



Human Services



Scope & Sequence

Course Name: Extended Practicum in Human Services TSDS PEIMS Code: 13025005*		Course Credit: 1.0 Credit Course Requirements: Grade Placement: 11 - 12 Prerequisites: None. Corequisites: Practicum in Human Services.	
<p>Course Description: Extended Practicum in Human Services provides background knowledge and occupation-specific training that focuses on the development of consumer services, early childhood development and services, counseling and mental health services, and family and community-services careers. Content for Extended Practicum in Human Services is designed to meet the occupational preparation needs and interests of students and should be based upon the knowledge and skills selected from two or more courses in a coherent sequence in the human services cluster.</p>			
<p>NOTE 1: The practicum course is a paid or unpaid capstone experience for students participating in a coherent sequence of career and technical education courses in the Human Services Career Cluster. This is a suggested scope and sequence for the course content. This content will work with any textbook, instructional materials or practicum experience. If locally adapted, make sure all TEKS are covered.</p> <p>NOTE 2: Completion of skill sets may be demonstrated throughout the practicum. Therefore, content based on the TEKS does not have to be delivered sequentially. The major reason students take a practicum is to provide additional time on task for learning specialized skills. In most cases where the Extended Practicum is added to the Practicum, it is because the student is spending more than 15 hours per week at his/her training station (place of employment or internship).</p> <p>NOTE 3: The information in this scope and sequence document does not describe detailed activities, because the activities will vary from student to student and training station to training station. The intent is that students incorporate and use previously learned knowledge and skills related to the career cluster.</p>			
Practicum Plan		TEKS Covered	
		130.285. (c) Knowledge and skills.	
Section 1: Pre-Practicum Prior to beginning practicums, students will review and discuss professional standards and employers' expectations, personal and		(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:	



workplace safety and emergency procedures, teamwork and conflict-management skills, effective problem solving strategies, positive interpersonal skills, ethical conduct, etiquette, and effective communication skills. Students will also discuss appropriate technical and academic skills required for the practicum, and put into place strategies for mastering any/all skills necessary to manage and perform work/practicum responsibilities.

Also prior to beginning their practicum experiences, students will agree to adhere to policies and procedures, demonstrate positive work attitudes and behaviors, including punctuality, time management, initiative, and cooperation, make ethical decisions, and to comply with all applicable rules, laws, and regulations in a consistent manner. Students will also review and discuss professional communications strategies and practices, such as applying active listening skills to obtain and clarify information and public relations skills.

Students, supervising instructors, and practicum experience supervisors will read and review locally created practicum

- (A) participate in a paid or unpaid, laboratory- or work-based application of previously studied knowledge and skills related to human services;
 - (B) participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment;
 - (C) demonstrate professional standards and personal qualities needed to be employable such as self-discipline, positive attitude, integrity, leadership, appreciation for diversity, customer service, work ethic, and adaptability with increased fluency;
 - (D) demonstrate use of personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for relevant projects with increased fluency;
 - (E) employ teamwork and conflict-management skills with increased fluency to achieve collective goals; and
 - (F) employ planning and time-management skills and tools with increased fluency to enhance results and complete work tasks.
- (2) The student applies professional communications strategies. The student is expected to:
- (A) demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner;
 - (C) analyze, interpret, and effectively communicate information;
 - (D) apply active listening skills to obtain and clarify information; and



checklist(s). Parent/guardians will also be provided with a copy. Checklist(s) will include all relevant TEKS along with rubrics for supervisor evaluations and student self-evaluations. Students will read, discuss, and demonstrate an understanding of the provided checklist and rubric criteria before beginning their practicum experiences.

- (E) exhibit public relations skills to maintain internal and external customer/client satisfaction.
- (3) The student implements advanced problem-solving methods. The student is expected to employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions.
- (4) The student understands and applies proper safety techniques in the workplace. The student is expected to:
 - (A) demonstrate an understanding of and consistently follow workplace safety rules and regulations;
 - (C) employ procedures necessary to provide emergency aid for workplace accidents; and
 - (D) demonstrate an understanding of components of a disaster and emergency response plan and use when directed.
- (5) The student understands the professional, ethical, and legal responsibilities in human services. The student is expected to:
 - (A) demonstrate a positive, productive work ethic by performing assigned tasks as directed;
 - (B) describe and practice ethical and legal responsibilities associated with providing human services;
 - (C) show integrity by choosing the ethical course of action when making decisions;



	<ul style="list-style-type: none"> (D) address situations requiring client advocacy appropriately and advocate when necessary; and (E) comply with all applicable rules, laws, and regulations in a consistent manner. <p>(6) The student participates in a supervised human services experience. The student is expected to:</p> <ul style="list-style-type: none"> (A) conduct, document, and evaluate learning activities in a supervised human services experience; (D) employ appropriate social skills necessary for interacting with a diverse population; and (E) collect representative work samples.
<p>Section 2: TEKS Checklist Components: Extended Practicum in Human Services</p> <p>Students, parents/guardians, and instructional/workplace supervisors will review, understand, and agree to a checklist of practicum objectives. Checklists may be locally adapted/modified, but all corresponding TEKS Checklist Components must be addressed.</p>	<p>(1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:</p> <ul style="list-style-type: none"> (A) participate in a paid or unpaid, laboratory- or work-based application of previously studied knowledge and skills related to human services; (B) participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment; (C) demonstrate professional standards and personal qualities needed to be employable such as self-discipline, positive attitude, integrity, leadership, appreciation for diversity, customer service, work ethic, and adaptability with increased fluency;



- (D) demonstrate use of personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for relevant projects with increased fluency;
 - (E) employ teamwork and conflict-management skills with increased fluency to achieve collective goals; and
 - (F) employ planning and time-management skills and tools with increased fluency to enhance results and complete work tasks.
- (2) The student applies professional communications strategies. The student is expected to:
- (A) demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner;
 - (B) present information formally and informally in an effective manner;
 - (C) analyze, interpret, and effectively communicate information;
 - (D) apply active listening skills to obtain and clarify information; and
 - (E) exhibit public relations skills to maintain internal and external customer/client satisfaction.
- (3) The student implements advanced problem-solving methods. The student is expected to employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions.
- (4) The student understands and applies proper safety techniques in the workplace. The student is expected to:



- (A) demonstrate an understanding of and consistently follow workplace safety rules and regulations;
 - (B) identify appropriate locations to safely offer human services;
 - (C) employ procedures necessary to provide emergency aid for workplace accidents; and
 - (D) demonstrate an understanding of components of a disaster and emergency response plan and use when directed.
- (5) The student understands the professional, ethical, and legal responsibilities in human services. The student is expected to:
- (A) demonstrate a positive, productive work ethic by performing assigned tasks as directed;
 - (B) describe and practice ethical and legal responsibilities associated with providing human services;
 - (C) show integrity by choosing the ethical course of action when making decisions;
 - (D) address situations requiring client advocacy appropriately and advocate when necessary; and
 - (E) comply with all applicable rules, laws, and regulations in a consistent manner.
- (6) The student participates in a supervised human services experience. The student is expected to:



	<ul style="list-style-type: none"> (A) conduct, document, and evaluate learning activities in a supervised human services experience; (B) implement quality-control systems and practices that ensure quality products and services with increased fluency; (C) identify a functional work environment, equipment needs, and required utilities for offering human services; (D) employ appropriate social skills necessary for interacting with a diverse population; and (E) collect representative work samples.
<p>Section 3: Critical Thinking and Problem-Solving: Practicum Check-In 1</p> <p>Students will discuss and demonstrate critical-thinking and problem-solving skills as they participate in check-in(s) with supervisors throughout their practicum experiences. Students will analyze and evaluate their practicum experiences as they describe how they have applied critical-thinking and problem-solving skills as well as interpersonal skills independently and in groups to solve problems they may have encountered or may still encounter. Students will also be encouraged to discuss and predict what other critical-thinking and problem-solving</p>	<ul style="list-style-type: none"> (3) The student implements advanced problem-solving methods. The student is expected to employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions. (6) The student participates in a supervised human services experience. The student is expected to: <ul style="list-style-type: none"> (A) conduct, document, and evaluate learning activities in a supervised human services experience.



<p>skills will be necessary for a successful practicum experience as well as a successful career in a related field.</p>	
<p>Section 4: Check List Progress and Social Skills Activities: Check-In 2</p> <p>During this check-in, students will discuss and self-evaluate their practicum check list progress and practicum documentation as well as any questions or problems they may have encountered. Students will describe how they have applied or will apply critical-thinking and problem-solving skills as well as interpersonal skills independently and in groups to solve problems they may have encountered or may still encounter. Students will also use appropriate technology to research and identify appropriate social skills necessary for interacting with diverse populations. Students will also research social opportunities and other benefits offered by CTSO and/or other extracurricular student activities, and prepare and effectively present a brief oral and/or written report on a CTSO or other extracurricular organization they may be willing to join or are already participating in.</p>	<ul style="list-style-type: none">(2) The student applies professional communications strategies. The student is expected to:<ul style="list-style-type: none">(B) present information formally and informally in an effective manner.(3) The student implements advanced problem-solving methods. The student is expected to employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions.(6) The student participates in a supervised human services experience. The student is expected to:<ul style="list-style-type: none">(A) conduct, document, and evaluate learning activities in a supervised human services experience; and(D) employ appropriate social skills necessary for interacting with a diverse population.



Section 5: Career Skills and Practicum Culminating Activities

During their practicum experience, students will use appropriate technology and/or assigned checklists/materials to document and evaluate their practicum learning activities. Students will demonstrate effective communications skills as they present their documentation, evaluations, and representative work samples as well as relevant credentials, licensure, and certification to the supervising instructor at or near the end of their practicum experience.

As a culminating activity for the practicum, students will use appropriate technology and/or assigned materials to identify appropriate locations to safely offer human services and summarize the elements of a functional work environment, equipment needs, and required utilities for offering human services, and discuss their findings with their supervising instructor.

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 - (B) participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment.
- (2) The student applies professional communications strategies. The student is expected to:
 - (A) demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner;
 - (C) analyze, interpret, and effectively communicate information; and
 - (E) exhibit public relations skills to maintain internal and external customer/client satisfaction.
- (4) The student understands and applies proper safety techniques in the workplace. The student is expected to:
 - (B) identify appropriate locations to safely offer human services.
- (6) The student participates in a supervised human services experience. The student is expected to:
 - (A) conduct, document, and evaluate learning activities in a supervised human services experience;



	<ul style="list-style-type: none">(C) identify a functional work environment, equipment needs, and required utilities for offering human services; and(E) collect representative work samples.
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