HUMAN SERVICES DEPARTMENT HANDBOOK

UNIVERSITY *OF* ALASKA
ANCHORAGE
www.uaa.alaska.edu/hums

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INTRODUCTION

Dear Human Services Student:

This handbook has been prepared to acquaint you with information, procedures, and policies of the Human Services Program at the University of Alaska Anchorage (UAA). Together with the UAA Catalog which contains University policies, this handbook will provide you with details about various aspects of Human Services advising, admission, coursework and field work (practica). The handbook, along with the UAA Catalog are considered policy manuals, and you will be held to the policies explained in these documents. While it is intended as a reference for you, we realize that it cannot answer every question, and we urge you to consult your Human Services faculty advisor for any additional assistance you may require.

The mission of the UAA Human Services Department is "to provide career-focused programs preparing students as human service professionals through a unique competency based community oriented program blending classroom and experiential learning." "Putting people to work...working with people" is a phrase that best sums up the Human Services field, one of the fastest growing career fields in the United States today. In an age of social change, there is a definite need for the skilled Human Services professional.

The field of Human Services is broadly defined, uniquely approaching the objective of meeting human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems and maintaining a commitment to improving the overall quality of life of service populations. The Human Services profession is dedicated to providing services to individuals and families in need of assistance. The goal of human services work is to enhance the quality of life for those who are served.

Human Service professionals are trained in a wide variety of helping interventions so that they may provide direct services to individuals or groups with diverse needs. These professionals also work in many different service settings integrating and coordinating the efforts of specialized professionals. Although graduates may vary from program to program in response to local needs, human services professionals are trained in basic helping skills essential to the helping relationship. In addition to skill training, programs provide knowledge and values components as the foundation to practice these skills.

A major component of all human service education is experiential learning or learning-by-doing. The Human Services program provides extensive field-based experiences or practica in a variety of community agencies. Such practica allow the student to integrate knowledge and skill and thereby demonstrate competency.

Your professional education is the purpose for our existence and the Human Services Department is available to help make that educational experience a positive one.

Welcome to the Human Services Program and best wishes for your academic success.

The Human Services Faculty

HUMAN SERVICES PROGRAM

The University of Alaska Anchorage (UAA) is part of the State of Alaska's University system. Among UAA's various educational and administrative units is the College of Health in which the Human Services Associate of Applied Science (AAS), Bachelor of Human Services (BHS) degree and Graduate Certificate programs reside. The AAS and BHS are separate, professional degrees awarded by UAA. The Graduate Certificate is an 18 credit professional certificate available for post baccalaureate students.

The Human Services Program offered through the Anchorage Campus was originally housed in Anchorage Community College, Division of Social Sciences and approved by the Board of Regents in 1982. Following the 1987 merger of Anchorage Community College into the University of Alaska Anchorage, the Human Services Program was transferred to the College of Arts and Sciences. The three full time faculty were assigned to different departments, Social Work and Psychology. During the summer of 1988, the Dean of the College of Arts and Sciences (recognizing the distinctions among Human Services, Social Work and Psychology), named Human Services as a separate department and reassigned the three faculty to that department. During the summer of 1989, the Human Services Department was transferred to the College of Career and Vocational Education. In the fall 1996, the University of Alaska Anchorage was restructured and Human Services became a part of the new College of Health, Education & Social Welfare. In fall 2002, the School of Education became the College of Education and Human Services remained within the new College of Health and Social Welfare. In 2011 the University of Alaska reorganized its health programs, expanding the College and changed the college name to the College of Health.

The Department of Human Services offers both an Associate of Applied Science (AAS) degree in Human Services preparing students for entry-level employment and a Bachelor of Human Services (BHS) practitioner's degree which holds as its mission the preparation of students to work effectively in human services and paraprofessional counseling practices. The Associate of Applied Science degree is articulated with the baccalaureate degree in a two-plus-two sequence. Employing a multidisciplinary approach, the degree objective is to provide students with both a conceptual and skill foundation suitable for successful Human Service practice in both urban and rural settings. Human Service practice requires multicultural understanding, respect of clients through a collaborative relationship founded upon a strengths model. Specific skill courses combined with practica are enhanced through conceptual course work in Human Services, Anthropology, Social Work and Psychology. The department expanded its offerings in 2009 to include a Graduate Certificate in Advanced Human Service Systems. The Graduate Certificate in Advanced Human Service Practice prepares students with a Bachelor of Human Services or related degree for a broad array of mid-level and advanced occupations within the behavioral health/community and social services clusters.

The eight core human services AAS courses include: Introduction to Human Services (skills in gathering information and assessment, intervention strategies, and recording information; and knowledge of agency structure and functioning), Paraprofessional Counseling I and II (skills in interviewing, information gathering and assessment), History and Systems of Human Services (historical background), Introduction to Field Work (preparation for field placement and introduction to technology), Groups and Organization (introduction to how groups and organizations work) and Human Services Practicum I and Practicum II (placement in an agency; assessment, service planning, and intervention skills). In addition, students take three courses from a list of selectives at the AAS level.

In addition to completion of the Human Services AAS degree, the core courses for completion of the Bachelor of Human Services degree include: Alternative Dispute Resolution, Ethical Issues in Human Service Practice, Rural Treatment Strategies for Human Service Professionals, Substance Abuse Counseling for Human Service Professionals, Advanced Counseling for Human Service Professionals, Group Facilitation for Human Service Professionals, Crisis Intervention, Diversity Issues in Human Services Practice, Service Coordination in Human Service Practice, Human Services Practicum III and

Practicum IV (agency placement with advanced levels of responsibility for providing direct client services and/or completing special projects or activities in the agency).

The Human Services Occupational Endorsement Certificate in Conflict Resolution provides students the opportunity to acquire skills used in various Conflict Resolution methods commonly used in human service agencies. The 18 credit program provides a balanced education in Family Mediation, Alternative Dispute Resolution, Paraprofessional Counseling and Group Facilitation. Instruction is delivered through classroom lectures, demonstrations, and practical experience.

A Minor in Human Services is in process and it is expected to be offered in Fall, 2014. The Minor focuses upon basic human helping and communication skills appropriate for any UAA degree seeking student wishing to develop interactive human helping skills.

The Minor in Addiction Studies is also administered by the Human Services Department, along with substance abuse curriculum designed to prepare students for employment in the addictions field.

The Graduate Certificate in Advanced Human Service Systems prepares students with a Bachelor of Human Services or related degree for a broad array of mid-level and advanced occupations within the behavioral health/community and social services clusters. Students will develop advanced knowledge and skills in program evaluation, family and community service delivery, organizational development and leadership, professional ethics and decision making, as well as current and continuing issues in human development.

An important part of the program is Human Services academic and career advising. Prospective students may want to contact a Human Services faculty advisor before entering the program. Students admitted to the Human Services program will be assigned a faculty academic advisor for advising in course selections and/or program planning and are expected to meet regularly with him/her.

I. FITNESS FOR THE PROFESSION

PROFESSIONAL AND PERSONAL DEVELOPMENT

Entry into the profession of Human Services is more than initiating a new career path or beginning a new job. It is similar to starting a lifelong journey. As in many other fields of endeavor, there are both academic and practica requirements to complete. However, since Human Service is a profession dealing with people and their life challenges; there are professional and personal challenges that students will encounter.

Meeting these challenges and learning to grow from them is an integral part of succeeding in the Human Service profession. As Human Service educators, the UAA Human Service faculty and staff are committed to facilitating the professional development and personal growth of our students as they grow toward success in the Human Service profession.

As a Human Service student it is important to evaluate one's value, beliefs, attitudes and behavior patterns. In many ways the deepest challenge students will encounter is the combined tasks of self-assessment, self-correction and self-direction across their academic, professional and personal journey. It is the department's sincere hope and expectation that each student joining the Department will succeed in these tasks. To that end, listed below are the attributes, characteristics or behaviors important for success in the Human Service profession.

Human Service students in each degree program will be evaluated with reference to these professional and personal attributes as well as to their academic performance and professional skills. The list below is not exhaustive but is meant to provide a firm basis for discussions between students and faculty related to student success. Descriptions are given to help students in evaluating their own strengths and growing edges in each domain.

Students showing behavioral deficiencies within any of the domains will be informed by either their faculty member, academic advisor or agency field instructor and be required to:

Meet with their Human Service Academic Advisor for assistance. The resulting advisor/student relationship can result in any or all of the following outcomes: a) on-going academic advising and remedial assignments designed to improve student performance and resulting in student improvement, or b) a referral to either a university or community based human service/mental health agency for services designed to improve student performance and resulting in student performance, or c) a referral and recommendation to the department for a determination of the student's status in the program.

Departmental status recommendations may include: a) continuation of academic advising relationship until specific goals are met, or b) student suspension from program until specific goals are met, or c) suspension or dismissal from the Human Service program. All university student appeal and due process policies and procedures apply to decisions made by the department related to student fitness for the profession.

Professional/Personal Attributes:

Professional/Personal Attributes	Description
1. Commitment to Wellness	An understanding of, and decision to pursue, wellness as a lifestyle over the life span. Willingness to assess issues of wellness in one's lifestyle and life-environments; and ongoing choice to become the best one can be spiritually, mentally, emotionally, physically, socially and vocationally.
2. Commitment to Learning	Demonstrated ability to self-assess, self-correct and

Professional/Personal Attributes	Description
	self-direct; to identify needs and sources of learning; to continually seek new knowledge and understanding. Demonstrate academic-and life-management skills: For example, ability to prioritize and mange a variety of commitments, time and stress; critical thinking skills; problem-solving and ethical decision skills; quality participation in class exercises and assignments; timeliness Commitment to excellence as a Human Service professional
3. Core Academic and Professional Competencies	The Human Service profession, through its accrediting and certifying agency (CSHSE) identified the knowledge-base that is essential for success in Human Services. These core areas include: History of Human Services, Human Systems, Human Service Delivery, Information Management, Planning and Evaluation, Intervention and Direct Services, Interpersonal Communication, Client-Related Values and Attitudes, and Self Development. Acceptable performance in these academic areas is essential. In addition, an acceptable level of functioning in practicum is required and expected. The ability to form effective collegial working relationships with peers and supervisors and clients is necessary and required. It should be noted that, in a number of academic courses involving these core academic and performance areas, students will be challenged to review their own values, attitudes, experiences, beliefs, behaviors and biases. Willingness to engage in this self-review, its challenges and potential growth, is a critical element in growing as a professional counselor.
4. Professional Identity	Commitment to ongoing development as a professional Human Service and member of the "helping professional." Commitment to high standards of practice as a Human Service professional and the Human Service Code of Ethics. An understanding of one's motivation for choosing the Human Service profession. The ability to critically assess one's own values, attitudes, beliefs and behaviors as they relate to the standards of excellence and ethics, and the best practices, of the Human Services profession .

Professional/Personal Attributes	Description
	The ability to exhibit appropriate professional attitudes and conduct; ability to represent the profession ethically and effectively. Willingness to assume roles of service and advocacy. Ability to demonstrate **theory-into-practice**, that is, to translate learned values and content knowledge into professional/personal attitudes and action Developing participation in the varied roles of the Human Services professional organizations through membership, services and scholarship. Ability to see one's self as connected to a wider whole of regional/global needs, helping systems, and resources. A commitment to advocacy on behalf of clients and larger society, as well as to the pursuit of social justice, as consistent with one's professional Human Services identity
5. Personal Maturity	Ability to live and function at an appropriate level of emotional, psychological, and relational well-being; freedom from significant impairments that would affect one's ability to perform as a Human Services professional. The ability to tolerate ambiguity and to patiently address areas of growth. Ability to balance personal and professional self-awareness.
6. Responsibility	Demonstrated ability to fulfill professional commitments and to be accountable for actions and outcomes. Demonstration of effective work habits and attitudes (e.g. reliability), evident in classes, assistantship assignments, and other areas of student performance. Demonstrated ability to act and respond in a variety of situations with honesty and integrity. Knowledgeable about professional ethical standards and competent in applying those standards to concrete situations.
7. Interpersonal Skills	Demonstrated ability to interact effectively with clients, families, colleagues, other helping professionals, and the community and to deal effectively with multiple diversities in a pluralistic society. Effectiveness in establishing positive interpersonal relationships on an individual and group basis; openness to constructive criticism; tolerance and openness toward differences; ability to develop appropriate support systems.
8. Communication Skills	Demonstrated ability to communicate effectively

Professional/Personal Attributes	Description
	(i.e. speaking, body language, reading, writing, listening) for varied audiences and purposes. Sensitive to diversity in one's communications.
9. Problem Solving	In both professional performance and personal development, the ability to recognize and define problems, analyze data from varied sources, develop and implement solutions, and evaluate outcomes. The ability to seek out resources for help, support, and insight.
10. Stress Management	The ability to identify sources of the stress that (potentially) affect personal and professional functioning, and to develop effective coping behaviors. Existence of appropriate boundaries between personal stressors and professional performance. Obtaining appropriate supports, resources and help when needed.

http://www.scranton.edu/academics/pcps/counseling/programs/community/pdf/fitness.pdf drawn 7/9/2013**.** *A Policy Statement from the Faculty and Staff of the Department of Counseling and Human Services, College of Professional Studies, University of Scranton.*

II. ORIENTATION

Human Services orientation is offered on three consecutive Fridays at the beginning of each semester. The first session is in the morning, the second in the afternoon and the third in the evening. Exact times and locations are posted on the department website, facebook page and in all entry level classes.

Students must attend one of the three scheduled orientation session. Their attendance will be recorded and a certificate of completion will be given to the student with a copy put in their department academic file. Failure to attend orientation will result in the following:

- The student will not be eligible for practicum until the orientation requirement is met
- Faculty advisors will not assist students with financial aid appeals
  - The College of Health Advising Office will be available to assist with appeals

Students who have not declared Human Services as a major are encouraged to attend. Many of the same issues affect all college students.

The Human Services department makes orientation mandatory for the following reasons:

- Most student are receiving financial assistance either through grants, loans, entitlement (GI Bill) or eligibility (Vocational Rehabilitation) programs.
- Some students come to UAA with transfer credits from other colleges and universities
  - This can prove to be an asset or liability to the student
    - An advising session may help avoid program and financial problems in the future
- Although not unique, the Human Services 2+2 program requires different choices and options than other traditional university programs. It is important to pay close attention to taking courses that are required for the degree in sequence to prevent having to "go back and fill in gaps".

- Veteran "entitlement" programs are being micro-managed (closely monitored sometimes without a clear understanding of degree requirements of the programs or career development opportunities) by the VA. It is recommended that veterans meet each semester with a Human Services faculty advisor. Deviation from VA regulations can lead to delayed payment or decertification.
- Barrier crimes can impede or bar an individual from entering the profession.
  - Early identification of students with barrier crimes is essential both for the student and the department
- Fitness for the profession
  - Working as a human services professional requires more than good grades. It requires good communication skills with clients, other Human Services professional, and Human Services educators and department staff. Acquisition of these skills will be observed through proficient completion of practicum placements and course work.

Exceptions

- Only unforeseeable extenuating circumstances will be considered. If you were unable to attend an orientation session for reasons that were beyond your control, you must write a letter to the department chair requesting an exception to policy. You must also document the circumstances. The department chair can approve or deny your request based on your circumstances. If your request is approved, you will be referred to the Associate Degree Coordinator for an individual orientation appointment. If your request is denied, you will be required to attend an orientation session the following semester. Remember, this is for student's benefit to help navigate your educational experience and can help save you time and frustration down the road.

III. DEGREE REQUIREMENTS

To be awarded an AAS Degree in Human Services, students must complete the General University Requirements for Associate Degrees, the Associate of Applied Science requirements (15 credits), and the Human Services core and required courses. A total of 60 credits is required for the degree.

Students must complete the admission requirements for Baccalaureate Degree Programs to include the completion of a Human Service (or related field) Associate Degree from an accredited institution recognized by UAA in order to be admitted as a BHS full major. To be awarded the BHS degree, students must complete the General University Requirements for Baccalaureate Degrees and the General Education Requirements for Baccalaureate Degrees in addition to the Bachelor of Human Services core requirements. A total of 120 credits are required for the BHS degree, of which 42 credits must be upper-division.

Students who possess a Baccalaureate degree from an appropriate discipline are eligible to apply for the Graduate Certificate in Advanced Human Service Systems. The Certificate requires 12 credits of required core courses and 6 credits of selective courses, for a total of 18 credits

Please refer to the University catalog that was in effect the year in which you declared Human Services AAS or BHS or Graduate Certificate as your major for current degree requirements.

Meeting with a Human Services faculty advisor to develop your degree plan is highly recommended.

IV. TRANSFER CREDITS

Where possible, transfer credits are equated with University of Alaska Anchorage courses. When this is not possible, evaluators may grant specifically designated elective credit to meet a General Education or other requirements. The principle that governs the substitution of transferred credits for General Education or College Wide degree requirements is based upon the demonstration that the course work clearly satisfies the intent of the required course work. The University of Alaska Anchorage reserves the right to reject transfer credit or to require an examination before credit is allowed.

An evaluation of transfer credit is completed by UAA's Enrollment Services after a student has been accepted to degree seeking status. Official Transcripts (those sent directly from one university/college to another) must be sent to Enrollment Services at UAA. Transcripts are evaluated by Enrollment Services to determine if the credits are applicable to a degree program at UAA.

Please refer to the UAA catalog for complete Transfer Credit policies and procedures.

V. DECLARATION OF MAJOR

Students wishing to earn certificates, associate degrees or baccalaureate degrees must apply and be formally admitted to the individual program at UAA. At the time of formal admission to degree-seeking status, transfer students must declare and submit official transcripts from all colleges and universities previously attended.

Students, who are applying for the Human Services practica, must be formally admitted to the Human Services program. To be eligible for graduation, a student must be formally admitted a minimum of one semester prior to applying for graduation. The University Catalog in effect when a Human Services major is declared becomes the basis for all requirements and all future advising guidance. Enrollment Services will first notify you with a Certificate of Admission for admittance to the Human Services program. You will then receive a letter from the Human Services Department welcoming you to the program and assigning your Academic Advisor.

VI. ADVISING

The Human Services Department holds multiple orientations at the beginning of the fall and spring semesters. It is required that students attend at least one orientation. The best time is your first semester at UAA. Dates of upcoming orientations are posted on the Human Services Website (www.uaa.alaska.edu/hums)

A conference with your faculty academic advisor is strongly recommended to outline your degree program. In order to facilitate advising, please contact your Human Services faculty advisor to schedule an advising appointment during the semester.

The purpose of advising is to assist you in implementing an educational plan for completion of the AAS and/or BHS degree (2 + 2) or Graduate Certificate requirements and to guide you toward the completion of requisite courses in a timely fashion. If you are undeclared and would like more information about human services as a career field, you are encouraged to make an advising appointment.

If you are a student veteran attending UAA on veteran benefits, you are encourage to meet with an advisor as soon as possible to discuss how VA regulations can be in conflict with academic

advising. If the department knows you are a veteran, certain steps can be taken to avoid future problems.

THE FINAL RESPONSIBILITY FOR YOUR ACADEMIC PLAN IS YOURS.

Objectives of Advising

1. To provide information about the Human Services program, Human Services as a profession, and the suitability of this course of study for each individual student.

2. To provide specific information about courses, registration, and to assist you in completing courses required.

3. To assist you in use of other University resources, such as the Advising and Counseling Center, Testing and Assessment, Career Services Center, Disability Support Services, the Student Health Center, Computer Labs, the Reading and Writing Center, Native Student Services, AHAINA, and other student services.

4. To acquaint you with the Human Services admission procedures, requirements and purposes.

5. To assist in setting individualized learning objectives within the overall program, including exploration of different fields of practice and individual interests.

6. To assist you in evaluating progress and performance.

7. To assist you in determining readiness for Practicum seminar and placement.

8. To assist you in seeking remedies to complaints.

9. If necessary, to assist you in entering another area of study.

VII. ADMISSION TO THE HUMAN SERVICES DEGREE PROGRAMS

1. **Associate of Applied Science (AAS)** Degree in Human Services - UAA's open enrollment policy allows students to register for courses in which they have adequate background. To qualify for open enrollment, a student must:

    a. Have earned a high school diploma or the equivalent (GED), or
    b. Have earned at least 30 college-level semester credits, or
    c. Be 18 years old and have participated in UAA's Ability to Benefit process.

    Students who wish to earn the AAS in Human Services must apply and be formally admitted to the Human Services program. An Application for Admission must be completed and submitted to UAA's Enrollment Services.

2. **Bachelor of Human Services (BHS)** – The UAA Human Services Department is revising the BHS curriculum. Consultation with a Human Services faculty advisor is highly recommended before applying to the program. Please refer to the UAA Catalog for current Baccalaureate Degree Program Admission Requirements. Students must complete an Associate of Applied Science Human Services degree (or an equivalent) from an accredited institution recognized by UAA. Students holding a related degree should meet with a faculty advisor before applying for the BHS degree. An application for Admission to the program must be completed and returned to the department by the semester due dates. An application

for admission to a Baccalaureate Degree must be completed and submitted to UAA's Enrollment Services. All decisions of the admissions committee are final.

3. **Graduate Certificate in Advanced Human Service Systems -** To qualify for admission to the Graduate Certificate in Advanced Human Service Systems a student must have earned a baccalaureate degree from a regionally accredited institution in the United States or a foreign equivalent. Students who expect to receive their baccalaureate degrees within two semesters may also apply for admission. Applicants have a GPA of 3.00. Students wishing to pursue a Graduate Certificate in Advanced Human Service Systems must apply to both UAA and the Human Services Department.

4. Formally admitted students may request to change their major or degree program to another program at the same or higher level (i.e. associate to associate, associate to baccalaureate, baccalaureate to baccalaureate) through the Change of Major/Degree process. Students admitted initially in undeclared status may declare a major or degree program through this process as well.

5. Please refer to the UAA Catalog for complete and updated admission requirements.

6. The UAA Human Services Department embraces all University of Alaska policies associated with student admittance, retention, probation, dismissal, and due process and appeal rights. The Human Services Department through its website and multiple student orientations ensures all students have the opportunity to be fully informed as to the University policies.

BACHELOR OF HUMAN SERVICES APPLICATION

TO: All Applicants for Admission to the Bachelor of Human Services (BHS) Degree

Attached is information clarifying the application process for the BHS (Bachelor's of Human Services) Degree Program. Please review this information carefully. If you have additional questions please schedule an appointment with an advisor by contacting the Department of Human Services, Professional Studies Building (PSB) Suite 212 or call our office (907) 786-6437.

Applications must be submitted to the Department of Human Services ***no later than*** the 17th of March for Fall admittance or the 31st of October for Spring admittance to the BHS. If the application deadline falls on a Saturday or Sunday, the application date is extended to the next immediate Monday.

All applicants will receive a written notice of the decision made by the Human Services Department no later than first week in May for Fall admittance or the first week in January for Spring admittance. All Admissions Committee decisions are final.

All necessary forms are contained in the attached Application for BHS Degree Program

Sincerely,

Laura W. Kelley
Human Services Department Chair

APPLICATION FOR BHS DEGREE PROGRAM

Bachelor of Human Services
College of Health
UNIVERSITY *of* ALASKA ANCHORAGE

GUIDELINES AND INSTRUCTIONS

Formal admission to the BHS degree program.

Requirements are:

1. Admission to the University of Alaska Anchorage and declared Bachelor of Human Services as a major.

2. Completion of University Associate Degree General Education Requirements (GER) with a GPA of 2.0 or higher.

3. Completion of AAS in Human Services or related field (to be determined by Admissions Committee) from an accredited institution with a cumulative GPA of 2.0 or higher. Students may apply for BHS admission during the semester they will complete all AAS requirements.

4. Completion of Human Services AAS courses (listed below) with a grade of "C" or better, or the equivalent courses (determined by the department admission committee).

HUMS 101	Introduction to Human Services
HUMS 107	History and Systems of Human Services
HUMS 185	Introduction to Field Work
HUMS 223	Introduction to Paraprofessional Counseling I
HUMS 256	Groups and Organizations
HUMS 324	Introduction to Paraprofessional Counseling II
HUMS 295A	Practicum I
HUMS 295B	Practicum II

5. Submission of a completed application packet by ***12 noon on the semester due date*** to include:

   ☐ Admission application

   ☐ Written recommendation from a Human Services faculty member

Important Note: Students may apply for admission to the BHS during the semester in which the AAS degree will be completed. The courses noted in items 2, 3, and 4 above may be in progress at the time of application. If so, admission to the program and Practicum will be contingent upon successful completion (that is, a grade of "C" or higher) prior to entry.

Students are not eligible to apply for HUMS 495A (Practicum III) the same semester they apply for admission to the BHS degree.

In some instances, students may take some of these required courses in the summer semester prior to entry.

Submitted material will be reviewed and evaluated by Human Services admission committee in order to determine the student's overall readiness, fitness for the profession and appropriateness for admission to the Human Services BHS program. Since the Bachelor's of Human Services is a professional degree, the Admissions Committee will carefully evaluate each application to identify the most qualified students for admission.

Characteristics such as demonstrated scholarship, fitness for the profession and strong communication skills (written and oral) will be considered in the admission process. Admission Committee members will use their professional judgment in making the final admission decisions. All decisions of the Admissions Committee are final.

The deadline for submission of your completed application is

March 17th for Fall admission

October 31st for Spring admission

Early applications are allowed and encouraged.

APPLICATION FOR BHS DEGREE PROGRAM

Bachelor of Human Services Program

College of Health

UNIVERSITY OF ALASKA ANCHORAGE

APPLICATION TO HUMAN SERVICES BHS

Due by 12:00 Noon, on March 17th for Fall Admission or October 31st for Spring admission (or following Monday if deadline falls on a Saturday or Sunday)

Date: _____

Name: _____ UAA ID: _____

Mailing Address: _____
City State Zip Code

Telephone: _____ _____ _____
Home Work Cell

*E-mail Address: _____

* Please note the Bachelor of Human Services program will use the UAA issued email.

Person to Contact in Case of Emergency:

_____ _____
Name Phone

Mailing Address: _____
City State Zip Code

1. Officially admitted to the University of Alaska Anchorage: ☐ Yes ☐ No
2. Number of semester hours completed: _____
3. Cumulative grade point average (GPA): _____
4. Your Human Services AAS Faculty Advisor: _____
5. If you using veteran's education benefits, please check here: ☐

STUDENT RECOMMENDATION FOR ENTRY INTO BACHELOR OF HUMAN SERVICES

Student Name: _____Student ID_____

HUMS Faculty _____ Class(es)_____

Date: _____

Student to complete this portion only

The portion below is to be completed by a Human Services Faculty member chosen to recommend you for the BHS program.

Please rate the above listed student below. 1 = lowest mark; 5 = highest mark

Attendance	1	2	3	4	5
Punctuality					
Class	1	2	3	4	5
Assignments	1	2	3	4	5
Communication					
Oral	1	2	3	4	5
Written	1	2	3	4	5
Students Understanding of the field	1	2	3	4	5
Students Commitment to the field	1	2	3	4	5
Students fitness for the profession	1	2	3	4	5

Additional Comments

_____

_____

_____

_____

Reservations or Concerns:

_____

_____

_____

_____

Faculty Signature Date

STUDENTS: Complete top portion of recommendation and submit to recommending Human Services faculty member. It is recommended you contact your recommending faculty and submit the form well in advance of the due date.

HUMAN SERVICES FACULTY MEMBER: Please complete student recommendation at return to the Human Services Office no later than 10/31 for Spring admission applications and 3/17 for Fall admission applications.

HUMAN SERVICE DEPARTMENT GRADUATE CERTIFICATE APPLICATION PROCESS

The Human Services Department Graduate Certificate application process is threefold:

Part 1: Complete the Candidate information sheet, to include a current resume
Part 2: Submit a writing sample
Part 3: Submit three letters of reference

Part 1: Complete the Candidate information sheet, to include a current resume

Return the Information Sheet and resume to the Human Service Department via one of the following methods:

- Emailing to humsgrad@uaa.alaska.edu
- Delivering directly to the Human Services Department on the UAA campus in PSB 212
- Mailing to the Human Services Department at:

Human Services Graduate Program
3211 Providence Drive
Anchorage, Alaska 99508

Part 2: Submit a writing sample

1. Provide an original, formal writing sample that demonstrates your academic abilities. Your writing sample should not be a previously written paper or classroom assignment.
2. Write an essay on each of the following issues. Each essay must be 2-3 pages in length, typewritten with 1" margins and a 12 point font. ***Be sure to include your name on the essay.***
   - What is your perception or understanding of human services as a profession? Provide a specific example to support your discussion.
   - Describe how your experiences and personal values support your choice of human services as a profession. Describe how the Graduate Certificate in Advance Human Service Systems will contribute to your personal goals and career path.
3. Return the Writing sample to the Human Service Department by:
   - Emailing to humsgrad@uaa.alaska.edu
   - Delivering directly to the Human Services Department on the UAA campus in PSB 212
   - Mailing to the Human Services Department at:

Human Services Graduate Program
3211 Providence Drive
Anchorage, Alaska 99508

Part 3: Submit three letters of reference

1. Have the forms completed (professional references are preferable, but one reference may be a personal reference).
2. Have your reference providers seal the form in an envelope and sign across the seal.
3. Return the references to the Human Service Department by:
   - Delivering directly to the Human Services Department on the UAA campus in PSB 212
   - Mailing to the Human Services Department at:

Human Services Graduate Program
3211 Providence Drive
Anchorage, Alaska 99508

CANDIDATE INFORMATION SHEET FOR THE GRADUATE CERTIFICATE IN ADVANCED HUMAN SERVICE SYSTEMS

College of Health

UNIVERSITY *of* ALASKA ANCHORAGE

Instructions for completing this form:

You must complete this form and:
save it to your computer and email it to humsgrad@uaa.alaska.edu **or**,
print it and hand deliver it to the Human Services Department in PSB 212 **or**,
print it and mail it back to: Human Services Graduate Program
3211 Providence Drive
Anchorage, Alaska 99502

You must also attach a current resume which includes relevant academic, professional and volunteer experiences.

Name: _____ UAA ID: _____

Mailing Address: _____
City State Zip Code

Telephone:_____ _____ _____
Home Work Cell

E-mail Address:_____

Alternate E-mail Address: _____

Emergency Contact:

_____ _____
Name Phone

Mailing Address: _____
City State Zip Code

For Department Use Only

Date Received: _____

Application for admission to UAA complete yes___ no____ Date_____

Transcripts received by UAA Enrollment Services yes___ no____ Date_____

Graduate Certificate in Advanced Human Service Systems

Applicant Recommendation

INSTRUCTIONS FOR THE APPLICANT:
Please complete the top portion and deliver this form to the referee with a stamped business sized envelope addressed to:

Human Services Graduate Program
3211 Providence Drive
Anchorage, Alaska 99508

Applicant's Name: _____

Applicant's Address: _____

Privacy Statement: The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Students, however, are entitled to waive their right of access concerning recommendations. The following signed statement is the applicant's wish regarding this recommendation:

- ▫ I waive my right to inspect the contents of this recommendation.
- ▫ I do not waive my right to inspect the contents of this recommendation.

INSTRUCTIONS FOR THE REFEREE

Please complete this reference form, place it in the envelope provided and sign your name across the seal. Return the sealed statement to the applicant. Please do not send the reference letter to the department.

We would appreciate a candid assessment of the applicant's capabilities and limitations in relation to potential academic performance and suitability for the profession of human services.

Please rank the candidate on the following attributes:

	Excellent	Very Good	Fair	Poor	Very Poor	Don't Know
Intellectual Abilities						
Emotional Stability						
Ability to Work With Others						
Ability to Accept Constructive Feedback						
Sense of Responsibility						
Leadership Skills						
Motivation						
Creativity						
Critical Thinking Skills						
Ethics and Values						
Oral Communication Skills						
Written Communication Skills						

Given the attributes listed above, please provide specific comments on the following issues.

How long and in what capacities have you know the applicant?

What strengths and weakness does the applicant possess that would impact their progress in the graduate program in human services?

Clearly identify and discuss evidence of knowledge, skills, ethics and values appropriate to professional human service practice.

Please add any other comments or impressions that will assist us in evaluating the applicant's readiness for human service graduate education

---

Recommendation for the UAA Graduate Certificate in Advanced Human Service Systems:

- ☐ Yes, I highly recommend for admission.
- ☐ Yes, I recommend for admission.
- ☐ Yes, I recommend for admission with reservations as described above.
- ☐ No, I do not recommend for admission.

Signature of Referee

Printed Name and Title

Institution/Agency and Address

Telephone number(s)

Please accept our appreciation of your assistance in determining this applicant's suitability as a candidate for the graduate program in human services.

Please place this form in a sealed envelope, sign across the seal, and return to the applicant.

VIII. PRACTICA

Introduction

The Human Service Practicum experience combines classroom instruction with 125 hours per semester of defined learning experiences at a local Human Service Agency. Both the AAS and the BHS degrees require completion of two Practica to be taken sequentially. Associate Degree students are required to complete Practicum I and II; BHS students are required to complete Practicum III and IV. All Practicum courses have pre-requisites which are published in the UAA catalog. The department recommends students review course pre-requisites and attend scheduled orientations offered by the department each semester. Students must be admitted to the AAS program prior to applying for practicum I. Students are not eligible to apply for Practicum III the same semester they apply for admittance to the BHS program. Practicum IV is also the required Capstone GER for the program.

Overview

The Practicum experience is designed to provide students with a long-term practical learning experience focusing upon progressive skill development and understanding. Practicum seminar classes meet for 1 1/4 hrs. weekly. The student is required to also complete a minimum of 125 agency hours per semester. Due to the progressive nature of skill development, agency hours shall be evenly completed throughout the semester with approximately 8-10 hrs. completed weekly. Students who have not completed 40% of their agency hours by the 8th week of class are at-risk for faculty initiated withdraw. Agency verification of hours is required. In order to enhance learning continuity, Practica I and II placements remain with the same agency. Practicum III will be with a new agency but should continue through Practicum IV.

The Human Services department values the practicum experience and invests significant resources to: 1) identify appropriate placement agencies, and 2) develop a good placement "match" for both students and agencies. This effort is designed to develop an individualized placement for each student. Consequently, it is the department's policy to place each student **only once per degree program; and each placement spans two sequential semesters.** If for any reason a student is unable or unwilling to complete placement responsibilities during any semester it is their responsibility to immediately advise their Human Service faculty academic advisor. Based upon the department's placement policy students should **NOT assume the department will automatically seek an alternate practicum placement agency for students who cannot complete his/her practicum placement responsibilities during any semester.**

The Practicum office may discontinue a Practicum placement at any time if it is deemed the learning agreement is not supported or the agency or student's behavior is inappropriate.

Applications for field work are due no later than the sixth week of each semester for the next semester's practicum. Students will be notified in classes, on the HUMS website, through Facebook, (http://hums.uaa.alaska.edu) and through the student orientations about the upcoming Practicum application process. Human Services practicum is currently offered every fall and spring semester only.

Consideration for entry and enrollment in Practicum I (HUMS A295A) seminar and field placement requires:

1. declaration of the Human Services AAS as your major.

2. successful completion of both HUMS 101, Hums 185, and HUMS 223 with a grade of "C" or higher.

3. completion or concurrent enrollment of ENGL A111 (or equivalent)

4. approval of your Human Services academic advisor.

The practicum Application consists of reviewing/completing several documents: Barrier Crime information, a Disclosure Statement relating to convictions of offenses/crimes, probation/parole child abuse/neglect and substance abuse to ensure client safety and to meet agency requirements for placement; Consent to Release Information; Student Information relating to expectations, work experience, personal experiences, educational experiences, current areas of interest and client populations you would like to work with; understanding of the National Organization for Human Services (NOHS) Ethical Standards and agreement to abide by the ethical standards in practicum placement; and endorsement of your Human Services Faculty Advisor (for Practicum I), and the HUMS 295B instructor for Practicum III. Submitted material is reviewed and held by the Practicum Coordinator for discussion during your Practicum interview.

Completion of all identified requirements does not ensure admission to Practicum. The final decision to admit the student to practicum is based on the professional judgment of the Human Services faculty. A student who disagrees with the faculty's final decision is referred to the standard grievance procedure outlined in the University catalog.

In some cases there may be more applications than places available in the class, in which case a wait list will be established. Waitlisted students will receive first priority for the next open class. Students whose practicum applications are filed after the posted deadline will be placed on the waiting list.

Students who submit completed applications on time and are closest to graduation have priority for placement and registration.

Barrier Crimes

The Alaska Legislature has developed legislation (7 AAC 10.900–7 AAC 10.990) regarding Barrier Crimes that can prevent people from working in certain areas of Human Services based on section 1128(a) of the Social Security Act (42 U,S,C, 1320a-7). This includes selected crimes that will result in lifetime barriers to employment, while others exclude working in the field for a range from 1 year to 10 years. Some of these offenses relate to convictions for crimes that occurred after the enactment (August 21, 1996) of the federal Health Insurance Portability and Accountability Act of 1996.

All barrier crimes do not prevent people from being employed in Human Services forever. Most of them have a time limit after which the person may be hired. An agency that wants to hire an individual despite their criminal background may request a Variance from the State. Barrier crimes do not apply to all human services agencies, but to all those that bill Medicaid/Medicare, receive federal money, or who are licensed/certified to operate in Alaska. Be aware also that the agency may have policies that are more stringent than the time periods listed. Below are the categories of crimes that could constitute a barrier to employment. For a full list of crimes see 7AAC 10.905.

Categories of Barrier Crimes	**Time Periods for Barrier Crimes**
Attempt, Solicitation and Conspiracy Offenses	Permanent barrier
Offenses Against the Person	5 years to permanent
Offenses Against Property	1 year to permanent
Offenses Against the Family and Vulnerable	3 years to permanent

Adults	
Offenses Against Public Administration	1 year to permanent
Offenses Against Public Order	1 year to permanent
Offenses Against Public Health and Decency	5 years to permanent
Controlled Substances	5 years to 10 years
Imitation Controlled Substances	5 years to 10 years
Other Crimes	5 years to 10 years

Many practicum agencies are now requiring students who wish to be placed as a practicum student there to undergo, a fingerprint background check. If you have been convicted for crimes in any of the categories above you can go to the State of Alaska Health and Social Services website to see if your conviction could constitute a barrier to future employment at:

http://dhss.alaska.gov/ocs/Documents/BarrierCrimeMatrix.pdf

NOTE: Remember, failure to disclose your arrest and conviction history while applying to be accepted in field placement will result in your being removed from the agency site as well as from the Practicum class and the Human Services Program.

Notification/Procedures

Following the submission and review of documents and the Practicum Coordinator's interview, students are notified by email or telephone of their status in relation to the Practicum. The possible outcomes are:

1. Admission to Practicum granted.

2. Admission deferred: a decision by faculty to delay acceptance into Practicum. Terms and timelines relating to deferral will be communicated.

3. Admission denied:

   The University of Alaska Anchorage Human Services Department offers two accredited degree programs and follows all standards of the Council for Standards in Human Service Education, the accrediting body for Human Services educational programs. These Standards include written procedures for admitting, retaining and dismissing students (CSHSE Standard #5). The department will, at its discretion, deny a student admission to Practicum course(s) should the department find that the student's history of felony or misdemeanor convictions make him/her unfit for Human Services practice. The department will consider the number, type, and recency of any convictions, and the relationship those convictions may have upon Human Service practice. Additionally, students who:

   a. have not met academic standards and/or have not completed the required core courses,

   b. have not demonstrated professional standards and basic interpersonal skills,

   c. do not have the ability or interest to complete the remaining requirements,

   d. demonstrate personality or behavioral problems that may interfere with their development as a human service professional,

e. have not read and signed the Ethical Standards agreement,

f. lie on the application form by withholding conviction information,

g. do not demonstrate an ability to benefit from the degree,

may also be denied access to Practicum course(s) at the discretion of the department.

Notwithstanding the above, a person who has been convicted of a felony crime against a person (as described in AS11.41) within ten years prior to the date of application for Practicum, is unfit for admission to the Human Services Practica courses and thus will be denied. Both Human Service degree programs (AAS and BHS) require completion of two Practica courses for degree completion. Applicants who disagree with the Human Services Department's findings may avail themselves of the University's normal grievance procedure as outlined in the UAA Student Handbook.

If the student has not met academic standards, has not successfully completed the core courses, has not demonstrated professional standards and basic interpersonal skills, does not have the ability or interest to complete the remaining requirements, or has not read and signed the Ethical Standards agreement he/she is:

a. asked to meet with the Human Services faculty advisor to discuss the reasons for a decision not to grant admission or to terminate enrollment;

b. notified in writing of the decision to not grant admission to the program or to terminate enrollment, include the basis for the decision;

c. advised academically regarding changing major and using completed courses in another major or completing a minor; and

d. provided with information concerning University grievance procedures.

It is the policy of the UAA Human Services Department that when a student is denied enrollment into Practicum for inter-personal reasons, the student's faculty advisor shall refer him/her to an appropriate human services professional in the community or within the University of Alaska Anchorage system.

Placement

Practicum placement is **based upon an agreement between the Human Services Practicum Office, the student and the agency**. **While students are encouraged to identify an agency at which they are interested in being placed, all placements must be approved by the Practicum office. There is no guarantee students will be placed at the agency of their choice. Agencies must also approve student being requested to be placed.** (Note- students are not allowed to conduct a practicum at their place of employment). The placement process commences with the completion of either the Practicum Application form (Practica I and III) or the Continuing Enrollment form (Practica II and IV). The forms must be complete and submitted to the Practicum Office by the published deadline. Students whose forms are timely and complete will be allowed to register for the appropriate Practicum class following the completion of the placement process (see below). Students whose forms are late or incomplete will be placed on a waiting list and will be allowed to register for the course as seats become available.

Placement Process

It is the goal of the Practicum Office to have students placed at an agency prior to the first Practicum class of the semester and the learning agreement completed and filed no later than the 4th week of class.

Practicum I and III students must make an appointment with the Practicum Coordinator after filing their Practicum application, and must be diligent in all follow up and referral activities and complete placement tasks by the due dates give at the time of placement. Students are encouraged to make appointments as soon as possible but at least three days after submitting their practicum application. The Practicum Office will confirm all referrals and placements. Any student without a confirmed placement will not be eligible to register for Practicum. A confirmed placement results after the student has made an appointment to interview at the referred agency and returns the signed and completed agency referral form.

Practicum II and IV students must make contact with the Practicum Coordinator **no later than** 2 weeks after submitting the **Continuing Enrollment Form**. The Practicum Office will confirm all continuing placements. Any student without a confirmed continuing placement will not be eligible to register for Practicum.

Each Practicum placement requires a written learning agreement signed by the student, the agency field instructor and the Practicum Instructor. The learning agreement defines student responsibilities, learning goals, supervision practices and activities. The formal learning agreement must be completed no later than the 3rd week of class. Students who have not completed their learning agreement by the 3rd week of class are at-risk for a faculty initiated withdrawal.

Each practicum student's performance is evaluated by their field instructor, based upon the elements of the learning agreement. This evaluation is calculated into the student's final grade.

Nepotism and Practicum Placement

The student's placement will not be made in an agency where an immediate family member, spouse, or significant other is employed. Immediate family member is defined as a spouse, child, including stepchild or adopted child, parent, sibling, grandparent, aunt, or uncle, or those related to a spouse as previously listed. It also includes another person cohabiting with the student in a conjugal relationship that is not a legal marriage.

The Practicum Seminar

The required seminar provides a forum to explore the relationships and issues which arise in the application of human service theory to professional practice thus facilitating the integration of practicum theory and practice. Attendance at the Practicum Seminar is mandatory.

Practicum Evaluation

Practicum evaluation consists of a joint university/agency/student review of student accomplishment of the course objectives in a written evaluation utilizing the required Human Services evaluation form, and the assignment of a grade by the Field Instructor. Evaluation forms and course objectives are provided at the beginning of the semester. At the beginning of each semester, the student completes a learning agreement related to the tasks and assignments the

student undertakes to demonstrate the knowledge, skills, and attitudes in professional generalist human service practice. The fulfillment of that contract becomes, in part, the basis of the performance evaluation along with the student's overall professional behavior.

Evaluations from each semester are retained in the Human Services department Practicum Office for 2 years, after which they are shredded.

Professional Liability Insurance

Students in practicum are covered for professional liability through a blanket University policy through the Statewide Office of Risk Management. Students are not insured outside the published semester begin and end dates.

Incomplete grades

No incomplete grades will be given for any practicum class.

HUMAN SERVICES PRACTICUM
FLOW SHEET

PRACTICUM I

_____I have attended a Human Services Orientation

_____I have completed HUMS 101, 185, 223 and ENGL 111 (or am registered in the course(s) during the semester before I am applying to take Practicum I)

_____I have applied and been accepted into the Human Services AAS degree

_____I have completed and submitted a Practicum I application with all signatures secured by the due date

_____I have met with the Practicum Coordinator

_____I have contacted and met with the agency referred to me by the Practicum Office

_____I have submitted my Practicum Agency Placement Confirmation

_____I have registered for Practicum I*

PRACTICUM II

_____I have completed Practicum I with a grade C or better

_____I have completed and submitted my Continuing Practicum Placement Application by the due date

_____I have been confirmed to continue by the Practicum Coordinator

_____I have registered for Practicum II*

PRACTICUM III

_____I have graduated with an AAS in Human Services

_____I have applied to and been accepted into the BHS program (both with the department and Enrollment Services) at least one semester prior to my application for Practicum III

_____I have completed and submitted a Practicum III application by the due date

_____I have met with the Practicum Coordinator

_____I have contacted and met with the agency referred to me by the Practicum Office

_____I have submitted my Practicum Agency Placement Confirmation

_____I have registered for Practicum III*

PRACTICUM IV

_____I have completed Practicum III with a grade C or better

_____I have completed and submitted my Continuing Practicum Placement Application by the due date

_____I been confirmed to continue by with the Practicum

_____I have registered for Practicum IV*

* If you find you are unable to register **after your application process is completed**, please contact the Practicum Coordinator at 786-6449.

NOTE: All practicum applications must be turned in by the due date the semester BEFORE you wish to register for Practicum.

Human Services Practicum I Application

HUMAN SERVICES A295A
PRACTICUM I APPLICATION PROCESS

It is time to begin the application process for Spring/Fall field placements. All students must meet the following criteria in order to be eligible for a Practicum Placement:

1. Be a **DECLARED** Human Services AAS Major.

2. Have completed HUMS 101, 185 and, HUMS 223 with a grade of C or higher. If you are currently enrolled in these classes you may apply, but will not be placed in practicum until successfully completing them.

3. Get your Human Services faculty advisor's signature.

4. Complete or be enrolled in English 111

5. Attend a Human Services Orientation session.

If you meet the criteria above, have completed the Practicum Application form, obtained appropriate signature **AND** delivered it to the Practicum Coordinator, the next step is to schedule an appointment with the coordinator to review your application and discuss possible placement locations. See the Human Services Department (PSB212C), for available times.

Note-- Please leave the signed and completed Practicum Application and Ethical Standards Agreement at least 3 days before your scheduled appointment.

Please call the Practicum Coordinator at 786-6449 if you have any questions.

DEADLINE: Check Department of Human Services Website

http://www.uaa.alaska.edu/hums/forms/student.cfm

Note: Please write detailed answers for the requested information. Remove this information sheet from the application and keep it for your future reference.

Completion of all identified requirements does not ensure admission to Practicum. The final decision to admit the student to practicum is based on the professional judgment of the Human Services faculty. A student who disagrees with the faculty's final decision is referred to the standard grievance procedure outlined in the University catalog.

Remember: Orientation is MANDANTORY

HUMAN SERVICES DEPARTMENT

The Human Services Department mission is to provide career-focused programs preparing students as human service professionals through a unique competency based community oriented program blending classroom and experiential learning.

PRACTICUM I APPLICATION
HUMAN SERVICES A295A
PROCESS AND CHECK LIST

It is time to begin the application process for Spring/Fall field placements.

Applications available online at ww.uaa.alaska.edu/hums/

All students must complete the following criteria to be eligible for Practicum:

DEADLINE: Please check our website

☐ Are you a **DECLARED** Human Services AAS Major?

☐ Attached an unofficial UAA transcript to this application?

Have you completed **BOTH** HUMS 101 & 185, and HUMS 223 with a grade of C or higher, or are you currently enrolled?

☐ Completed HUMS 101 ☐ Currently enrolled

☐ Completed Hums 185 ☐ Currently enrolled

☐ Completed HUMS 223 ☐ Currently enrolled

☐ Attended a Human Services Orientation (certificate of attendance attached)

If you are currently enrolled in these classes you may apply, however, you will not be placed in practicum until successfully completing them. In addition you must have completed English 111 or at least be enrolled in it concurrently with Practicum I.

☐ Does your Practicum Application have your Human Services faculty advisor's signature?

☐ Does your Practicum Application have your Human Services Advisers signature?

What is your expected date of graduation? _____

Application will not be processed without appropriate signatures!

To: Practicum Coordinator

_____ Is a declared Human Services Major, in good academic standing and, is ready to be admitted into HUMAN SERVICES PRACTICUM I, HUMS A295A.

Comments:

_____ _____

Human Services Advisor Date

Human Services 295A

Practicum I Application and Interview Sheet

Name: _____ Student ID: _____ Interview Date: _____

Address: _____ City: _____ State: _____ ZIP: _____

Day phone: _____ Evening phone: _____ Cell phone: _____

UAA Email: _____@uaa.alaska.edu

**All notices will be sent to your UAA email address. Your UAA email has an option to forward mail to your preferred address.*

Identify your current areas of interest in human services:

Populations: ☐ Adults ☐ Teens ☐ Children <13 years ☐ Seniors
☐ Women ☐ Men ☐ Other _____

Social Issues: ☐ Child Abuse ☐ At Risk Youth ☐ Unemployment ☐ Schools
☐ Substance Abuse ☐ Homeless ☐ Physical Disabilities ☐ Developmental Disabilities
☐ Mental Health ☐ Criminal Justice ☐ Domestic Violence ☐ Other

Department of Human Services Office Use Only

Practicum Hours student is available:
☐ Day Shift ☐ Night Shift ☐ Weekends

Agency Discussion and Preference:

Top Agency Choices: _____

_____

_____

_____ _____
Practicum Coordinator Signature Date

BARRIER CRIMES INFORMATION

The Alaska Legislature has developed legislation (7 AAC 10.900–7 AAC 10.990) regarding Barrier Crimes that can prevent people from working in certain areas of Human Services based on section 1128(a) of the Social Security Act (42 U,S,C, 1320a-7). This includes selected crimes that will result in lifetime barriers to employment, while others exclude working in the field for a range from 1 year to 10 years. Some of these offenses relate to convictions for crimes that occurred after the enactment (August 21, 1996) of the federal Health Insurance Portability and Accountability Act of 1996.

All barrier crimes do not prevent people from being employed in Human Services forever. Most of them have a time limit after which the person may be hired. Even prior to their time limit being up if an agency hires someone with a barrier crime, they can petition the state for a waiver for their employee. Barrier crime rules do not apply to all human services agencies. Below are the categories of crimes that could constitute a barrier to employment.

Categories of Barrier Crimes	**Time Periods for Barrier Crimes**
Attempt, Solicitation and Conspiracy Offenses	Permanent barrier
Offenses Against the Person	5 years to permanent
Offenses Against Property	1 year to permanent
Offenses Against the Family and Vulnerable Adults	3 years to permanent
Offenses Against Public Administration	1 year to permanent
Offenses Against Public Order	1 year to permanent
Offenses Against Public Health and Decency	5 years to permanent
Controlled Substances	5 years to 10 years
Imitation Controlled Substances	5 years to 10 years
Other Crimes	5 years to 10 years

Many practicum agencies are now requiring students who wish to be placed there to undergo, and pass, a fingerprint background check. If you have been convicted for crimes in any of the categories above you can go to the State of Alaska Health and Social Services website to see if your conviction could constitute a barrier to future employment at:

NOTE: Remember, failure to disclose your arrest and conviction history while applying to be accepted in field placement can result in your being removed from the agency site as well as from the Practicum class and Human Services Program.

http://dhss.alaska.gov/ocs/Documents/BarrierCrimeMatrix.pdf

Name _____

DISCLOSURE STATEMENT

We are requesting the following information to ensure client safety and to meet agency requirements for placement.

1. Have you ever been convicted of an offense/crime? If so, when? Please explain:

   Are you currently in a treatment, or transitional program, please explain:

2. Are you currently on probation or parole? If yes, please provide the probation or parole officer's name and telephone number.

3. Have you been court adjudicated for child/elder/vulnerable adult abuse or neglect, and/or violent/assaultive behavior? If yes, please explain. (Court adjudicated means that a court has found you committed an act(s), which fall within these categories, whether the case was in criminal, civil or family court.) Please explain:

4. Some agencies require staff, interns and volunteers who have experienced substance abuse problems to have at least two years of sobriety before working in the agency. If this applies to you, have you met this requirement? If no, please explain.

5. Some agencies require staff, interns and volunteers who have been mental health consumers to either have completed their treatment at least two years prior to application or have the written recommendation of their mental health professional in order to be considered for placement. If this applies to you, please explain.

The above information is truthful and accurate and I have not withheld any information. I acknowledge that in addition to other action it may be duly authorized to take, UAA has the option of removing me from this placement and/or the degree program if it is shown that I knowingly provided incomplete, inaccurate or misleading information herein. I have read and understand the Barrier Crimes Information contained in this application.

_____ _____

Signature Date

CONSENT TO RELEASE INFORMATION

Name: _____

I understand that it may be necessary for the UAA faculty liaison to verify and/or share some of the information I disclosed with other professionals for the purpose of determining the suitability of field placement. I authorize release of any information contained herein necessary for placement.

I further understand that such verification may require that a criminal background check be conducted and I hereby consent to such a background search for the purpose of determining the appropriateness of field placement.

_____ _____

Signature Date

ETHICAL STANDARDS AGREEMENT

I have read and understand the National Organization for Human Service Education (NOHS) Ethical Standards which govern this degree program and practicum placement. I agree to abide by these ethical standards in my practicum placement. Any and all of my questions about the standards have been answered by a Human Services faculty member.

_____

Name (please print)

_____

Student Signature Date

NOTE: THE NOHS ETHICAL STANDARDS CAN BE FOUND IN THE HUMAN SERVICES STUDENT HANDBOOK AND ON THE HUMAN SERVICES WEBSITE LOCATED ON THE INTERNET AT www.uaa.alaska.edu/hums/

STUDENT INFORMATION
HUMAN SERVICES PRACTICUM I

Name: _____

The following information is requested to help us know you better so that we can find the most useful and satisfying agency placement for you. Be assured we will use the information, with the utmost discretion. Please use complete sentences.

1. What are your expectations for this course and how do you hope to use this in the future?

2. Please list previous work experience (paid and/or volunteer) and a very brief description of your job responsibilities and how this experience can contribute to this class.

3. We would appreciate your including PERSONAL experiences, which you believe will be helpful to you in this course.

4. Please identify any other knowledge, skills or past EDUCATIONAL experiences, which you believe, will be helpful in this course.

5. Identify your future goals and how do you see this practicum experience relating to them.

6. Identify your current areas of interest in human services.

Populations:

_____Children (0-12) _____Teens

_____Adults _____Older Adults (seniors)

_____Women _____Men

Social Issues:

_____Child Abuse _____At Risk Youth _____ Schools

_____Developmental Disabilities _____Substance Abuse _____ Mental Health

_____Criminal Justice _____Domestic Violence _____Other

What is it about these areas that interests you? (Please feel free to use the other side if needed.)

Human Services Practicum III Application

HUMAN SERVICES 495A
APPLICATION FOR PRACTICUM III

To be eligible for placement in BHS Practicum III (HUMS A495A), students must meet the following criteria:

1. Have earned an AAS in Human Services, or equivalent degree that has been accepted by the Human Services Department into the BHS program.

2. **Be officially admitted to the UAA Bachelor of Human Services Degree Program at least one semester before applying for Practicum III**.
   Please attach a copy of acceptance letter

3. Be within two semesters of graduation (earned 90 credits towards the BHS degree).

If you meet the criteria above, have completed the Practicum Application form, obtained appropriate signatures from your academic advisor and Practicum II professor, **AND** delivered it to the Practicum Coordinator, the next step is to schedule an appointment with the coordinator to review your application and discuss possible placement locations. See the Human Services Department (PSB212C), for available times.

Note-- Please leave the signed and completed Practicum Application and Ethical Standards Agreement at least 3 days before your scheduled appointment.

Completion of all identified requirements does not ensure admission to Practicum. The final decision to admit the student to practicum is based on the professional judgment of the Human Services faculty. A student who disagrees with the faculty's final decision is referred to the standard grievance procedure outlined in the University catalog.

DEADLINE: Please check the Department of Human Services website

www.uaa.alaska.edu/hums/forms/student.cfm

HUMAN SERVICES DEPARTMENT

The Human Services Department mission is to provide career-focused programs preparing students as human service professionals through a unique competency based community oriented program blending classroom and experiential learning.

PRACTICUM III APPLICATION
HUMAN SERVICES A495A
PROCESS AND CHECK LIST

It is time to begin the application process for Spring/Fall field placements.
Applications available online at www.uaa.alaska.edu/hums/

All students must complete the following criteria to be eligible for Practicum:
DEADLINE: Please check Human Services website

☐ Have you earned your AAS in Human Services, or equivalent degree that has been accepted by the Human Services Department?

☐ Have you applied and have you been accepted to both UAA and the BHS program (there are two separate applications to fill out: one to the University and one to Human Services) at least one semester before applying for Practicum III?

☐ Attached an unofficial UAA transcript to this application, as well as a copy of your BHS acceptance letter?

☐ Are you within two semesters of graduation (have you earned 90 credits towards the BHS degree)?

What is your expected date of graduation? _____

Applications will not be processed without appropriate signatures!

To: Practicum Coordinator

_____ is a declared Human Services BHS major, is in good academic standing and is ready to be admitted into HUMAN SERVICES PRACTICUM III HUMS 495A.

Comments:

_____ _____
Human Services Advisor Date

_____ _____

Practicum II Instructor Date

Human Services 495A

Practicum III Application and Interview Sheet

Name: _____ Student ID: _____ Interview Date: _____

Address: _____ City: _____ State: _____ ZIP: _____

Day phone: _____ Evening phone: _____ Cell phone: _____

UAA Email: _____@uaa.alaska.edu

**All notices will be sent to your UAA email address. Your UAA email has an option to forward mail to your preferred address.*

Identify your current areas of interest in human services:

Populations: ☐ Adults ☐ Teens ☐ Children <13 years ☐ Seniors ☐ Women ☐ Men ☐ Other

Social Issues: ☐ Child Abuse ☐ At Risk Youth ☐ Unemployment ☐ Schools ☐ Substance Abuse ☐ Homeless ☐ Physical Disabilities ☐ Developmental Disabilities ☐ Mental Health ☐ Criminal Justice ☐ Domestic Violence ☐ Other

Department of Human Services Office Use Only

Practicum hour's student is available:

☐ Day Shift ☐ Night Shift ☐ Weekends

Agency Discussion and Preference:

Top Agency Choices: _____

_____

_____

_____ _____

Practicum Coordinator Signature Date

BARRIER CRIMES INFORMATION

The Alaska Legislature has developed legislation (7 AAC 10.900–7 AAC 10.990) regarding Barrier Crimes that can prevent people from working in certain areas of Human Services based on section 1128(a) of the Social Security Act (42 U,S,C, 1320a-7). This includes selected crimes that will result in lifetime barriers to employment, while others exclude working in the field for a range from 1 year to 10 years. Some of these offenses relate to convictions for crimes that occurred after the enactment (August 21, 1996) of the federal Health Insurance Portability and Accountability Act of 1996.

All barrier crimes do not prevent people from being employed in Human Services forever. Most of them have a time limit after which the person may be hired. Even prior to their time limit being up if an agency hires someone with a barrier crime, they can petition the state for a waiver for their employee. Barrier crime rules do not apply to all human services agencies. Below are the categories of crimes that could constitute a barrier to employment.

Categories of Barrier Crimes	**Time Periods for Barrier Crimes**
Attempt, Solicitation and Conspiracy Offenses	Permanent barrier
Offenses Against the Person	5 years to permanent
Offenses Against Property	1 year to permanent
Offenses Against the Family and Vulnerable Adults	3 years to permanent
Offenses Against Public Administration	1 year to permanent
Offenses Against Public Order	1 year to permanent
Offenses Against Public Health and Decency	5 years to permanent
Controlled Substances	5 years to 10 years
Imitation Controlled Substances	5 years to 10 years
Other Crimes	5 years to 10 years

Many practicum agencies are now requiring students who wish to be placed there to undergo, and pass, a fingerprint background check. If you have been convicted for crimes in any of the categories above you can go to the State of Alaska Health and Social Services website to see if your conviction could constitute a barrier to future employment at:

http://dhss.alaska.gov/ocs/Documents/BarrierCrimeMatrix.pdf

NOTE: Remember, failure to disclose your arrest and conviction history while applying to be accepted in field placement can result in your being removed from the agency site as well as from the Practicum class and Human Services Program.

Name _____

DISCLOSURE STATEMENT

We are requesting the following information to ensure client safety and to meet agency requirements for placement.

1. Have you ever been convicted of an offense/crime? If so, when? Please explain:

   Are you currently in a treatment, transitional program, please explain:

2. Are you currently on probation or parole? If yes, please provide the probation or parole officer's name and telephone number.

3. Have you been court-adjudicated for child/elder/vulnerable abuse or neglect, and/or violent/assaultive behavior? If yes, please explain. (Court-adjudicated means that a court has found you committed an act(s), which fall within these categories, whether the case was in criminal, civil or family court.)

4. Some agencies require staff, interns and volunteers who have experienced substance abuse problems to have at least two years of sobriety before working in the agency. If this applies to you, have you met this requirement? If no, please explain.

5. Some agencies require staff, interns and volunteers who have been mental health consumers to either have completed their treatment at least two years prior to application or have the written recommendation of their mental health professional in order to be considered for placement. If this applies to you, please explain.

The above information is truthful and accurate and I have not withheld any information. I acknowledge that in addition to other action it may be duly authorized to take, UAA has the option of removing me from this placement and/or the Human Services program if it is shown that I knowingly provided incomplete, inaccurate or misleading information herein. I have read and understand the Barrier Crimes Information contained in this application.

_____ _____

Signature Date

CONSENT TO RELEASE INFORMATION

Name: _____

I understand that it may be necessary for the UAA faculty liaison to verify and/or share some of the information I disclosed with other professionals for the purpose of determining the suitability of field placement. I authorize release of any information contained herein necessary for placement.

I further understand that such verification may require that a criminal background check be conducted and I hereby consent to such a background search for the purpose of determining the appropriateness of field placement.

_____ _____

Signature Date

ETHICAL STANDARDS AGREEMENT

I have read and understand the National Organization for Human Service Education (NOHS) Ethical Standards which govern this degree program and practicum placement. I agree to abide by these ethical standards in my practicum placement. Any and all of my questions about the standards have been answered by a Human Services faculty member.

_____

Name (please print)

_____

Student Signature Date

NOTE: THE NOHS ETHICAL STANDARDS CAN BE FOUND IN THE HUMAN SERVICES STUDENT HANDBOOK AND ON THE HUMAN SERVICES WEBSITE LOCATED ON THE INTERNET AT www.uaa.alaska.edu/hums/

STUDENT INFORMATION
PRACTICUM III APPLICATION

Name _____ Date _____

The following information is requested to help us know you better so that we can find the most useful and satisfying agency placement for you. Be assured we will use the information with the utmost discretion. Please use complete sentences.

1. At what Human Service agency did you complete Practicum I & II? Describe your role & duties.

   What did you learn from this experience?

   How did it contribute to your future goals?

2. Identify any major conflicts / problems in Practicum I & II. How were they resolved?

3. How did your past knowledge or personal experiences contribute to your Practicum I & II experience?

Name _____

4. What are your expectations for Practicum III & IV and what will you contribute to the experience?

5. Identify your current areas of interest in Human Services.

Populations:

____Children (0-12) _____Teens

____Adults _____Older Adults (seniors)

____Women _____Men

Social Issues:

____Child Abuse _____At Risk Youth

____Developmental Disabilities _____Substance Abuse

____Mental Health _____Criminal Justice

____Domestic Violence _____Schools

____Other

What is it about these areas that interest you? (Please feel free to use the other side if needed.)

Note: If there have been any changes in your legal status to include arrests, convictions, pending charges, or adjudication since completing your practicum application; you must notify the Practicum Coordinator and Field Instructor in order to start the approval process for a continuing placement. You can do that by completing the form on the reverse of this document. Failure to disclose any changes to your legal status could place your enrollment at risk. If you need to update your legal status information, please complete the information on the reverse of this form and return completed continuing approval form to the Human Service Practicum Office.

CONTINUING APPROVAL

SPRING/FALL

AT PRACTICUM PLACEMENT SITE

Application Deadline: See website

Instructions: The student must complete the top portion of this form prior to meeting with their Field Instructor. The student must ask the Field Instructor to fill out the bottom portion of this form. It is the responsibility of the student to assure this form, upon completion, is returned to the UAA Human Services Practicum Coordinator.

Continuing Approval for: ☐ **Spring Semester 201_** ☐ **Practicum II**
☐ **Fall Semester 201_** ☐ **Practicum IV**

Student Information:

Name: _____ Student ID: _____

Address: _____ Phone: _____

City, State: _____ Zip: _____ Work: _____

*UAA Email: _____ Cell: _____

Name of Current Practicum Instructor: _____

Agency Information:

Agency Name: _____

Mailing Address: _____

City, State: _____ Zip: _____

Physical Address: _____

City, State: _____ Zip: _____

Field Instructor Name: _____ Title: _____

Email: _____ Phone: _____

*UAA email address is required. You may set up your UAA email address to forward messages to another address, if you prefer. It is necessary to delete old messages regularly from your UAA email in order to ensure message delivery.

The signature below acknowledges that the agency information provided is accurate, and the student listed above has been approved to continue his/her practicum of 125 hours at said agency.

_____ _____

Field Instructor Signature Date

Questions contact: Deborah J. Eul
djeul@uaa.alaska.edu
Phone: 907-786-6449
Fax: 907-786-6436

Practicum Coordinator
UAA Human Services
3211 Providence Dr. PSB 212C
Anchorage, AK 99508

The Human Services Department mission is to provide career-focused programs preparing students as human service professionals through a unique competency based community oriented program blending classroom and experiential learning.

STATUS UPDATE

Since applying for Practicum, my status has changes in the following manner:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature ***Date***

For student only: Take this form to the agency at the time of your interview

***Student Name**_____**Practicum** (circle) **I II III IV**

☐ *I understand I am to set up an appointment for an interview with the agency*

☐ *I understand I will* ***not*** *be able to register for practicum class until this form is submitted to Practicum office by me or by agency.*

_____.

Students Signed *Phone* *Date*

Human Services Department Practicum

REFERRAL FORM

Contact person _____ **Agency Phone** _____

Agency _____

☐ Resume is required

☐ Agency application is required

_____

****

For Agency Information only

Agency Address

Physical _____

Mail _____

Field Instructor _____

Field Instructor Email _____

Field Instructor Phone Number _____

If assigned supervisor: Name _____

Supervising Instructor Email_____

☐ **Student has been accepted**

☐ Accepted Pending background check
Expected Start Date _____

☐ Agency has required orientation.
Orientation Date _____
Does agency have regularly scheduled orientations?

☐ How many hours, days or weeks is your orientation _____

☐ Student has not been accepted:
Comments:

_____ _____

Authorized Agency Signature **Date**

Please return to Human Services Practicum Office Fax: 786-6436

IX. STUDENT RECORDS/COMMUNICATION

The University catalog contains information regarding official University records. The Human Services Department maintains a record of all student applications and program materials. Student files include copies of application and admission documents, transcripts, correspondence and other materials related to student progress through the program. Students are welcome to review their files at any time.

The Human Services department, faculty and staff will communicate with students using their UAA assigned email address. If you do not know your UAA log-in information you will need to contact the UAA IT department at (907) 786-4646. You will also be contacted through the address/phone information that is on record with the University. You may verify the accurateness of this information by logging into your UAOnline account.

The University allows you to place a Directory Hold on your account for privacy. A Directory Hold will ensure directory information is not shared or made public while the hold is on the student's account, except to school officials or as otherwise allowed by FERPA. Students can use assistance from the university by phone, online, mail or email if they verify their identity by correctly answering vetting questions while a directory hold is on their account.

X. HUMAN SERVICES, SUGGESTED SEQUENCE OF COURSES

Human Services Associate of Applied Science Degree (AAS)

First Semester

HUMS A101	HUMS A223	HUMS A185 (online only)	COMM A111 or COMM A235 or COMM A237 or COMM A241	English Placement or *ELECTIVE/ GENERAL ED REQUIREMENT

Second Semester

HUMS A107	PSY A111 or PSY A150 (GER)	SELECTIVE (see catalog for accepted selectives)	HUMS A256	ENGL A111 (Accuplacer required)

Third Semester

HUMS A295A (PRACTICUM I) prerequisites: HUMS A101, A185, A223. ENGL A111 or concurrent enrollment	HUMS A324 Prerequisite: HUMS A223	SELECTIVE (see catalog for accepted selectives)	ANTH A200 or ANTH A202 (GER)	ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214

Fourth Semester

HUMS A295B (PRACTICUM II) Prerequisite: HUMS 295A	SELECTIVE (see catalog for accepted selectives)	*ELECTIVE/ GENERAL ED REQUIREMENT	*ELECTIVE/ GENERAL ED REQUIREMENT	*ELECTIVE/ GENERAL ED REQUIREMENT

Bachelor of Human Services Degree (BHS)

Please note the UAA Human Services BHS degree is undergoing curriculum changes. Please see the department website (www.uaa.alaska.edu/hums/) for updated information. Consultation with a Human Services Faculty advisor before applying to the program or taking BHS level courses is highly recommended.

First Semester				
HUMS A333	HUMS A417	HUMS A321	*ELECTIVE/ GENERAL ED REQUIREMENT	*ELECTIVE/ GENERAL ED REQUIREMENT
Second Semester				
HUMS A424	HUMS A434	HUMS A322	Emphasis Course	*ELECTIVE/ GENERAL ED REQUIREMENT
Third Semester				
HUMS A412	HUMS A461	HUMS A495A (Practicum III)	Emphasis Course	*ELECTIVE/ GENERAL ED REQUIREMENT
Fourth Semester				
HUMS A414	HUMS A495B (Practicum IV)	*ELECTIVE/ GENERAL ED REQUIREMENT	*ELECTIVE/ GENERAL ED REQUIREMENT	*ELECTIVE/ GENERAL ED REQUIREMENT

NOTE: 42 credits must be at 300 level or above

XI. AAS SELECTIVES

Complete 9 credits of selectives from the following list

HUMS A106	Introduction to Social Welfare	3 credits
HUMS A122	Substance Abuse as a Contemporary Problem	3 credits
HUMS A123	Public Education and Prevention in Substance Abuse	3 credits
HUMS A124	Introduction to Physiology and Pharmacology of Substance Abuse	3 credits
HUMS A155	Human Relations in the Workplace	3 credits
HUMS A224	Conflict and Collaborative Systems	3 credits
HUMS A226	Intervention Continuum in Substance Abuse Counseling	3 credits

XII. BHS EMPHASIS AREA COURSES

The UAA Human Services BHS program is undergoing curriculum changes. **Consultation with a Human Services faculty advisor regarding selection of BHS emphasis courses is required.**

XIII. OCCUPATIONAL ENDORSEMENT CERTIFICATE IN CONFLICT RESOLUTION

This 18 credit Occupational Endorsement certificate in Conflict Resolution provides an array of courses with particular emphasis upon counseling skills, group facilitation skills, cultural skills, alternative dispute resolution processes and skills, and family mediation skills. Instruction is delivered through classroom lectures, demonstrations, and practical experience.

Certificate Requirements:

1. Complete the following required courses

HUMS A224	Conflict and Collaborative Systems	3 credits
HUMS A223	Introduction to Paraprofessional Counseling I	3 credits
HUMS A324	Introduction to Paraprofessional Counseling II	3 credits
HUMS A333	Alternative Dispute Resolution	3 credits
HUMS A334	Family Mediation	3 credits
HUMS A434	Group Facilitation for Human Service Professionals	3 credits

2. A total of 18 credits are required for the Occupational endorsement in conflict resolution.

XIV. ADDICTION STUDIES MINOR

The Addiction Studies Minor provides students with the opportunity to gain knowledge about the process and effects of addictive behaviors, and their treatment. By providing students with contemporary information, and an opportunity to select from an array of courses that meet their professional interests and goals, the minor prepares students for entry-level positions in treatment programs, substance abuse agencies, or for graduate study in this or related areas. The minor also enhances the capabilities of students in human service fields, such as social work, human services, nursing, justice, and psychology, to acquire knowledge about substance abuse, a major factor in many human dilemmas. Course work may also apply toward certification from the State of Alaska ACCDPC as a substance abuse counselor. Please note that additional course work and practicum hours may be required for this certification.

The Addiction Studies Minor requires a total of 18 credits, of which a minimum of nine must be upper-division.

1. Complete 6 credits from the following:

HUMS A122	Substance Abuse as a Contemporary Problem	3 credits
HUMS A226	Intervention Continuum in Substance Abuse Counseling	3 credits
HS A350	Drugs and Drug-Taking Behavior	3 credits

2. Complete 12 credits from the following:

HS A381	Substance Abuse Treatment	3 credits
HS A480	Contemporary Issues in Addiction Studies	1-3 credits
HUMS A123	Public Education & Prevention in Substance Abuse	3 credits
HUMS A124	Introduction to Physiology and Pharmacology of Substance Abuse	3 credits
HUMS A416	Substance Abuse and the Older Adult	3 credits
HUMS A417	Substance Abuse Counseling for Human Services Professionals	3 credits
JUST A110	Introduction to Justice	3 credits
NS A428	Nursing the Chemically Dependent Client	3 credits
SWK A471	Addictions and Social Work	3 credits

3. A total of 18 credits are required for the minor.

XV. HUMAN SERVICES MINOR

The Human Services department is developing a Minor in Human Services, anticipated for enrollment in Fall, 2014. The UAA Human Services Department Minor focuses upon basic human helping and communication skills appropriate for any UAA degree seeking student wishing to develop interactive human helping skills. Students may select six three-credit courses (three of which must be upper division) from an overall menu of eight courses to complete the minor.

Minor Requirements:

A total of 18 credits is required for the minor, six of which must be upper division. Consultation with a faculty advisor in the Human Service Department is highly recommended.

1. Complete 18 credits from the following:

HUMS A101	Introduction to Human Services	3 credits
HUMS A223	Introduction to Paraprofessional Counseling I	3 credits
HUMS A224	Conflict and Collaborative Systems	3 credits

HUMS A321	Diversity Issues in Human Services Practice	3 credits
HUMS A322	Service Coordination in Human Services Practice	3 credits
HUMS A324	Introduction to Paraprofessional Counseling II	3 credits
HUMS A333	Alternative Dispute Resolution	3 credits
HUMS A461	Crisis Intervention	3 credits

XVI. GRADUATE CERTIFICATE IN ADVANCED HUMAN SERVICE SYSTEMS

The Graduate Certificate in Advanced Human Service Systems prepares students with a Bachelor of Human Services or related degree for a broad array of mid-level and advanced occupations within the behavioral health/community and social services clusters. Students will develop advanced knowledge and skills in program evaluation, family and community service delivery, organizational development and leadership, professional ethics and decision making, as well as current and continuing issues in human development.

Certificate requirements:

1. Complete core courses (12 credits):

HUMS A610	Program Evaluation in Applied Settings	3 credits
HUMS A630	Family and Community Systems	3 credits
HUMS A650	Leadership and Organizational Development in Human Services	3 credits
HUMS A670	Professional Ethics in Human Services	3 credits

2. Complete one of the following courses in human development (3 credits):

HUMS A680	Advanced Topics in Human Development: Childhood	3 credits
HUMS A681	Advanced Topics in Human Development: Adolescence	3 credits
HUMS A682	Advanced Topics in Human Development: Adulthood and Aging	3 credits
EDCN A613	Human Development for the Helping Professionals	3 credits

3. Complete one of the following elective courses (3 credits):

HUMS A640	Contemporary Issues in Rehabilitation	3 credits
HUMS A660	Promoting Positive Development in At-Risk Youth	3 credits
EDCN A614	Counseling Diverse Populations	3 credits
PADM A601	Introduction to Public Administration	3 credits
PADM A628	Public Financial Management	3 credits
SWK A665	Comparative Group Work	3 credits

4. Students must earn an overall cumulative GPA of 3.00 or better.

5. A total of 18 credits is required for the certificate.

XVII. COURSE DESCRIPTIONS

HUMS A101 Introduction to Human Services 3 CR
Prerequisites: None
Introduces human services as a profession. Traces historical and contemporary service delivery approaches. Identifies ethical and professional roles of human service workers. Examines human service consumer problems and appropriate helping systems and strategies.

HUMS A106 Introduction to Social Welfare 3 CR
Prerequisites: SOC A101.
Analyzes social inequality and the American social welfare state. Traces historical evolution of government and non-government response to the provision of basic needs, opportunities, and rights for its citizenry, especially vulnerable populations. Investigates historical and persisting dilemmas--ethical, political, cultural, and economic--explicit and implicit, in achieving social justice. Assists in understanding of social welfare problems and solutions.

HUMS A107 History and Systems of Human Services 3 CR
Prerequisites: None
Introduces historical foundations of the human service profession through the lens of formative legislation and service delivery systems.

HUMS A122 Substance Abuse as a Contemporary Problem 3 CR
Prerequisites: None
Presents current issues in addiction through a human service perspective emphasizing social, legal, public health and public policy contexts.

HUMS A123 Public Education and Prevention in Substance Abuse 3 CR
Prerequisites: None
Presents knowledge and skills as tools in the development of community education and prevention programs in substance abuse.

HUMS A124 Introduction to the Physiology and Pharmacology of Substance Abuse 3 CR
Prerequisites: None
Introduces basic properties and effects of psychoactive substances on human physiology from a substance abuse treatment perspective.

HUMS A155 Human Relations in the Workplace 3 CR
Prerequisites: None
Presents human relation skills appropriate in the workplace. Course includes skills related to task group team membership and leadership, problem solving, and workplace etiquette.

HUMS A185 Introduction to Field Work 3 CR
Prerequisites: None
Essential elements of field experience learning in a Human Service setting, including the foundations of ethical decision making. Students will complete all documents necessary to enroll in HUMS A295A.

HUMS A223 Introduction to Paraprofessional Counseling I 3 CR
Prerequisites: None
Presents basic paraprofessional counseling skills focused upon a systematic approach to effective helping. Skills are organized into the four categories: skills for understanding, skills for comfort and crisis intervention, skills for positive action, and trauma-informed care.

HUMS A224 Conflict and Collaborative Systems 3 CR
Prerequisites: None
Employs a general systems approach to examine social conflict and collaboration. Communication and conflict resolution skills are presented as tools enhancing collaboration and managing conflict.

HUMS A226 Intervention Continuum in Substance Abuse Counseling 3 CR
Prerequisites: None
Presents the continuum of substance abuse treatment interventions. Topics include screening and placement criteria, motivational interviewing, aftercare, relapse planning, documentation, and confidentiality.

HUMS A240 Geriatric Lifestyle Assessment 3 CR
Prerequisites: HUMS A101 or SOC A110.
Provides a holistic overview of the assessment of the older adult. Examines tools and techniques used to assess an older person's functional, cognitive, social and psychosocial strengths and challenges. Explores strategies necessary to develop care plans for optimizing an individual's capabilities and quality of life.

HUMS A256 Groups and Organizations 3 CR
Prerequisites: None
Introduces social, organizational and work-group behavior within a human service context.

HUMS A290 Selected Topics in Alcohol and Drug Counseling 0.5-3 CR
Prerequisites: None
Provides the most current education in the area of substance abuse counseling. Specific topics will vary.

HUMS A295A Human Services Practicum I 3 CR
Prerequisites: (ENGL A111 with minimum grade of C or concurrent enrollment) and HUMS A101 with minimum grade of C and HUMS A185 with minimum grade of C and HUMS A223 with minimum grade of C.
Major Restriction: Must be Human Services major.
Registration Restrictions: GER Written Communication, Human Services major
Provides students a guided learning experience at a community human services agency including 125 agency hours and a weekly seminar class. Course topics include agency structure and function, application of entry-level helping skills, and interagency networking.

HUMS A295B Human Services Practicum II 3 CR
Prerequisites: HUMS A295A with minimum grade of C.
Major Restriction: Must be Human Services major.
Registration Restrictions: Human Services major
Provides students with guided learning experiences at a human services agency. Students are required to complete 125 supervised agency hours during which they will become familiar with agency structure and protocols and engage in supervised client contact. Students will also participate in a weekly classroom seminar.

HUMS A321 Diversity Issues in Human Services Practice 3 CR
Prerequisites: HUMS A101 and HUMS A223 and HUMS A295A.
Using a framework of self-awareness, this course will focus on the range of human diversity and the historical and current responses to it. It will help students incorporate the relevant needs of diverse groups in their professional practice.

HUMS A322 Service Coordination in Human Services Practice 3 CR
Prerequisites: HUMS A101 and HUMS A223 and HUMS A295A.
Introduction to the fundamentals of service coordination across disciplines. Using an empowerment and strengths based framework, course focuses on the functions of service delivery, including assessment, planning, and implementation, utilizing the concepts of collaboration, ethics, and diversity.

HUMS A324 Introduction to Paraprofessional Counseling II 3 CR
Prerequisites: HUMS A223 with minimum grade of C.
Provides students both theory and skill development learning experiences designed to advance paraprofessional counseling skills.

HUMS A333 Alternative Dispute Resolution 3 CR
Prerequisites: HUMS A223 and HUMS A324.
A conceptual framework in Alternative Dispute Resolution (ADR) with particular emphasis on history, communication skills, and ethics. Uses simulation exercises including negotiation strategy and tactics; mediation process and techniques; and development of arbitration case theory presentation. A comparison of the adversarial and collaborative dispute resolution systems as a theoretical backdrop.

HUMS A334 Family Mediation 3 CR
Prerequisites: HUMS A223 and HUMS A224 and HUMS A324 and HUMS A333.
Trains students in advanced mediation skills for resolving family conflict. Different models of mediation are presented, evaluated, and practiced. Current issues in Alaska family mediation are covered.

HUMS A350 Men and Masculinity 3 CR
Prerequisites: SOC A101 or PSY A111.
Examines perspectives on masculinity and male sex role from historical, cultural and social-psychological perspectives with focus on males as clients in the human services setting. Examines the dynamics of male socialization and its influence on men in areas such as family and work, sexuality, and physical and mental health. Attention given to implications for prevention and human service delivery.

HUMS A390 Selected Topics in Human Service Practice 0.5-3 CR
Prerequisites: HUMS A101.
Provides the most current education in the area of Human Service practice. Specific topics will vary.

HUMS A412 Ethical Issues in Human Services Practice 3 CR
Prerequisites: HUMS A101 and HUMS A223.
Overview of ethics in human service practice. Clients' rights and confidentiality, worker responsibility for ethical behavior in the areas of confidentiality, multicultural counseling, professional responsibility, and practitioner competency.

HUMS A414 Rural Treatment Strategies for Human Service Professionals 3 CR
Prerequisites: HUMS A101.
Focuses upon human service work in rural settings. Development of relevant knowledge and skills in the following areas: cultural issues, the addiction process and their impact on the individual, the family, and the community. Prevention and treatment of substance abuse strategies are presented focusing upon the human service worker as a change agent.

HUMS A416 Substance Abuse and the Older Adult 3 CR
Prerequisites: HUMS A124 and HUMS A223.
Addresses the issues related to aging adults who misuse alcohol, drugs, prescription medications, and other substances. Emphasis will be placed on identification, assessment, and intervention strategies.

HUMS A417 Substance Abuse Counseling for Human Service Professionals 3 CR
Prerequisites: HUMS A122 and HUMS A123 and HUMS A223.
Develops advanced counseling theory and skills specifically required by human service professionals in substance abuse treatment. Includes client assessment, diagnosis, and treatment planning. Substance abuse treatment strategies will be compared and contrasted.

HUMS A420 Introduction to Program Evaluation 3 CR
Prerequisites: [PSY A260 or STAT A252 or STAT A253] and [(HS A345 or concurrent enrollment) or HUMS A295B].
Introduces the theory and practice of program evaluation for applied public health and human service settings.

HUMS A424 Advanced Counseling for Human Service Professionals 3 CR
Prerequisites: HUMS A223 and HUMS A324.
Comparative counseling systems and theories appropriate in the human service context are presented. Cognitive, affective, behavioral systems will be presented as approaches in a variety of human service settings including education, family and community, rehabilitation, and mental health.

HUMS A434 Group Facilitation for Human Service Professionals 3 CR
Prerequisites: HUMS A223 and HUMS A324.
Advanced facilitation skills appropriate for group work to include goal setting, reciprocation, task identification, and personal growth. Presents a theoretical case in both group dynamics and group leadership. Contemporary ethical and managerial issues are included.

HUMS A461 Crisis Intervention 3 CR
Prerequisites: HUMS A101 and HUMS A223 and HUMS A324.
A systematic and social approach to causes and treatment of human crises. Covers characteristics of crises, intervention strategies, and specific techniques for resolving various crisis situations. Students are expected to research, analyze, and compare community crisis support services.

HUMS A495A Human Services Practicum III 3 CR
Prerequisites: HUMS A295A with minimum grade of C and HUMS A295B with minimum grade of C.
Registration Restrictions: Admission to Human Services Bachelor Degree Program.
Placement in an agency will provide students with advancing levels of responsibility in direct client services and/or specialized activities/projects while increasing their professional development. Weekly concurrent classroom seminars required.

HUMS A495B Human Services Practicum IV 3 CR
Prerequisites: HUMS A495A with minimum grade of C.
Registration Restrictions: Declared Human Services major, admission to Bachelor of Human Services Degree, Practicum IV status approval.
This is the Integrative Capstone course for the Bachelor of Human Services degree. The course builds and expands upon material presented in Human Services Practica I-III using theoretical frameworks from other required Human Service coursework. Students gain increasing levels of responsibility in the provision of direct client services in community-based settings.

HUMS A610 Program Evaluation in Applied Settings 3 CR
Prerequisites: STAT A252.
Level Restriction: Must be Graduate - UAA level.
Registration Restrictions: B.H.S. or equivalent degree in related field and acceptance into the Graduate Certificate in Advanced Human Service Systems.
Prior coursework in research methodology required.
Examines conceptual, methodological, and administrative factors related to the process of program evaluation in applied settings.

HUMS A630 Family and Community Systems 3 CR
Level Restriction: Must be Graduate - UAA level.
Registration Restrictions: B.H.S. or equivalent degree in related field and acceptance into the Graduate Certificate in Advanced Human Service Systems.

Presents a complex systems approach to human service delivery. Through the frameworks of diversity and social justice, the course examines contemporary and changing service delivery values, perspectives and intervention techniques.

HUMS A640 Contemporary Issues in Rehabilitation 3 CR
Level Restriction: Must be Graduate - UAA level.
Registration Restrictions: B.H.S. or equivalent degree in related field and acceptance into the Graduate Certificate in Advanced Human Service Systems.
Provides an overview of the historical, philosophical, and legal basis of rehabilitation systems and services. Examines the role of rehabilitation systems, the rehabilitation process, public and private organizational systems, and societal trends in rehabilitation.

HUMS A650 Leadership and Organizational Development in Human Services 3 CR
Level Restriction: Must be Graduate - UAA level.
Registration Restrictions: B.H.S. or equivalent degree in related field and acceptance into the Graduate Certificate in Advanced Human Service Systems.
Presents leadership styles based upon human organizational development theory and concepts. Through the frameworks of transformative, strategic and structural change models, the course examines organizational change and leadership in public, private and self-help human service organizations.

HUMS A660 Promoting Positive Development in At-Risk Youth 3 CR
Level Restriction: Must be Graduate - UAA level.
Registration Restrictions: B.H.S. or equivalent degree in related field and acceptance into the Graduate Certificate in Advanced Human Service Systems.
Provides history and current challenges facing the field of positive youth development, examines theoretical and practical frameworks for collaboratively providing quality services and establishing programs and community connections needed to successfully transition into young adulthood.

HUMS A670 Professional Ethics in Human Services 3 CR
Level Restriction: Must be Graduate - UAA level.
Registration Restrictions: B.H.S. or equivalent degree in related field and acceptance into the Graduate Certificate in Advanced Human Service Systems.
Provides an overview of ethical issues in human services emphasizing the identification of ethical issues and the application of ethical principles and codes of ethics in applied decision making.

HUMS A680 Advanced Topics in Human Development: Childhood 3 CR
Level Restriction: Must be Graduate - UAA level.
Registration Restrictions: B.H.S. or equivalent degree in related field and acceptance into the Graduate Certificate in Advanced Human Service Systems.
Provides an overview of major theories and research in child development with a focus on applications in human service systems. Emphasis on program development and systems issues in multicultural settings and strategies to promote healthy development and resilience.

HUMS A681 Advanced Topics in Human Development: Adolescence 3 CR
Level Restriction: Must be Graduate - UAA level.
Registration Restrictions: B.H.S. or equivalent degree in related field and acceptance into the Graduate Certificate in Advanced Human Service Systems.
Provides an overview of major theories and research in adolescent development with a focus on applications in human service systems. Emphasis on program development and systems issues in multicultural settings and strategies to promote healthy development and resilience.

HUMS A682 Advanced Topics in Human Development: Adulthood and Aging 3 CR
Level Restriction: Must be Graduate - UAA level.
Registration Restrictions: B.H.S. or equivalent degree in related field and acceptance into the Graduate Certificate in Advanced Human Service Systems.
Provides an overview of major theories and research in adulthood and aging with a focus on applications in human service systems. Emphasis on program development and systems issues in multicultural settings and strategies to promote

XVIII. Associate of Applied Science In Human Services Competencies

Students graduating with an Associate of Applied Science in Human Services will be able to:

- Analyze and navigate community-based human services agencies and service delivery systems in order to secure a variety of community resources appropriate for clients.
- Utilize a strengths-based approach to working with people and their problems in living.
- Effectively use intervention and core paraprofessional counseling skills.
- Apply acquired human services skills in a service agency, to include assessment, interviewing, treatment planning, service delivery, and paraprofessional counseling.
- Demonstrate consolidation of knowledge through three areas of learning:
    - Understand agencies, target populations, services delivered, and interaction with community partners.
    - Develop a professional self and identity with appropriate use of supervision.
    - Apply client/community intervention skills.
- Qualify for employment in the human services workforce.
- Build on human services AAS degree as a foundation for further education.

XIX. Bachelor's Degree in Human Services Competencies

Students graduating with a Bachelor of Human Services will:

- Possess an understanding of knowledge, skills and values integral to the field of Human Services.
- Possess advanced skill sets necessary to provide direct and indirect client services in a community/professional setting.
- Receive satisfactory program services to include: academic advising, course offerings, practicum experiences and appropriate faculty and staff support.

XX. Graduate Certificate in Advanced Human Services Systems Competencies

Graduates of the Certificate in Advanced Human Service Systems will be able to demonstrate knowledge and skills necessary to perform organizational and human service management/practice roles using a broad array of knowledge based skills.

- Students who complete this program will be able to:
- Demonstrate ethical leadership and decision making in human service organizations.
- Apply management skills at multiple levels within an organization.

- Utilize human service family and community service delivery systems to enhance the mission of their respective programs and organizations.

- Utilize program evaluation and research techniques to accurately design and measure performance outcomes to objectively assess the effectiveness of programs in applied settings.

XXI. ACADEMIC AND PROFESSIONAL REQUIREMENTS

Academic integrity is a basic principle which requires that students take credit only for ideas and efforts that are their own. Cheating, plagiarism, and other forms of academic dishonesty are defined as the submission of materials in assignments, exams, or other academic work which is based on sources prohibited by the faculty member.

All students are encouraged to review the University's Academic Policies and Student Code of Conduct in Chapter 5 of the University of Alaska Anchorage Catalog.

Human Services students are expected to adhere to and abide by the National Organization for Human Services (NOHS) Ethical Standards.

ETHICAL STANDARDS OF HUMAN SERVICE PROFESSIONALS

National Organization for Human Services
Council for Standards in Human Service Education
http://www.nationalhumanservices.org/index.php?option=com_content&view=article&id=43

PREAMBLE

Human services is a profession developing in response to and in anticipation of the direction of human needs and human problems in the late twentieth century. Characterized particularly by an appreciation of human beings in all of their diversity, human services offers assistance to its clients within the context of their community and environment. Human service professionals and those who educate them, regardless of whether they are students, faculty or practitioners, promote and encourage the unique values and characteristics of human services. In so doing human service professionals and educators uphold the integrity and ethics of the profession, partake in constructive criticism of the profession, promote client and community well-being, and enhance their own professional growth.

The ethical guidelines presented are a set of standards of conduct which the human service professionals and educators consider in ethical and professional decision making. It is hoped that these guidelines will be of assistance when human service professionals and educators are challenged by difficult ethical dilemmas. Although ethical codes are not legal documents, they may be used to assist in the adjudication of issues related to ethical human service behavior.

SECTION I - STANDARDS FOR HUMAN SERVICE PROFESSIONALS

Human service professionals function in many ways and carry out many roles. They enter into professional-client relationships with individuals, families, groups and communities who are all referred to as "clients" in these standards. Among their roles are caregiver, case manager, broker, teacher/educator, behavior changer, consultant, outreach professional, mobilizer, advocate, community planner, community change organizer, evaluator and administrator. [1.] The following standards are written with these multifaceted roles in mind.

THE HUMAN SERVICE PROFESSIONAL'S RESPONSIBILITY TO CLIENTS

STATEMENT 1 Human service professionals negotiate with clients the purpose, goals, and nature of the helping relationship prior to its onset as well as inform clients of the limitations of the proposed relationship.

STATEMENT 2 Human service professionals respect the integrity and welfare of the client at all times. Each client is treated with respect, acceptance and dignity.

STATEMENT 3 Human service professionals protect the client's right to privacy and confidentiality except when such confidentiality would cause harm to the client or others, when agency guidelines state otherwise, or under other stated conditions (e.g., local, state, or federal laws). Professionals inform clients of the limits of confidentiality prior to the onset of the helping relationship.

STATEMENT 4 If it is suspected that danger or harm may occur to the client or to others as a result of a client's behavior, the human service professional acts in an appropriate and professional manner to protect the safety of those individuals. This may involve seeking consultation, supervision, and/or breaking the confidentiality of the relationship.

STATEMENT 5 Human service professionals protect the integrity, safety, and security of client records. All written client information that is shared with other professionals, except in the course of professional supervision, must have the client's prior written consent.

STATEMENT 6 Human service professionals are aware that in their relationships with clients power and status are unequal. Therefore they recognize that dual or multiple relationships may increase the risk of harm to, or exploitation of, clients, and may impair their professional judgment. However, in some communities and situations it may not be feasible to avoid social or other nonprofessional contact with clients. Human service professionals support the trust implicit in the helping relationship by avoiding dual relationships that may impair professional judgment, increase the risk of harm to clients or lead to exploitation.

STATEMENT 7 Sexual relationships with current clients are not considered to be in the best interest of the client and are prohibited. Sexual relationships with previous clients are considered dual relationships and are addressed in STATEMENT 6 (above).

STATEMENT 8 The client's right to self-determination is protected by human service professionals. They recognize the client's right to receive or refuse services.

STATEMENT 9: Human service professionals recognize and build on client strengths.

THE HUMAN SERVICE PROFESSIONAL'S RESPONSIBILITY TO THE COMMUNITY AND SOCIETY

STATEMENT 10 Human service professionals are aware of local, state, and federal laws. They advocate for change in regulations and statutes when such legislation conflicts with ethical guidelines and/or client rights. Where laws are harmful to individuals, groups or communities, human service professionals consider the conflict between the values of obeying the law and the values of serving people and may decide to initiate social action.

STATEMENT 11 Human service professionals keep informed about current social issues as they affect the client and the community. They share that information with clients, groups and community as part of their work.

STATEMENT 12 Human service professionals understand the complex interaction between individuals, their families, the communities in which they live, and society.

STATEMENT 13 Human service professionals act as advocates in addressing unmet client and community needs. Human service professionals provide a mechanism for identifying unmet client needs, calling attention to these needs, and assisting in planning and mobilizing to advocate for those needs at the local community level.

STATEMENT 14 Human service professionals represent their qualifications to the public accurately.

STATEMENT 15 Human service professionals describe the effectiveness of programs, treatments, and/or techniques accurately.

STATEMENT 16 Human service professionals advocate for the rights of all members of society, particularly those who are members of minorities and groups at which discriminatory practices have historically been directed.

STATEMENT 17 Human service professionals provide services without discrimination or preference based on age, ethnicity, culture, race, disability, gender, religion, sexual orientation or socioeconomic status.

STATEMENT 18 Human service professionals are knowledgeable about the cultures and communities within which they practice. They are aware of multiculturalism in society and its impact on the community as well as individuals within the community. They respect individuals and groups, their cultures and beliefs.

STATEMENT 19 Human service professionals are aware of their own cultural backgrounds, beliefs, and values, recognizing the potential for impact in their relationships with others.

STATEMENT 20 Human service professionals are aware of sociopolitical issues that differentially affect clients from diverse backgrounds.

STATEMENT 21 Human service professionals seek the training, experience, education and supervision necessary to ensure their effectiveness in working with culturally diverse client populations.

THE HUMAN SERVICE PROFESSIONAL'S RESPONSIBILITY TO COLLEAGUES

STATEMENT 22 Human service professionals avoid duplicating another professional's helping relationship with a client They consult with other professionals who are assisting the client in a different type of relationship when it is in the best interest of the client to do so.

STATEMENT 23 When a human service professional has a conflict with a colleague, he or she first seeks out the colleague in an attempt to manage the problem. If necessary, the professional then seeks the assistance of supervisors, consultants or other professionals in efforts to manage the problem.

STATEMENT 24 Human service professionals respond appropriately to unethical behavior of colleagues. Usually this means initially talking directly with the colleague and, if no resolution is forthcoming, reporting the colleague's behavior to supervisory or administrative staff and/or to the Professional organization(s) to which the colleague belongs.

STATEMENT 25 All consultations between human service professionals are kept confidential unless to do so would result in harm to clients or communities.

THE HUMAN SERVICE PROFESSIONAL'S RESPONSIBILITY TO THE PROFESSION

STATEMENT 26 Human service professionals know the limit and scope of their professional knowledge and offer services only within their knowledge and skill base.

STATEMENT 27 Human service professionals seek appropriate consultation and supervision to assist in decision-making when there are legal, ethical or other dilemmas.

STATEMENT 28 Human service professionals act with integrity, honesty, genuineness, and objectivity.

STATEMENT 29 Human service professionals promote cooperation among related disciplines (e.g., psychology, counseling, social work, nursing, family and consumer sciences, medicine, education) to foster professional growth and interests within the various fields.

STATEMENT 30 Human service professionals promote the continuing development of their profession. They encourage membership in professional associations, support research endeavors, foster educational advancement, advocate for appropriate legislative actions, and participate in other related professional activities.

STATEMENT 31 Human service professionals continually seek out new and effective approaches to enhance their professional abilities.

THE HUMAN SERVICE PROFESSIONAL'S RESPONSIBILITY TO EMPLOYERS

STATEMENT 32 Human service professionals adhere to commitments made to their employers.

STATEMENT 33 Human service professionals participate in efforts to establish and maintain employment conditions which are conducive to high quality client services. They assist in evaluating the effectiveness of the agency through reliable and valid assessment measures.

STATEMENT 34 When a conflict arises between fulfilling the responsibility to the employer and the responsibility to the client, human service professionals advise both of the conflict and work conjointly with all involved to manage the conflict.

THE HUMAN SERVICE PROFESSIONAL'S RESPONSIBILITY TO SELF

STATEMENT 35 Human service professionals strive to personify those characteristics typically associated with the profession (e.g., accountability, respect for others, genuineness, empathy, pragmatism).

STATEMENT 36 Human service professionals foster self-awareness and personal growth in themselves. They recognize that when professionals are aware of their own values, attitudes, cultural background, and personal needs, the process of helping others is less likely to be negatively impacted by those factors.

STATEMENT 36 Human service professionals recognize a commitment to lifelong learning and continually upgrade knowledge and skills to serve the populations better.

SECTION II - STANDARDS FOR HUMAN SERVICE EDUCATORS

Human Service educators are familiar with, informed by and accountable to the standards of professional conduct put forth by their institutions of higher learning; their professional disciplines, for example, American Association of University Professors (AAUP), American Counseling Association (ACA), Academy of Criminal Justice (ACJS), American Psychological Association (APA), American Sociological Association (ASA), National Association of Social Workers (NASW), National Board of Certified Counselors (NBCC), National Education Association (NEA); and the National Organization for Human Services (NOHS).

STATEMENT 38 Human service educators uphold the principle of liberal education and embrace the essence of academic freedom, abstaining from inflicting their own personal views/morals on students, and allowing students the freedom to express their views without penalty, censure or ridicule, and to engage in critical thinking.

STATEMENT 39 Human service educators provide students with readily available and explicit program policies and criteria regarding program goals and objectives, recruitment, admission, course requirements, evaluations, retention and dismissal in accordance with due process procedures.

STATEMENT 40 Human service educators demonstrate high standards of scholarship in content areas and of pedagogy by staying current with developments in the field of Human Services and in teaching effectiveness, for example learning styles and teaching styles.

STATEMENT 41 Human service educators monitor students' field experiences to ensure the quality of the placement site, supervisory experience, and learning experience towards the goals of professional identity and skill development.

STATEMENT 42 Human service educators participate actively in the selection of required readings and use them with care, based strictly on the merits of the material's content, and present relevant information accurately, objectively and fully.

STATEMENT 43 Human service educators, at the onset of courses: inform students if sensitive/controversial issues or experiential/affective content or process are part of the course design; ensure that students are offered opportunities to discuss in structured ways their reactions to sensitive or controversial class content; ensure that the presentation of such material is justified on pedagogical grounds directly related to the course; and, differentiate between information based on scientific data, anecdotal data, and personal opinion.

STATEMENT 44 Human service educators develop and demonstrate culturally sensitive knowledge, awareness, and teaching methodology.

STATEMENT 45 Human service educators demonstrate full commitment to their appointed responsibilities, and are enthusiastic about and encouraging of students' learning.

STATEMENT 46 Human service educators model the personal attributes, values and skills of the human service professional, including but not limited to, the willingness to seek and respond to feedback from students.

STATEMENT 47 Human service educators establish and uphold appropriate guidelines concerning self-disclosure or student-disclosure of sensitive/personal information.

STATEMENT 48 Human service educators establish an appropriate and timely process for providing clear and objective feedback to students about their performance on relevant and established course/program academic and personal competence requirements and their suitability for the field.

STATEMENT 49 Human service educators are aware that in their relationships with students, power and status are unequal; therefore, human service educators are responsible to clearly define and maintain ethical and professional relationships with students, and avoid conduct that is demeaning, embarrassing or exploitative of students, and to treat students fairly, equally and without discrimination.

STATEMENT 50 Human service educators recognize and acknowledge the contributions of students to their work, for example in case material, workshops, research, publications.

STATEMENT 51 Human service educators demonstrate professional standards of conduct in managing personal or professional differences with colleagues, for example, not disclosing such differences and/or affirming a student's negative opinion of a faculty/program.

STATEMENT 52 Human service educators ensure that students are familiar with, informed by, and accountable to the ethical standards and policies put forth by their program/department, the course syllabus/instructor, their advisor(s), and the Ethical Standards of Human Service Professionals.

STATEMENT 53 Human service educators are aware of all relevant curriculum standards, including those of the Council for Standards in Human Services Education (CSHSE); the Community Support Skills Standards; and state/local standards, and take them into consideration in designing the curriculum.

STATEMENT 54 Human service educators create a learning context in which students can achieve the knowledge, skills, values and attitudes of the academic program.

The student is personally accountable for individual conduct under the code.

XXII. CLASSROOM ETIQUETTE

The Human Services Department sees classroom time as an opportunity for each student to learn and share knowledge. Please join with your instructor and extend the following classroom courtesies to your colleagues to ensure the highest and best use of class time.

1. Punctuality:
   Students are expected to be in class on time. Students arriving late can cause unnecessary distractions and interruptions to instruction thereby disturbing the learning of fellow students.

2. Leaving Class Prior to Dismissal:
   Students who need to leave class prior to dismissal or break are requested to advise their faculty member before class, and to sit as close as possible to the door. This will avoid unnecessary classroom disruption or distraction.

3. Cell Phones:
   Students should either turn cell phones off during class time (preferred) or switch to silent. The ringing of either is very disruptive to instruction.

4. Side Conversations:
   Side conversations are distracting to all. Please refrain from engaging in them. Continued disruption can lead to your removal from class.

5. Disruptive or Obstructive Actions:
   Obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the University is a violation of the Student Code of Conduct and may lead to disciplinary action.

Students are responsible for following the Student Code of Conduct as printed in the Student Handbook and UAA catalog.

XXIII. HUMAN SERVICES WEBSITES

The Human Services Website is located at www.uaa.alaska.edu/hums. It is highly recommended students bookmark or make this site their home page. The Department posts new information to the site throughout the semester, including updates, coming events, deadlines, forms and changes in Human Services Department policy and procedures.

It is the student's responsibility to make themselves aware of any information posted on this site.

The Human Services Department also maintains a Facebook page. Students are encouraged to "like" the Human Services Facebook page for updates and deadlines. (https://www.facebook.com/pages/UAA-Human-Services/173201608378)