

McLennan
Community
College



WACO, TEXAS

Special Topics in Psychiatric/Mental Health Services Technician
PMHS 1191
COURSE SYLLABUS

REVISED:
2009-2010

**MENTAL HEALTH PROGRAM
COURSE SYLLABUS
2009-2010**

GENERAL COURSE INFORMATION

Title: **Special Topics in Psychiatric/Mental Health Services Technician**

Course Number: **PMHS 1191**

Instructor Information:

Name: JoAnn Jumper
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Office Hours: Posted on Office Door.

COURSE DESCRIPTION

Provides for mastery of special skills and techniques for mental health workers in a variety of roles. Topics related to direct care, supervision, management, and administration in facilities may be included. Semester Hours 1 (1 lec.)

TEXTBOOK AND MATERIAL

Required Text: Students will be required to purchase a calendar as described in class. The Mental Health Handbook will be issued in class. The textbook is *On Your Own: Navigating the Road to Independence*.

POLICIES AND PROCEDURES

Attendance:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn

from the course with a grade of W. The instructor may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Students enrolled in mandated developmental classes based on MCC's developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course or courses will be required to follow the attendance guidelines in effect at the time of the student's enrollment in the developmental course or courses.

Programs such as Cosmetology and many of the Health Sciences may have departmental attendance guidelines due to clinical requirements or requirements of approving agencies. (See appropriate departmental policies for details.)

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Tardiness: Students are expected to arrive at class on time and to remain for the entire class period. Arriving after the roll has been checked or leaving prior to the end of the class period will affect his/her grade. Two late arrivals or two early departures equal one absence. It is the student's responsibility to ask the instructor to change an "absent" to a "tardy" if he/she arrives after the roll has been taken.

Late Work: Acceptance of late work is at the discretion of the instructor. Any late work accepted will automatically receive a grade reduction. The instructor has the prerogative of determining whether a student may make-up work that was missed due to absences.

Ethics: It is the student's responsibility to read the General Conduct Responsibility Policy in the Highlander Guide (MCC Student Handbook) and the Mental Health Handbook. Any breaches of conduct will result in disciplinary action.

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or expulsion from the class.

Examples of cheating include but are not limited to:

- copying the work of another student
- seeking excused absences/tardies under false pretense
- plagiarism

Cell phone: Cell phones must be silenced or turned off and placed in backpacks, purses or pockets during class.

Evaluation/Grading

Student's grade will be based on the following criteria. Students may earn a total of 100 points during orientation class from successful completion in the areas listed below.

Attendance- 65 points

Completion of required forms- 10 points

Test- 10points

Participation- 10 points.

The final grade will be as follows:

90 - 100 points= A

80 - 89 points= B

70 - 79 points= C

60 - 69 points= D

59 points or below = F

A minimum grade of C is required in all PMHS classes for graduation.

Course Competencies:

Appropriate workplace competencies and foundation skills identified by the Secretaries Commission on Achieving Necessary Skills (SCANS) are integrated into the following objectives/competencies.

Requirements: The student will participate in a 16 clock hour orientation to the Mental Health program and practicum classes. Activities will be conducted, and assignments will be made during orientation.

At the end of the orientation the student will be able to:

1. Demonstrate the interview procedure necessary at an appropriate agency.
2. Compare & contrast each field placement in terms of hours and expectations of each.
3. Demonstrate professional behavior during field placement interview.
4. Secure an appropriate field placement.

**Statement of Workplace and Foundation Competencies
2009-2010**

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

Mental Health Programs:

COMMON WORKPLACE COMPETENCIES

Manage resources:	Time / Money / Materials / Space / Staff
Exhibit Interpersonal Skills:	Work on teams / Teach others / Serve customers / Lead work teams / Negotiate with others.
Work with Information:	Acquire & evaluate data / Interpret & communicate data
Apply Systems Knowledge:	Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems
Use Technology:	Select equipment and tools

FOUNDATION SKILLS:

Demonstrate Basic Skills:	Arithmetic & Mathematics / Speaking / Listening
Demonstrate Thinking Skills:	Creative thinking / Decision making / Problem solving / Thinking logically
Exhibit Personal Qualities:	Self-esteem / Self-management / Integrity

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ADA Statement:

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or msweatt@mclennan.edu.

Course Number: PMHS 1191 Course Name: Special Topics in Psychiatric/Mental Health Services Technician	Relevant Competencies (Identify by Competency Number)
<p style="text-align: center;">SCANS COMPETENCIES.</p> <p>1. Managing Resources:</p> <ul style="list-style-type: none"> a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff 	<ul style="list-style-type: none"> a. 1, 4 b. c. d. e.
<p>2. Exhibiting Interpersonal Skills:</p> <ul style="list-style-type: none"> a. Work on teams b. Teach others c. Serve customers d. Lead work teams e. Negotiate with others f. Work with different cultures 	<ul style="list-style-type: none"> a. 1, 2, 3, 4 b. 1, 2, 3, 4 c. d. e. 1, 2, 3, 4 f. 1, 2, 3, 4
<p>3. Working with Information:</p> <ul style="list-style-type: none"> a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with Computers 	<ul style="list-style-type: none"> a. 1, 2, 3 b. 1, 2, 3, 4 c. 1, 2, 3, 4 d.
<p>4. Applying systems Knowledge:</p> <ul style="list-style-type: none"> a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems 	<ul style="list-style-type: none"> a. 3, 4 b. c. d. e.
<p>5. Using Technology:</p> <ul style="list-style-type: none"> a. Select equipment and tools b. Apply technology to specific tasks c. Maintain/troubleshoot technologies 	<ul style="list-style-type: none"> a. b. c.
<p style="text-align: center;">SCANS FOUNDATIONS.</p> <p>6. Demonstrating Basic Skills:</p> <ul style="list-style-type: none"> a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening 	<ul style="list-style-type: none"> a. 1, 2, 3, 4 b. 1, 2, 3, 4 c. 2 d. 1, 2, 3, 4 e. 1, 2, 3, 4
<p>7. Demonstrating Thinking Skills:</p> <ul style="list-style-type: none"> a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye 	<ul style="list-style-type: none"> a. b. 1, 2, 3, 4 c. 1, 2, 3, 4 d. 1, 2, 3, 4 e. 1, 2, 3, 4
<p>8. Exhibiting Personal Qualities:</p> <ul style="list-style-type: none"> a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity 	<ul style="list-style-type: none"> a. 1, 2, 3, 4 b. 1, 2, 3, 4 c. 1, 2, 3, 4 d. 1, 2, 3, 4 e. 1, 2, 3, 4