

SYLLABUS – Social Work/Human Services 88 | Fall 2024

WELCOME to Human Services Internship Practicum!

This course is often called the capstone, or course seminar that supports you in your final stages of your certificate and/or degree in Social Work/Human Services, both Addiction Studies and Advocacy. It is my goal to be your professor, coach, resource person, and advocate in your career journey. Most of you will be taking HUSV 88 with HUSV 99i, (for the actual internship hours). Those in the [Addictions track](#) will be taking it two semesters.



DESCRIPTION

This course focuses on developing the skills and abilities of students interning in the Social Work/Human Services Field. Students will engage in processes of burnout prevention and the 12 core functions of a certified addictions counselor as used in the Human Services Field, including Motivational Interviewing. This is an in-person and asynchronous course.

- CO-REQUISITE:** Concurrent enrollment in HUSV 99i
TRANSFERABILITY: California State Universities (CSU)
REPEATABILITY: **Once:** You can take this course two times total.

STUDENT LEARNING OUTCOMES: *By the end of this Course you will be able to:*

1. Demonstrate knowledge of counselor practice dimensions with core functions of addiction counselors.
2. Develop understanding of the roles and responsibilities of interns and supervisors.
3. Identify ethical issues related to addiction counselors.

INSTRUCTOR:

Meghan Murphy, Associate Faculty, Social Work / Human Services

mmurphy@santarosa.edu – **Prefer you contact me by email;**

Office hours: by appointment; email me or talk with me before or after class for an appointment

COURSE RESOURCES & TEXT

Motivational Interviewing Fourth Edition: Helping People Change; by William R Miller & Stephen Rollnick
 Guildford Press, 2023. A reserve copy is found in the SRJC Library (online). SRJC Bookstore.

Optional: Tap 21: Intervention, Treatment and Recovery: A Practical Guide to the TAP 21 Addiction Counseling Competencies: This is a free PDF Download for those of you who are taking the Addictions Counselor State Exam. Link is found in the CANVAS Course so no need to purchase anything.

ASSIGNMENT CHECKLIST AND GRADING

POSSIBLE POINTS	DESCRIPTION OF ACTIVITY	Your score
	Completion of ACCBC Student Registration forms (Addiction Studies major/certificate only) <i>Second Semester Students: continue with supervisor sign-offs as needed</i>	
30	3 Quiz's on reading: Motivational Interviewing Book In-class free writes	
20	Student Participation/Discussions: <i>participate in role-plays and peer-to-peer feedback; respond to instructor via emails, sign up for appt, etc.</i>	



20	<ol style="list-style-type: none"> 1. Threaded Discussion Entry 1 2. Threaded Discussion Entry 2 3. Threaded Discussion Entry 3 4. Threaded Discussion Entry 4 5. Threaded Discussion Entry 5 6. Threaded Discussion Entry 6 	
30	<p>1st Semester Final: Completion of Self-care, Wellness and Career Plan paper</p> <p>2nd Semester Final: Complete of Self Care Book Review and Personal Reflection Paper</p> <p>Both Papers require a 3-5-minute presentation on Final</p>	
TOTAL 100	Last Day of Class: Wednesday, May 15th	

GRADING SCALE

100 - 90	= A
89-80	= B
79-70	= C
69-60	= D
59 & Below	= F

COURSE POLICIES

1. COURSE ENROLLMENT POLICY:

- Students must be employed by a licensed business in a paid Internship to earn Work Experience units, unless the agency is a non-profit organization. If you are in an unpaid internship, your employer must fill out and sign a Fair Labors Standards Act (FLSA) form, found in student resources in your CANVAS course.
- This course is a co-requisite (directly linked) to the HUSV 99i Internship course.

2. ATTENDANCE AND COURSE MEETING POLICIES:

This is an online zoom course with regular weekly meetings to share learnings from the previous week. In this course, you are responsible for your own learning process. During the semester, you are welcome to reach out to me and we can set up a one-on-one appointment. Email me: llarsen@santarosa.edu

LATE ASSIGNMENT POLICY

All assignments are due at midnight PST on the due date (Mondays unless in class) In the event of a missed assignment, you will have one week to turn in the assignment for half credit. After the one week, the assignment will no longer be accepted.

ACCOMMODATIONS

Access and Accommodations: It is the mission of the Santa Rosa Junior College to support inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please notify the instructor as soon as possible. Students are also welcome to contact the [Disability Resources Department](#) (DRD). DRD is a resource for students that provides authorization for academic accommodations, training and access to assistive technology, and collaborates on strategies for academic success. **Website:** drd.santarosa.edu **EMAIL** disabilityinfo@santarosa.edu

SUPPORT SERVICES

There are a multitude of student support services available to you, too many to list here. Please see these links for more information:

STUDENT REMOTE SERVICES

<https://www.santarosa.edu/srjc-remote-resources>

STUDENT SUPPORT SERVICES

<https://www.santarosa.edu/students>

PHYSICAL AND MENTAL HEALTH

Should you experience any physical or mental health issues, know that all of us at SRJC care about your well-being. SRJC's Student Health Services (SHS) has nurse practitioners and mental health therapists available. Confidential sessions are provided via secure Zoom or in-person. Sessions are free for SRJC students taking credit or non-credit classes, and some providers can converse with you in Spanish if you prefer. SHS also has on-site covid rapid testing and vaccinations available also at no cost. To start the process for any type of physical or mental health appointment contact Student Health at 707 527-4445 or email studenthealthservices@santarosa.edu. More information about all that Student Health Services provides is available at shs.santarosa.edu.

STANDARDS OF CONDUCT

We believe every student wants to succeed and success is also knowing what expectations are for a college classroom. We make the assumption everyone will conduct ourselves in a manner which reflects our awareness of common standards of decency, respect and the rights of others. All students are expected to know the **Student Conduct Policy** and adhere to it in this class. Students who violate the code may be referred to the Conduct Dean for discipline.

RESPECT:

The best way to learn is through active participation; therefore, we respect others when talking, by being on-time, listening actively, and being polite even when we disagree with another's viewpoint. Employers and coworkers also expect this in the workplace. Your thoughts and actions reflect you – move forward with positive intention.

ACADEMIC INTEGRITY:

All written work is to be original; plagiarism of any kind will result in a failing grade on that assignment. Students who plagiarize or cheat may be suspended – for one or two class meetings by the instructor – and referred to the Conduct Dean for discipline sanction, in cases of egregious violation. This includes the use of Artificial Intelligence for writing your paper. Please see [Policy 3.1 Academic Integrity](#)

Collaborating on or copying of an assignment in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that assignment. We encourage students to share information and ideas, but not their work. See these links on Plagiarism: [SRJC Writing Center Lessons on Avoiding Plagiarism](#); [SRJC's Statement on Academic Integrity](#).

Students who register in SRJC classes are expected to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

ACADEMIC INTEGRITY AND ARTIFICIAL INTELLIGENCE:

- **AI Policy III: AI use must be tracked and acknowledged.** If you used Generative AI programs such as ChatGPT, Quillbot, or Grammarly to assist with your writing beyond spell-check or grammar suggestions, you must

acknowledge its use can expect to see the impact, and include an Appendix for the assignment that shows what aspects were generated.

AI Policy IV: Any writing, media, or other submissions not explicitly identified as AI-generated will be assumed as original to the student. Submitting AI-generated work without identifying it as such will be considered a violation of CWI's [Standards of Conduct](#), 2.1.1.1: "Submitting the work of another person or entity as your own." In such violations, students will receive a "0" until they've modified it to align with AI Policy II above. If I suspect a student has used generative.

SEXUAL MISCONDUCT

Title IX: Confidentiality and Responsible Employee Statement

Santa Rosa Junior College faculty are committed to helping create a safe and open learning environment for all students. If you (or someone you know) have experienced any form of sexual misconduct, including sexual harassment, sexual assault, dating or domestic violence, or stalking, know that help and support are available. The College strongly encourages all members of the community to take action, seek support and report incidents of sexual misconduct to the Title IX Office. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Student Psychological Services (Santa Rosa Campus 707-524-1595/ Petaluma Campus 707-778-3919). For more information about reporting options and resources at Santa Rosa Junior College and the community, please visit [Title 9 Website](#).

IMPORTANT DATES

Day Class Begins: 1/16

Last Day to Drop with Refund: 1/28

Last Day to Add Courses by petition: 2/4

Last Day to Drop without a 'W' symbol: 2/4

Campus closed: 2/15, 2/16, 3/18-3/24, 4/1

Last Day to Drop with a 'W': 4/21

Last day of class: 5/15



NON-DISCRIMINATION POLICY

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This nondiscrimination policy covers admission, access and treatment in District programs and activities--including but not limited to academic admissions, financial aid, educational services and athletics and application for District employment. The Sonoma County Junior College District is an equal opportunity employer.

