TRANSMITTAL MEMO
COLLEGE OF EDUCATION, HEALTH, AND HUMAN SERVICES
KENT STATE UNIVERSITY

DATE: April 25, 2008

TO: Joanne Arhar, Associate Dean
College of Education, Health, and Human Services

FROM: Mary Dellmann-Jenkins, Director   *M. Dellmann-Jenkins*
School of Family and Consumer Studies

RE: Proposals for Bachelor of Science: Human Development and Family Studies
& Associate of Applied Science degree (Human Services Technology)

The School of Family and Consumer Studies has a B.S. degree in Human Development and Family Studies with concentrations in Human Development and Family Studies (HDFS) and in Gerontology. Within the HDFS Concentration, three Options exist (Case Management, Family Life Education, and Youth Development). FCS is also the Kent campus home for the Associate of Applied Science (AAS) degree (Human Services Technology).

These two curriculum proposals include:

1. Revising the Case Management Option within the Human Development and Family Studies Concentration.

2. Creating a new Option within the Human Development and Family Studies Concentration for graduates of the Associate Degree in Human Services Technology from a Regional Campus of Kent State.

3. Adding an existing course (HDFS 34031 Cultural Diversity: Implication for the Helping Professions-3 credits) to the Major Core Requirements of the Human Development and Family Studies Concentration; and adding HDFS 44031 Intergenerational Family Caregiving and HDFS 44019 Intergenerational Experiences to the "*Choose from the following*" section in *IV. Concentration Requirements.*

4. Making changes in the AAS degree program in Human Service Technology.

These actions have been approved by the following curricular/consultative bodies:
- Human Development and Family Studies program faculty
- Family and Consumer Studies Curriculum Committee
- Family and Consumer Studies Faculty Advisory Committee
- Salem and Ashtabula Human Service Degree program director/coordinator
- Departments: Psychology, Special Education, and Sociology

Attached are: Curriculum proposals; Catalog copy; CCP and BDS for new and revised courses.

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date 22-Apr-08   Curriculum Bulletin _____

Effective Date   Fall 2009   Approved by EPC _____

Department	Human Services Technology
College	EH - Education, Health and Human Services
Degree	AAS - Associate of Applied Science
Program Name	**Human Services Technology** Program Code **HST**
Concentration(s)	Concentration(s) Code(s)
Proposal	Revise Program

Description of proposal:
Revise HST curruculum by correcting inaccuracies in the internship requirements and add courses to the technical electives that will further support program development.

Does proposed revision change program's total credit hours?   ☐ Yes   ☒ No
Current total credit hours: Proposed total credit hours

Describe impact on other programs, policies or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):
Will align program more closely with the Human Development and Family Studies-Case Management option.

Units consulted (other departments, programs or campuses affected by this proposal):
Salem and Ashtabula Human Service Degree program director/coordinator, and Family and Consumer Studies, and Human Development/Family Studies-Case Management option lead lead faculty member.

REQUIRED ENDORSEMENTS

A.P. Dollhann-Jenkins   4 / 25 / 0 8
Department Chair / School Director / Campus Dean

_____   ___ / ___ / ___
College Dean

_____   ___ / ___ / ___
Executive Dean of Regional Campuses

_____   ___ / ___ / ___
Senior Vice President for Academic Affairs and Provost

Title: Course and Curricular Changes for Human Services Technology

Subject Specification: Make revisions to the Associate of Applied Science in Human Services Technology degree (Major Code: AAS HST).

Background Information:
The Associate of Applied Science (Human Service Technology) Degree is offered at the K.S.U. Ashtabula and Salem campuses. The School of Family and Consumer Studies is the Kent campus academic home for the AAS Human Services program. The proposed curriculum changes consist of revising existing courses, adding courses to the technical electives, and modifying course requirements.

Alternative and Consequences:
The alternative is to leave the program as is; however, a more desirable option is to improve the ease of students' transition through the program by making the proposed changes.

Specific Recommendation and Justification:
Make revisions to the Associate of Applied Science in Human Services Technology degree to maximize articulation with the Bachelor of Science degree in Human Development and Family Studies . Changes include:

1. Revise the following courses:

    a) HST 11002 Survey of Community Resources. Remove the pre-requisite of HST 11000 Intro to Human Services in order to provide for block scheduling of the introductory HST courses. Success in the Survey course is not dependent on success in the Introduction course. This course may appeal to other health related fields.

    b) HST 21001 Assessment of Client Needs. Remove the prerequisite of HED 21050, Health Behavior & Advocacy. It is no longer a required course for the Associate of Applied Science in Human Services Technology. Replace the prerequisite with HST 11001, Group Process.

    c) HST 21092 Internship I in Human Services Technology and HST 21192 Internship II in Human Services Technology. Course description changes: increase the required minimum internship field hours from 9 hours a week to a minimum of 16 hours a week to support opportunity for a higher quality internship experience and to encourage area agencies to continue to mentor student interns.

2. Modify course requirements:

    a) Remove from the catalog requirements: "*Minimum internship hours 135 per semester. For students who wish to obtain Social Work Assistant Certificate, minimum internship of 300 hours per semester is required*." These statements are not accurate. The Ohio Social Work Board does not specify internship hours. Replace with the statement, "*Developmental courses must be successfully completed prior to*

HST Internship. Enrollment in the HST Internship requires special approval from the program director."

b) Add to catalog, *"Students preparing to enroll in the B. S. in Human Development and Family Studies, Human Services Technology option should take these courses when choosing electives: GERO 44030 and HDFS 34031 (technical electives), BSCI 10001 (basic science elective), and ENG 21011."*

3. Add the following courses for additional options under the area of HST technical electives in order to support further course/program development, student self selected specialization and the decision to continue on for the bachelor degree:

a) HDFS 24095 Special Topics in HDFS (3)

b) HDFS 41093 Workshop in HDFS (3)

c) HDFS 41095 Special Topics in HDFS (3)

d) HED 21050 Health Behavior and Advocacy (3)

Timetable and Actions Required:
The proposal was approved by the Human Development and Family Studies program faculty on April 18, 2008 and by both Family and Consumer Studies Curriculum Committee and Faculty Advisory Committee on April 25, 2008. The proposal will be reviewed by the EHHS Undergraduate Council and the Educational Policies Committee in May, 2008. If approved, the changes would be effective Fall 2009 semester.

From:	May, Mel
Sent:	Monday, April 28, 2008 3:52 PM
To:	STEELE-SIMMONS, KIMBERLY J; Figg, Kristen; MURRAY, CAROL
Cc:	BURNSWORTH, DEBORAH; AUGUSTINE, SUSAN; Dellman-Jenkins, Mary
Subject:	RE: May Undergraduate Council Meeting

Kimberly-

Carol Murray and I have reviewed the proposed changes and we support them.

mam

Mel Anthony May, Ph.D.
Assistant Dean, Kent State Ashtabula Campus
Adjunct Assistant Professor of Technology

440-964-4329 Voice	mmay@kent.edu
440-964-4269 Fax	www.ashtabula.kent.edu

From: STEELE-SIMMONS, KIMBERLY J
Sent: Monday, April 28, 2008 10:27 AM
To: Figg, Kristen; MURRAY, CAROL; May, Mel
Cc: BURNSWORTH, DEBORAH; AUGUSTINE, SUSAN; Dellman-Jenkins, Mary
Subject: FW: May Undergraduate Council Meeting

Kristen, Mel and Carol:

Please see attached the HST change proposal. Changes are very small and are not changes to the program as a whole, just changes in pre-requisites, adding additional technical elective options and increasing internship hours.

The FCS department needs an email confirmation of your support no later than Thursday morning (May1). You may do so by responding to ALL from this email, and stating your position.

Thank you in advance for your assistance.

KIm

Kimberly Steele-Simmons, LPC, LICDC, LSW
Academic Program Director
Human Services Technology / HDFS
Kent State University Salem Campus
2491 St. Rt. 45 South
Salem, Ohio 44460
330-337-4283
ksteele6@kent.edu

From: AUGUSTINE, SUSAN
Sent: Friday, April 25, 2008 3:46 PM
To: BURNSWORTH, DEBORAH

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **22-Apr-08**   Curriculum Bulletin _____

Effective Date   **Fall 2009**   Approved by EPC _____

Department	**Human Services Technology**
College	**RC - Regional Campuses**
Proposal	**Revise Course**
Course Subject	**HST** Course Number **11002**
Course Title	**Survey of Community Resources**
Minimum Credits	**03** Maximum Credits **03**

Checked items
are new
or revised

- ☐ Subject
- ☐ Number
- ☐ Title
- ☐ Title Abbreviation
- ☐ Credit Hours
- ☒ Prerequisites
- ☐ Description
- ☐ Schedule Type

- ☐ Cross-Listed / Slash
- ☐ Grade Rule
- ☐ Credit by Exam
- ☐ Course Fee
- ☐ Liberal Education Requirements (LER)
- ☐ Writing-Intensive (WIC)
- ☐ Diversity
- ☐ Other

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):

Units consulted (other departments, programs or campuses affected by this proposal): **Salem and Ashtabula HST director/coordinator, FCS Department Director, Regional Campus Office.**

REQUIRED ENDORSEMENTS

H. Bellamann - Jenkins   4 / 25 / 08
Department Chair / School Director / Campus Dean

_____   ___/___/___
College Dean

_____   ___/___/___
Executive Dean of Regional Campuses

_____   ___/___/___
Senior Vice President for Academic Affairs and Provost

BASIC DATA SHEET

Complete all fields. Data entered below should reflect new/revised information.

Preparation Date   **22-Apr-08**   Requested Effective Term   **Fall 2009**

Course Subject   **HST**   Course Number   **11002**

Course Title   **Survey of Community Resources**

Title Abbreviation   **Survey Community Resources**
NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)

Slash Course   **/ /**   Cross-listed with   Cross-list Banner code _____
4/5, 4/5/7 or 6/8   NOTE: To be completed by Curriculum Services.

Minimum Credit   **03**   ☒ to ☐ or   Maximum Credit   **03**   (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)

Contact Hours   ☒ Lecture   Minimum Hours   **03.00**   ☒ to ☐ or   Maximum Hours   **03.00**
Per Week   ☐ Laboratory   Minimum Hours   ☐ to ☐ or   Maximum Hours
          ☐ Other   Minimum Hours   ☐ to ☐ or   Maximum Hours
NOTE: Contact hours should be per week.

Repeat Status   **NR - Course may not be repeated**
If repeats, course limit   **OR maximum hours**

Course Level   **UG - Undergraduate**

Grade Rule   **B - Letter**

Schedule Type(s)   **LEC - Lecture**

Course Attribute(s)   **none**

Credit By Exam   **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

<u>Prerequisite</u>
Course(s)   **None**
NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s)

COMPLETED BY CURRICULUM SERVICES
OBR Program Code _____
OBR Subsidy Code _____
OBR Course Level _____
CIP Code _____

Registration is by special approval only   ☐ Yes   ☒ No
NOTE: Checking "yes" means <u>all</u> students must seek approval from department to register.

Restrict Registration
(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

Catalog Description   **A survey of providers at the federal, regional, state, and local levels including services provided and regulations of private and public agencies.**

Complete the following only if applicable:
Previous Title

Previous Subject   Previous Number

Term Start _____   Term End _____   NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours	Outline

4.00	**I. The Community Concept**
	  a. Geographic Community
	  b. Functional Community
	  c. Global Community
	  d. Community of Solution

8.00	**II. Community Resources and Barriers**
	  a. Economic
	  b. Social
	  c. Political
	  d. Geographic
	  e. Institutional

12.00	**III. Resource Providers: Local**
	  a. Organizational Structure: Private and Public
	  b. Function: Services Provided; Objectives
	  c. Regulations
	  d. Funding Sources

12.00	**IV. Resource Providers: Regional/State**
	  a. Organiztional structure: Private and Public
	  b. Function: Services Provided; Objectives
	  c. Regulations
	  d. Funding Sources

9.00	**V. Resource Providers: Federal / International**
	  a. Organiztional structure: Private and Public
	  b. Function: Services Provided; Objectives
	  c. Regulations
	  d. Funding Sources

45.00	Total Contact Hours

Textbook(s) Used in this Course	**Mahoning Valley Community Resource Directory, published by the Mahoning Valley Help Hotline Crisis Center.**
Writing Expectations	**Students will be expected to write agency reports of descriptive nature, complete an agency profile and community resource information package.**
Instructor(s) Expected To Teach	**Qualified faculty**
Instructor(s) Contributing to Content	**Mary Dellmann-Jenkins, Ph.D.**

REQUIRED ENDORSEMENT

H. Dellmann- Jenkins   4 / 25 / 08
Department Chair / School Director / Campus Dean

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **22-Apr-08**   Curriculum Bulletin _____

Effective Date   **Fall 2009**   Approved by EPC _____

Department	**Human Services Technology**
College	**RC - Regional Campuses**
Proposal	**Revise Course**
Course Subject	**HST** Course Number **21001**
Course Title	**Assessment of Client Needs in Human Services Organizations**
Minimum Credits	**03** Maximum Credits **03**

Checked items
are new
or revised

- ☐ Subject
- ☐ Number
- ☐ Title
- ☐ Title Abbreviation
- ☐ Credit Hours
- ☒ Prerequisites
- ☐ Description
- ☐ Schedule Type

- ☐ Cross-Listed / Slash
- ☐ Grade Rule
- ☐ Credit by Exam
- ☐ Course Fee
- ☐ Liberal Education Requirements (LER)
- ☐ Writing-Intensive (WIC)
- ☐ Diversity
- ☐ Other

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):

Units consulted (other departments, programs or campuses affected by this proposal):
Salem and Ashtabula HST director/coordinator, FCS Department Director.

REQUIRED ENDORSEMENTS

K. Dellmann - Jenkins   4 / 25 / 08
Department Chair / School Director / Campus Dean

_____   ___ / ___ / ___
College Dean

_____   ___ / ___ / ___
Executive Dean of Regional Campuses

_____   ___ / ___ / ___
Senior Vice President for Academic Affairs and Provost

BASIC DATA SHEET

Complete all fields. Data entered below should reflect new/revised information.

Preparation Date **22-Apr-08**   Requested Effective Term   **Fall 2009**

Course Subject **HST**   Course Number **21001**

Course Title **Assessment of Client Needs in Human Services Organizations**

Title Abbreviation **Assessment Of Client Needs**
NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)

Slash Course **/   /**   Cross-listed with   Cross-list Banner code _____
4/5, 4/5/7 or 6/8   NOTE: To be completed by Curriculum Services.

Minimum Credit **03** ☒ to ☐ or Maximum Credit **03** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)

Contact Hours ☒ Lecture   Minimum Hours **03.00** ☒ to ☐ or Maximum Hours **03.00**
Per Week   ☐ Laboratory   Minimum Hours   ☐ to ☐ or Maximum Hours
☐ Other   Minimum Hours   ☐ to ☐ or Maximum Hours
NOTE: Contact hours should be per week.

Repeat Status **NR - Course may not be repeated**
If repeats, course limit   OR maximum hours

Course Level **UG - Undergraduate**

Grade Rule **B - Letter**

Schedule Type(s) **LEC - Lecture**

Course Attribute(s) **none**

Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite
Course(s)   **HST 11001**
NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s)   **HST 21000 and HST 21092**

Registration is by special approval only ☐ Yes ☒ No
NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration
(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES
OBR Program Code _____
OBR Subsidy Code _____
OBR Course Level _____
CIP Code _____

Catalog Description **An introduction to the evaluation of Client needs and assessment of client condition. Prerequisite: HST 11001 Group Process; corequisites: HST 21000 Dynamics of Helping Relationship and HST 21092 Internship in HST I.**

Complete the following only if applicable:
Previous Title

Previous Subject   Previous Number

Term Start _____   Term End _____   NOTE: To be completed by Curriculum Services.

Revised October 2007

Content Outline (include contact hours for each section)

Contact Hours	Outline
6.00	I. Panel Discussions with internship Site Supervisors
2.00	II. Review NASW Code of Ethics
6.00	III. Assessments: Constraints, Ideas, and Processes
6.00	IV. Assessments: Applicability, Classification Systems, Ecosystems Perspective
6.00	V. The Interview as Communication and Listening Skills
3.00	VI. Sequential Phases of Interviewing:
3.00	a) Problem Exploration
3.00	b) Problem Solving
3.00	c) Techniques (Termination and Documentation)
3.00	VII. Non-Verbal Communication
4.00	VIII. Cross-Cultural Competence: World View

45.00   Total Contact Hours

Textbook(s) Used in this Course	**Kadushin, A., & Kadushin, G. (1997). The social work interview: A guide for service professionals (4th ed.). New York: Columbia University Press.**
Writing Expectations	**Students will complete client assessment case reports.**
Instructor(s) Expected To Teach	**Qualified Faculty**
Instructor(s) Contributing to Content	**Mary Dellmann-Jenkins, Ph.D.**

REQUIRED ENDORSEMENT

K. Dellmann-Jenkins   4 / 25 / 08

Department Chair / School Director / Campus Dean

Revised October 2007

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **22-Apr-08**   Curriculum Bulletin _____

Effective Date   **Fall 2009**   Approved by EPC _____

Department	**Human Services Technology**
College	**RC - Regional Campuses**
Proposal	**Revise Course**
Course Subject	**HST** Course Number **21092**
Course Title	**Internship in Human Services Technology I**
Minimum Credits	**03** Maximum Credits **03**

Checked items
are new
or revised

☐ Subject
☐ Number
☐ Title
☐ Title Abbreviation
☐ Credit Hours
☐ Prerequisites
☒ Description
☒ Schedule Type

☐ Cross-Listed / Slash
☐ Grade Rule
☐ Credit by Exam
☐ Course Fee
☐ Liberal Education Requirements (LER)
☐ Writing-Intensive (WIC)
☐ Diversity
☒ Other **Content Outline: minimum required field hours**

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):
The increase to a minimum of 16 hours a week strengthens the experience for the student and encourages local agencies to mentor student interns.

Units consulted (other departments, programs or campuses affected by this proposal):
Salem and Ashtabula HST director/coordinator. Family and Consumer Studies, and the Human Development/Family Studies Case Management Option lead faculty, and Regional Campuses Administration.

REQUIRED ENDORSEMENTS

H. Bollmann- Jenkins   4 /25 /08
Department Chair / School Director / Campus Dean

_____   ___/___/___
College Dean

_____   ___/___/___
Executive Dean of Regional Campuses

_____   ___/___/___
Senior Vice President for Academic Affairs and Provost

BASIC DATA SHEET

Complete all fields. Data entered below should reflect new/revised information.

Preparation Date	**22-Apr-08**	Requested Effective Term	**Fall 2009**
Course Subject	**HST**	Course Number	**21092**

Course Title   **Internship in Human Services Technology I**

Title Abbreviation   **Intern Human Serv Tech I**
NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)

Slash Course   **/ /**   Cross-listed with   Cross-list Banner code _____
4/5, 4/5/7 or 6/8   NOTE: To be completed by Curriculum Services.

Minimum Credit   **03** ☒ to ☐ or Maximum Credit **03** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)

Contact Hours   ☐ Lecture   Minimum Hours   ☐ to ☐ or Maximum Hours
   Per Week   ☐ Laboratory Minimum Hours   ☐ to ☐ or Maximum Hours
              ☒ Other   Minimum Hours **16.00** ☒ to ☐ or Maximum Hours **16.00**
NOTE: Contact hours should be per week.

Repeat Status   **NR - Course may not be repeated**
If repeats, course limit   **OR** maximum hours

Course Level   **UG - Undergraduate**

Grade Rule   **B - Letter**

Schedule Type(s)   **PRA - Practicum/Internship/Student Teaching**

Course Attribute(s)   **none**

Credit By Exam   **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite
Course(s)   **None**
NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s)   **HST 21000 and HST 21001**

Registration is by special approval only ☒ Yes ☐ No
NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration
(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES
OBR Program Code _____
OBR Subsidy Code _____
OBR Course Level _____
CIP Code _____

Catalog Description   **Supervised field experience in a human service agency (minimum of 16 hours per week). Joint university-agency supervision. Advisor approval required. Corequisite: HST 21000 Dynamics of Helping Relationships and HST 21001 Assessment of Client Needs.**

Complete the following only if applicable:
Previous Title

Previous Subject   Previous Number

Term Start _____   Term End _____ NOTE: To be completed by Curriculum Services.

Revised October 2007

Content Outline (include contact hours for each section)

Contact Hours	Outline
	Participation in human services activities of selected agency or organization. This course requires a minimum of 16 hours per week of field experience. **Supervision, consultation, educational planning, evaluation.**

Total Contact Hours

Textbook(s) Used in this Course

Writing Expectations   **Students will be expected to submit progress reports and a final summary to supervising faculty.**

Instructor(s) Expected To Teach

Instructor(s) Contributing to Content   **Mary Dellmann-Jenkins, Ph.D.**

REQUIRED ENDORSEMENT

H. Dellmann- Jenkins   4 / 25 / 08

Department Chair / School Director / Campus Dean

KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **22-Feb-08**   Curriculum Bulletin _____

Effective Date   **Fall 2009**   Approved by EPC _____

Department	**Human Services Technology**
College	**RC - Regional Campuses**
Proposal	**Revise Course**
Course Subject	**HST** Course Number **21192**
Course Title	**Internship in Human Services Technology II**
Minimum Credits	**03** Maximum Credits **03**

Checked items
are new
or revised

☐ Subject
☐ Number
☐ Title
☐ Title Abbreviation
☐ Credit Hours
☐ Prerequisites
☒ Description
☒ Schedule Type

☐ Cross-Listed / Slash
☐ Grade Rule
☐ Credit by Exam
☐ Course Fee
☐ Liberal Education Requirements (LER)
☐ Writing-Intensive (WIC)
☐ Diversity
☒ Other **Content Outline: minimum required field hours**

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):
The increase to 16 hours increases the strength of the experience for the student and encourages local agencies to mentor student interns.

Units consulted (other departments, programs or campuses affected by this proposal):
Salem and Ashtabula HST director/coordinator. Family and Consumer Studies, and the Human Development/Family Studies Case Management Option lead faculty, and Regional Campuses Administration.

REQUIRED ENDORSEMENTS

H. Dellmann - Jenkins   4 /25 / 08
Department Chair / School Director / Campus Dean

_____   ___/___/___
College Dean

_____   ___/___/___
Executive Dean of Regional Campuses

_____   ___/___/___
Senior Vice President for Academic Affairs and Provost

Revised October 2007

BASIC DATA SHEET

Complete all fields. Data entered below should reflect new/revised information.

Preparation Date **22-Apr-08**   Requested Effective Term   **Fall 2009**

Course Subject **HST**   Course Number   **21192**

Course Title **Internship in Human Services Technology II**

Title Abbreviation **Intern Hum Serv Tech II**
NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)

Slash Course   **/ /**   Cross-listed with   Cross-list Banner code _____
4/5, 4/5/7 or 6/8   NOTE: To be completed by Curriculum Services.

Minimum Credit **03** ☒ to ☐ or Maximum Credit **03** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)

Contact Hours   ☐ Lecture   Minimum Hours   ☐ to ☐ or Maximum Hours
Per Week   ☐ Laboratory   Minimum Hours   ☐ to ☐ or Maximum Hours
☒ Other   Minimum Hours   **16.00**   ☒ to ☐ or Maximum Hours   **16.00**
NOTE: Contact hours should be per week.

Repeat Status **NR - Course may not be repeated**
If repeats, course limit   OR maximum hours

Course Level **UG - Undergraduate**

Grade Rule **B - Letter**

Schedule Type(s) **PRA - Practicum/Internship/Student Teaching**

Course Attribute(s) **none**

Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite
Course(s)   **HST 21092**
NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s)   **HST 21002**

Registration is by special approval only ☒ Yes ☐ No
NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration
(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES
OBR Program Code _____
OBR Subsidy Code _____
OBR Course Level _____
CIP Code _____

Catalog Description **Continued supervised field experience in a human services agency (minimum 16 hours per week). Joint university-agency supervision. Prerequisite: HST 21092 Internship in HST I; corequisite: HST 21002 Client Advocacy and Case Management in HSO. Special approval required.**

Complete the following only if applicable:
Previous Title

Previous Subject   Previous Number

Term Start _____   Term End _____   NOTE: To be completed by Curriculum Services.

Revised October 2007

Content Outline (include contact hours for each section)

Contact
Hours   Outline

Participation in human services activities of selected agency or organization. This course requires a minimum of 16 hours per week of unpaid work experience.
Supervision, consultation, educational planning, evaluation.

Total Contact Hours

Textbook(s) Used in this Course

Writing Expectations   **Students will be expected to submit progress reports and a final summary to supervising faculty.**

Instructor(s) Expected To Teach

Instructor(s) Contributing to Content   **Mary Dellman-Jenkins, Ph.D.**

REQUIRED ENDORSEMENT

M. Dellmann- Jenkins   4 / 25 / 08
Department Chair / School Director / Campus Dean

Developmental courses must be successfully completed prior to HST Internship. Enrollment in the HST Internship requires special approval from the program director.

variety of human services agencies. The program includes applied courses in human services and joint university-agency supervised internships. The core courses provide a solid foundation in case management and client advocacy. The coursework in the associate degree is fully applicable to the Bachelor of Science in Human Development and Family Studies and articulates in part with the certificate in Child and Family Advocacy. The program is offered at the Ashtabula and Salem campuses.

Admission includes approval of an application and remediation of deficiencies in English, reading and mathematics.

*A minimum cumulative 2.5 GPA is required in the technical courses. Overall 2.0 cumulative GPA is required for graduation.

**Minimum internship hours 135 per semester. For students who wish to obtain the Social Work Assistant Certificate, minimum internship of 300 hours per semester is required.

*** Students preparing to enroll in the BS in HDFS, Human Services Technology option should take these courses when choosing electives: GERO 44030 and HDFS 34031 (technical electives), BSCI 10001 (basic science elective), and ENG 21011.

I. TECHNICAL COURSES * **36**
- HDFS   24011   Interpersonal Relationships and Families 3
- HED   11590   Community Health 3
- HST   11000   Introduction to Human Services 1
-   11001   Group Process in Human Services 2
-   11002   Survey of Community Resources 3
-   21000   Dynamics of Helping Relationship 3
-   21001   Assessment of Client Needs 3
-   21002   Client Advocacy and Case Management 3
- ** 21092   Internship I 3
- ** 21192   Internship II 3
- Choose from the following 9
- COMT   11000   Introduction to Computer Systems (3)
- *** GERO   44030   Adult Development and Aging (3)
- HDFS   24012   Child Development (3)
-   24013   Early Adolescence (3)
- *** 34031   Cultural Diversity (3)
- HED   11570   Personal Health (3)
-   32530   Drug Use and Misuse (3)
-   32544   Human Sexuality (3)
- NUTR   23511   Nutrition Related to Health (3)
- SOC   22778   Social Problems (3)

HDFS 24095 Special Topics in HDFS (3)
     41093 Workshop in HDFS (3)
     41095 Special Topics in HDFS (3)
HED   21050 Health Behavior and Advocacy (3)

II. RELATED COURSES **15**
- HED   14020   Medical Terminology 3
- PSYC   11762   General Psychology 3
-   21211   Psychology of Adjustment 3
- SOC   12050   Introduction to Sociology 3
- Choose from the following: 3
- SOC   32762   Deviant Behavior (3)
-   40111   Abnormal Psychology (3)

III. GENERAL STUDIES COURSES **16**
- COMM 15000   Introduction to Human Communication 3
- ENG   11011   College Writing I 3
- US   10097   First Year Colloquium 1
- LER social science or humanities elective 3
- *** LER basic sciences elective 3
- Choose from the following: 3
- ENG   20002   Introduction to Technical Writing (3)
- *** 21011   College Writing II (3)

                       TOTAL   **67**

11001   Group Process in Human Services (2)
The structure and function of groups, focusing on
problem solving and communication in human ser-
vice agencies. Prerequisite: none.

11002   Survey of Community Resources (3)
A survey of providers at the federal, regional, state
and local levels, including services provided and
regulations of private and public agencies. ~~Prerequi-
site: HST 11000.~~

*21000   Dynamics of Helping Relationship for
          Human Services Technologist (3)*
The dynamics of helping relationship in human ser-
vices agencies. Skill development in listening and
provision of assistance to clients is emphasized.
Prerequisite: HST 11001. Corequisites: HST 21001
and 21092.

21001   Assessment of Client Needs (3)
An introduction to the evaluation of client needs and
assessment of client condition. Prerequisite: HED
~~21050~~. Corequisites: HST 21000 and 21092.

11001 Group Process

*21002   Client Advocacy and Case Management
          in Human Service Organizations (3)*
Assessment of case management strategies with an
emphasis on the role of the client advocate in the
human service setting. Prerequisite: HST 21001.
Corequisite: HST 21192.

*21092   Internship in Human Services
          Technology I (3) **   16
Supervised field experience in a human service
agency (minimum of ~~nine~~ hours per week). Joint
university-agency supervision. ~~Prerequisite:~~ advisor
approval. Corequisites: HST 21000 and 21001.

*21192   Internship in Human Services
          Technology II (3) **   16
Continued supervised field experience in a human
services agency (minimum ~~nine~~ hours per week).
Joint university-agency supervision. Prerequisite:
HST 21092; special approval. Corequisite: HST
21002.

*Course ineligible to be repeated for GPA recalculation—effective spring 2008.
**Courses offered only at Regional Campuses.

HUMAN SERVICES TECHNOLOGY
2009-2010

Student Name: _____

Campus: _____

DEVELOPMENTAL PRESCRIPTION COURSES
Determined by Basic Skills Assessment (Check Required Courses)

	Dept.	Crs No	Title	Cr Hrs	Sem/Yr Comp
☐	ENG	11001	Intro. to College Writing S (3)		_____
☐	ENG	11002	College Writing I – Stretch (3)	6	_____
☐	MATH	10031	Fundamentals of Math I	1	_____
☐	MATH	10032	Fundamentals of Math II	1	_____
☐	MATH	10033	Fundamentals of Math III	1	_____
☐	MATH	10034	Fundamentals of Math IV	1	_____
☐	MATH	10035	Fundamentals of Math V	1	_____
☐	MATH	10036	Fundamentals of Math VI	1	_____
☐	US	10003	Reading Strategies for College Success	3	_____
☐	US	10006	Study Strategies for College Success	3	_____

*TECHNICAL COURSES

Dept.	Number	Title	Credit Hours	Sem./Yr. Completed	Grd (0-4)	Qlty Point
HDFS	24011	Interpersonal Relationships and Families	3	_____	____	____
HED	11590	Community Health	3	_____	____	____
HST	11000	Introduction to Human Services	1	_____	____	____
HST	11001	Group Process in Human Services	2	_____	____	____
HST	11002	Survey of Community Resources	3	_____	____	____
HST	21000	Dynamics of Helping Relationships	3	_____	____	____
HST	21001	Assessment of Client Needs	3	_____	____	____
HST	21002	Client Advocacy and Case Management	3	_____	____	____
HST	21092	Internship I	3	_____	____	____
HST	21192	Internship II	3	_____	____	____

Technical Electives – Select nine hours from

	Dept.	Number	Title				
	COMT	11000	Intro to Comp. Systems (3)	____	_____	____	____
	**GERO	44030	Adult Development & Aging (3)	____	_____	____	____
	HDFS	24012	Child Development (3)	____	_____	____	____
	HDFS	24013	Early Adolescence (3)	____	_____	____	____
	HDFS	24095	ST: HDFS (3)	____	_____	____	____
	**HDFS	34031	Cultural Diversity (3)	____	_____	____	____
	HDFS	41093	WKSHP: HDFS (3)	____	_____	____	____
	HDFS	41095	ST: HDFS (3)	____	_____	____	____
	HED	11570	Personal Health (3)	____	_____	____	____
	HED	21050	Health Behavior & Advocacy (3)	____	_____	____	____
	HED	32530	Drug Use and Misuse (3)	____	_____	____	____
	HED	32544	Human Sexuality (3)	____	_____	____	____
	NUTR	23511	Science of Human Nutrition (3)	____	_____	____	____
	SOC	22778	Social Problems (3)	____	_____	____	____

Total Technical Course Hours   36   Core GPA _____

Notes
Core GPA = Technical Quality Points / Technical Credit Hours
Issued by the Office of the Executive Dean for Regional Campuses

RELATED COURSES

Dept.	Course Number	Title	Credit Hours	Sem./Yr. Cmplted	Grd (0-4)	Qlty. Point
HED	14020	Medical Terminology	3			
PSYC	11762	General Psychology	3			
PSYC	21211	Psychology of Adjustment	3			
SOC	12050	Introduction to Sociology	3			
Select one course from:						
SOC	32762	Deviant Behavior (3)	___	_____	____	____
PSYC	40111	Abnormal Psychology (3)	___	_____	____	____

Total Related Course Hours   15

GENERAL STUDIES COURSES

Dept.	Number	Title	Credit			
COMM	15000	Introduction to Human Communication	3	_____	____	____
ENG	11011	College Writing I	3	_____	____	____
US	10097	First Year Experience FLASH Point	1	_____	____	____
Select one course from:						
**ENG	21011	College Writing II (3)	___	_____	____	____
ENG	20002	Intro. to Tech. Writing (3)	___	_____	____	____

**General Studies Elective (6)
Select three credit hours from the Social Sciences or Humanities and three hours from the Basic Sciences from Liberal Education Requirements in consultation with academic adviser.

____ _____ _____ ___ _____ ____ ____
____ _____ _____ ___ _____ ____ ____

Total General Studies Course Hours   16

TOTAL REQUIREMENTS   67   TOTAL GPA _____

_____   _____
Student Signature   Date

_____   _____
Advisor Signature   Date

NOTES: Admission includes approval of an application and remediation of deficiencies in English reading and mathematics.
*A minimum cumulative 2.5 GPA is required in the technical courses. Overall 2.0 cumulative GPA is required for graduation.
~~**Minimum internship hours 135 per semester. For students who wish to obtain Social Work Assistant Certificate, minimum internship of 300 hours per semester is required.~~
**To maximize articulation, students preparing to enroll in the B.S in Human Development and Family Studies, Human Services Technology Option, should take: GERO 44030, HDFS 34031, ENG 21011 and in General Studies Electives, BSCI 10001, and one Humanities LER course.