HS-2990: HUMAN SERVICES CAPSTONE

Cuyahoga Community College

Viewing: HS-2990 : Human Services Capstone

Board of Trustees:

February 2019

Academic Term:

Fall 2019

Subject Code

HS - Human Services

Course Number:

2990

Title:

Human Services Capstone

Catalog Description:

Capstone course in Human Services. Assessment of one's knowledge, experience and skills as human service worker. Preparation and presentation of qualifications through written resume and portfolio. Guidelines and preparation for employment interview. Investigation into human services issues.

Credit Hour(s):

2

Lecture Hour(s):

2

Lab Hour(s):

0

Other Hour(s):

0

Requisites

Prerequisite and Corequisite

HS-2850 Human Services Principles and Practices I.

Outcomes

Course Outcome(s):

Prepare and present one's qualifications for employment as a human services worker through written resume and E portfolio.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.
Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Objective(s):

1. Create a neat, concise, and organized résumé.
2. Obtain letters of recommendation.
3. Create a professional E-Portfolio, representing the accomplishments achieved that qualify the student as a competent human service worker.
4. Present a personalized E-Portfolio using an approved Web site building program (Wix, Weebly, Google, etc).

Course Outcome(s):

Perform a self-assessment of one's knowledge, experience, and skills as a human services worker.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):

1. Cite specific examples of experiences that qualify one as a Human Service worker.
2. Define specific skills or competencies that have been developed as a student in Human Services.

Course Outcome(s):

Be prepared to interview for employment opportunities in the field of human services.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):

1. Prepare for and complete simulated interviews.
2. Evaluate classmates and one's own interviewing skills.
3. Identify and create job interview response / thank you letters.

Methods of Evaluation:

1. Written assignments
2. E-Portfolio
3. Program Evaluation
4. Interview assessments

Course Content Outline:

1. Review of Human Service classroom experience
   a. Discussion on practicum course content versus non-practicum courses
   b. Assist students to identify learning styles and methods and how each student learns
2. Review of Human Service Practicum experience
   a. Students will discuss various agencies and learning experiences
   b. Students will submit an essay on their practicum experience and its relevance to being prepared for the Human Services field
3. Evaluation Human Services courses
   a. Students will rate each course and provide instructor feedback
   b. Students will identify specific knowledge and skills obtained in each course
4. Discussion of life experiences relevant to Human Services
   a. Student will reflect on methods of helping prior to professional training
   b. Through discussion, the student will integrate life experience into a professional approach to helping, and understand appropriate boundaries.
5. Self-evaluation of Human Service roles and skills
   a. Student will identify skills and roles gained
   b. Student will explain the usage of these roles and skills
6. Performing a self-inventory
   a. Student will develop a list of professional skills gained from each class
   b. Student will develop professional wording and phrases for skills and roles to be used on their resume and cover letter.
7. Writing a résumé
   a. Student will develop a rough draft resume
   b. Student will present a rough draft in class for feedback
   c. Student will complete a professional Human Service terminology resume
8. Writing a cover letter
   a. Student will develop a rough draft cover letter
   b. Student will present a rough draft in class for feedback
   c. Student will complete a professional Human Service terminology cover letter
9. Developing a professional E-Portfolio

    a. Student will utilize one of the approved sites (Weebly, Wix, Google) and develop a draft E-Portfolio containing References, Courses, Skills, and Professional Writing examples

    b. Resume, Cover letter, Certificates Certifications, transcripts, etc.

    c. Student will publish finished E-Portfolio

10. Demonstrate Interviewing skills

    a. Discussion about employer needs and wants

    b. Discussion about tough interviewing questions and responses assessment

    c. Student will complete answers to interviewing questions

    d. Student will demonstrate skills in a Mock interview in class

11. Job seeking strategies

    a. Students will identify 5 sites and services that help with job seeking

    b. Students will identify employment advertisement of a job they want

    c. Discussion on preparation for that job, i.e resume and letter and responses

12. Networking

    a. Assist students to network with classmates about employment and provide announcements

    b. Encourage students to exchange e-mails so they stay connected in the field

    c. Discuss small town approach to job market connections

Resources Other

Instruction links attached to Black Board site on instructions to make a Web based E-Portfolio.

Black Board Site Handouts:

- action words for resumes
- assessment tools
- resume formats

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