



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

Course Prefix, Number and Title: SOWK 318 Health and Human Resource Administration

Course CRN # and Section: 20219 (30)

Semester Taught (including year): Spring 2019

Credit Hours: 3

Prerequisites: N/A

Course Time (if applicable): Thursday 4:00-6:30pm

Building and Room Number (if applicable): HEC

Professor: Robin Pruitt, MSW, LSW

Office Location: HEC

Office Hours: Thursday 3:30pm

Email: Robin.L.Pruitt@WV.Gov

**Phone: M-F 7-3pm 304-436-8816
(Confidential Voice Mail); 304-436-6532 (Home Number); 304-920-1613
(Cell phone)**

Office Fax:

**College/Department Website:
www.concord.edu/sws**

Course Description/Rationale:

This Course is designed to provide an opportunity for students to develop an understanding of Management and supervision in Human Service Organizations and Agencies. The Course will provide useful theories and practicalities of supervision for broadly defined Human Services. It is recognized that supervisors work in complex social environments in which intense and multiple demands are made both on them and their organizations. It is the task of this Course Instructor to introduce to students the necessary leadership skills, functions, theories, finances, Managed care, etc. in order that students have a greater understanding of the Administrative Functions of Social Work Supervisors and Administrators in the Human Services arena.

Course Management System (Blackboard/Moodle or other systems):

Hardware/Software Needed (include privacy policies, if applicable):

Text requirements:

Concord University Educational Goal(s):

Knowledge:

1. An ability to discern the reciprocal influences of environments, cultural beliefs and attitudes, and societal institutions and practices.

National Standards: CSWE

Specific Learning Outcomes:

Students will have increased knowledge regarding:

1. Introduction to and definition of Human Services;
2. A Supervisor's job including functions, roles and tasks as it relates to Health and Human Services;
3. Working in multiple contexts including societal and organizational as we recognize that Supervision takes place in a series of contexts;
4. Authority, Power and Supervisory Ethics;
5. Unit Planning, Professional Contracts; and Legal Background;
6. Conflict, Stress Management, Burnout and Time-Management;
7. Managed Care, Case Management, and Human Services Profession.

Course Requirements:

Attendance Policy:

Attendance in class is vital to understanding material presented in this Course. Points will be added for attendance and deducted for lack thereof. Attendance Sheets will be signed at the beginning of each class period for record of attendance. It is the student's responsibility to sign the attendance sheet. If you are late for class, you must seek out the attendance sheet at the end of the class period for signature. If your name is not on the attendance sheet, you will be considered absent from class. Your promptness to class is appreciated in that tardiness is disruptive to your classmates and to the instructor.

When class presentations are scheduled, and you will not be presenting secondary to class absence, you must email me prior to class or by midnight the night of assignment in order to allow for a make-up presentation date. Part of assignment grading is presentation to the class. You will not obtain the total amount of points available for the assignment if the assignment is not presented in class as scheduled. Presentations will include ½ of the overall grade.

Class Participation:

This is a Social Work Course. Students will be required to participate in class discussions, present information as per the assignment schedule provided at the beginning of the Course, and generally be involved in lectures and discussions. A participation grade will be provided.

Please feel free during lecture to ask questions. This class is totally open to discussion. This instructor wishes to provide an environment that students will feel free to ask questions and discuss issues and concerns in a learning atmosphere.

Assignments:

1. **Journal Summary:** Read and critique a total of three (3) articles selected from a current social work or human services journal, newspaper, on-line document, etc. regarding trends, techniques, management, theory, etc. as it relates to Health and Human Services Administration. The Article Critique should be at least 2 pages in length, double-spaced, spell-checked, and neatly presented. The Article Critique should include an overall objective of the article, an overview of the article, your thoughts about the article and how the article information relates to this Course.
2. **Prepare a Written Job Description:** Assuming that you are leader in an organization and are developing a new position to which you will hire an employee, I want you to prepare a formal job description detailing the position for hire, qualifications required, characteristics required for the position, pay, and any other information necessary to hiring this position as a Leader. The instructor will provide you the position to which you will be preparing the Job Description early in the Course. This will be presented by way of Power Point to the class.
3. **Announced Quizzes:** There will be three (3) announced quizzes during the Semester. These quizzes will be directly from Study Guides presented the week prior to the announced quiz date. If you miss class the date of the announced quiz and/or the date the Study Guide was presented, it is your responsibility to contact this Instructor to ensure that you obtain the needed information. Quizzes to be made-up will be done during office hours 3:30 – 4:00 PM the class period following the scheduled quiz unless other arrangements are made with this Instructor.
4. **Final Project:** You will select a student in the class as a partner to interview for the job to which you wrote a job description. I expect that each student will have researched the position to which you will be interviewing and/or hiring and be able to talk to your interviewee competently about the position to which you are hiring, your organization, etc. It is this Instructor's goal to expose students to the area of management in Health and Human Services and the preparation needed in preparing for job interviews, etc.

Evaluation:

Journal Summaries:	10 Points Each/30 Points Total
Participation in Class Discussions:	15 Points
Prepared Job Description:	15 points
Quizzes:	10 Points Each/30 Points Total
Role-Play:	<u>10</u> Points

100 Total Points Available

Grading Policy and Scale, Make-up Policy, Late Work:

Grading:

Grade A =90–100 points

Grade B= 80-90 Points

Grade C=70-80 Points

Grade D=60-70 Points

Below 60 points, you will receive a Grade of Failing for the Course.

Course Timeline (Schedule of Assignments/Assessments/Presentations)

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to:

<http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."

Miscellaneous (for example):

Sources of Help

Glossary of Terms

Related Research/Professional Organizations