/writingcenter](http://www.wku.edu/writingcenter)) for making online synchronous (Zoom) or asynchronous (email) appointments. Students may also get short writing questions answered via email; just put "Quick question" in the subject line to ([writingcenter@wku.edu](mailto:writingcenter@wku.edu)).

*The WKU Glasgow START Center/Writing Center* will be offering writing tutoring sessions in synchronous online format as well as in person, by appointment only. More information on how to make appointments and what to expect from your appointment will continue to be posted at <https://www.wku.edu/startcenter/>.

### 7. Incomplete:

A grade of "X" (incomplete) is given only when a relatively small amount of work is not completed because of illness or other reason satisfactory to the professor. A grade of "X" received by an undergraduate student will automatically become an "F" unless removed within twelve (12) weeks of the next full term (summer term excluded.) An incomplete must be removed within this twelve-week period regardless of whether the student is registered for additional work in the next term. A grade of "X" received by a graduate student, with the exception of thesis courses or similar projects, will automatically become an "F" unless removed within twelve (12) weeks of the next full term (summer term excluded). A student should work with the professor who assigned the incomplete on an independent basis in order to complete the necessary assignments. The grade of "X" will continue to appear as the initial grade on the student's transcript, along

with the revised grade. A grade of incomplete is not used under any circumstances as a substitute for "F" or "W."

#### **8. Withdrawal from the University**

For various reasons it is occasionally necessary for a student to withdraw from the University. Prior to the midpoint of the semester, students may use TopNet to withdraw. After the midpoint of the semester, the student should report to the Office of the Registrar to initiate withdrawal procedures. Students leaving the institution without an official withdrawal will receive failing grades in all courses in which enrolled and endanger their future status in the institution. Students withdrawing after the midpoint of the semester, a bi-term or comparable period during the summer session must consult with their professors as to the withdrawal grade. The official date of the withdrawal is the date the withdrawal is processed on TopNet or the written notice is received in the Office of the Registrar. Students wishing to return to WKU at a later date must submit an application for readmission prior to the deadline for submitting applications.