**ST. PETERSBURG COLLEGE**

**HUMAN SERVICES**

**HUS 1111 - INTRODUCTION TO INTRA AND INTERPERSONAL PROCESSES**

**2023-2024 FALL TERM (0625)**

**THURSDAYS (3 Credit Hours) LIVE ONLINE**

 **COURSE DESCRIPTION:** HUS 1111 introduces prospective human service students to specific skills which underlie the performance of an effective human service worker. When you have successfully completed this course, you will have demonstrated the following skills:

**Skills to be Acquired/Demonstrated**

1. Ability to state to others how you perceive yourself (self-disclosure).

2. Ability to differentiate among the processes of perceiving, thinking, and feeling.

3. Ability to effectively use verbal skills denoting responsibility for self.

4. Ability to demonstrate active listening skills.

5. Ability to share with another your observations and reactions to his or her behavior without shifting the focus from the classmate to yourself.

6. Ability to respond to responsible confrontation with non-defensive self-exploration.

7. Ability to demonstrate consistent appropriateness of verbal and nonverbal response (TOTAL OF SKILLS 1-6).

The skills listed above will be presented through a series of class exercises and discussions, online.

Grading

Successful completion of this course will depend upon your online practice and demonstration of these specific skills. Once a skill has been presented, you will be expected to demonstrate this skill regularly in future classes. Grades are based on % of classes in which each skill is demonstrated, tests, journal, and final paper.

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|  90 -100 = A 80- 89 = B 70- 79 = C 60- 69 = D 0 - 59 = F | **FINAL GRADING (Points)**Skills demonstrated 30%Tests 50%Journal 10%Final paper 10% |

A minimum grade of "C" in each skill is required for successful completion of this class. All assignments must be completed without exception to remain in the course.

**Required Text: The Skilled Helper, 11th edition. Gerard Egan and Robert J. Reese**

**ISBN: 978-1-305-86571-6**

Journal

Each class participant will develop and maintain a current "journal" on the course assignments which is designed to help you further develop your interpersonal skills. This journal should reflect the learning you accomplished during your tenure in this class, which also should include your reactions to this process. Share what you learn from each lesson. Talk about what you agree or disagree with. Share how you are using what you are learning in your real life experiences, such as in your home, at work, and with your family and friends. Share any challenges and please be honest.

You will use the information from your journal entries to complete your final paper. Please make it fun, creative and interesting.

PLEASE USE THIS NUMBERED FORMAT AND INCLUDE IN YOUR WEEKLY JOURNAL ENTRIES:

 1. What did you do this week in class?

 2. What were your reactions to what we did this week? How do you feel about what you are doing in class?

 3. What were the Learning Outcomes for the week? (What was I getting at?)

 4 . What areas of Critical Thinking did you work on this week? Here they are below:

1. **COMMUNICATION** (Defining the problem in your own words)
2. **ANALYSIS** (Compare and contrast the available solutions)
3. **PROBLEM-SOLVING**
4. **EVALUATION** (Identify and describe any weaknesses or strengths)
5. **SYNTHESIS** (Make suggestions on ways to improve/strengthen your solution or the decisions you made this week).
6. **REFLECTION** (Reflect on your own thought process)

 What did you learn from this process? What would you do differently next time to improve?

 5. What were you left with? What is your takeaway?

A final paper should be written and submitted on or before **Sunday, November 5, 2023 (in the drop box)**. This paper should be typed and should summarize the learning experiences that you had during this course experience and documented in your weekly journal. Talk about the first night, what was the experience like? Start journaling following the 1st class. Share what stood out for you. What have you found to be very helpful? Share if you are using what you have learned at home, work, or in your personal life. Please do not procrastinate, it is important to begin journaling following the very first class. I have found that journaling is very relaxing, and it clears your thoughts. Share from your heart.

Students will share how the skills have changed how they tend to communicate now compared to when he/she began the course. All of the requirements of completing quality college work is expected.

The paper should be a minimum of four pages (double spaced). APA style and references are only required if research material or other sources are used to write the paper. The correct format for the cover page of the paper is:

CLASS: HUS 1111

STUDENT NAME:

DATE SUBMITTED:

DATE DUE: November 5, 2023

TOPIC: Journal Paper

INSTRUCTOR’S NAME: Kimberly Queen Moldt

ST. PETERSBURG COLLEGE

 Your active participation in the live online activities and discussions are essential. **Students are urged to attend the live online class regularly, and those who fail to do so will have their grades reduced.**

Online assignments must be completed, without exception to remain in the class. Zeros are unacceptable on any assignment.

**Readings of Interest,** BUT are not required (In addition to Bibliography in text)

**Egan, Gerard. *You and Me. The Skills of Communicating and Relating to Others, 1977.***

 Rogers, Carl R. *On Becoming A Person*. Boston: Houghton Mifflin, Co., 1961.

 Perls, Frederick S. *In and Out of the Garbage Pail.* Real People Press, 1969.

 Peck, Scott. *The Road Less Traveled*

 Satir, Virginia. *Making Contact*

 Satir, Virginia. *People Making*

**Instructor: Kimberly Queen Moldt, MA, LMHC, LMFT, CAP**

Office Hours: By appointment.

You can email me through MyCourses PREFERRED METHOD PLEASE\* I will make every attempt to respond to your emails the same day. If for some reason I am unable to reach out to you the same day, please allow me 24 hours.

If you have an emergency. please let me know as soon as possible in MyCourses.

**Grading Policy:**

 ***\* A minimum grade of “C”*** is required for successful completion of this class as well as all other General Education courses, Support courses, and Major courses for the Human Services program.

**Attendance Policy**

Live Online Class attendance and full participation is ***required*** of all students in all classes. A student may be withdrawn for excessive absences (both unexcused and excused) and/or not actively participating in the course.

An absence may be excused by the instructor only if it is determined to be an extenuating circumstance, some of which could include a death in the family, hospitalization or emergency room visit. If you are requesting an excused absence due to an extenuating circumstance you must submit the proper documentation to verify the reason for the absence. The instructor must be notified as soon as possible, preferably before missing the class.

Communication with your instructor is required for any absence.

The documentation must be provided to the Human Services program office via fax (727-444-6097) or emai to Instructor first.

The instructor has the discretion to determine if the excuse and documentation meet the criteria for an approved excused absence or an extension on an assignment.

Active participation requires your attendance in live online lessons.

* Live Online Classes: Active participation in live online classes includes completion of all lesson assignments (reflections, discussions, exams, quizzes, research papers, etc.) by the due date.
	+ You MUST attend the live online class meetings to learn, practice and meet the stated objectives (MLOs) of each course.

The program has PLO’s and MLOs for each course. In order to accomplish the PLOs of the program and MLOs of each course, all assignments must be completed. Zero grades are not acceptable. All coursework must be completed to remain in the courses and successfully complete them.

**ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES**

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

**Make up work**

Your success is very important to us, and we are here to help you achieve your academic goals. While students are expected to complete the scheduled assignments within their respective due dates, we also understand that given the circumstances surrounding Covid-19, there may be unexpected and/or extenuating circumstances which occur. Therefore, we encourage you to communicate and work closely with the faculty to discuss a mutually agreeable plan to submit any late assignments when those circumstances arise.

Please do not hesitate to reach out to your instructor. They are here to help.

**Academic Support / Life Issues Resources:**

The college has many methods in place to assist students with a myriad of academic and personal challenges. The following is a list of support programs that are available to all students: Accessibility Services, BayCare Student Assistance Program, Student Support Services, Tutoring, and Career Services. The following link contains additional information on all of these programs and more: [Student Support Resources](https://go.spcollege.edu/pages/dynamic.aspx?id=2147484119)

As an SPC student it is vital that you know Titans Care. You can access resources through SPC’s Student Assistance Program (SAP) (<https://mycoursessupport.spcollege.edu/student-assistance-program>), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC’s belief that supporting mental wellness is everyone’s charge, and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

If you completely withdraw from the college anytime on or before the dates of your session, you may incur repayment of Financial Assistance funds. See [financial aid withdrawal deadlines](https://www.spcollege.edu/financial-aid/financial-aid-dates).

**\*\* Refer to the course Calendar in MyCourses for due dates for all assignments.**

**\*\* Also refer to the SPC College Academic Calendar for important dates:**

<https://www.spcollege.edu/academic-calendar>

**\*\* Please see the Syllabus Addendum for more information.**

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| **How to Be A Successful Student - SUCCESS FACTORS**Attending the live online class is vital to your success, particularly the first few days of class as you are introduced to the requirements and topics you will be covering. Therefore the college limits when you can **add classes**. Please [check our registration page](https://www.spcollege.edu/future-students/admissions/registration) regarding when classes **can be added**. You may **drop a course** through Friday of the first day of class and be eligible for a refund although withdrawing may affect your **financial aid**. If you are thinking of withdrawing, please speak with your instructor first and then a financial aid counselor: [ASK FAS](https://www.spcollege.edu/financial-aid/askfas).Showing up is the first step in ensuring your academic success. **Active participation** is the next step - whether you are in a live online classroom or taking classes online. Each of your faculty will give details in the syllabus about their **attendance** policies. If you are going to miss a session, or be offline for any reason, please let your instructor know in advance. If you don't attend during the first two weeks of a term you will **automatically be withdrawn** from the class and this can cause serious **problems if you receive financial aid**. In fact, if you withdraw prior to completing 60% of a class and receive any form of federal financial aid (grants or loans) you will be required to repay a portion. So if you are thinking of withdrawing, please speak with your instructor or a financial aid counselor [ASK FAS](https://www.spcollege.edu/financial-aid/askfas).St. Petersburg College is supported by the state of Florida so it's important for you to know the **state rules** that affect your academics. A student may repeat a course once for which a grade of "C" or higher has been earned. Retaking the course may be allowed if it is required in certain circumstances. [See the college procedure](https://web.spcollege.edu/botrules/P4/P4_15.doc).Your **grade point average** is used to determine financial aid eligibility, entrance into certain programs, and warnings, probation, and suspension. If you repeat a course, at SPC or another college, only the last attempt will be used in computing the grade-point average. The **Office of Accessibility Services** is available to assist you if you have a documented disability or think that you may have a disability. Please make an appointment with the [Accessibility Coordinator](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services/accessibility-services-contacts) on your campus or online. Registering with Accessibility Services is especially important if you are on campus and will need assistance during an emergency classroom evacuation. For contact information, please see the [Accessibility Services website.](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services)**STUDENT EXPECTATIONS**It is important that all of your attention be focused on the content to be learned so when you are in the live online class you shouldn't be using your **cell phone, or tablet** for casual use, only academic purposes. Any use of these devices (including **texting**) for non-academic purposes draws your attention away from the course work and is therefore subject to disciplinary action. Whether you are taking a course live online, blended, or in the classroom, you may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates online. The learning management system, **MyCourses**, will be used for this purpose and you should complete the Introduction to *MyCourses* so that you are comfortable with the system and can complete your assignments. Whether you are in an live online class or a physical classroom, certain **behaviors** are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process. Below are the traits of a **successful student**. These guidelines pertain whether your course is live online or in the classroom. When communicating, you should always:* Treat everyone with respect in every communication
* Use your professor's proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms.
* Use clear and concise language
* Remember that college level communication should use correct grammar, whether written or spoken. Avoid slang.
* Use correct spelling and avoid texting abbreviations
* Avoid using the caps lock feature as it can be interpreted as yelling online
* Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and, even when spoken, your message might be misunderstood
* Be cautious with personal information (both yours and others')

 When you send an email to your instructor, department chair, dean, or classmates, you should:* Use a subject line that describes what you are writing about
* Avoid attachments unless you are sure your recipients can open them
* Be clear, concise, and courteous
* Sign your message with your name

Use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.Your faculty member will include in the syllabus expectations for response times on email.When posting to a discussion board, you should:* Write posts that are on-topic and within the scope of the course material
* Take your posts seriously; review and edit your posts before sending
* Be as brief as possible while still making a thorough comment
* Always give proper credit when referencing or quoting another source
* Read all messages in a thread before replying
* Avoid repeating someone else's post without adding something of your own to it
* Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
* Always be respectful of others' opinions, even when they differ from your own
* Express any differing opinions in a respectful, non-critical way
* Not make personal or insulting remarks
* Be open-minded

 The instructor has the **authority** to ask a disruptive student to leave a live online classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues. This ensures that all students in the class have an opportunity to learn. We expect you to be **honest** in all of your academic work. By enrolling at the College, you agree to obey all of the standards of **academic honesty and integrity** and you should understand that failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, you also have an ethical obligation to report violations of the SPC academic honesty policies you may witness. The academic honesty policy and procedures are available online:* [Academic Honesty Policies, Honor Code](https://web.spcollege.edu/botrules/R4/4_461.doc)
* [Academic Integrity Policies and Procedures](https://web.spcollege.edu/botrules/P4/P4_461.doc)

 These documents include details on what is meant by:* Cheating
* Bribery
* Misrepresentation
* Conspiracy
* Fabrication
* Collusion
* Duplicate submissions
* Academic misconduct
* Improper calculator, computer or online use

 Some of your courses may include online material that is protected by **copyright**. This means that the work is available for you to use in your studies but you can't copy and share the materials ([http://www.copyright.gov](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.copyright.gov%2F&data=02%7C01%7CKicklighter.Janice%40spcollege.edu%7Cc20a0dff0b814d8ad61208d7ed73526c%7C575038c8ac704295810e0df79c005f41%7C0%7C0%7C637238951866737884&sdata=Z%2BtpeNtOjN6MhXHyzawax%2BBrvY3gOnTcFGnYrKzYHP0%3D&reserved=0)). It's your responsibility to be academically honest in all of your work.**SAFETY AND SECURITY**We want to make sure that you are comfortable on campus and feel secure in your learning environment. The SPC campuses are very safe but you should be aware of your surroundings, just as you are anytime you are in a public space. In each classroom there is an Emergency Response Guide to help you during an emergency. It is also a good idea to be familiar with evacuation routes in buildings that you use frequently. **If you have an emergency, dial 911 immediately.** For information on campus safety and security policies, please call 727-791-2560. More information is also available on the [Campus Safety website.](https://www.spcollege.edu/friends-partners/safety-and-security/campus-safety)The college website ([www.spcollege.edu](https://www.spcollege.edu/)) is the best source of information in the event of an **emergency**. It's possible for something like a hurricane to disrupt classes on campus; if this happens there are plans on how to help you continue your education. You should be comfortable using MyCourses as the learning management system will be key in communicating with faculty about course materials and assignments. Make sure you complete the Introduction to MyCourses so that you are familiar with sending and receiving emails, participating in discussion posts, navigating through course materials, and submitting assignments. It is important to be able to use MyCourses for learning activities if your campus is closed.Federal and state law requires a person designated as a **"sexual predator or offender"** to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the college if the person attends, or is employed, by a college or university. You can find out more information by calling the FDLE hotline (1-888-FL-PREDATOR) or by visiting [http://offender.fdle.state.fl.us/offender/](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Foffender.fdle.state.fl.us%2Foffender%2F&data=02%7C01%7CKicklighter.Janice%40spcollege.edu%7Cc20a0dff0b814d8ad61208d7ed73526c%7C575038c8ac704295810e0df79c005f41%7C0%7C0%7C637238951866747878&sdata=i8Gz9cw8SUicnAdF9b%2FFWJD50LD%2BbLMOeoUjaehD824%3D&reserved=0). A list of sexual offenders or predators registered for classes at SPC is also available.**TITANS CARE** As an SPC student it's vital that you know Titans Care. You can access resources through [SPC's Student Assistance Program (SAP)](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/student-assistance-programs), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.**STUDENT CONCERNS**St. Petersburg College wants to make sure that you are able to receive **prompt and fair resolutions** to any concerns that you might have. If you feel that you have had a bad experience with a college employee, or you have a concern about college facilities, please bring it to our attention. Begin by speaking directly to the person responsible for the department; direct conflict resolution is an important skill to develop and usually brings about the best results. If you aren't satisfied with the outcome, or are not comfortable approaching the person directly, you may submit the information using an online form: [https://web.spcollege.edu/survey/13002/](http://web.spcollege.edu/survey/13002/)If you're not able to submit the form online yourself, feel free to ask a college employee to submit the form on your behalf. **OTHER SUPPORT SERVICES:*** [Academic Calendar](https://www.spcollege.edu/academic-calendar)
* [Learning Resources](https://www.spcollege.edu/x3404.xml)
* [Career Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/career-services)
* [International Student Services](https://www.spcollege.edu/future-students/admissions/international-students)
* [Veterans Services](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/veterans-services)

**ACCESSIBILITY:**This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.If you have documentation of a disability or feel you may have a disability:St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, are encouraged to contact their instructor by the first week of the semester.  Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please go to the college-wide Accessibility Services website: [**https://www.spcollege.edu/accessibility**](https://www.spcollege.edu/accessibility)**This syllabus is subject to revision. You are responsible to attend each live online class and note any changes announced by instructor. This syllabus is only a guide and may be changed during the course. The schedule and procedures in this course are subject to change in the event of extenuating circumstances.**   **You are responsible to be aware of and make a note of any changes announced by the instructor. Please attend all live online classes to stay informed of any changes.** **\*\* Please see assignments and due dates in the syllabus addendum in MyCourses\*\***  **\*\* This course is not a self-paced course. It is the expectation that the live online class will work through each lesson together one week at a time.**  **\*\* To successfully complete a weekly lesson you must complete the assignments, post to the discussion forum, respond to at least 2 other student's post and complete the weekly journal assignment.**  **\*\* *Coursework is due by 11:55 pm on Sunday* evenings unless otherwise noted in the syllabus or the syllabus addendum. \*\* Late work will not be accepted.**  |
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**SYLLABUS ACKNOWLEDGEMENT**

I have thoroughly read the course syllabus and understand the requirements of this course, I have read the syllabus and carefully reviewed the course calendar. I have made note of the due dates for assignments and will check the calendar tab in the course if I need clarification regarding a due date.

I understand that I must earn my grade in this course and that includes submitting quality and relevant responses regarding the lesson for the week. All submissions (whether in class or online) including discussion question posts, responses/feedback to classmates; reflection assignments, exams and quizzes must demonstrate that I have an understanding of the lesson content. I understand that I will receive the grade that I earn. I will keep in touch with my instructor throughout this course and will advise him/her on a timely basis if I have difficulties in this course.

**Now please go to the lessons tab and complete the brief survey "Syllabus Acknowledgement”**