



COLLEGE of SOCIAL AND APPLIED HUMAN SCIENCES

DEPARTMENT OF FAMILY RELATIONS
AND APPLIED NUTRITION

FRHD *2400 Introduction to Human Services

COURSE OUTLINE – WINTER 2019

1. CALENDAR DESCRIPTION

This course explores the roles, responsibilities and competencies of work in human services, emphasizing the development of professional knowledge, skills and ethical values for working with individuals and families in a variety of settings. Major topics covered in this course will include working with diverse populations, developing professional communication skills, professional values and ethical practice, self-awareness, self-care, career exploration, program planning and implementation.

Credit Weight: 0.5 credits

Course Hours: 2-1 (24 lecture; 12 lab/seminar)

Pre-Requisite(s): 1 of [FRHD*1010](#), [FRHD*2060](#), [FRHD*2270](#), [FRHD*2280](#), [PSYC*2450](#)

Co-Requisites(s): n/a

Restriction(s):

[FRHD*2300](#), [FRHD*2350](#). Restricted to students in BASc CYF, CYF:C, ADEV, ADEV:C

2. COURSE DESCRIPTION

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3. TIMETABLE

Lecture: Tuesday 7:00 – 8:50

Location: MCKN 121

Final Exam: 02:30PM - 04:30PM (2019/04/18), room TBA

4. INSTRUCTIONAL SUPPORT

Course Instructor: Victoria Fritz

Email: vfritz@uoguelph.ca

Telephone: 519-824-4120 ext. 53849

Office: LIB 120D
Office Hours: By appointment

Teaching Assistant: Riley Easterbrook

Email: reasterb@uoguelph.ca

Office: TBD

Office Hours: By appointment

Teaching Assistant: Jessica Furtado

Email: jfurtado@uoguelph.ca

Office: TBD

Office Hours: By appointment

5. LEARNING RESOURCES

Required Resource(s):

- 1) O'Hara, A., Weber, Z. & Levine, K. (2016) Skills for human services practice: Working with individuals, groups, and communities. Toronto: Oxford University Press
 - This book is available at the University Bookstore. It is also available for short-term loan (2 hours) through Course Reserves at the Library.
- 2) Vowel, C. (2016). Indigenous writes: A guide to First Nations, Métis & Inuit issues in Canada. Winnipeg: Portage & Main Press.
 - This book is available as an e-book or soft cover through Portage & Main Press: <https://www.portageandmainpress.com/product/indigenous-writes/>. It is also available for short-term loan (2 hours) through Course Reserves at the Library.

Recommended Resource(s):

Recommended resources will be shared with the class by the Course Instructor, via Courselink.

6. LEARNING OUTCOMES

At the completion of the course, successful students will be able to:

1. Identify and describe various careers in the Human Services
2. Demonstrate oral and written skills to communicate effectively as professionals
3. Describe key components for the effective use of social media for networking and professional identity development
4. Describe and incorporate skills in self-reflection and effective use of self (i.e. understanding of the self in practice/professional contexts)
5. Identify and compare regulations/guidelines/practices for various human and social services
6. Describe the importance and key principles of Human Rights and Equity in the workplace and apply these principles in interactions in class, seminar, and online

7. Describe key components of effective program planning and implementation
8. Describe and apply appropriate cultural competency skills in group tasks and written assignments
9. Describe and apply practices relating to self-care and personal well-being
10. Assess your own learning as an emerging professional and identify additional opportunities for further growth

7. TEACHING AND LEARNING ACTIVITIES

Week	Topics	Guest Speakers	Assigned Readings & Notes
1	Introduction to Course		
2	Effective Communication		O'Hara, Weber & Levine (2016) Chapter 5
3	Social Media, Networking, & Identity	Melanie Parlette-Stewart (Blended Librarian) & Lindsey Robinson (Digital Learning Specialist)	
4	Self-Awareness and Self-Knowledge		O'Hara, Weber & Levine (2016) Chapter 3
5	Beyond the Books Training		This training will be conducted by your instructor
6	Stress & Wellbeing	TBA	
7	Diversity in Practice	Guest Speakers from Student Experience Office (TBA)	O'Hara, Weber & Levine (2016) Chapters 9 & 10
8	Human Rights and Equity Introduction to Ethics	Guest Speaker from Diversity and Human rights Office (TBA) Ethics will be taught by Instructor	O'Hara, Weber & Levine (2016) Chapter 2
*** Week 8 Seminars (Mar 4 & 7)	In-person Book Club will occur in your seminars this week		For the book club please read Vowel (2017) and focus your reading on chapters 1, 2, 9, 20, 21 and at least one of the chapters in the "Myth Busting" section (your choice).
9	Critical Reflection		O'Hara, Weber & Levine (2016) Chapter 1
10	Team Work and Understanding Conflict		O'Hara, Weber & Levine (2016) Chapters 13 & 14

Week	Topics	Guest Speakers	Assigned Readings & Notes
11	Intro to Program Design		Reading will be posted on Courselink
12	Wrap Up and Exam Review		This time will be reserved for any topics that do not get completed in other sessions. Students will also have time to ask questions about the final exam.

Note: This is a tentative schedule; however, due to various unknown factors there may be changes. Any changes will be announced during class and an announcement will be posted on the CourseLink site.

8. ASSESSMENT DETAILS

Assessment	LOs Addressed	Due Date* *All assignments due by 7pm unless otherwise noted	% of Final
Participation (in seminar)	2, 4, 6, 8, 10	ongoing	15
Mini-Assignment: Careers	1, 2, 10	January 13	5
Mini-Assignment: Social Media	2, 3, 4, 10	Part 1: January 27 Part 2: February 3	10
Mini-Assignment: Professional Ethical Frameworks	1, 2, 4, 5, 8, 10	March 10	5
Book Club: Pre-Reflection	2, 4, 8, 10	February 10	5
Book Club: Discussion Questions	2, 4, 8, 10	February 24	5
Book Club: In-Person Book Club	2, 4, 8, 10	In-seminar (Mar 4 & 7)	5
Book Club: Post-Reflection	2, 4, 8, 10	Mar 17	10
Self-Directed Assignment	2, 4, 9, 10	By end of course	10
Final Exam	1 - 10	April 18	30
Total:			100%

9. COURSE STATEMENTS

Course Website:

There is a course website at <http://courselink.uoguelph.ca>. All components of this course will be housed on the CourseLink site including this course outline, assignments, and links to further resources. Your assignments will be submitted through the Dropbox function. Marks and feedback will

also be released on the site. Please familiarize yourself with this website as soon as possible and visit it regularly throughout the semester.

Late Assignments:

Late assignments will be accepted up to 5 days following the due date and will receive a penalty of 5% per day except under documented grounds for compassionate consideration. Assignments submitted more than one week late without documented grounds will receive a grade of zero. If you are going to hand an assignment in late, you must contact your course instructor to inform them when you will be submitting your assignment. **It is advisable to contact the course instructor with concerns well in advance of the due date.**

Receipt of Grades:

After you receive a grade on CourseLink, please review your feedback. Any inquiry or dispute over the grade must be made within two weeks from the date they are posted. If you fail to protest any grade during this time limit, changes to the grade will not be considered. [Grades will be based on the Grading Procedures outlined in the Undergraduate Calendar.](#)

Turnitin Software:

In this course, your instructor will be using Turnitin, integrated with the CourseLink Dropbox tool, to detect possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to maintain academic integrity at the University of Guelph.

All submitted assignments will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

A major benefit of using Turnitin is that students will be able to educate and empower themselves in preventing academic misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.

10.UNIVERSITY STATEMENTS

E-mail Communication:

As per university regulations, all students are required to check their <uoguelph.ca> e-mail account regularly: e-mail is the official route of communication between the University and its students.

When You Cannot meet a course requirement:

When you find yourself unable to meet in-course requirements due to illness or compassionate reasons, please advise the course instructor (or designated person, such as a teaching assistant) in writing with name, ID#, and email contact. [See the undergraduate calendar for information on regulations and procedures for Academic Consideration.](#)

Drop date:

Courses that are one semester long must be dropped by the end of the fortieth class day; two-semester courses must be dropped by the last day of the add period in the second semester. The regulations and procedures for [Dropping Courses](#) are available in the Undergraduate Calendar.

Copies of out-of-class assignments:

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

Accessibility:

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required, however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to book their exams at least 7 days in advance, and not later than the 40th Class Day.

More information: www.uoguelph.ca/sas

Academic misconduct:

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

[The Academic Misconduct Policy is detailed in the Undergraduate Calendar.](#)

Recording of materials:

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer.

Material recorded with permission is restricted to use for that course unless further permission is granted.

Resources:

The [Academic Calendars](#) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.