



# Experiential Learning Portfolio for 10520101 Introduction to Human Services

## Student Contact Information:

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*It is **required** that you speak with the Academic Dean or instructor who teaches this course prior to completing a portfolio.*

## Directions

Consider your prior work, military, volunteer, education, training and/or other life experiences as they relate to each competency and its learning objectives. Courses with competencies that include speeches, oral presentations, or skill demonstrations may require scheduling face-to-face sessions. You can complete all of your work within this document using the same font, following the template format.

1. Complete the Student Contact Information at the top of this page.
2. Write an Introduction to the portfolio. Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.
3. Complete each "Describe your learning and experience with this competency" section in the space below each competency and its criteria and learning objectives. Focus on the following:
  - What did you learn?
  - How did you learn through your experience?
  - How has that learning impacted your work and/or life?
4. Compile all required and any suggested artifacts (documents and other products that demonstrate learning).
  - Label artifacts as noted in the competency
  - Scan paper artifacts
  - Provide links to video artifacts
  - Attach all artifacts to the end of the portfolio
5. Write a Conclusion for your portfolio. Briefly summarize how you have met the competencies.
6. Proofread. Overall appearance, organization, spelling, and grammar will be considered in the review of the portfolio.
7. Complete the Learning Source Table. Provide additional information on the business and industry, military, and/or volunteer experiences, training, and/or education or other prior learning you mentioned in your narrative for each competency on the Learning Source Table at the end of the portfolio. Complete this table as completely and accurately as possible.

The portfolio review process will begin when your completed portfolio and Credit for Prior Learning Form are submitted and nonrefundable processing fees are paid to your local Credit for Prior Learning contact. Contact Student Services for additional information.

Your portfolio will usually be evaluated within two weeks during the academic year; summer months may be an exception. You will receive an e-mail notification regarding the outcome of the portfolio review from the Credit for Prior Learning contact. NOTE: Submission of a portfolio does not guarantee that credit will be awarded.

You have 6 weeks to appeal any academic decision. See your student handbook for the complete process to appeal.

**To receive credit for this course, you must receive “Met” on 8 of the 10 competencies.**

**10520101 Introduction to Human Services, 3 Associate Degree Credits**

**Course Description:** Students examine the scope, values, and principles of the human service profession. Coursework introduces the typical roles and duties of human services workers. Students assess their own motivations, attitudes, and interests. In addition to the regular classroom hours, volunteer work in a community human services agency is required. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (annual Wisconsin and Minnesota) forms, as part of this course. If you receive credit for prior learning for this portfolio, you will also receive a “Met” score for the following Technical Skills Attainment Program Outcomes that are assessed in this specific course:

**Introduction: Briefly introduce yourself to the reviewer summarizing your experiences related to this course and your future goals.**

**Competency 1: Examine the history of the human services movement**

Criteria: Performance will be satisfactory when:

- your presentation describes the significant historical developments which influenced the creation of the human services movement
- your presentation articulates how these major developments influenced the development of human services policies and practices

Learning Objectives:

- a. Explore the history of the human services field from its creation through the present
- b. Identify significant historical events that made a significant impact on the human services field
- c. Determine how these historical events influenced the development of human services policies and practices
- d.

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 2: Identify current trends, issues, and controversies as they relate to the continuing development of the human services field**

Criteria: Performance will be satisfactory when:

- your presentation describes the significant issues currently affecting the human services field
- your presentation evaluates current human services policies and practices from various perspectives (political, cultural, economic, etc.)
- your presentation describes how historical and current legislation affects service delivery

Learning Objectives:

- a. Survey the current status of the human services field
- b. Determine the predominant issues currently facing the human services field
- c. Discuss how various public and private attitudes influence legislation and interpretation of policies related to human services
- d. Explain the influence of legislation on current human services delivery systems

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 3: Explore the interdisciplinary nature of the field of human services and the variety of theories that provide the foundation for the work**

Criteria: Performance will be satisfactory when:

- your presentation describes the different disciplines which are included within the human services profession
- your presentation explains the human services conceptual framework of viewing clients in context of their environments
- your presentation applies key human services theories to given examples or case studies

Learning Objectives:

- a. Explore the range of populations served and needs addressed by the human services profession
- b. Identify the variety of disciplines that are included in the human services field
- c. Compare the various perspectives and roles of the disciplines included in the human services profession
- d. Explore key human services theories such as: Bronfenbrenner's ecological systems theory, person-in-environment, eco-systems theory, and Maslow's hierarchy of needs

**Required Artifacts: None**  
**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 4: Explore a variety of human services careers**

Criteria: Performance will be satisfactory when:

- your presentation shares your experience in visiting and observing different human services work settings
- your presentation describes the various career options available in the human services profession
- your presentation compares the roles and responsibilities of a variety of human services careers
- your presentation identifies a human services career that you may be interested in pursuing

Learning Objectives:

- a. Investigate the different human services practice settings
- b. Characterize different human services roles and positions within a variety of practice settings
- c. Classify different human services careers based upon education requirements, licensure, and practice settings

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 5: Investigate the various roles and responsibilities that make up the diverse field of human services**

Criteria: Performance will be satisfactory when:

- your presentation describes the range of roles and associated responsibilities associated with the human services profession
- your presentation characterizes the common duties and functions of human services workers

Learning Objectives:

- a. Explore various roles that human services workers may have in their practice
- b. Categorize the roles of human services workers in context of various practice settings
- c. Describe the professional responsibilities associated with the various human services roles
- d. Identify the diverse skills, knowledge, and values needed for human services practice

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 6: Explore the personal values and attributes that are necessary to be successful in human services**

Criteria: Performance will be satisfactory when:

- your presentation includes a self-assessment of your personal values and attributes relating to the human services field
- your presentation articulates characteristics of successful helpers as identified in professional literature
- your behavior demonstrates consistent application of the personal and professional values of human services within class and out of class

Learning Objectives:

- a. Describe commonly accepted human services values as described by the profession and professional literature
- b. Develop self-awareness regarding personal values and how they relate to the human services field
- c. Identify possible conflicts between personal values and human services values
- d. Describe challenges in demonstrating or applying the identified human services values in human service practice

**Required Artifacts: None**  
**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**



**Competency 7: Explain the National Organizations of Human Services Code of Ethics and its importance to the profession**

Criteria: Performance will be satisfactory when:

- your presentation describes the key components of the NOHS code of ethics
- your presentation applies the NOHS code of ethics to practice examples and situations
- you adhere to the NOHS code of ethics in and outside of the classroom
- you discuss the implications of adhering to the NOHS code of ethics to your practice and professional behaviors

Learning Objectives:

- a. Describe the National Organization for Human Services and its vision, mission, guiding principles, role, and function in the human services profession
- b. Examine the NOHS's code of ethics in comparison to NASW code of ethics, APA ethics code, and other related professional ethical codes and requirements
- c. Identify the necessity and the challenges of incorporating the code of ethics into human services practice
- d. Apply the NOHS code of ethics to case examples, volunteer placement experiences, and classroom and out of classroom behavior

**Required Artifacts: None**  
**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 8: Examine the variety of agencies and organizations that provide human services programs and activities**

Criteria: Performance will be satisfactory when:

- your presentation consists of an overview of a selected human services agency including the agency's mission, goals, values, functions, human service positions, and associated roles
- your presentation includes a description of human service agencies and organizations within a given demographic area
- your presentation describes your experience in observing human service workers at a selected human services agency

Learning Objectives:

- a. Identify local human service agencies and organizations
- b. Describe the various functions and activities these agencies provide
- c. Determine the array of human services agencies and human service professions and functions within a prescribed area
- d. Examine a specific human services agency's role and function

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 9: Analyze the variety of prevention, intervention, and rehabilitation strategies that are available to the human services professional**

Criteria: Performance will be satisfactory when:

- your presentation explains the different prevention strategies commonly used by human services workers
- your presentation describes various human services interventions and their associated Human Services practice area
- you discuss various rehabilitative strategies used by human services workers

Learning Objectives:

- a. Describe a variety of interventions that human services workers may utilize in their profession
- b. Differentiate between prevention, intervention, and rehabilitation strategies utilized in the human services profession
- c. Provide examples of different types of human services prevention strategies
- d. Characterize rehabilitation strategies based upon the client needs

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

**Competency 10: Formulate a plan for entry into the human services profession**

Criteria: Performance will be satisfactory when:

- your plan identifies human services careers that are of interest to you
- your plan identifies the steps necessary to pursue a human services career in those areas of interest to you
- your plan includes strategies for self-care
- your plan is included in your portfolio
- you include the required components of the Introduction to Human Services course within your professional portfolio

Learning Objectives:

- a. Describe relevant and appropriate entry-level human services careers
- b. Indicate the resources and actions necessary to pursue a career in human services
- c. Demonstrate the process of developing a Human Services Associate professional portfolio
- d. Explore the role and necessity of self-care in human service work

**Required Artifacts: None**

**Suggested Artifacts: None**

**Describe your learning and experience with this competency:**

**Met/ Not Met Evaluator Feedback:**

