



COUNCIL FOR STANDARDS
IN
HUMAN SERVICE EDUCATION

Self-Study Responding to the Standards

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Self Study Expectations: Description and Documented Evidence

- ▶ Every Standard and Specification must:
 - ▶ Provide clear, detailed, concise and descriptive narrative
 - ▶ Refer the reader to the name and location of any documents (e.g. links, attachments/appendices) that support and verify statements made in the narrative. When appropriate, refer to the appropriate page or section of attached supporting multiple paged documents
 - ▶ Identify and briefly describe the ways in which a course or courses complies with each Specification (e.g. textbook chapters, lectures, in class activities, assignments, etc.). Refer the reader to the appropriate syllabus/syllabi and or specific assignments for verification.



Sample Format to Meet Curriculum Standard Expectations

► List all courses identified on the Matrix as complying with this Standard at the beginning of the narrative for the Standard and then describe those that have been selected to demonstrate compliance

OR

► Include only those courses on the Matrix that are most representative of compliance and refer to each of these courses in the narrative for the Standard.

Sample Format for Curriculum Standards

Standard #xx

Specification a.

Course #1: Explain how this course addresses this Specification

At the completion of the explanation state:

Found in: Provide link to course Syllabus/

Documents/Assessment Tool(s): direct reader to

appropriate reference in Syllabus, i.e., specific course

objectives, exams, assignments, specific chapter in course
textbook,

Course #2 (Follow format above)

Course #3 (Continue following this format for all courses supporting the Standard Specification)

Example Response for Curriculum Standards

3. Human Services Delivery Systems	
<p>Context: The demand for services and the funding of educational programs has been closely related to identifiable human conditions including, among others: aging, delinquency, crime, poverty, mental illness, physical illness, chemical dependency, and developmental disabilities. The needs that arise in these conditions provide the focus for the human services profession.</p>	
<p>Standard 13: The curriculum shall address the scope of conditions that promote or inhibit human functioning.</p>	
<p>Specifications for Standard 13: [For each Specification: provide clear, detailed, concise and descriptive narrative and refer the reader to the name and location of any documents (e.g. attachments/appendices) that support and verify statements made in the narrative. When appropriate, refer to the appropriate page or section of attached supporting documents.]</p>	
<p>Demonstrate how the following are included as a major emphasis of the curriculum:</p> <p>NOTE: Identify and briefly describe the ways in which a course or courses complies with each Specification (e.g. textbook chapters, lectures, in-class activities, assignments, etc.). Refer the reader to the appropriate syllabus/syllabi and/or specific assignment for verification.</p>	
a.	<p>The range and characteristics of human services delivery systems and organizations.</p> <p>Response:</p> <p>HS-101-Overview of Human Services This course introduces students to the range of human service organizations and delivery systems primarily through the required 20 hours of volunteer service at a human service agency. For this assignment they use Volunteer ____, a campus organization that facilitates volunteerism. Students choose a volunteer site from a long list of organizations. After they complete their volunteer work, they create a PowerPoint Presentation on the experience to present to class. In addition, representatives from at least four human service agencies speak to the class during the semester.</p> <ul style="list-style-type: none"> •→ Found in: HS-101 Master Syllabus •→ Assessment Tools: Volunteer Reflection Paper and Human Service Agency Paper and Presentation <p>¶</p> <p>HS-220-Fundamentals of Nonprofit Organizations requires students to read Chapter 3 Theories of the Nonprofit Sector and Nonprofit Organizations. This reading provides students information about the characteristics of nonprofit organizations with a particular emphasis on 501 (c) 3 organizations which are typically exemplified by human and social service</p>

Clear description



Verifiable Evidence

