



### How to get a Practicum Placement:

1. Read **Fieldwork Manual** (available online at [www.hacc.edu/healthcareers](http://www.hacc.edu/healthcareers) > Programs Offered > Human Services > Handbook for the Fieldwork Practicum).
2. Visit agencies where you think you would like to work. (If you need help identifying agencies, contact the Practicum Instructor or the Internship Coordinator in the Career Services Center, Cooper 215)
3. Discuss and receive tentative agreement from placement agency.
4. Obtain instructor's signature for HUMS 215 registration.
5. Obtain agreement of Practicum Instructor for placement. (Sometimes instructor needs to speak with agency personnel to clarify student placement.)
6. Placement starts after the semester begins. (In addition to working at an agency for 250 contact hours, students must also attend a 2-hour seminar class one day per week.)

### Description and Important Information

#### **SOCIAL SERVICES (5060), HUMAN SERVICES (5550), and HUMAN SERVICES CERTIFICATE (5430)**

Graduates of our three programs are asked to make significant decisions affecting the lives of other people. Often these decisions must be made under emergency circumstances. Our communities expect those who graduate from our programs will apply best practice and conduct their work with the highest ethical standards. As a result there are standards for entering these three programs and standards for completing the programs and graduating.

#### **The Difference Between Human Services and Social Services**

The Social Services AA degree is 62 credits and prepares students for transfer to 4 year colleges for pursuit of a Bachelors Degree. Students with the Social Service AA degree are also prepared to work in social service agencies in entry level positions. The Human Service AA degree of 62 credits prepares students to work in entry level positions in almost all human service agencies, but does not require the specific courses, such as math, needed to transfer to a 4 year institution. The Certificate in Human Services is only 30 credits and is suitable for entry level positions with little opportunity to advance. The certificate can easily transfer into the Social Services or the Human Services programs should the student wish to continue beyond the first 30 credits.

#### **Standards for Admission to the Programs**

- Completion of HUMS 100, Introduction to Human Services with a grade of "C" or better
- Completion of English 101 with a grade of "C" or better
- Completion of all remedial reading courses
- A GPA of 2.0
- Submission of background clearances (Note: Issues in a student's past do not automatically prevent the student from entering the program)

#### **Standards for Completion in the Program**

- Maintain a 2.0 GPA
- Complete all HUMS, PSYC, SOCI courses; ENGL 101, 102; SPCH 101 with a "C" or better
- Complete program requirements within 5 years of admission to the any of these three programs

#### **Standards for admission to the Fieldwork Course**

- Meet with the instructor
- Have a placement worked out before the course starts
- Obtain Instructor's signature for registration

**Students are encouraged to see their advisor to develop and review individual educational plans.**  
**Contact your home campus to schedule an appointment.**

Name \_\_\_\_\_ HACCID \_\_\_\_\_ Phone \_\_\_\_\_

Students asked to leave the program, either for personal issues or for low GPA, may apply for re-admission during the following semester. See the Student Handbook for Details regarding grounds for dismissal and re-admission to the program.

### **Career Opportunities**

Graduates of the program can take positions in a number of social service agencies such as mental health, mental retardation, substance abuse, gerontology, women's services and family services.

### **Competency Profile**

This curriculum is designed to prepare students to:

- Conduct interviews for purposes of gathering information, assessment, and development of service plans
- Work effectively with clients and their families to plan treatment or service
- Write effective contact notes, social histories, and maintain client files
- Make referrals and facilitate clients moving through the social service system
- Establish and maintain effective working relationships with clients and their families
- Perform case management responsibilities in a variety of settings
- Understand ethics and laws as they apply to the human service field
- Understand racially and culturally diverse populations
- Prepare students enrolled in the Social Services AA degree to transfer to 4 year institutions

**Students are encouraged to see their advisor to develop and review individual educational plans.  
Contact your home campus to schedule an appointment.**

Advisor \_\_\_\_\_ Location \_\_\_\_\_ Phone \_\_\_\_\_