

SSV 112 Social Services Interviewing Skills
SYLLABUS PART II Edison State Community College
3 Credit hours

Section/Term: SSV 112S-401FS

Class Meeting Time: Webflex/Tuesdays 10:30-11:45

Location: Room 223

Faculty: Caryn Scott – Masters: Clinical Counseling/John Carroll University 1995

Required items: *Essential Interviewing: A Programmed Approach to Effective Communication. 9th Edition, Cengage /Cengage Mindtap*

Instructor: Caryn Scott L.P.C.C., L.S.W.

Associate Professor of Social Services/SSV Coordinator

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CELL PHONE: 937-657-7948; Office Room 219

Office hours: Tuesdays 8-9, 10:15-10:30, 11:45-12, 1:15-2:45 in office or by appointment either through email, phone, or Zoom

Wednesday 12-3.

TENTATIVE WEEKLY SCHEDULE OF TOPICS, ACTIVITIES,
ASSIGNMENTS, TESTS, ETC.

******MINDTAP ASSIGNMENTS FOR EACH CHAPTER IS DUE *ON Sunday nights by midnight prior to that weeks lecture*** (for example, if I am lecturing Chapter 1 on January 27, then Mindtap chapter 1 is due on Sunday, January 25)

WEEK 1_

Read Chapter 1

Aug 25

Introduction to the course and expectations

Understanding Yourself and Others

Listening skills exercise

How is the clinical interview different?

Structure, Intentionality, and Purpose

[Mindtap Ch. 1 and Ch. 2 due Sunday night]

WEEK 2

Read Chapter 2

Sept 1

Ways of Understanding and Perceiving Self and Others

[Mindtap Ch. 3 due Sunday night]

WEEK 3

Read Chapter 3
Sept 8

Values, Ethics, and Legal Obligations
Ted Talk #1 Due TODAY

WEEK 4

Read Chapter 4
Sept 15

Professionalism and Professional Relationships
TEST ONE (Chapters 1-4) Posted today on blackboard and due Friday

WEEK 5

Read Chapter 5
Sept 22

Developing Working Relationships
[Response Sheet 1 due next week]

WEEK 6

Read Chapter 6
Sept 29

**** In class review of Response Sheet One**
Foundational Interpersonal Skills
[Response Sheet 2 due next week]

WEEK 7

Read Chapter 7
Oct 6

****In class review of Response sheet Two**
Beginning and Ending a meeting

WEEK 8

Read Chapter 8
Oct 13

Demonstrating Active Listening
TEST TWO Ch. 5-8 online due Friday at midnight

****MIDTERN GRADES AND ACADEMIC ALERTS**

WEEK 9

Read Chapter 9 & 10
Oct 20

Using Questions
Exploring and Discovering
* Ch. 9 and 10 both due on Mindtap
[Response Sheet 3 due next week]
Ted Talk #2 Due TODAY

WEEK 10

Oct 27

****In class review of Response sheet Three**
*No Mindtap this week
Lecture: Identifying theorist, key structural components, techniques and terms associated with different counseling theories

WEEK 11

Read Chapter 11
Nov 3

Assessing Readiness and Motivation

TEST THREE (Chapters 9, 10, 11) Posted On Blackboard due Friday at midnight

WEEK 12

Identifying Key problems or challenges

Read Chapter 12
Nov 10

Ted Talk #3 due today

WEEK 13

Read Chapter 13
Nov 17

Establishing Goals

****PERSONAL PHILOSOPHY OF HELPING PAPER DUE TODAY**

WEEK 14

Read Chapter 14
Nov 24

Taking Action: further exploration of the problem

WEEK 15

Read Chapter 15
Dec 1

Doing, Evaluating and Ending the Professional Work

WEEK 16

Dec 8

Final exam posted online and DUE Friday

GRADES

Grades for the course will be determined as follows:

Response sheet ONE	50 points
Response Sheet TWO	50 points
Response Sheet THREE	50 points
Personal Philosophy of Helping Paper	75 points
Test 1	50 points
Test 2	50 points
Test 3	50 points
3 Ted talk discussion boards @ 25 pts ea.	75 points
FINAL EXAM	50 points
Attendance/Participation (10 pts /class)	100 points
Total	600 points
Mindtap points	801 points

Total points possible **1401 points**

FINAL GRADE STANDARDS:

<u>Grade</u>	<u>Points</u>	<u>Percentages</u>
A	1261-1401	90-100%
B	1120-1260	80-89%
C	980-1119	70-79%
D	840-979	60-69%

POLICY STATEMENTS:

1. Class attendance is Mandatory for all students. You will receive points per class that you attend. Regular participation is expected as part of this policy. Sleeping and working on computers or phones in class is considered “non-participation”. There are no excused absences so if you are not in class, you do not receive your points. More than 4 missed classes can result in failure of the course. Those who have perfect attendance will receive 5 points at the end of the semester!

Why is class attendance mandatory? In class participation and learning is most important to you obtaining a passing grade. This is where we discuss the “real work” that you are learning in your chapter readings, Mindtap and assignments. Important information is being shared and discussed during class time. We only meet for 1.25 hours a week since this is a Web-flex course. This should be valued like a job and taken seriously. A passing grade reflects the amount of time and commitment you give to the course and not just completing assignments and tests.

Late work is NOT accepted! All due dates are given to you in the syllabus prior to the semester beginning. You have knowledge of every due date and therefore I expect all assignments on time. This is part of your responsibility of taking the course and reflects your time management skills and commitment which in turn reflects in your grade. If an emergency comes up, the ONLY exception I will honor is if you reach out to me prior to the due date and we discuss a fair resolution.

New federal mandates for students receiving financial aid state that attendance is to be calculated based on “academic-engagement,” which means that coming unprepared for class just to be present and not doing any homework will not equal attendance.

Failure to attend class does not constitute an official withdrawal. The responsibility for withdrawal prior to the published withdrawal deadline always lies with the students. Students are financially responsible for costs associated with classes that they have withdrawn from after the published Add/Drop date

Class Format	Class Time Per Week	Study Time per Week	Total Time per Week	Length of Class	Total Time to Complete Course
Traditional	3 hours	6 hours	9 hours	x 16 weeks =	144 hours

2. ACADEMIC DISHONESTY WILL NOT BE TOLERATED IN THE SOCIAL SERVICES PROGRAM. Because engaging in dishonest practices undermines the trust that is essential in any social relationship, honesty is expected in all matters. Academic honesty requires that you

never submit another's work as your own. You will not plagiarize from a printed source, an electronic source, or another student's work, nor will you have someone else do your work. You will not copy from another student's examination or use the text or notes while taking a quiz or examination. Cases of intentional academic dishonesty will be referred to the DEAN for appropriate disposition. Plagiarism will not be tolerated. Please see the Edison student handbook for what constitutes academic dishonesty and potential consequences. There is a link to this handbook, under "external links" on our class Blackboard site menu.

3. **All Assignments are due on time and will not be accepted late.** This is a professional classroom; therefore, everyone will be treated like responsible adults with the capability of meeting deadlines. **No late work will be accepted due to technology issues.** A late assignment receives 0 points. There are no make-up tests unless it has been previously discussed between the instructor or student. You are expected to take the test the day they are given. **** If you miss an assignment or a test, you will have that day to discuss the reason with me and I will consider giving you an extension. If you need to reschedule a test date, it must be previously discussed with the instructor and must be made up within one week of the original test date.**

4. **CLASSROOM BEHAVIOR: I EXPECT THAT EVERYONE PRESENT IN THE CLASSROOM HAVE RESPECT FOR EVERY INDIVIDUAL IN THE ROOM.** We will be doing a lot of class exercises and role playing. There will be a lot of group discussions as well. I wish for everyone to be able to speak freely and honestly and for all of us to listen, respect one another and enjoy the time we have together. We may discuss things that personally offend you or go against your beliefs. All I ask is that you come with an open mind and be willing to listen to other students' beliefs and perceptions.

Please come to class ON-TIME, prepared, cell phone and ipads put away and silenced. This is a professional environment, and you are expected to act professional.

Tardiness: Being late for class is like being late for work, it is distracting, and it affects your learning environment. If you are more than 20 minutes late for class, then you will not receive attendance credit for that day

- Health and Mental Health
- Transportation
- Substance Abuse help
- And others...

There are **writing standards for this course and all SSV courses at Edison. These standards are posted on you class Blackboard site under the "assignment button".** This will help you understand the expectations for all written work that you complete for this course. **I encourage you to complete ENG 121S**

TESTING YOUR FAITH POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, linked here, and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook linked above.

TECHNICAL SUPPORT

Edison Community College has an IT Helpdesk that is available Monday through Saturday during Fall and Spring Semester. The hours of operation are:

Mon - Thurs 8:00 - 7:00 Friday 8:00 - 4:00

You can reach the Helpdesk by calling 778-8600 and ask for extension 711 / email

support@edisonohio.edu