

NORTH CENTRAL STATE COLLEGE

Human Services Program

**Student Handbook
2017-2018**

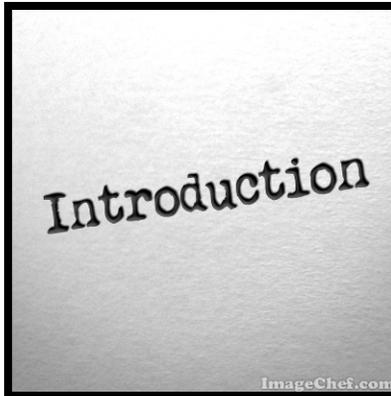


Revised – August 2017

Disclaimer: All information in this handbook is subject to change. North Central State College reserves the right to make and implement changes in student policies as needed due to requirements of outside agencies, the college, and the practice of the human services profession. Significant changes will be communicated to students. The most current Student Handbook can always be found on the college's website, to which students are encouraged to refer frequently. If you have any questions, please contact your college advisor.

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I. INTRODUCTION

A. Program Mission

The primary mission of the Human Services Program is to prepare an entry-level Human Services Professional who is skilled in the helping process.

B. Goals of Program

1. Graduates of the program will be proficient in the helping process at the micro, mezzo and macro levels with Human Services.
2. Graduates will demonstrate professional attitudes, behaviors and ethics.
3. Graduates will have effective written, verbal and nonverbal communication skills.

C. Human Services Profession and Human Services Worker

Human Services is a profession that focuses on helping children, adolescents and adults with a variety of problems such as mental health, substance abuse issues, physical disabilities, and more. Depending on your interests, you will find a wide range of agencies in which to work, such as mental health centers, developmental disabilities agencies, drug and alcohol programs, public schools, domestic violence shelters, juvenile and adult correctional facilities, nursing homes, social welfare agencies and the like.

Job titles of the Human Services Worker include, but are not limited to, an Assistant Social Worker, Case Worker, Mental Health Technician, Case Manager, and Client Advocate. Additional job titles may be found on the NCSC website, and will be discussed throughout the Human Services program.

There are many career choices for Human Services Workers. The field is stable and generally offers good job security, along with advancement opportunities with further

training and education. The annual average beginning salary for a Human Services Worker is between \$25,000-\$30,000 depending upon the specific client population and type of agency. Graduates with an associate degree can become an Assistant Social Worker (refer to Social Work Assistant Credential section for more detailed information). Graduates have several options to continue their education in a four-year bachelor degree program in Social Work or another related field.

D. Human Services Faculty:

Christine Lynch, MSW, LSW

Office: Room 135-D Fallerius

Phone: 419-755-4867

E-mail: clynch@ncstatecollege.edu

Molly McCue, MSW, LISW

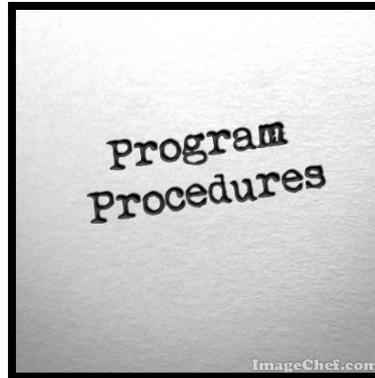
Office: Room 135-E Fallerius

Phone: 419-755-4893

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These are full-time HMSV faculty. Several adjunct faculty also teach in the program on a regular basis.





II. PROGRAM PROCEDURES

A. Admission Procedures

Application to the College: The general application to North Central State College must be completed and submitted to the Admissions Office. A letter of acceptance from the College will be forthcoming. Previous students of North Central State College who are re-entering the College need to update their application.



All change of addresses and phone numbers must be updated with the Student Records office.

B. Human Services Course Descriptions

HMSV 1010 - Introduction to Human Services

3 Credits; 3 Lecture Hours

This course provides an overview of the Human Services profession, exploring the historical context and the current structure of the Human Services field. The student will examine the broad range of services and functions of the Human Service generalist, the special populations served, legal issues and ethics and diversity. Strategies and interventions will be examined.

HMSV 1030 - Human Services Assessments

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course provides an overview of the various types of assessing completed in Human Services work. This course presents principles, types, phases, and the recording of interviews used with various types of clients including the Intake and Psychosocial Interview. In addition, various forms of assessments and documentation will be explored.

HMSV 1050 - Introduction to Social Work

3 Credits; 3 Lecture Hours

This course introduces the learner to the field of social work with emphasis on the "person-in-environment" and attention to a range of practice approaches to understanding and assisting of the human condition. This course is an overview of the history, values, and ethics of the profession as well as various fields of practice in which social workers are employed.

Required Prerequisite(s): Take HMSV-1010, HMSV-1030

Required as Prerequisite or Concurrent: Take HMSV-1170

HMSV 1090 - Group Work in Human Services

3 Credits; 2 Lecture Hours; 2 Lab Hours

This course places importance on understanding how groups work effectively and ineffectively and in understanding how groups can be used as a change or growth opportunity. Not only is the focus on group process, but the students' ability to increase their interpersonal effectiveness while working with human services clients.

Required Prerequisite(s): Take HMSV-1010, HMSV-1030

Required as Prerequisite or Concurrent: Take HMSV-1170

HMSV 1170 - Directed Practice/Seminar I

3 Credits; 3 Lecture Hours

This course will introduce the student to the components of professionalism and the challenges facing those who are in the profession of Human Services. This course also provides a practicum orientation to prepare students for the Human Services Program. Students will also complete seventy five (75) hours of directed practice.

Required Prerequisite(s): Take HMSV-1010 HMSV-1030

Required as Prerequisite or Concurrent: Take HMSV-1090 ENGL-1010;

HMSV 1999 - Human Services Elective

1 Lecture Hours

This course is used for transfer purposes only. May be used more than once.

HMSV 2030 - Introduction to Case Management

3 Credits; 3 Lecture Hours

This course introduces the basic theory and practice of Case Management. It outlines case management as it specifically relates to the fields of developmental disabilities, mental health, and vocational rehabilitation. Topics covered include the roles and functions of a case manager; skills needed to effectively administer and service caseload activity; utilization of community services, and the maintenance of a client-centered approach to case management.

Required Prerequisite(s): Take HMSV-1050, HMSV-1170.

HMSV 2050 - Social Problems

3 Credits; 3 Lecture Hours

This course will present an overview of generally recognized social problems by sociological measurement. Definitions of social problems and an understanding of their impact on the quality of life and the social work field will be implemented.

Required Prerequisite(s): Take HMSV-1050, HMSV-1170

HMSV 2070 - Practicum/Seminar II

4 Credits; 2 Lecture Hours

This course provides students with hands-on experience within the Human Services field. This course involves placement of the student into an actual work environment. The student will complete 240 hours of work experience at the placement site. This experience provides the foundation for developing the student into a competent human services worker. In addition, the course provides opportunities for students to further develop their skills and to share their knowledge and viewpoints through a presentation, leadership, and report writing format.

Required Prerequisite(s): Take HMSV-1050, HMSV-1170

Required as Prerequisite or Concurrent: Take ENGL-1030

HMSV 2090 - Treatment Modalities/Crisis Intervention

3 Credits; 3 Lecture Hours

This course provides an overview of the typical maturational and situational crises confronting the human service worker. Special emphasis on characteristics and dynamics of a crisis, the assessment process, intervention strategies, the referral process, and available community resources and services for the client in crisis.

Required Prerequisite(s): Take HMSV-2030, HMSV-2050, HMSV-2070.

HMSV 2110 - Poverty and Social Welfare

3 Credits; 3 Lecture Hours

Poverty and Social Welfare is a course providing students with an understanding of the relationship between poverty, discrimination, and economics. Students will gain a perspective of the institutional forces that impact the vulnerable population of society.

Required Prerequisite(s): Take HMSV-2030, HMSV-2050, HMSV-2070.

HMSV 2120 - Human Disabilities

3 Credits; 3 Lecture Hours

This course will explore causes of disability and behavioral health issues, characteristics, economic implications, social and emotional impact on the individual. How society deals with difference and the impact on society will also be explored.

HMSV 2150 - Substance Abuse & Treatment

3 Credits; 3 Lecture Hours

This course examines the biological, psychological, and societal forces that encourage the use, misuse, abuse and addiction to drugs. Specific drug classifications and the effect of these drugs on the individual will be explored. Theories and models of addiction and treatment will be explored as will DSM5 criteria. Assessments used in the field will be introduced. The need for generalist training in the field of Human Services will be emphasized.

HMSV 2160 - Substance Abuse Counseling: Core Functions

3 Credits; 3 Lecture Hours

This course will demonstrate the base of knowledge and skills necessary for addictions counseling. Students will develop and demonstrate knowledge of the 12 core functions of a substance abuse counselor. It will prepare students for further education in the specialized field of addictions counseling.

Required Prerequisite(s): Take HMSV-2150

HMSV 2270 - Practicum/Seminar III

4 Credits; 2 Lecture Hours

This is the Human Services Capstone Course. This course is designed to provide the student with hands-on experience within the Human Services field. This course involves placement of the student in an actual work environment. This work experience provides the student with the foundation to be a competent human services worker. The student will complete a minimum of 240 physical hours on site. The student will also attend a weekly seminar providing an opportunity to share their experiences and learned skills with others.

Required Prerequisite(s): Take HMSV-2030 HMSV-2050 HMSV-2070.

HMSV 2900 - Social Work Capstone

1 Credit; 1 Lecture Hours

This course will assist students transitioning from the community college experience to a four-year educational institution. Students will integrate the knowledge and skills acquired in their general education experiences with those developed in their program specific courses to engage in projects that require them to: think critically about their prior education, explore future academic and career-related paths, and develop skills to enhance their success. Such projects may include research papers, presentations, and/or portfolio development.

Required Prerequisite(s): Must have completed 45 credit hours.

HMSV 2999 - Special Topics in Human Services

3 Credits; 3 Lecture Hours

This course enables faculty members in the human services department to present various topics of current interest to students throughout the college on a limited basis. The course may be offered twice before it must be discontinued or added to the curriculum via the required Curriculum Committee process.



III. ACADEMIC REQUIREMENTS FOR HUMAN SERVICES (HMSV) PROGRAM

A. College Grading Scale

The College grading scale is expressed in letter grades and is as follows:

| | |
|----------------------|----------------------|
| A = 4.00 = 93 to 100 | C = 2.00 = 73 to 76 |
| A- = 3.67 = 90 to 92 | C- = 1.67 = 70 to 72 |
| B+ = 3.33 = 87 to 89 | D+ = 1.33 = 67 to 69 |
| B = 3.00 = 83 to 86 | D = 1.00 = 69 to 66 |
| B- = 2.67 = 80 to 82 | D- = 0.67 = 60 to 62 |
| C+ = 2.33 = 77 to 79 | F = 0.00 = 00 to 64 |

The HMSV program will use the grading scale developed by the College.

B. Grade Requirements for Human Services (HMSV) Program



A minimum grade of C- is required in all HMSV courses and to meet prerequisite and graduation requirements.

Therefore, any student who receives a grade of D+ or below in any designated course must repeat and earn a passing grade of C- in that course in order to meet requirements. A minimum grade of C- is also required in all PSYC, SOCY, and ECON courses for students seeking a Social Work Assistant certificate.

C. Statement on Scholarly Practices/Plagiarism/Copyright

According to the College policy, the student is responsible for academic honesty. Unless clearly stated otherwise, the student's work will be the result of his/her own efforts.

Dishonest scholarly practices include but are not limited to intentionally falsifying information, submitting another's work as one's own, or putting forth another's ideas as

one's own (plagiarism). Photocopied materials may fall under the Copyright Act. Violations of Copyright Act may subject the user and/or the College to sanctions. Please contact the Vice President for Academic Services for further clarification.

D. Policy on Felonious Criminal Offenses

Many agencies, especially those dealing with children and persons with developmental disabilities, require a background check before they will allow a student to do a practicum or before they will employ a worker.

We believe we have the responsibility to identify students whose background includes a criminal offense which might be deemed to compromise the integrity of an agency's services; therefore, we have instituted the following procedures:



All HMSV students will have an official Bureau of Criminal Identification and Investigation (BCI & I) report completed in the Human Services Program prior to starting practicums.

The cost of the report will be included in lab fees.

- The BCI & I's are administered by the Human Resources Department at North Central State College. They will be completed prior to the student enrolling in HMSV 1170 – Directed Practice/Seminar I (see IV, Practicum Requirements). To arrange a background check, contact the Human Resources department at 156 Fallerius or at # (419)755-4816. A photo ID and social security number will be required to complete the BCI & I.
- The results of the BCI & I are mailed directly to student. Students are then responsible to show the results to their site supervisor at the agency where they are completing their practicum. **Students are responsible for the original BCI & I. No additional copies will be kept on file.** Students must provide the BCI & I results at each practicum (refer to Appendix D). The **results are current for one year** and may need to be repeated if practicum is not completed within the year.
- The results of the BCI & I will not be known to the HMSV faculty; however, students are encouraged to share with faculty if they have any criminal offenses. The HMSV faculty can provide additional assistance that may help with practicum placement.
- Various practicum sites have specific background check requirements. Individuals with a felony and/or domestic violence conviction may not be permitted to complete practicum experiences at some specific sites. That is determined by the individual agency.

E. Policy on Concealed Carry Law

Unless otherwise authorized by law, students are forbidden to carry a concealed weapon on school property, practicum sites or at any facilities associated with North Central State College.

F. Substance Abuse Policy

The faculty recognizes that substance abuse is always a serious concern that has grave implications for the health and well-being of all persons. In order to promote and protect the health and well-being of all clients and students, we encourage students with a substance abuse problem to seek entry into appropriate treatment as soon as the need is recognized. Impairment of the ability to practice according to acceptable and prevailing standards of safe care, because of habitual or excessive use of drugs, alcohol, or other chemical substances, can result in disciplinary action by the college.

If any student exhibits signs or behaviors, which in the opinion of the faculty or clinical agency staff, suggest a substance abuse problem, the faculty will take the following steps:

To the extent not otherwise provided in this policy, Section III of the North Central State College Policy for Drug Free Schools and Community Act, will apply as will the NC State College Code of Student Rights and Responsibilities found in the College Catalog and Student Handbook. The catalog is available online at <http://catalog.ncstatecollege.edu/cms/catalog>.

G. Health and Mental Health Issues

Overall good physical health and mental health are important to provide quality care to Human Services clients. It is the student's responsibility to maintain good health and to identify and seek appropriate treatment when needed.

Off campus, private and confidential counseling is available to students free of cost. Contact the Coordinator of Disability Services in room 138 A Kee Hall or call 419-755-4727.

It is the student's responsibility to identify and notify Human Services faculty and/or the Practicum Site Supervisor when physical health/mental health issues could potentially interfere with their ability to provide quality care, and assume responsibilities of the Human Services Worker.

H. Pregnancy

If a student becomes pregnant during the course of study in the Human Services Program, the student should notify their Human Services Faculty Advisor and/or Practicum Site Supervisor.

This is necessary to assess potential health risks with Human Services clients at certain Practicum sites.

I. Student Professional Liability Insurance Coverage

Contracts for student practicum and directed practice experience with outside agencies and institutions often require student professional liability insurance coverage before a student is allowed to participate in an internship or practicum experience.

Over the past several years, there have been a number of claims nationwide involving students. These claims include error, negligence, and omission. Students have a definite personal responsibility for their own activities in contact with clients, even though they are not yet licensed, registered, or otherwise professionally accredited.

Cost of the insurance is assessed for all enrolled students in the HMSV program at the time of payment of fees for HMSV 1170. No refunds will be made for unexpired coverage. You are not covered for operation of a motor vehicle or engaging in an unrelated business or profession, or Human Services Agency.

J. Injury or Exposure to Infectious Organisms

Individuals working in the public services field are at risk for injury and exposure to infectious diseases. Students in the human services program must comply with all of the established policies and procedures of the practicum agency (i.e., hospital or other practicum setting) related to the prevention of injury, isolation, and protective precautions. In the event of injury or exposure to an infectious organism, the student will follow the established protocol of the practicum agency for reporting and treatment, and also will notify the site supervisor. In this situation, the student may be responsible for payment of the established hospital medical or related charges at, or in connection with, the practicum agency.

K. Behavior Requirements

The competent practice of Human Services relies not only on technical competence, but also on professional and ethical behavior. Students are required to abide by North

Central State College's Code of Student Conduct (located in the College Catalog and Student Handbook, located online at <http://catalog.ncstatecollege.edu/cms/catalog>), the Human Services Professional Code of Ethics, located at the website www.nationalhumanservices.org and the National Association of Social Workers Code of Ethics located at the website www.socialworkers.org. Students will be provided with additional information on the Human Services Professional Code of Ethics and the National Association of Social Workers Code of Ethics during their HMSV courses. Failure to comply with these behavioral requirements and follow classroom conduct can result in being removed from the classroom, practicum site and/or failure of the course or practicum experience.

L. Classroom Conduct/Behaviors

Students are to be courteous and respectful of others with no cross talking, threatening behaviors or gestures toward another student or faculty. Electronic devices including, but not limited to, cell phones, pagers and cameras are not permitted in the classroom without permission of the faculty. Laptop computers and recording devices may be used with respect for others in the classroom and permission of the faculty. Failure to comply with these behavioral requirements and follow classroom conduct can result in being removed from the classroom, practicum site and/or failure of the course or practicum experience.

M. Social Networking Policy

The Human Services program recognizes that social networking websites and applications including, but not limited to, Facebook®, Instagram®, Snapchat®, LinkedIn®, Twitter®, or individual blogs are an important means of communication. The use of technology can be a valuable search tool for human services students and faculty when used appropriately. The expectation is that these resources will not be used in practicum areas, but will be utilized in classrooms or conference rooms under the supervision and guidance of the course and practicum site supervisor.

Unfortunately, the use of technology has been shown to create potential liability for the student, faculty and the college. Posting certain information is illegal, and violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability. The following actions are strictly forbidden:

- You may not post or communicate any client-related information or information which may potentially identify a particular client. Removal of the client's name does not solve this problem - inclusion of gender, age, race, diagnosis, etc. may still allow the reader to recognize the identity of a specific individual.

Violation of this requirement may result in disciplinary action up to and including dismissal from the program, as well as other liability for violation of HIPAA (the Health Insurance Portability and Accountability Act of 1996).

- You may not post or communicate private academic information of another student, including, but not limited to, grades, narrative evaluations, or adverse academic actions.



Any Human Services student or Human Services faculty member who is aware of the use of social networking sites for any of the above prohibited purposes is required to report the misuse.

Failure to report is a violation of the College's Student Code of Conduct, and may result in disciplinary action up to and including dismissal from the program.

When using social networking websites, students and faculty are strongly encouraged to use a personal e-mail address as their primary means of communication, rather than their North Central State College e-mail address. Students and faculty are expected to maintain professional standards of behavior at all times.

N. Attendance

Both attendance and participation in class and Practicum/Classes are mandatory tools for learning and overall quality performance. Attendance is expected in all HMSV classes, practicums, and practicum seminars. Attendance and participation is a required percentage of the student's grade in most HMSV classes. Refer to specific attendance requirements for Practicum classes in the Human Services Practicum Requirements and Policies section in the HMSV Student Handbook.

O. Social Work Assistant Credential

After graduation, the student can become a Social Worker Assistant (SWA). An application must be completed and a \$40.00 fee* submitted to the State of Ohio, Counselor, Social Worker and Marriage and Family Therapist Board. This can only be done when the student has graduated from the HMSV Program. Instruction for the application will be given in the HMSV 2270 Directed Practice class, and can be found online at <http://cswmft.ohio.gov>.

*Application fee subject to change.

P. Due Process

The Student Code of Conduct and Judicial System for North Central State College is part of the educational mission. This Code and System outline the rights and responsibilities of students, behaviors prohibited on or off campus, possible sanctions, and the procedural rights of students and student organizations.

Copies of the Code of Conduct and Judicial System are available in the College Catalog and Student Handbook at <http://catalog.ncstatecollege.edu/cms/catalog>.



IV. HUMAN SERVICES PRACTICUM REQUIREMENTS AND POLICIES

A. Explanation

1. A Practicum/Directed Practice/Capstone offers “hands-on” experience and provides the student an opportunity to practice the skills learned in the class room.
2. Each practicum experience provides a foundation for the next.
3. Each practicum will take place in a facility/agency that can provide a learning experience consistent with the student’s interest and needs, and the Human Service Program’s goals and objectives.

B. Requirements

1. Practicum requirements are mandatory throughout the program.
2. Student must follow their curriculum worksheet.
3. The student must complete a BCI & I check. Refer to section III., D. Policy on Felonious Criminal Offences for additional information.
4. All students must register for practicum courses and have a practicum site secured no later than the first Monday in August for Fall semester, and no later than the first Monday after Thanksgiving for Spring semester. Failure to do so will result in the student not being permitted to do a practicum.
5. The Student must provide documentation that the site supervisor has seen and signed the BCI & I report on 1st day of seminar class. The background approval form to be obtained from HMSV faculty. (See Appendix D)

6. Practicums must be taken in proper sequence with proper prerequisites.

| | | |
|---|------------|----------|
| HMSV 1170 – Directed Practice/Seminar I | 75.0 hours | 10 weeks |
| HMSV 2070 - Practicum/Seminar II | 240hours | 15 weeks |
| HMSV 2270 - Practicum/Seminar III | 240 hours | 15 weeks |

7. At least **two** practicum sites must be used through all three practicums. All practicum sites must be approved with an Agency Agreement Contract.
8. HMSV 2270 – Practicum/ Seminar III – 240 hours may be in an agency the student has previously attended, approved by the Practicum/ Seminar faculty.

- * Practicum/ Seminar III cannot be taken until all HMSV technical courses are completed or being concurrently taken. All 240 hours of the practicum must be completed within the chosen agency.

C. Practicum Policies:

1. Students must complete practicum/seminar with a minimum C- grade.
 - a. The student must receive a grade of C- or above on the Site Supervisor Evaluation in order to pass the practicum/seminar.
 - b. The student must pass each practicum to move on to the next practicum in the sequence.
 - c. If a student fails one practicum/seminar* the student will be required to receive department approval prior to registering for the next practicum. The department will evaluate continuation in the program based on individual circumstance.
 - d. If a student receives a failing grade* three times in the same practicum, the student will be removed from the program.

* Withdrawal does not constitute failure.

2. The faculty retains the right to deny a student's request for a practicum experience based on the faculty's evaluation of student readiness and appropriateness of practicum site.
3. The site representative retains the same right as stated in number 2 above.
4. Following faculty approval, and completion of course paper work, the student is responsible for:

- a. Contacting the facility and supervisor to set a time for a tour and an interview.
 - b. The student must provide the Faculty with a BCI & I form signed by the Practicum Site Supervisor. The student will not be able to continue the practicum until the signed form is provided to the Faculty.
5. If a student is to be absent from the practicum situation, it is his/her responsibility to inform the agency supervisor prior to the designated time of arrival. (This also applies to questions concerning Christmas vacations, extended hospital stays, etc.) Any situation where the student will be absent for any extended period of time must also be approved by the facility and college supervisors. All absences, regardless of reason, must be made up prior to completion of the course.
- a. Snow Days – If the college is closed for inclement weather on a scheduled practicum day, the student is not required to attend or make up hours. If the agency is closed due to snow/bad weather, the student will need to make-up the missed time. Always use good judgment in inclement weather; when in question, call your site supervisor.
 - b. If the agency is closed in recognition of a holiday, the student must make up the hours.
6. If a student is dissatisfied with the practicum, he/she should consult the faculty immediately. The faculty will investigate the situation and arrive at a solution in cooperation with the agency and the student.
7. The faculty supervisor reserves the right to dismiss a student from the practicum site if the faculty or the facility supervisor assesses the student's practicum experience as being unsatisfactory.
- a. The student will abide by existing rules and regulations of the practicum agency including cell phone and computer usage. Failure to do so will be deemed as unsatisfactory performance by the student.
 - b. While in a practicum facility, the student is under the supervision of the facility supervisor. The student is obligated to perform as well as possible, and to follow agency rules and regulations.
 - c. It is the responsibility of student to respect the rights of the clients of the agency. Confidentiality is especially important. Any breach of confidentiality will result in dismissal from the practicum setting and perhaps even the Human Services program.

- d. The faculty supervisor reserves the right to dismiss from a practicum site, any student who demonstrates unsafe practicum performance or behavior that threatens the physical or emotional safety of client care. This dismissal may occur at any time.
8. Students are encouraged to seek or utilize practicum sites that are not their places of employment. When a student is an employee of a site agency, it is difficult to distinguish him or her as a student and to create a meaningful learning experience consistent with the needs of the Human Services Program.

Another concern is regarding liability issues that occur because of the dual role of being a “student” and an “employee.” However, if a student does seek approval for a site that is the student’s place of employment then:

- a. Approval must be requested by the student to their Faculty Advisor. A decision will be made by the HMSV full-time faculty in the HMSV Program.
- b. The student must agree to follow a learning contract developed by the HMSV faculty and the site supervisor of the agency.
- c. The student’s practicum experience hours will be above and beyond his or her job duties.
- d. The student will be required to seek out additional goals and objectives above and beyond their job duties.
- e. The student will only be permitted to utilize his or her work place as a practicum with department approval for up to all three practicums.

Agreement to this request is not guaranteed.

9. Dress and personal attire:

Professional dress is expected during practicum hours. Attire will be dictated by the practicum agency’s policies and procedures. Tattoos and piercings may need to be covered according to agency policy.

10. Professional Liability Insurance:

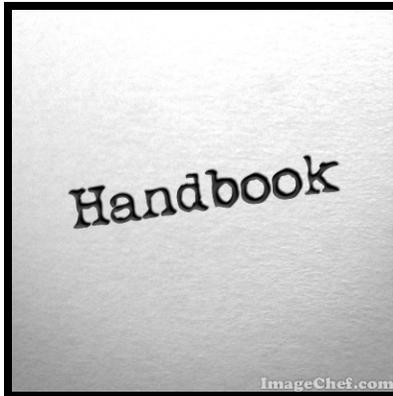
Students are covered during their practicum/directed practice experience hours only. Refer to the Student Professional Liability Insurance Coverage section of the handbook for specific details of the coverage.

11. Transportation to and from practicum/directed practice experience:

Students are required to provide their own transportation to and from the practicum/directed practice experiences.

Students may not transport clients or residents in their own personal cars.





V. HANDBOOK

A. Handbook Revisions

The Student Handbook may be revised at any point during the academic year. In the event there are changes and/or additions, students will be given an addendum to the Student Handbook, stating the change and/or addition and the effective date.

B. Handbook Clarification

Should there be any questions regarding any of the material in this student handbook, you are encouraged to review any of the questionable material with your instructor or faculty advisor. It is your responsibility to seek clarification of any policy or procedure which you do not understand and which may affect your status as a student.

C. College Policies/Procedures

1. Attendance Requirements

All students are required to attend all scheduled classes and examinations. Each faculty member has the right to establish regulations regarding attendance that he/she considers necessary for successful study.

Students who do not attend classes may be administratively withdrawn from those classes. However, failure to attend classes does not constitute withdrawal, and students are expected to process a formal withdrawal through the Student Records Office in Kee Hall.

2. Student Engagement Requirements

Student engagement is based on the “active pursuit” of learning which can be measured by class attendance, class participation (in class or online), taking required

quizzes/examinations, and submission of work assignments or papers. Student engagement consists of a student attending at least 60% of the class sessions (there should be attendance throughout the term) and/or completing 75% of the assignments listed on the syllabus at the midpoint in the term. Exceptions can be made when there is on-going communication between the student and faculty member. The communication must be documented and the faculty member and student must be in agreement regarding the exception. Students not meeting the expectation will be administratively withdrawn from class. If a student believes he/she was administratively withdrawn in error, he/she may file an appeal. Being administratively withdrawn may have program and financial aid implications.

3. Academic Misconduct

Academic misconduct is any activity that tends to compromise the academic integrity of the college, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

- a. Violation of course or program rules as contained in the course syllabus or other information provided to the student; violation of program requirements as established by departments and made available to students.
- b. Plagiarism including, but not limited to, submitting, without appropriate acknowledgment, any written, visual or oral material that has been copied in whole or in part from the work of others (whether such source is published or not) even if the material is completely paraphrased in one's own words. This includes another individual's academic composition, compilation, or other product, or a commercially prepared paper. Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor.

Such practices constitute plagiarism regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed.

- c. Cheating and dishonest practices in connection with examinations, papers and projects, including but not limited to using unauthorized notes, study aids or information on an examination; obtaining help from another student during an examination; taking an exam or doing work for another student; providing one's own work for another student to copy and submit as his/her own; or allowing another student to do one's work and then submitting the work as one's own. Also included would be altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or similar papers for

credit in more than one course without prior permission from the course instructors.

- d. Fabrication including but not limited to falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with defined appropriate guidelines, and failing to include an accurate account of the method by which data were collected.
- e. Obtaining an unfair advantage including, but not limited to stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaborating on an academic assignment; taking, hiding or altering resource material; or undertaking any activity with the purpose of creating or obtaining an unfair advantage over another student's academic work.
- f. Aiding and abetting academic dishonesty including, but not limited to providing material, information or other assistance to another person with the knowledge that such aid could be used in any of the violations stated above, or providing false information in connection with any inquiry regarding academic integrity.
- g. Alteration of grades or marks including but not limited to, action by the student in an effort to change the earned credit or grade.

In addition, cases of academic dishonesty may involve photocopied materials. Materials used may fall under the Copyright Act. Violations of said Act may subject the user and/or the College to sanctions.

4. Statement on Disabilities

Any student who requires reasonable accommodations related to a disability should inform the course instructor and the Coordinator of Specialized Services (Room 138 in Kee Hall; phone 419-755-4727).

Students who encounter difficulty in any of their courses are encouraged to visit the Tutoring Resource Center (Room 119 in Fallerius Technical Education Center) for tutoring assistance, and the Student Success Center (Room 136 in Kee Hall) for academic assistance, advising services, referrals for personal counseling and Learning Disability (LD) Testing.

5. Statement on Withdrawals

As a student, you are expected to attend class. If you are unable or choose not to attend class, or if for whatever reason you are unable to keep up with the requirements of a course, you need to officially drop the class at the Student

Records Office. Refund dates and withdrawal dates will vary slightly from term to term. Contact the Student Records Office for applicable dates. Additionally, these dates are posted on the academic calendar available on the college's website, www.ncstatecollege.edu, under the Academics heading on the home page and are available at the Student Records Office in Kee Hall. Students should go to the Student Records Office (Room 142 in Kee Hall) to process their withdrawal from any class.

If you choose to walk away from your class without officially withdrawing from it, the faculty member teaching the class must grade your classroom performance on the material available to him or her. This normally results in an "F" grade. An "F" grade can lower your grade point average considerably depending on the total credits accumulated.





Appendices

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Appendix A

**NORTH CENTRAL STATE COLLEGE
HUMAN SERVICES PROGRAM
ACKNOWLEDGMENT & CONSENT SIGNATURE FORM**

I hereby acknowledge that I have received a copy of the Student Handbook for the Human Service Program. I have read the handbook and consulted with an instructor about any questions I might have. I agree to follow all the policies and procedures contained in the handbook.

Signature _____ Date _____



Appendix B

NORTH CENTRAL STATE COLLEGE
HUMAN SERVICES PROGRAM
PROFESSIONAL EXPERIENCE
RELEASE OF LIABILITY

The undersigned student acknowledges and agrees that:

1. He or she has undertaken clinical/practicum/directed practice at a site (or sites) assigned by the College during the student’s enrollment at North Central State College (NC State College), and that this experience is a requirement of the program.
2.
 - a. The student IS NOT covered under worker’s compensation attributable to NC State on account of the program or the experience.
 - b. The student IS NOT covered by medical insurance attributable to NC State on account of the program or the experience, other than for diagnostic testing of infectious diseases from direct or indirect contact with bodily fluids, or those infectious diseases transmitted by air.
 - c. The student IS covered by professional liability insurance attributable to NC State on account of the program or experience with limits and exclusions as noted below:
 1. The purpose of this insurance is to provide coverage for sums you may become legally obligated to pay as “damages” because of injury to which this insurance applies caused by a “medical incident.”
 2. A “medical incident” means any act or omission in the furnishing of professional services by you as it relates to your activities in the area of medical professional educations and clinical experience.
 3. Coverage limits are: \$1,000,000 each medical incident
 \$3,000,000 aggregate
 4. This information is not a substitute for policy language. Actual terms, conditions, coverages, and limits of the current policy in force will apply. A complete copy of the coverage form is available upon request.
3. While NC State has no knowledge of any condition with respect to the employment which could cause injury to the student while exercising reasonable care, NC State makes no other representations of any kind involving the experience.

I acknowledge that I have received and understand the Student Professional Release of Liability Form.

Date: _____

Signature: _____

Printed Name: _____

Social Security Number: _____ - _____ - _____



NORTH CENTRAL STATE COLLEGE

Human Services 2017-2018

| FALL | | | | YEAR ONE |
|------------------------------|---------------|----------------------------|--|-----------------|
| Complete | Course Number | Course Title | Prerequisites | Credits |
| | ENGL 1010 | English Composition I | WRIT 0090 and READ 0080 * | 3 |
| | PSYC 1010 | Introduction to Psychology | | 3 |
| | STAT 1010 | Probability and Statistics | MATH 0086 with a minimum of C- grade or Compass ≥ 52 or ACT Math ≥ 22 or ACCUPLACER CLM ≥ 30 or concurrently with STAT-0086 | 3 |
| | HMSV 1010 | Intro to Human Services | | 3 |
| | HMSV 1030 | Human Service Assessments | | 3 |
| Semester Credit Hours | | | | 15 |

| SPRING | | | | YEAR ONE |
|------------------------------|---------------|------------------------------|--|-----------------|
| Complete | Course Number | Course Title | Prerequisites | Credits |
| | ENGL 1030 | English Composition II | ENGL 1010 (minimum grade on C-) | 3 |
| | PSYC 2010 | Human Growth & Development | PSYC 1010 | 3 |
| | HMSV 1050 | Intro to Social Work | HMSV 1010, HMSV 1030, HMSV 1170c | 3 |
| | HMSV 1170 | Directed Practice/Seminar I | HMSV 1010, HMSV 1030, HMSV 1090c, ENGL 1010c | 3 |
| | HMSV 1090 | Group Work in Human Services | HMSV 1010, HMSV 1030, HMSV 1170c | 3 |
| Semester Credit Hours | | | | 15 |

| FALL | | | | YEAR TWO |
|------------------------------|---------------------------|---|----------------------------------|-----------------|
| Complete | Course Number | Course Title | Prerequisites | Credits |
| | _____ | Basic Elective | | 3 |
| | BIOL 1050 or BIOL 1710 | Principles of Biology OR Intro to Human Anatomy & Physiology | | 3 |
| | HMSV 2030 | Introduction to Case Management | HMSV 1050, HMSV 1170 | 3 |
| | HMSV 2050 | Social Problems | HMSV 1050, HMSV 1170 | 3 |
| | HMSV 2070 | Practicum/Seminar II | HMSV 1050, HMSV 1170, ENGL 1030c | 4 |
| Semester Credit Hours | | | | 16 |

| SPRING | | | | YEAR TWO |
|------------------------------|---------------|---|---------------------------------|-----------------|
| Complete | Course Number | Course Title | Prerequisites | Credits |
| | _____ | Humanities Elective | | 3 |
| | _____ | Basic Elective | | 3 |
| | HMSV 2090 | Treatment Modalities/Crisis Intervention | HMSV 2030, HMSV 2050, HMSV 2070 | 3 |
| | HMSV 2110 | Poverty and Social Welfare | HMSV 2030, HMSV 2050, HMSV 2070 | 3 |
| | HMSV 2270 | Practicum/Seminar III | HSMV 2030, HMSV 2050, HMSV 2070 | 4 |
| Semester Credit Hours | | | | 16 |
| TOTAL SEMESTER HOURS | | | | 62 |

c = Can be concurrent m = Must be concurrent

| BASIC ELECTIVES | | | | |
|------------------------|---------------|--|----------------------|---------|
| Complete | Course Number | Course Title | Prerequisites | Credits |
| | HMSV 2120 | Survey of Human Disabilities | | 3 |
| | HMSV 2150 | Substance Abuse and Treatment | | 3 |
| | HMSV 2160 | Substance Abuse Counseling: Core Functions | HMSV 2150 | 3 |
| | PSYC 1090 | Death and Dying | | 3 |
| | PSYC 2050 | Abnormal Psychology | | 3 |
| | SOCY 2010 | Cultural Diversity and Racism | | 3 |
| | CHWR 2710 | Community Health Worker I | | 3 |
| | CRMJ 1070 | Family Violence | | 3 |
| | CRMJ 1090 | Juvenile Delinquency | | 3 |
| | CRMJ 2130 | Community Based Corrections | ENGL 1030, CRMJ 1010 | 3 |

| HUMANITIES ELECTIVES | | | | |
|-----------------------------|---------------|------------------------------|---------------|---------|
| Complete | Course Number | Course Title | Prerequisites | Credits |
| | ARTS 1030 | Art Appreciation | | 3 |
| | HIST 1010 | American History I | | 3 |
| | HIST 1030 | American History II | | 3 |
| | HUMA 1010 | Introduction to Humanities | READ 0080 | 3 |
| | HUMA 1030 | Leadership & the Classics | | 3 |
| | HUMA 2999 | Special Topics in Humanities | | 3 |
| | MUSC 1010 | Music Appreciation | | 3 |
| | PHIL 1010 | Western Philosophy | | 3 |
| | PHIL 1030 | Philosophy of Religion | | 3 |
| | PHIL 1050 | American Philosophy | | 3 |
| | PHIL 1070 | Science, Art & Literature | | 3 |
| | PHIL 1090 | The History of the Future | | 3 |
| | PHIL 1110 | Ethics | | 3 |
| | PHIL 1130 | Philosophy & Science | | 3 |
| | PHIL 1170 | Eastern Philosophy | | 3 |
| | PHIL 2999 | Special Topics in Philosophy | | 3 |
| | THEA 1010 | Intro To Theatre | | 3 |

c = Can be concurrent m = Must be concurrent

* COMPASS Writing ≥ 81 or 69-80 plus eWrite of 6 or ACT English ≥ 22 or 18-21 plus eWrite of 6 or WRIT 0090 **and** COMPASS Reading ≥ 80 or READ 0080

** Mandatory Math Placement - All incoming students will be required to take the COMPASS placement test and based on their COMPASS scores, students will be placed in appropriate mathematics courses. Successful completion (C- or better) of any math course is required in order to advance to the next higher level math course.

~ Prior to graduation, all students entering after Summer 2008, must receive credit for MATH 0074 Introduction to Algebra, or any math course above MATH 0074 or a COMPASS Algebra score of ≥ 31 , or an ACT Math score ≥ 21 .

^ Placement in WRIT 0090 or higher; students placed in READ 0080 cannot enroll in HUMA1010 until they have completed their reading course.

The College strongly recommends that students be covered by hospitalization insurance, which can be purchased through a private carrier. To obtain a brochure regarding insurance, contact the Student Success Center. (Rm 103 Kee Hall) or call toll free 888-755-4899, ext. 4761 or locally 419-755-4761.

Beginning Academic Year 14/15 FYEX 0050 SUCCESS! is required for all students new to North Central State College. Placement in the course is determined at the time of study skills assessment testing.



North Central State College

Semester/Year: _____

Course Number: _____

Instructor's Name: _____

The student has shown me their background check and I have approved it.

Student's Name

Site Name

Site Supervisor's Name (Please Print)

Site Supervisor's Signature

Date

2441 Kenwood Circle
PO Box 698
Mansfield, OH 44901
419-755-4800
888.755.4899

www.ncstatecollege.edu

NOTES: