**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

**Course**

: HMNS 5340 VC01 – Human Service Capstone

**Campus**

: WBUonline

**Term/Session**

**:** Spring 2, 2024

**Instructor**

**:** Dr. Beth Durbin

**Office Phone Number**

**:** cell: 907-460-3226 – text is best

**WBU Email Address**

**:** durbinb@wbu.edu

**Office Hours, Building, and Location**

**:** Email or text so we can schedule a time to meet

**Class Meeting Time and Location**

**:** WBU Online

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:** Overview of the Human Services Author: Kanel Publisher: Cengage Edition: 2nd ISBN: 978-1-285-46510-4

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Optional Materials**

**:** None

**Course Information**

**Catalog Description**

**:**  Integrates the practical experiences, academic knowledge, and experiential skills gained throughout the course of study. Students are to apply analytical, critical and creative thinking skills to assess cases and to develop a professional online portfolio of their academic work, professional experience, and, personal theories and philosophies of human services.

**Prerequisite(s): Completion of all core courses and at least four specialization courses in the program.**

**Course Outcome Competencies**

**:** Upon completion of this course, students will be able to:

* Evaluate various theories within the broader human services area with respect to the courses the person has completed, giving detailed analysis and depth to those areas.
* Compile and interpret various academic and practical approaches to dealing with real-world human services issues
* Develop professional assessments of actual human services cases, giving insights and solutions to professional methods of resolving issues providing academic, ethical, legal, and reasonable outcomes
* Create a professional online portfolio that incorporates the student’s academic achievements, professional experiences, and practical skillset so that potential employers and colleagues could gain further insights into the proficiency of the student
* Provide peer evaluation through personal examination and evaluation of each other’s cumulative accomplishes throughout the completion of the degree

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Rick Hammer, hammerr@wbu.edu or call (806) 292-9150.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

[WBU Catalog](http://catalog.wbu.edu/)

**Course Requirements and Grading Criteria**

Required First Assignment on Blackboard: This assignment must be completed as the first assignment for the course – before any other coursework! This counts as attendance for WBU Online and if you do not accomplish it, they will drop you even if you have done other stuff in class. So, get it done first by Wednesday of first week of class!!!!!

**Meet and Greet Discussion Board**: So everyone can get to know each other post information about yourself by Friday of the first week of class and respond to two classmates by Sunday. 20 points

**Email Assignment:** In an effort to ensure that you are capable of communicating with me, you will be required to review the syllabus and email me from your Wayland email address on or before Sunday of first week of class by 11:59 PM. The email should simply state that the you are fulfilling the email assignment and that you have read the syllabus. You should also address whether or not you have any questions regarding the syllabus. 25 points possible.

**Reading Assignments:** Reading assignments are to be completed on time (i.e., before the corresponding assignments are due). It will be to your benefit to take notes as you read. Additionally, you should be prepared to participate in online discussions about the assigned reading.

**Discussion Boards:** There will be discussion board for each week of class. Each week a prompt will be posted. You will need to formulate an initial response to that prompt by Wednesday @ 11:59 p.m. of each week. By Sunday at 11:59 p.m. CST each week, you will need to have read your classmates initial responses and reply to at least two of your classmates’ initial responses.

**Note**: You may view your peers work and postings to learn from one another, but you can’t copy their work. While there is no specific word limit, your initial post should be long enough to adequately address the prompt and all issues that are presented. Your initial post must be insightful, thorough, and show an appreciation and understanding of the issues. Your responses to your classmates’ initial posts should identify portions of the post you agree/disagree with and explain why. Additionally, your responses should supplement, contradict, question, or further discussion on the pertinent subject area. All posts should be substantiated by examples from the textbook and/or appropriate websites. **Do not forget to cite your sources**! It is also expected that all posts reflect critical thinking and good grammar.

**Assignments:** You will have 5 assignments. The assignments should be completed in APA.

Assignment 1: Self Reflection assignment. See assignment information in course content area. Write a 3-5 page APA paper responding to the questions on the assignment sheet.

Assignment 2: Visit an agency/or do over the phone or zoom and interview a social worker/counselor. What services does the agency offer? What kind of clients does the worker deal with? What does this worker do at the agency? What other kind of workers are at the agency? What kind of schooling and experience does the worker have?

Assignment 3: Watch a movie that focuses on one of the populations we have talked about in the book so far. Tell me what movie you watched. Also what are the main issues and need that the characters are facing? How does the movie relate to class?

Assignment 4: Think of an agency that you would like to create in your community. Outline a proposal using the following questions to guide you: What populations will your agency serve? Why is there a need for this agency? What services currently exist for this population, and why are they not enough to meet the needs of the population? Which community leaders would you need to support your program? How will it be staffed? Who will be on your board of directors? Describe the services that will be delivered? How will you evaluate the agency and its effectiveness?

Assignment 5: Find a posting for a job that currently interests you and for which you are qualified. Using your own information, create a resume tailored to this job description. You may choose whatever type of resume seems most appropriate. Your resume should include the following elements: •Contact information •Qualifications •Education •Experience/History. You may also choose to include additional elements as appropriate and needed. Before submitting your resume, have at least one person read through it and check for errors in spelling, grammar and formatting.

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

**Week 1 (March 25) Chapter 1 & 2**

**Required First Assign. On Blackboard: Due. Wed.**

**Meet & Greet Discussion Board: Due Friday @ 11:59 PM**

**Initial Discussion Board Response: Due Wednesday @ 11:59 PM**

**Classmate DB Response: Due Sunday @ 11:59 PM**

**Email Assignment: Due Sunday @ 11:59 PM**

**Week 2 (April 1): Chapter 3**

**Discussion Board Response: Wednesday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Assignment 1: Due Sunday @ 11:59 PM**

**Week 3 (April 8): Chapter 4 and 5**

**Discussion Board Response: Wednesday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Week 4 (April 15): Chapter 6**

**Initial Discussion Board Response: Wednesday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Assignment 2 - Due Sunday @ 11:59 PM**

**Week 5 (April 22): Chapter 7 and 8**

**Discussion Board Response: Wednesday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Assignment 3 – Due Sunday @ 11:59 PM**

**Week 6 (April 29 ): Chapter 9 and 10**

**Discussion Board Response: Wednesday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Week 7 (May 6): Chapter 11 and 12**

**Discussion Board Response: Wednesday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Assignment 4 - Due Sunday @ 11:59 PM**

**Week 8 (May 13): Chapters 13**

**Discussion Board Response: Wednesday @ 11:59 PM**

**Classmate DB Response: Due: Saturday @ 11:59 PM**

**Assignment 5 - Due Saturday @ 11:59 PM**

**Additional Information**

**Census Date, last day to drop without record: April 1, 2023**

**Last day to drop with a W: April 26, 2023**

**Last day to drop with WP/WF: May 10, 2023**

<http://catalog.wbu.edu>