

HMSV 468 Syllabus

Course Information

- Instructor:
- HMSV 468: Internship in Human Services
- Semester
- Hybrid delivery mode (synchronous online weekly class meetings and asynchronous content)

Course Description

Catalog Description

The purpose of this course is to provide supervision for the human services intern in a seminar setting, a supportive environment in which to examine internship-related issues, address problems and concerns relevant to internship, enhance helping skills, and receive necessary information and instruction pertinent to the internship experience. This course involves field placement in a human services setting. Approximately 400 hours are devoted to field placement, group seminars and individual supervision.

Course Description

The internship experience and HMSV 468, is designed to facilitate the transition from the student role to that of an independently functioning practitioner in human services. This is accomplished by providing an opportunity for students to apply their academic preparation and practical skills in human services practice settings, helping students develop an increased understanding of themselves and of the persons and organizations they serve, providing a support system to ensure that students carry out internship responsibilities effectively and responsibly, and assisting students in meeting Community Support Skills Standards for the profession.

Prerequisites

Completion of all coursework including General Education requirements, core courses, major courses, and elective courses; a grade of C or better in all prior HMSV courses and program approval is required.

Required Materials

No required texts.

Assigned readings will be provided by the course to support internship activities as needed.

Students will reference the HMSV Internship Handbook and the National Organization for Human Services Code of Ethics. The HMSV Internship Handbook is an extension of this course syllabus, and all policies and procedures therein must be adhered to.

Technology Requirements

For this course, students will need to have access to a computer with internet access, webcam, speakers, and a microphone. Students will be using Canvas, Zoom, and ODU email, and will need to be able to read PDF's.

Course Learning Objectives

The general purposes and objectives of this course are, through the exploration of theories and knowledge, to help students obtain the skills to:

- CLO1: Demonstrate appropriate professional work etiquette. Set priorities, complete tasks, organize work and manage time effectively. STANDARD 14b, c, STANDARD 17a
- CLO2: Demonstrate the awareness and skills to practice and work with diverse populations (e.g., age, gender, sexual orientation, disabilities, racial, ethnic, and cultural differences.) STANDARD 12f, STANDARD 16b, STANDARD 17c, STANDARD 19a, d, STANDARD 20a, c
- CLO3: Demonstrate knowledge of the formal and informal supports available in the community while assisting clients to identify and access these supports. STANDARD 14a, STANDARD 15a, b, STANDARD 17a, b, c
- CLO4: Demonstrate knowledge of the legal, administrative, financial, and career-related concerns of the client and the ability to mobilize resources, make referrals, and identify supportive services necessary to assist that client in reaching his or her goals. STANDARD 15 a, b, c, STANDARD 16a, b, c, STANDARD 17a, b, c
- CLO5: Appropriately integrate basic human service helping skills to include effective communication. STANDARD 14a, e, STANDARD 17 a, c
- CLO6: Recognize, develop and utilize strategies of managing resistance and overcoming barriers to change in clients. STANDARD 16 a, b, c, STANDARD 17a, b, c
- CLO7: Utilize theory and research to guide and evaluate practice by collecting and analyzing information for assessment and evaluation as an ongoing process from initial contact through termination. STANDARD 14b, STANDARD 15a, b, STANDARD 16 a, b, c, STANDARD 17c
- CLO8: Select, implement, monitor, and begin to evaluate intervention strategies for generalist practice with diverse populations. STANDARD 15a, b, STANDARD 16a, b, c
- CLO9: To understand the structure of organizations and how they service communities. STANDARD 12d, STANDARD 19f, STANDARD 21a
- CLO10: Demonstrate an understanding of ethical and legal issues in human services work with a particularly focus on how the NOHS Code of Ethics and HIPAA (PL 104-191) is incorporated into practice. STANDARD 12h; STANDARD 14b, e; STANDARD 18f, STANDARD 19b, c, e, g, h, STANDARD 20b
- CLO11: Understand and utilize the agency's chain of command when recognizing an ethical violation. STANDARD 17a, d
- CLO12: To obtain ongoing supervision, at the site and with a faculty member, in order to obtain the skills and knowledge necessary to become an effective human service professional. Standard 12d, 18b, STANDARD 20d, e

Course Schedule

Week #	Starting Date	Module #	Module topic	Submissions
1		1	Introduction to Internship	Weekly Log, Discussion Board, Internship Agreement Form
2		2	Self and Self Care	Weekly Log, Discussion Board
3		3	Agency Exploration	Weekly Log, Discussion Board

4		4	Professional Development	Weekly Log, Discussion Board, Individualized Learning Plan
5		5	Using Supervision	Weekly Log, Discussion Board
6		6	Documentation	Weekly Log
7		6	Documentation (continued)	Weekly Log, Discussion Board, Midterm Evaluation by Site Supervisor, Agency & Case Presentation
8		7	Managing Conflict	Weekly Log, Discussion Board
9		8	Developing a Helping Theory	Weekly Log
10		8	Developing a Helping Theory (continued)	Weekly Log, Discussion Board, Client Interaction Report
11		9	Suicide Awareness	Weekly Log, Discussion Board, Training Certificate
12		10	Social Determinants of Health	Weekly Log, Discussion Board
13		11	Termination	Weekly Log, Discussion Board
14		12	Clarifying Career Goals	Weekly Log, Discussion Board
15		13	Wrap Up	Weekly Log, Discussion Board, Final Evaluation by Site Supervisor, Student Evaluations (Internship Site & HMSV Program)

Grading Criteria

Grades will be based on mastery of the course objectives as demonstrated by the completion of all course requirements/assignments.

Points will be awarded as follows:

- 13 Discussion Board Assignments (10 points each) = 130 points (43.33%)
- **Individualized Learning Plan** = 50 points (16.66%)
- Agency and Case Presentation = 25 points (8.33%)
- Client Interaction Report (formerly known as process recordings) = 50 points (16.66%)
- **Final Evaluation by Site Supervisor** = 45 points (15%)
- **Weekly Logs signed by Supervisor** (no points, but mandatory)
- **Internship Agreement Form** (no points, but mandatory)
- **400 hours of internship activity, 100 must be direct** (no points, but mandatory)
- **Midterm Evaluation by Supervisor** (no points, but mandatory)
- **Class Attendance** (no points, but mandatory attendance or instructor pre-approved absences)

Total Possible Points: 300 (100%)

*The assignments in **bold** must be completed for the student to pass the course.*

Grading Scale for HMSV

92.51 – 100%:	A
90 – 92.5%:	A-
88.5 – 89.99%:	B+
82.51 – 88.49%:	B
80 – 82.5%:	B-
78.5 – 79.99%:	C+
72.51 – 78.49%:	C
70 – 72.5%:	C-
68.5 – 69.99%	D+
62.51 – 68.49%:	D
60 – 62.5%	D-
59.99 and Below:	F

ODU does not give A+ grades; A is the highest grade.

Policy on Incomplete Grades

University policy on Incomplete Grades: The designation of the grade of "I" indicates assigned work in the course has not been completed. The grade of "I" is assigned only upon the instructor's approval of a student's request. The "I" grade may be given only in exceptional circumstances beyond the student's control, such as serious illness. In such cases, the student is responsible for notifying the instructor. The "I" grade will become an "F" if not removed by the last day of classes of the following semester (excluding the examination period) according to the following schedule: Fall semester "I" grades become "F" grades if not removed by the last day of classes in the spring semester; Spring and summer session "I" grades become "F" grades if not removed by the last day of classes in the fall semester. An "I" grade may not be changed to a "W" under any circumstances: [Incomplete, Withdraws and Z grades](#).

Due to supervision and liability concerns with internship, all internship activities must be completed within the semester (dates on ODU's academic calendar). If interns have concerns about being able to complete the course requirements for internship, the course instructor must be consulted immediately. Failure to finish internship requirements (both the internship hours and the additional course requirements) may result in failing HMSV 468 and having to repeat the course in its entirety. Hours from one semester may not carry over or apply to a subsequent semester.

Assignments Overview

Discussion Board Assignments

Over the course of the semester, students will have 13 Discussion Board assignments, found in Modules 1-13. Typically, posts will be approximately 500 words, although specific prompts will require more (and will be noted in the instructions). Posts will be well developed and will fully address all aspects of the prompt. These will be graded on overall writing style, thoroughness, and clarity of the responses.

In-class discussions on discussion board topics may be facilitated by the course instructor, and students are expected to participate in these.

Individualized Learning Plan

The Individualized Learning Plan is a document developed by a student and Internship Supervisors that specifies what the student will learn and how the learning will take place during the internship semester. It describes the structure of the learning experiences with respect to individual goals and objectives, as well as the goals and objectives established by the Human Services Program of Old Dominion University. The learning plan must include learning activities, assessment process and criteria, and completion dates on each of the 10 course learning objectives for HMSV 468. The plan will be developed in collaboration with the site supervisor, and will be used to monitor progress and growth during the internship.

Agency and Case Presentation

Students will given an oral presentation to the class, introducing their internship agency and experience working with a client. Documentation to be completed includes a Brief Social History and Treatment Plan.

Client Interaction Report

Students will complete the Client Interaction Report based on direct client interaction. This is a written transcript (as close to verbatim as possible) of what was said during an interaction with the client. This assignment will include a relevant background information on the client and the student's analysis/assessment.

Final Evaluation by Site Supervisor

This is an evaluation of the student to be completed by the Site Supervisor.

Internship Agreement Form

Students will submit the same Internship Agreement form approved by the HSMV Internship Coordinator prior to the internship semester.

Weekly Logs totaling 400 hours of internship activity, including 100 direct

Hours will be documented on the weekly logs and signed by the Site Supervisor.

Midterm Evaluation by Supervisor

This is an evaluation of the student to be completed by the Site Supervisor.

Course Policies

Expectations

Interns in Human Services are expected to:

- Operate only under the supervision of your site supervisor and ODU Instructor supervision during the internship semester.
- Comply fully with the Internship in Human Services Handbook.
- Comply fully with the NOHS Ethical Standards
- Comply fully with site supervisor's directions and agency policies.
- Address client concerns with site supervisor.
- Obtain supervision for all other internship related concerns with ODU Instructor.
- Complete all course requirements in a timely manner.
- Follow the ODU honor pledge.
- Interact with your faculty, classmates, site supervisor, and clients professionally and respectfully.

Attendance and Participation

Per university policy, students are expected to attend class, and students missing more than 15% of class meetings may be failed. Instructor supervision is crucial for all interns, therefore attendance and participation are mandatory. All absences must be verified approved by the instructor in writing, and missing more than one class may result in failing the course.

Site Supervisors are aware of the need to accommodate class time when scheduling hours for interns. Some events or special meetings at the internship site may be attended during class time with instructor pre-approval.

Students are expected to attend all scheduled class meetings, complete all readings, and participate in discussions and activities. During class meetings, students are expected to be in attendance at the start of the meetings and remain until the end of the meetings.

Late Assignments

All assignments must be submitted in Canvas by 11:59 p.m. on the due date, unless otherwise addressed for a specific assignment.

Work submitted after the deadline without instructor approval is considered late, and 0 will be given unless an illness or emergency has made it impossible for the student to submit the assignment on time. Students who submit an assignment late *may* receive partial credit points at the instructor's discretion, when this is an isolated occurrence. This will not apply to multiple assignments, or those submitted more than 2 weeks after the deadline. Students may contact ODU's to verify the student's special circumstance (i.e., illness, emergency, etc.), and in that case the late work may be graded without deduction with proper documentation from SOS.

If you anticipate an issue with submitting an assignment by the deadline, reach out to the instructor as soon as possible!

Artificial Intelligence (AI) Usage

Artificial Intelligence (AI) tools can be helpful in supporting student learning, especially for brainstorming, organizing, and refining ideas. In this course, students are permitted to use AI tools (e.g., ChatGPT, Grammarly, Quillbot) for assistance with writing, studying, and idea generation, provided that use is done ethically, transparently, and without violating confidentiality or academic integrity standards. However, the following restrictions and responsibilities apply:

Confidentiality and Ethical Use:

- Do not share any identifying client information, including names, demographics, agency names, case details, or any information that could reveal a client's identity.
- Do not input confidential or proprietary agency information (e.g., internal policies, staff names, client records) into any AI platform.
- Do not use AI tools to summarize or process sensitive content from your internship or agency setting. All documentation and reflections should be completed by you, using your professional judgment and ethical standards.
- The use of AI must comply with the NOHS Code of Ethics, HIPAA guidelines, and your agency's confidentiality policies.

Explicitly Prohibited Uses of AI:

- Submitting AI-generated work as your own without edits or reflection
- Using AI to create or complete documentation (e.g., SOAP notes, treatment plans) based on real client information
- Asking AI for advice or decisions based on actual client cases
- Sharing confidential client or agency information with AI tools

Course Disclaimer

The course schedule and activities are subject to change. Changes will be posted as Announcements in Canvas.

University Policies

Code of Student Conduct and Academic Integrity

The [Office of Student Conduct & Academic Integrity](#) (OSCAI) oversees the administration of the student conduct system, as outlined in the Code of Student Conduct. Old Dominion University is committed to fostering an environment that is: safe and secure, inclusive, and conducive to academic integrity,

student engagement, and student success. The University expects students and student organizations/groups to uphold and abide by standards included in the Code of Student Conduct. These standards are embodied within a set of core values that include personal and academic integrity, fairness, respect, community, and responsibility.

Honor Pledge

By attending Old Dominion University, you have accepted the responsibility to abide by the Honor Pledge:

I pledge to support the Honor System of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community it is my responsibility to turn in all suspected violations of the Honor Code. I will report to a hearing if summoned.

Discrimination Policy

The purpose of this policy is to establish uniform guidelines in order to promote a work and education environment that is free from harassment and discrimination, as defined below, and to affirm the University's commitment to foster an environment that emphasizes the dignity and worth of every member of the Old Dominion University community. The [Discrimination Policy](#) details the process to address complaints or reports of retaliation, as defined by this policy.

Diversity and Inclusion

The [Division of Student Engagement & Enrollment Services](#) values the uniqueness of our Monarch community. The word "engagement" reflects our commitment to embrace the differences in our cultural backgrounds, perceptions, beliefs, traditions, world views, socio-economic status, cognitive and physical abilities.

We will strive to serve as the pre-eminent model for engaging every student to achieve their own success. Our core values are fueled by our responsibility and actions toward community development and engagement, cultural competence and understanding, physical and mental wellness and inclusion for every member of ODU. We will embrace our greatest strength - the diverse composition of our student body and workforce. For more information regarding diversity and inclusion, please visit the [Office of Intercultural Relations](#).

Educational Accessibility and Accommodations

Old Dominion University is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act. The [Office of Educational Accessibility](#) (OEA) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations.

The [Accommodations for Students with Disabilities](#) define the procedures used to accommodate student with disabilities. Students are encouraged to self-disclose disabilities that the Office of Educational Accessibility has verified by providing Accommodation Letters to their instructors early in the semester in order to start receiving accommodations. Accommodations will not be made until the Accommodation Letters are provided to instructors each semester

University Email Policy

With the increasing reliance and acceptance of electronic communication, email is considered an official means for University communication. Old Dominion University provides each student an email account for the purposes of teaching and learning, research, administration, and service. It is the responsibility of

every eligible student to activate MIDAS, the Monarch Identification and Authorization System, in order to obtain email access. It is important that all students are aware of the expectations associated with email use as outlined in the [Student Email Standard](#). The email account provided by the University is considered to be an official point of contact for correspondence. Students are expected to check their official e-mail account on a frequent and consistent basis in order to stay current with University communications. Mail sent to the ODU email address may include notification of University-related actions, including academic, financial, and disciplinary actions. For more information about student email, please visit [Student Computing](#).

Withdrawal

A syllabus constitutes an agreement between the student and the course instructor about course requirements. Participation in this course indicates your acceptance of its teaching focus, requirements, and policies. Please review the syllabus and the course requirements as soon as possible. If you believe that the nature of this course does not meet your interests, needs or expectations, if you are not prepared for the amount of work involved – or if you anticipate assignment deadlines or abiding by the course policies will constitute an unacceptable hardship for you – you should drop the course by the drop/add deadline, which is listed in the [ODU Schedule of Classes](#). For more information, please visit the [Office of the University Registrar](#).

Privacy of Student Information

Old Dominion University recognizes its duty to uphold the public's trust and confidence, not only in following laws and regulations, but in following high standards of ethical behavior. Members of the Old Dominion University community are responsible for maintaining the highest ethical standards and principles of integrity. The [Code of Ethics](#) is a set of values-based statements that demonstrate the University's commitment to this goal. The [Privacy of Student Information](#) details Family Educational Rights & Privacy Act (FERPA), along with other information regarding privacy.