

**Clackamas Community College**  
Online Course/Outline Submission System

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**Section #1 General Course Information**

**Department:** ECED - Education & Human Services

**Submitter**

First Name: Yvonne

Last Name: Smith

Phone: 3207

Email: yvones

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**Course Prefix and Number:** HS - 156

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**# Credits:** 3

**Contact hours**

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

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**Course Title:** Conducting Human Service Interviews

**Course Description:**

Provides the specific techniques required for entry-level interviewing in human service settings. Addresses issues raised in working with clients from diverse backgrounds.

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**Type of Course:** Career Technical Preparatory

Is this class challengeable?

**Yes**

Can this course be repeated for credit in a degree?

**No**

Is general education certification being sought at this time?

**No**

Does this course map to any general education outcome(s)?

**No**

Is this course part of an AAS or related certificate of completion?

**Yes**

**Name of degree(s) and/or certificate(s):** Human Services Generalist Programs

Are there prerequisites to this course?

**No**

Are there corequisites to this course?

**No**

Are there any requirements or recommendations for students taken this course?

**No**

Are there similar courses existing in other programs or disciplines at CCC?

**No**

Will this class use library resources?

**Yes**

**Have you talked with a librarian regarding that impact?**

**No**

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**Yes**

**Area:** Human Relations

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit: Yes**

When do you plan to offer this course?

✓ **Winter**

✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**Yes**

Will this course appear in the schedule?

**Yes**

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. set objectives for interviews;
2. identify the stages of an interview and apply techniques appropriate for each stage;
3. analyze and use communication skills specific to "helping interview" with diverse populations;
4. apply skills required for information gathering interviews in a variety of settings;
5. use basic principles of case recording and reporting for human services workers;
6. describe issues relevant to interviewing diverse clients.

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***This course does not include assessable General Education outcomes.***

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Major Topic Outline:

1. Attending Skills.
2. Questioning Skills.
3. Client Observation Skills.
4. Encouraging, Paraphrasing, Summarizing.
5. Structuring Interviews.
6. Information Recording and Reporting.
7. Working with Clients from Diverse Backgrounds

Does the content of this class relate to job skills in any of the following areas:

- |                                      |           |
|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |
| 5. Supports green services           | <b>No</b> |

Percent of course: 0%

First term to be offered:

**Specify term:** SPRING 2017

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