Self-Esteem Strategies
Human Services 224 C, CRN-22609
Spring Semester 2010
Wednesdays, 5:45 – 8:35 p.m.
Orange County Social Services Training &
Career Development Center, Bldg. A, Room 110
1928 S. Grand Avenue, Santa Ana

Jeffrey Harris, MA, MFT, CEAP
Adjunct Professor
jharris@cypresscollege.edu
Voicemail (714) 484-7000, ext. 48153

Course Description
This course is designed for those considering a career in management and staff development in Human Services Agencies, with special application to client after-care programs. Theory and technique are combined in this skills class to assist case managers and program directors with assessment and evaluation, individual recovery program development, educational process and materials, and utilization of resources and referral procedures. This course focuses on issues of self-esteem, concept formation, problem solving, time management, emotional intelligence, and decision making for client and/or staff development.

Instructional Objectives
Upon completion of this course, the student will be able to:
1. Demonstrate the ability to assess agency staff needs and personnel problem areas.
2. Illustrate the process of establishing individual and group goals and objectives.
3. Organize and conduct training sessions in self-esteem, self-evaluation theory and motivational processes.
4. Analyze communication problems among agency staff and generate effective communicating strategies for both staff and clients.

Evidence of Learning Objectives
Exams
There will be two tests, both of equal weight, testing knowledge and understanding of information presented during lectures, readings and class presentations.
Each test will be worth a total of 150 points, comprised of:
• multiple-choice and true/false questions, worth 100 points.
• Short-answer essay questions, worth 50 points.
Students will need a Scantron Form # 886-E for each exam, which may be purchased in the Book Store.
Students will be permitted to take an exam late if, in the instructor’s judgment, the circumstance for missing the original exam date is compelling and reasonable. Students requesting a make-up exam must notify the instructor of that request within 24 hours after the original exam time; the make-up exam must be completed by the start time of the next scheduled class time; the make-up exams must be taken at the student learning center at the Cypress campus. There will be a 10% Late Penalty of 15 points applied before grading answers, no exceptions.

Self-Esteem Inventory & Sentence Completion Exercise
This exercise will expose the student to the use of an online self-esteem inventory, as well as a self-esteem enhancement exercise from the text book. In order to avoid the appearance of grading a student’s self-esteem level, the professor will grade this assignment on a purely pass/fail basis; the SE Inventory & Sentence Completion Exercise will be worth 50 Points. Please follow the instructions provided on a separate addendum, which includes the due date.

Journal Article Report
Students will select a journal article on self-esteem, and then write a paper to summarize, critique and integrate the material. You will be required to select from a list of evidence-based journal articles provided by the professor on the student resource website for this course (http://www.humanresourcefulness.net/CypressCollege). The Journal Article Report is worth up to 100 points. Please follow the instructions provided on a separate addendum, which includes the due date.
**Self-Esteem Goals Paper**

Students will put learning into action by conducting a writing assignment that is proposed for human services workers to utilize with their clients. The student will write a personal mission statement, accountability goals, and propose appropriate skills to achieve those goals from the self-regard and self-efficacy skillsets. In order to avoid the appearance of grading a student’s self-esteem level, the professor will grade this assignment on a purely pass/fail basis; the Self-Esteem Goals Paper will be worth 50 Points. Please follow the instructions provided on a separate addendum, which includes the due date.

**Total Course Grade**

There will be a total of 500 points available to the student, which will determine the course grade.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points Available</th>
<th>Weight Towards Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (2)</td>
<td>300 points</td>
<td>60%</td>
</tr>
<tr>
<td>Journal Article Report</td>
<td>100 points</td>
<td>20%</td>
</tr>
<tr>
<td>Sentence Completion Exercise</td>
<td>50 points</td>
<td>10%</td>
</tr>
<tr>
<td>Self Esteem Goals Paper</td>
<td>50 points</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total Possible</strong></td>
<td><strong>500 points</strong></td>
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</tbody>
</table>

**Extra Credit**

Students may earn up to a maximum of fifty (50) points of extra credit for optional work. You may choose from any combination of the following:

Students may earn up to 10 extra credit points by attending a Human Services Club meeting. The student must write a two-page paper reporting on the subject of the club meeting and your reactions to the topic. Please follow the instructions provided on a separate addendum. The Club meets the 3rd Wednesday of each month from 12:30 to 1:30 p.m. at the Cypress campus.

Students may earn up to fifty (50) extra credit points by writing a book report from the class optional reading list. The student must write a five-to-ten page paper reporting on one of the books listed on the professor’s optional reading list. Please follow the instructions provided on a separate addendum.

Students may earn from 1 to 4 points for reading and commenting upon blog entries on the professor’s blog – [http://humanservicesnews.blogspot.com/](http://humanservicesnews.blogspot.com/). The blog highlights news articles from numerous online news sources relating to the topic of Human Services in the News.

Extra credit assignments may be submitted at any time throughout the semester, but have the final due date of the last night of lecture (May 12th).

**Methods of Assessing Student Performance / Grading Scales**

Students will be assigned a letter grade, which will be derived by dividing the number of points earned during the semester by 500 and multiplying by 100. (Please see example below):

(A) = 90+% / 450+ pts  (B) = 80+% / 400+ pts  (C) = 70+% / 350+ pts  (D) = 60+% / 300+ pts  (F) = <60% / 299 pts

**Assigned Reading / Course Textbook**


**Professor Contact Information / Office Hours**

The course is taught by Jeffrey Harris, MA, MFT, CEAP, Adjunct Professor. “Office hours” for Mr. Harris include:

- Wednesdays 5:15 to 5:45 p.m. at the Santa Ana campus classroom
- You may also reach the instructor by campus voicemail at (714) 484-7000, ext. 48153; or by email at jharris@cypresscollege.edu. The professor maintains a resource web page at [http://www.humanresourcefulness.net/CypressCollege](http://www.humanresourcefulness.net/CypressCollege), which includes the instructor’s biography, many class resources, and a link to the professor’s blog.
Additional College Guidelines
The Cypress College Catalog is the official publication addressing and guiding academic and student services policies. These include the following:

Academic Accommodation Statement
If you have a disability and believe that you will need accommodation, you are encouraged to contact both your instructor and the Disabled Student Programs & Services as soon as possible. The DSPS Office is located in the Cypress College Complex, 1st floor, or by phone (714) 484-7104 (voice) or (714) 761-0961 (TDD).

Academic Honesty
Students are expected to abide by ethical standards in preparing and presenting material that demonstrates their level of knowledge that is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. All copied quotes must be attributed to the source or author; all other writing must be an original creation of the student (no plagiarism). Group work or group discussion during exam time is not permitted.

Attendance
Class attendance is an important part of course curriculum. The professor reserves the right to drop students from the course who (a) miss the first class, (b) miss two classes before 2/7/2010, or (c) miss three classes before 5/1/2010. To verify your attendance each week, you must sign-in on the provided class roster in the classroom.

It is the responsibility of each student who wishes to drop the class to drop online or in person at the Admissions and Records Office by the deadlines shown below. See the Cypress College Spring 2010 Class Schedule (page 2) for details on dropping courses, and note the following deadlines:
• 1/30 – Last day to drop and qualify for refund
• 2/7 – Last day to drop this class without a grade of “W”
• 5/1 – Last day to drop this class with a grade of “W”

Classroom Conduct
The diversity of the Cypress College student population provides us with a unique opportunity to experience the differences among us. At times we may disagree on a particular point; however, our discussions will always remain respectful of these differences. We will treat others with dignity and respect in the classroom. The instructor reserves the right to cut short a student’s monologue in the interest of time management.

Food and Beverages
In order to maintain a clean and inviting learning environment, food and beverages are not permitted in the classroom. Bottled water is the only acceptable beverage allowed.

Interference or Distraction of Electronic Devices
For the courtesy of your fellow students and the instructor, pagers, cell phones and games are to be turned off while class is in session; no text messaging from handheld devices is allowed. Frequent abusers of this policy will be counseled before they are allowed to continue attending the class.
## Schedule of Classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic / Activity</th>
<th>Assigned Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/20</td>
<td>Overview of Course &amp; Syllabus</td>
<td>Syllabus</td>
</tr>
<tr>
<td></td>
<td>Participants’ Expectations for the Course</td>
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<tr>
<td></td>
<td>Why is Self-Esteem Important in Human Services Work?</td>
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<tr>
<td>1/27</td>
<td>Defining Self Esteem; Self Evaluation Theory</td>
<td>Chapters 1 &amp; 2</td>
</tr>
<tr>
<td>2/3</td>
<td>Barriers and Challenges to Self-Esteem</td>
<td>Chapters 4 &amp; 11</td>
</tr>
<tr>
<td>2/10</td>
<td>Self-Esteem Inventories and Research</td>
<td>Chapter 12, Appendix A</td>
</tr>
<tr>
<td></td>
<td>&gt; Due tonight: <em>Printout of 1st online SE Inventory score</em></td>
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<tr>
<td>2/17</td>
<td>Self-Esteem Throughout the Lifespan</td>
<td>Chapter 13</td>
</tr>
<tr>
<td>2/24</td>
<td>How Self-Esteem is Informed by Culture, Institutions and the Media</td>
<td>Chapter 17</td>
</tr>
<tr>
<td>3/3</td>
<td>Self-Regard Skills, Part I</td>
<td>Chapters 3 &amp; 5</td>
</tr>
<tr>
<td>3/10</td>
<td>Self-Regard Skills, Part II</td>
<td>None</td>
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<tr>
<td></td>
<td>Review for Midterm Exam</td>
<td></td>
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<tr>
<td>3/17</td>
<td>Midterm on lectures and assigned textbook chapters</td>
<td>Review Chapters 1-5, 11-13 &amp; 17</td>
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<tr>
<td>3/24</td>
<td>Self-Efficacy Skills, Part I</td>
<td>Chapter 7</td>
</tr>
<tr>
<td></td>
<td>&gt; Due tonight: <em>Sentence Completion Exercise and Printout of 2nd online SE Inventory score</em></td>
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</tr>
<tr>
<td>3/31</td>
<td>Spring Recess – no class</td>
<td>None</td>
</tr>
<tr>
<td>4/7</td>
<td>Self-Efficacy Skills, Part II</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>4/14</td>
<td>Gender and Self-Esteem</td>
<td>Chapter 8</td>
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<tr>
<td>4/21</td>
<td>Self-Esteem in Addictions and Recovery</td>
<td>Chapter 6</td>
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<tr>
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<td>&gt; Due tonight: <em>Journal Article Report</em></td>
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<tr>
<td>4/28</td>
<td>Clinical Models and Program Development, Part I</td>
<td>Chapters 10 &amp; 16</td>
</tr>
<tr>
<td>5/5</td>
<td>Clinical Models and Program Development, Part II</td>
<td>Chapter 14</td>
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<tr>
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<td>&gt; Due tonight: <em>SE Goals Paper</em></td>
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<tr>
<td>5/12</td>
<td>The Esteemed Agency: Managing Human Services Teams</td>
<td>Chapters 15 &amp; 18</td>
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<td></td>
<td>Overview of material on Final Examination</td>
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<td></td>
<td>&gt; Due tonight: <em>Final session to submit extra credit</em></td>
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<tr>
<td>5/19</td>
<td>Final Examination on lectures and assigned textbook chapters after 3/17</td>
<td>Review Chapters 6-10, 14-16 &amp; 18</td>
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<tr>
<td>Assignment</td>
<td><strong>Self-Esteem Inventory &amp; Sentence Completion Exercise</strong></td>
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</table>
| **Due Date** | By February 10th – turn in printout of 1st inventory result score  
By March 24th – turn in Sentence Completion exercise and printout of 2nd inventory score |
| **Point Value** | 50 points (10% of course grade)  
[To avoid the appearance of grading a student’s self-esteem level, the professor will grade this assignment on a purely pass/fail basis. That is, turn in complete assignment = full 50 points; turn in assignment incomplete or late = zero points] |
| **Length** | Assuming one page per day, five days per week for five weeks, should contain approximately 25 pages. You will not be graded for length of sentences or number of pages, but you are encouraged to demonstrate personal integrity by making a commitment to invest time and reflection into the exercise to enhance your learning of this topic first-hand. |
| **Formatting** | Pages may be typed or handwritten. Pages must be bound and secured in a presentation folder; a personal diary, journal or notebook will also be acceptable. |
| **Requirements** | This exercise will expose the student to the use of an online self-esteem inventory, as well as a self-esteem enhancement exercise from the text book. Students will take the inventory twice, both before and after the multi-week writing exercise. |

Please follow these three main steps:

(1) **Inventory Pre-Test**

On a computer with internet connection, take a 79-question self-esteem inventory at this web address:

http://www.queendom.com/tests/access_page/index.htm?idRegTest=720

[Note: the professor does not require you to register for a login account at this web site, nor purchase the full report]

At the completion of the inventory, you will be presented with a screen titled “Snapshot Report: Sense of Self-Worth” that summarizes your score… print this page, write your name on it, and submit it to the professor at class time on February 10th.

(2) **Sentence Completion Exercise**

Beginning Monday February 15th, and for the next five weeks, participate in the sentence completion exercise described on pages 101-103 in the text book *The Six Pillars of Self Esteem*. Your sentences should be completely written out; see pages 189-191 for examples of the style/format of the exercise. You may type or handwrite this assignment. Your answers will not be published nor will the professor reveal them in class (though you are welcome to self-reveal in class if the information will contribute to the class discussion).

Submit your sentence completion pages in a bound presentation folder or journal by March 24th.

(3) **Inventory Post-Test**

After completing the sentence-completion exercise, re-take the same 79-question self-esteem inventory on a computer with internet connection at this web address:

http://www.queendom.com/tests/access_page/index.htm?idRegTest=720

[Note: the professor does not require you to register for a login account at this web site, nor purchase the full report]

At the completion of the inventory, you will be presented with a screen titled “Snapshot Report: Sense of Self-Worth” that summarizes your score… print this page, write your name on it, and submit it to the professor at class time on March 24th, as the first page in the same folder as your sentence completion exercise.
## Assignment - Journal Article Report

### Due Date
April 21st; may be submitted in class or emailed to jharris@cypresscollege.edu by start of class time. Late papers will be penalized 10% (ten points) before grading.

### Point Value
100 points (20% of course grade). Quality, effort and analytical skills are critically graded from 0-100 points.

### Length
Five (5) pages minimum, ten (10) pages maximum

### Formatting
Typed, margins 1 inch, double-spaced, 12-point Times or Times New Roman font; no folders or hard covers of any type. Cover sheets are allowed but do not count in the 5 page minimum.

### Requirements
The Journal Article Report is designed to aid the student in learning how to consume articles relating to human services from evidence-based or peer-reviewed professional journals. Students are to select one article from a list provided by the professor at the student resource web page at http://www.humanresourcefulness.net/CypressCollege.

After reading the article, the student will write a paper that includes a report of the key findings of the article, as well as a section on the reactions of the student to the material.

**Papers should follow this outline:**
- Student’s Name
- Journal Citation: Author, Journal Name, Journal Date or Issue

**Write a narrative response to each of these areas…**
- What led you to select this particular title from those provided?
- Summarize the key points of this article as they relate to the course’s overall topic of the study of self-esteem strategies (please use your own words)
- What are your views of these key points? Please share your intellectual and emotional reactions. In other words, do you agree or disagree with the author, why, and how strongly?
- How do the concepts of this article relate to your interest(s) in the field of human services?
- How will this article help you within your current and future role in human services?
- Is this an article that you would recommend to other students in the course? Why?

The paper will be graded on the amount of effort, the level of analytical skills and degree of insight demonstrated.
### Assignment

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<thead>
<tr>
<th><strong>Assignment</strong></th>
<th><strong>Self-Esteem Goals Paper</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Due Date</strong></td>
<td>May 5th, may be submitted in class or emailed to <a href="mailto:jharris@cypresscollege.edu">jharris@cypresscollege.edu</a> by start of class time.</td>
</tr>
</tbody>
</table>
| **Point Value**| 50 points (10% of course grade)  
*To avoid the appearance of grading a student’s self-esteem level, the professor will grade this assignment on a purely pass/fail basis. That is, turn in complete assignment = full 50 points; turn in assignment incomplete or late = zero points* |
| **Length**     | Five (5) pages minimum, ten (10) pages maximum |
| **Formatting** | Typed, margins 1 inch, double-spaced, 12-point Times or Times New Roman font; no folders or hard covers of any type. Cover sheets are allowed but do not count in the 5 page minimum. |
| **Requirements** | Students will put learning into action by conducting a personal writing assignment similar to that which we will discuss in lecture as a tool for human services workers to utilize with their clients. The student will write a personal mission statement, 2-year plan, accountability goals, and propose appropriate skills to achieve those goals from the self-regard and self-efficacy skill sets.  
*Papers should follow this outline:*  
• Student’s Name  

**Write a narrative response to each of these areas...**  
• My personal Mission Statement  
• My Two-Year Plan  
• My Accountability Goals (3 to 5 are ideal)  
  • For each Accountability Goal, please list several Self-Esteem Enhancement Skills or Tools from lecture or the text book that you would consider using.  
  • For each Self-Esteem Enhancement Skill, describe the reason(s) you think that this is relevant towards achieving that Accountability Goal.  

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Extra Credit: Reading List Book Report</th>
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<tbody>
<tr>
<td>Due Date</td>
<td>Any time, although not later than May 12th; may be submitted in class or emailed to <a href="mailto:jharris@cypresscollege.edu">jharris@cypresscollege.edu</a></td>
</tr>
<tr>
<td>Point Value</td>
<td>Up to 50 points of extra credit (students may accumulate up to 50 points total of extra credit for the course)</td>
</tr>
<tr>
<td>Length</td>
<td>Five (5) pages minimum, ten (10) pages maximum</td>
</tr>
<tr>
<td>Formatting</td>
<td>Typed, margins 1 inch, double-spaced, 12-point Times or Times New Roman font; No folders or hard covers of any type. Cover sheets are allowed but do not count in the 5 page minimum.</td>
</tr>
</tbody>
</table>
| Requirements| The Reading List Book Report is designed to aid the student in learning how to consume self-help books to determine if they are appropriate for listing as a client resource (bibliotherapy). Students are to select one book title from a list provided by the professor at the student resource web page at http://www.humanresourcefulness.net/CypressCollege. After reading the book, the student will write a paper that includes a report of the key concepts of the book, as well as a section on the reactions of the student to the material. Papers should follow this outline:  
- Student’s Name  
- Book title, author’s name, publisher and year of publication  
Write a narrative response to each of these areas…  
- What led you to select this particular title from those provided?  
- Summarize the key points of this book as they relate to the course’s overall topic of the study of self-esteem strategies (please use your own words)  
- What are your views of these key points? Please share your intellectual and emotional reactions. In other words, do you agree or disagree with the author, why, and how strongly?  
- How do the concepts of this book relate to your interest(s) in the field of human services?  
- How will this book help you within your current and future role in human services?  
- Is this a book that you would recommend to other students in the course? Why?  
The paper will be graded on the amount of effort, the level of analytical skills and degree of insight demonstrated.
<table>
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<tr>
<th>Assignment</th>
<th>Extra Credit: Human Services Club report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>Any time, although not later than May 12\textsuperscript{th}, may be submitted in class or emailed to <a href="mailto:jharris@cypresscollege.edu">jharris@cypresscollege.edu</a></td>
</tr>
<tr>
<td>Point Value</td>
<td>Up to 10 points of extra credit (students may accumulate up to \textbf{50 points total} of extra credit for the course)</td>
</tr>
<tr>
<td>Length</td>
<td>Two (2) pages minimum, five (5) pages maximum</td>
</tr>
<tr>
<td>Formatting</td>
<td>Typed, margins 1 inch, double-spaced, 12-point Times or Times New Roman font; No folders or hard covers of any type. Face sheets are allowed but do not count in the 2-page minimum.</td>
</tr>
</tbody>
</table>
| Requirements | For extra credit, attend a meeting of the Human Services Club at Cypress College, and write a report on the meeting. It is the responsibility of the student to research the dates and times of the Club meetings. More information is available at the Social Sciences office in the Humanities Building.  

**Include the following information in your paper:**  
- Date of the meeting  
- Title or Description of the Topic  
- Speaker name and title, if appropriate  
- What were some of the key points of the presentation or topic?  
- How did the topic relate to work in the Human Services?  
- What information was most useful to you, and why?  
- What is your reaction to the information provided?  

**About the Club:**  
The Human Service Club of Cypress College is chartered to provide an opportunity for students to become more aware of opportunities in human services as well as increase and improve the educational opportunities for students to learn about the fields of Human Services. These opportunities include scholarships, speakers, discussions, peer support, fellowship and family get-togethers. All Students are invited to the Club Meetings.