PSY 346 – 700 Foundations of Clinical and Community Behavioral Health

On Demand Syllabus

Instructor

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Appointments for phone or face-to-face conferencing can be made by email. Please use the subject line "PSY 346: [brief description of topic] e.g., "PSY 346: course schedule." Using this type of subject line will assist in identification of your email among the dozens of emails I receive daily. If you do not receive a reply within 48 hours, please resend your email making sure you have the PSY 346 and topic in the subject line.

Course Rationale

PSY 346 is designed for students in the Clinical and Behavioral Health minor that are not necessarily psychology majors. This course provides an overview of the behavioral health field and serves to prepare students for careers in the behavioral health and human services sectors.

Credit

Three semester hours.

Course Prerequisites and Description

Prerequisites: Declared minor in Clinical and Community Behavioral Health. Survey of basic knowledge, skills, and values appropriate for clinical and behavioral health professionals, and the agencies, roles and services provided. Field trips to agency sites will be required. Students are responsible for arranging their own transportation.

Course Text and Materials:

- Required Text: Neukrug, Edward S. (2017). *Theory, practice, and trends in human services. An introduction. 6th Edition*. Boston, MA: Brooks/Cole - Cengage Learning. ISBN: 978-1-305-27149-4 or Loose-leaf edition: ISBN: 978-1-305-85757-5
- Transportation. The course project requires interviewing human service professionals about (1) the programs, agencies where they work and (2) the job roles of that human service professional.
- Computer and Internet Access.
- Microsoft Word or another word processor that can create documents that can be saved as a rich text file (.rtf), or document (.doc; .docx).
- Adobe Acrobat Reader to open and read .pdf files. This program can be downloaded free from the Adobe website

Succeed: Read the Syllabus and Project Requirements Carefully

This document contains an overview of the important information you need to know to be successful in this class. Read this document carefully as you will have to pass a quiz over this material prior to being able to start the first chapter.

Course Content

PSY 346 is a course that examines the broad range of services and functions of the human service professional along with the skills and values important for developing an identity as a human service professional. This is an active learning course that requires thoughtful reading, completion of self-discovery and application activities, interacting with human service professionals, and learning about human service agencies in your community. You will be learning about the helping process, and the roles and function of the human service professional and key issues related to the professional development of the human service professional.

What You Will Learn or Learning Objectives

At conclusion of the course, the students will be able to:

- Describe the basic approaches to intervention/improving the well-being of others and identify programs and agencies employing each approach.
- Demonstrate an understanding of personal values and the impact they have on professional practices in the human services sector.
- Demonstrate an understanding of different types of human service organizations including roles of professionals, range of services offered and organizational values.
- Discuss the expectations of professionals in the human service sector with regard to diversity issues.
- Describe the helping process and characteristics of effective helpers.
- Describe legal and ethical issues that impact organizations and professionals.

Content Outline

- o Modules 1 (Chapters 1-4)
    - Introduction to Human Services
        - Nature and purpose of human services
        - History of and current issues in human services
        - Models of service delivery, types of services and theoretical approaches
        - Professional disciplines and roles
- o Module 2 (Chapters 5-8)
    - The helping process
        - Clients – Human Development
        - Nature and stages of the helping process
        - Introduction to helping skills
        - Self- awareness and interpersonal skills
        - Characteristics of effective helpers
        - Couples, Family and Group Helping
        - Consultation and supervision
- o Module 3 (Chapters 9, 10 & 12; NOTE – Chapter 11 is not required or covered)
    - Professionals, disciplines and roles
        - Cultural Competence Sensitivity to and respect for diversity
        - Various client populations
        - Expectations and values of human service professionals
        - Ethical practice across agencies and disciplines
        - Research, evaluation and measurement
        - Career development

Format

This course is designed as three self-paced modules that cover the course topics housed on Blackboard, the platform utilized at WKU for online course delivery. Modules are comprised of folders for each of the chapters

that comprise that module. Within each chapter folder there will be an introduction or overview of the chapter, learning objectives and key terms along with folders for any assignment(s) and a quiz. Some chapters may contain a reading to be completed in addition to the chapter in your text. A course project is required which is a written report based on visits to different community programs and/or agencies , 'virtual' visits to program and agency websites, and interviews with human service professionals. The guidelines for the course project are provided in a separate handout.

When each unit is opened or accessed you will see a folder for each chapter. Each Chapter folder also has a common format which includes the following:

Overview
This folder contains a brief chapter overview outline or preview, along with the learning objectives and key terms you will need to know. This overview will prepare you for understanding the important concepts of that chapter.

Assignments
Each chapter/lesson will have one or more an activities to complete. Activities will vary with the chapter but will include some of the following: responding to questions about a video, completing a self-assessment, applying chapter content to a case study or responding to questions about the chapter content.

Quizzes
Each chapter/lesson will have a folder with a quiz which will consist of 15 or more questions that will total to 15 points per quiz. These quizzes are 'open book', meaning you can use your book and course materials to complete the quiz. Read and study the each chapter before taking the quiz. If necessary you can refer back to the text while you are trying to answer the questions. Use the learning aids built into the textbook to facilitate learning. Do not just "find" the answers to specific questions because you will miss the 'big picture' of how everything fits together. The course materials are released or become visible on Blackboard one module at a time. All chapter activities and quizzes for a module must be completed and submitted prior to being allowed to schedule the exam for that module. Once you have completed a module, the next module will become visible. If you think you should be able to progress to the next module and it is not visible, you need to go back and make sure that all required activities in the prior module have been completed.

Course Projects

An important component of this course is learning about the various human service professions and the environments within which they work. The class project is designed to enable you to obtain some 'hands on' experience with programs and human service professionals. Each student will conduct a 'virtual tour' of a human service agency's website, an 'in person' tour of an agency and an interview with one human service professional. They will they write up these experiences to submit as their class project. Guidelines for preparing, implementing the visits and writing up the three experiences can be found in the PSY 346 Projects handout.

Instructional Methods

This course is designed as an Independent Learning course. Therefore your primary source of course content will be the textbook in combination with the assignments. Videos are provided to illustrate, provide an overview of or extend content from the text. Instructor feedback is provided for the chapter activities. Exemplars of good and poor assignments are provided as appropriate as well as detailed instructions for the assignments. While this is an independent learning class, you do have instructor support. You can send emails with questions or request information be clarified. See the information under the course instructor for submitting emails.

Assessment of Student Performance

You grade will be based on the total points you earned for each module exam, quizzes, activities, and the course project.

210 points for exams (3 total; 70 points each)
110 points for quizzes (11 total; 10 points each)
90 points for chapter assignments (13 total; 1 = 6 points; all other assignments = 7 points each)
210 points for project activities (Project 1= 50 points; Projects 2 & 3 = 80 points each/160 points)
620 total points possible

The final grade will be based on the percentage of the available points obtained with 90% and above equaling a grade of A (558-620 points), 80-89% equaling a grade of B (496-557 points), 70-79% equaling a grade of C (434-495 points), 60-69% equaling a grade of D (372-433 points) and 59% and below equaling a grade of F (371 or less points).

Exam Process

As indicated on the WKU On Demand website, "WKU On Demand courses require proctored examinations. It is the responsibility of the student to make arrangements with the center at which the exam will be supervised before you submit the exam request form. This request must be received by our office AFTER you submitted all assignments prior to the exam" (www.wku.edu/ondemand/exams.php). You can find more information about arranging exams in the *General Student Guidelines and Procedure*s document found under the Independent Learning tab on the table of contents for the class.

Submitting Assignments and Accessing Course Documents

Submitting Assignments -All assignments require text files to be uploaded to Blackboard using the assignment tool that is found once you click on the assignment title in each chapter. **All text documents must be Word DOC, DOCX or RTF file formats**. Once your assignment is graded, it is your responsibility to go back and open the assignment and check for instructor feedback. If you are unfamiliar with submitting assignments there are online video tutorials that you can access by going to the Student Support tab on the course table of contents.

You are advised to keep a file copy of what you submit. All written work must evidence adherence to writing conventions (grammar, syntax, clarity). In general, avoid the use of slang terms (e.g., kids for children) and note that oral speech is less formal than that required for written products. Use the Grammar and Spell Check features under the review tab on the MS Word tool bar. Points can and will be deducted for poorly written documents.

Accessing Course Documents-The course format for text documents *from me* will be Word docx or Adobe PDF. You can download the Adobe reader (http://www.adobe.com/products/reader.html).

Email Expectations

At certain points during the class you may need to contact the instructor via email. Please put PSY 346 in the email subject line and provide a clearly articulated and well written email followed by your name. Putting the course number (PSY 346) in the subject line will ensure timely response.

Professional Conduct & Attire

The class assignments and activities require site visits to community programs and agencies along with interviewing human service professionals in these settings. During these activities you must dress in

professional attire and be well groomed as well as act professionally. You need to act and dress in ways that will be well-received by professionals and professional settings. Further information on attire and behavior is provided in your agency site visit project description. As a part of your visits, you will be required to submit a verification form. Further information about the professional behavior points is provided in the project description.

Plagiarism & Academic Integrity

The WKU policy regarding academic dishonesty and plagiarism will be upheld in this course. Any student caught plagiarizing an assignment will receive a grade of '0' for that assignment and will not have the opportunity to resubmit. WKU considers plagiarism academic misconduct and consequences can be severe. If you quote or paraphrase from your book or from agency sources (websites, brochures. etc.) on any assignments, you must cite your sources(s) using APA format. If you question whether you need to cite a source, consult me or utilize the online writing lab for APA manuscript style formatting at Purdue University. The writing lab is called the OWL and is accessible through the Purdue University Website.

How To Be Successful

- As an On Demand class, each student has nine months to complete the course requirements. However, if you are a fulltime student you need to know that if you do not complete the class within the timeframe of a semester, it may impact financial aid and it may also impact your graduation if you plan to graduate the same semester you enroll in the class.
- If you need to complete the class within the timeframe of a semester it is recommended to complete at minimum one chapter per week. Unlike a traditional online class that is offered within a semester timeframe, there are no due dates or deadlines for assignment submission. If you know you need the structure that due dates provide, create them for yourself.
- Create a schedule for yourself for completing the class. Strategies that seem to work best include creating a routine study schedule (plan time, don't wait for free time). Establishing a schedule that includes regular or routine times to read and study. Print out the chapter objectives and key terms and take note of where you see this content as you read each chapter.
- Re-evaluate your schedule and/or strategies after a couple of weeks to see if you need to make some adjustments.
- Be methodical. Buy your textbook and read all sections of each chapter. Print out the guidelines for completing assignments and this syllabus for handy reference. Read or re-read directions before writing up an assignment. Proof your written assignments prior to submission. Take note and modify your assignments according to the feedback provided by your instructor.
- Be a self-directed learner. Make it your business to know what you need to know and what you need to do.
- The class project requires you to make appointments to visit professionals and programs in the community. Do not wait until the last minute to make these appointments. These appointments need to be made well ahead of time as it may take a week or two to get an appointment. (See project guidelines).
- Review and make it your business to know the guidelines that you have for participating in an Independent Learning course such as how long you have to finish this class, how to schedule exams and how to access technology support. This information is available on the course site.
- Your time commitment for this class will be at least equal to and may exceed a face-to-face version of this class (3 hours class time and 6-9 hours study time per week)

- If you are a first-time online learner it would be good to visit the Online Learning support materials on their website. Search WKU's website for information titled, "Is Online Learning for Me?" to review various factors to consider before enrolling in this On Demand course.

ADA Accommodations

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. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Sex and Gender-Based Discrimination, Harassment, and Retaliation (#0.070) 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, Deborah Wilkins, 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.