

COLUMBUS STATE

SOCIAL WORK AND
HUMAN SERVICES

Columbus State Community College
Health and Human Services Division
Social Work and Human Services Program

Student Handbook

2022-2023

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COLUMBUS STATE

HEALTH & HUMAN SERVICES DIVISION

A MESSAGE FROM THE DEAN OF HEALTH & HUMAN SERVICES

Welcome to the Division of Health & Human Services.

I am excited that you chose Columbus State to pursue your education. One of the favorite parts of my job is being able to welcome new students and speak about our wonderful institution. I can honestly and enthusiastically say you have made an excellent choice.

As Ohio's premier community college, we deliver a variety of academic programs to meet the needs of the greater Central Ohio area. The Division of Health and Human Services offers a wide range of learning opportunities to students. Made up of ten departments offering nearly 70 degree and certificate programs, we have something for everyone.

Our faculty, support staff, advisors, and administrators all work together to help you succeed in your education at Columbus State and beyond. They embody the Columbus State spirit of student success. We are genuinely committed to helping you reach your goals.

We offer state-of-the-art equipment and technology, accredited academic programs, a highly qualified faculty, and all the support tools you will need to complete your education with us. We think you will agree that Columbus State is a truly extraordinary place.

Beyond what you will learn, your education has tremendous value. With each passing year, a greater number of employers are turning to Columbus State graduates. Columbus State provides a relevant education for an ever-changing workplace. You will acquire the skills you need for a job today, but also develop deep learning abilities for a career tomorrow.

We welcome you to participate in all that our fine institution offers. You will find that there are many opportunities that extend well beyond the classroom. There are numerous student clubs and organizations as well as recreational and athletic opportunities that you can share in as a student. I hope you will take advantage of these opportunities.

On behalf of the Health and Human Services Division, I wish you the very best in your studies at Columbus State and in your future!

Best wishes,

Terrence A. Brown, Ph.D.

Dean, Health & Human Service

SOCIAL WORK AND HUMAN SERVICES PROGRAM STUDENT HANDBOOK PURPOSE

This Student Handbook provides information specific to students in Social Work and Human Services Program. This handbook applies to all students in the Social Work and Human Services Program who are pursuing the following: Social Work and Human Services Associate Degree of Applied Science, Advanced Addiction Studies Certificate, Addiction Studies Certificate, Advanced Mental Health Certificate and Human Services Assistant Certificate.

Each student must sign the Handbook Acknowledgement form. Be advised that even if a student fails to return a signed Handbook Acknowledgment Form, the student is still responsible for abiding by the content in this program specific student handbook, the Columbus State Policies and Procedures, course syllabi, the Columbus State Catalog, and the Columbus State Student Handbook.

STATEMENT ACKNOWLEDGING CHANGES TO THE SOCIAL WORK AND HUMAN SERVICES PROGRAM STUDENT HANDBOOK

This student handbook is subject to federal, state, and local law as well as national and state governing bodies, Columbus State Policies and Procedures, and Social Work and Human Services Program Policies and Procedures. As changes in the law or policy by one or more of these entities occur, corresponding revisions to this handbook will be made periodically. Students are advised that these changes may occur with or without prior notice. Therefore, students should check for updates to program information at <https://www.csc.edu/academics/departments/sahs/>.

COLLEGE POLICIES

Student Code of Conduct Summary

Columbus State has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of the College, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the College. In addition to these rules, the behaviors enumerated under the Student Code of Conduct may result in penalties up to and including expulsion from the college.

As an enrolled student at Columbus State, you have agreed to abide by the Student Code of Conduct as outlined in [Columbus State Policy 7-10](#) and [Procedure 7-10 \(G\)](#). It is the student's responsibility to familiarize themselves with the entire Student Code of Conduct. For more information about the Student Code of Conduct and the Office of Student Conduct, please see: <https://www.csc.edu/services/student-conduct/>.

Concerns related to sexual harassment (which includes domestic violence, dating violence, stalking and sexual assault), appropriate parenting and pregnancy accommodations for students, discrimination based on a protected class and specific types of retaliation should be referred to the Office of Equity and Compliance.

<https://www.csc.edu/about/equity-compliance/>

Background Check and Drug Screening Disclosure for Students Pursuing Health and Human Services Programs

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that Columbus State may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Please see the program specific policy in the Program Admission and Continuing Compliance Requirements Chapter, to learn more about your academic program's requirements.

Individuals with Disabilities

It is Columbus State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973. It is also the policy of Columbus State to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of College-sponsored programs or services who have disabilities. These acts can be found in Columbus State Policy 3-41, which can be accessed at the following website:

<https://www.csc.edu/about/policies-procedures.shtml>.

Columbus State offers a wide range of support to encourage the enrollment of people with disabilities. Located in Eibling Hall 101, the Disability Services Office provides services to qualified students with disabilities for all Columbus State locations. It is the student's responsibility to request accommodations for access. If you would like to request such accommodations for access, please contact Disability Services: 101 Eibling Hall, (614)-287-2570. Delaware Campus students may contact the Disability Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or calling (740) 203-8345 to begin the process of registering with Disability Services. Students can also visit the disability services website at:

<https://www.csc.edu/services/disability/register.shtml>. Email or give your instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodations do not start until the letter is received, and accommodations are not retroactive.

For more information about Disability Services at Columbus State please visit the Disability Services website at: <https://www.csc.edu/services/disability/>.

Student Rights under the Family Educational Rights and Privacy Act (FERPA)

Columbus State complies with the Family Educational Rights and Privacy Act (FERPA), which is a federal law that protects the privacy of student education records. Student rights under FERPA are published in the Columbus State Catalog. To view the Columbus State Catalog online please visit <https://www.csc.edu/academics/catalog/>. Also pursuant to FERPA, Columbus State has designated certain information about students as directory information. To learn more about what information is considered directory information or how to request that your directory information be withheld from the public, please visit the following website: <https://www.csc.edu/services/registrar/withhold-information.shtml>.

Sexual Harassment/Sexual Violence (Title IX), Discrimination/Harassment and Retaliation

Columbus State is committed to maintaining a workplace, academic and athletic environment free of discrimination and harassment. The Office of Equity and Compliance oversees the College's policies, procedures and initiatives related to sexual harassment (which includes domestic violence, dating violence, stalking and sexual assault), appropriate parenting and pregnancy accommodations for students, discrimination based on a protected class and specific types of retaliation. Protected classes include sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, pregnancy, status as a parent of a young child of a foster parent and gender identity and expression.

For additional information about policies, procedures, resources, other supports related to sexual harassment, discrimination/harassment based on a protected class and the types of retaliation Equity and Compliance addresses and how to report such behavior, please see [Title IX, Harassment, Discrimination at Columbus State](#).

You also may contact a representative of Equity and Compliance: [Equity & Compliance | Columbus State Community College \(csc.edu\)](#)

Campus Safety/Clery Act

A college campus offers an open, welcoming environment where many people congregate during the course of a day. To be safe, everyone should be aware of his/her surroundings at all times. If an emergency occurs, immediately call 911, then the Police Department Communications Center at 614-287-2525. You can also send a text through the Rave Guardian App or directly from your phone to 67283. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip. Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be reported to the Police Department. You can call the Police Department, visit in-person on the Columbus Campus in Delaware Hall, Room 047, activate an emergency phone, or you can call the local police department by dialing 911.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act), codified at 20 USC 1092 (f), is a federal law that requires colleges and universities to disclose certain timely and annual information

about campus crime and security policies. The Police Department is responsible for completing the Clery Crime Statistics, and the Annual Security Report. Columbus State also complies with the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (Campus SaVE Act).

For more information about campus safety, how to sign up for emergency text alerts, and to view the Columbus State Clery Act Annual Security Report, please visit the Columbus State Police website at: <https://www.csc.edu/services/police/>. The Columbus State Campus Safety Policy and Procedure 13-11 can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Veterans and Service Members Support and Assistance

Columbus State seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, the College has adopted Columbus State Policy 7-15 as required by Ohio Revised Code Section 3345:421(B). The complete Columbus State Veterans and Service Members Support and Assistance Policy 7-15 can be accessed at the following website:

<https://www.csc.edu/about/policies-procedures.shtml>.

The Columbus State Military and Veterans Services Department provides individualized enrollment and referral services to assist community members in successfully meeting their educational and career goals. The Columbus State Military and Veterans Services Department is committed to providing uncompromising service by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability and stewardship.

If you would like more information regarding Columbus State's Military and Veterans Services, please contact Military and Veterans Services in Delaware Hall room 156 or by calling (614) 287-2644 or by visiting the following website:

<https://www.csc.edu/services/military-veterans/>. Columbus State's G.I Bill Office is located in Union Hall, Rm 48 and their phone number is: (614) 287-2644.

Drug and Alcohol-Free Campus

Under the Federal Drug-Free Schools and Communities Act Columbus State has established a drug and alcohol prevention program for all students and employees. To access information on services and programming please visit the Columbus State Counseling Services website at: <https://www.csc.edu/services/counseling/> and the Drug & Alcohol Abuse Prevention website at: <https://www.csc.edu/services/drug-alcohol/>.

Further, students should be aware that the Columbus State Student Code of Conduct Policy and Procedure 7-10 prohibits the use, possession, or distribution of an alcoholic beverage; the use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; and the abuse or misuse of prescriptions or over-the-counter medication. The Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website:

<https://www.csc.edu/about/policies-procedures.shtml>.

Tobacco Free Campus

Columbus State strives to enhance the general health and wellbeing of its students, faculty, staff, and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment. As of July 1, 2015, smoking and the use of tobacco are prohibited in or on all College-owned, operated, or leased property, including vehicles. The policy includes indoor and outdoor use of all tobacco products, smoke or smokeless, including e-cigarettes. For additional information, including cessation resources, please visit <https://www.csc.edu/campus-life/tobaccofree/index.shtml>.

To view the Columbus State Tobacco Free Campus Policy 13-13, please visit the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Grade Grievance Procedure Summary

The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class, or failed to follow the grading policy as stated in the course section syllabus.

It is the student's responsibility to initiate the grade grievance procedure. The complete Grade Grievance Procedure can be found in Columbus State's Grading and Academic Requirements Procedure 5-09(D) and can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>. It is the student's responsibility to read through the entire Grade Grievance Procedure as it contains a detailed process and includes deadlines.

Written Student Complaints

Columbus State Community College encourages student communication with the administration, faculty, and staff regarding college operations and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address his/her specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the office of the President, a Vice-President, or the Provost. The complete Columbus State Written Student Complaints Policy and Procedure 7-13 can be found at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Image Release Acknowledgment

As a general rule under Ohio law, the use of a person's persona (photo, image, name, voice, signature, or likeness) for a commercial purpose is not allowed unless the person consents in writing. However, institutions of higher education have an exception under the law, which allows the college to use a student's, faculty's or staff's persona without consent, for educational purposes to promote the college, its educational or institutional objectives, see [Ohio Revised Code section 2741.09\(A\)\(5\)](#). This educational exception

also extends to former students, faculty, and staff. Students are advised that photos may be taken of individuals (or groups) associated with Columbus State, while on Columbus State property or at Columbus State events, and used as long as the use is to promote the college's educational purposes.

Additional Columbus State Websites

Below are the links to additional Columbus State websites:

- For the current policies and procedures of Columbus State, please visit the following website: <https://www.csc.edu/about/policies-procedures.shtml>
- For information about Columbus State services, resources, and policies and procedures (such as information technology, food services, college success resources, student leadership resources, and financial aid resources) please view the Columbus State Student Handbook, which can be accessed at the following website: <https://www.csc.edu/services/student-handbook.shtml>
- To search for courses and plans of study, general information and directories, and Columbus State resources and policies and procedures (such as community and civic engagement, academic study abroad, and college testing services), please view the Columbus State Catalog, which can be accessed at the following website: <https://www.csc.edu/academics/catalog/>
- Columbus State's Social Media Guidelines can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>
- Institutional Disclosure-Student Right to Know can be accessed at the following website: <https://www.csc.edu/about/institutional-disclosure.shtml>

PROGRAM OVERVIEW

Overview

Social Work and Human Services is a dynamic, purposeful profession. This degree prepares students to support individuals, families, and groups in a variety of agencies and organizations. The curriculum emphasizes engagement with diverse populations including age, ethnicity, culture, race, ability, religion, sex, sexual orientation, gender identity, socioeconomic status, nationality, other expressions of diversity, or other historically oppressed groups. The importance of social justice is woven throughout the curriculum. Students learn and practice skills that enable them to support and advocate for people impacted by life challenges, mental health disorders, developmental disabilities, and substance use disorders.

The five-semester program includes 315 hours of hands-on practicum experience under the direct supervision of professionals in the field. Students who complete this degree are eligible for employment in the field. This degree meets the requirements for the Ohio Counselor, Social Worker and Marriage & Family Therapist Board, Social Work Assistant credential and the Ohio Chemical Dependency Professionals Board, Licensed Chemical Dependency Counselor II educational requirements. Graduates may also transfer to four-year social work degree programs.

The Program also offers the certificate programs listed below:

- Advanced Addiction Studies Certificate
- Advanced Mental Health Certificate
- Human Services Assistant Certificate
- Addiction Studies Certificate

The idea for the program began in 1969 and was officially approved by the Ohio Board of Regents on September 22nd, 1972. The program enrolled students for the first time in Autumn Quarter 1973. Since its beginning, the program has gone through a number of changes to meet the needs of students and potential employers in the community. This, in part, accounts for the high employment rate of our graduates.

Students are advised that this overview is subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding the program overview on the Columbus State Catalog website: <https://catalog.csc.edu/programs/Social%20Work%20and%20Human%20Services%20AAS>.

SAHS Advisory Committee

As part of our accreditation, the program regularly solicits feedback from the SAHS advisory committee regarding our curriculum, course outcomes and emerging issues in the field of human services. The Advisory Committee provides feedback regarding local, state, and national trends and needs, policy changes, and to act as an advocate for the program. The committee includes individuals representing the human services field, field practicum agencies, employing agencies, an alum of the program, and a current student.

Mission

The mission of the Social Work and Human Services Program is to provide education and practical experiences that prepare students to engage in meaningful, effective service delivery that meets individual, family, group, organizational and the community needs, with particular attention to diverse populations.

Accrediting Organization and Licensing Boards

The Social Work and Human Services Program is Accredited by the Council for Standards in Human Service Education.

Students who complete MULT 1114: Introduction to Addiction Studies meet the 40-hour education requirement for Phase I of the Chemical Dependency Counselor Assistant (CDCA) with the Ohio Chemical Dependency Professionals Board (OCDP). MULT 2114: CDCA Phase II meets the OCDP 30-hour requirement for the CDCA Phase II. Students must complete the applications found on the OCDP website: www.ocdp.ohio.gov, include an official transcript and meet identified time-lines established by the board.

Graduates of the Social Work and Human Services program are eligible to apply for a Certificate of Registration as a Social Work Assistant with the State of Ohio Counselor

and Social Worker Board. Students must apply at cswmft.ohio.gov, pay an application fee and submit a background check.

Graduates of the program also meet the degree requirement for the License Chemical Dependency Counselor II (LCDC II). Students who take MULT 2114 as one of the required technical electives, will also meet the required 180 hours of addictions specific education hours. Please note, post-graduation there is 2000 hours of qualifying work requirement and licensure exam that individuals must take to obtain their license.

All Social Work and Human Services courses are accepted by Ohio Chemical Dependency Professionals Board and the Ohio Counselor, Social Worker, Marriage & Family Therapist Boards for certification and licensure renewal hours. Please note, the CSWMFT Board requires a post-program approval form to be submitted within 90 days of completing the course for certification or licensure renewal hours.

Student Organizations

A great way to learn more about the Social Work and Human Services program and the field of human services is to join one of the student organizations, all students are invited to join.

- The Social Work Club provides a space for social work students to discuss their challenges and successes in their journeys to becoming future social workers. They host speakers and participate in activism and advocacy in the Columbus area.
- United Abilities Club (UAC) is an all-inclusive, student led club, which promotes advocacy, education, and awareness about individuals with autism and other developmental disabilities at Columbus State Community College and the surrounding community. Social events are also created to provide integrated opportunities that will allow students to connect with others on and off of campus. If you are interested in joining UAC or becoming an officer, please contact club advisor, Mandy Mermedakis at mmernedakis@csc.edu or 614-287-5098.

You can find more information or join either club at <https://connect.csc.edu/organizations?branches=202187>.

Learning Outcomes

The learning outcomes for this academic program can be found on the Columbus State Catalog website:

<https://catalog.csc.edu/programs/Social%20Work%20and%20Human%20Services%20AAS>.

Plan of Study

The plan of study for this academic program can be found on the Columbus State Catalog website:

<https://catalog.csc.c.edu/programs/Social%20Work%20and%20Human%20Services%20AAS>.

Non-traditional (N) Credit

A request for Non-traditional Credit may be utilized if a student feels that prior learning, obtained in settings other than a traditional college environment, could be judged to be of collegiate level and equivalent to a course or courses offered at Columbus State Community College. In the Social Work and Human Services program, this often applies to students who are working in the Social Work and Human Services field. More information can be found on the Columbus State website:

<https://www.csc.c.edu/services/registrar/n-credit.shtml>.

Non-traditional Credit will only be considered for the first practicum course (SAHS 2901). If applying for Non-traditional Credit for a first practicum course, all required materials must be submitted by the semester prior to be eligible for second practicum courses the following semester. The deadline for materials to be submitted is the Friday of the fourth week of Autumn or Spring semester or Friday of the second week of Summer semester. Please note, if a student is removed from their field practicum in the SAHS program, they cannot apply for Non-traditional Credit for that practicum.

Course Descriptions

The course descriptions for this academic program can be found on the Columbus State Catalog website: <https://catalog.csc.c.edu/>.

Faculty Directory

The faculty directory for this academic program can be found at the following website: <https://www.csc.c.edu/academics/departments/sahs/faculty.shtml>.

Health Risks and Working Conditions

As a student enrolled in this academic program, you may be required to participate in activities that may present a risk to your health and you may be working with other students and clients in various states of health/illness. As stated in the contracts with our practicum agencies, no client is discriminated against in the provision of health care. Students may be exposed to significant risks including but not limited to various diseases, micro-organisms, pathogens, exposure to communicable diseases, infections, or exposure to blood and/or bodily fluids. Students in health care settings learn “Standard Precautions” and are required to practice these in practicum agencies in order to minimize risk. However, it is important to understand that there is always a risk. Further, a student who is, or becomes pregnant while enrolled in a health related-program has the potential for exposure to a number of agents or conditions that could adversely affect the well-being of a fetus. This academic program is strongly committed to working with students who voluntarily choose to declare a pregnancy while enrolled in the program.

More examples of potential risks to students in practicum include but are not limited to:

- Students may be exposed to communicable diseases. Students may be required to have immunizations/vaccines prior to beginning some practicum courses.
- Risk of falling, especially on wet surfaces.
- Risk of blood borne pathogen exposure.

Students are solely responsible for the cost of medical treatment due to exposure to the risks, illness, or injury. Please see Health Insurance on page 37, which addresses this.

Career Opportunities

As a graduate of the Social Work and Human Services program, you will work with:

- People with addictions
- People with mental health diagnoses
- People with developmental disabilities
- People who have experienced trauma
- People residing in residential facilities, in supported living and supportive housing
- People in outpatient and inpatient settings
- Older adults in skilled nursing facilities
- People re-entering the community after a criminal offense in half-way houses
- People in need at crisis centers and food pantries
- People in workshops, employment programs and habilitation centers
- People who have co-occurring disorders
- Children and adolescents in school and residential settings
- People from all cultures, sexual orientations, age groups, races, and religions

As a graduate of this program, you will be prepared to:

- Promote self-determination
- Provide support
- Conduct interviews
- Make client assessments
- Develop and write treatment plans
- Plan and implement program activities
- Document client contacts
- Link people with community resources
- Participate in crisis intervention
- Participate in discharge planning
- Provide case management/service coordination services
- Teach self-advocacy, problem solving and conflict resolution skills
- Lead groups
- Advocate and collaborate on behalf of clients
- Teach and/or train clients

As a graduate of this program, you will have knowledge of:

- Human services ethics
- Human development
- Major social issues
- Human services practice settings
- Models of communication
- Documentation
- Treatment team process
- Current therapies
- Group process
- Counseling skills
- Intervention strategies
- Confidentiality considerations
- Motivational interviewing
- Stages of Change
- Person-centered planning
- Use of the DSM-5
- Relapse prevention
- Social policy

PROGRAM ADMISSION AND CONTINUING COMPLIANCE REQUIREMENTS

Students are advised that the below admission and continuing compliance requirements are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding admission and continuing compliance requirements at the following website:

<https://www.csc.edu/academics/departments/sahs/admissions.shtml>

Pre-Admission Requirements

1. Admission packets are available on the Social Work and Human Services Student Community on Blackboard in the program admission section. It will contain the most current documents and information.
2. The Social Work and Human Services program admission process is designed to provide students with an overview of the Human Services Profession prior to formal program admission to the degree.

Please carefully review the policies and procedures listed below. Submit an official copy of your high school transcript verifying graduation or GED to the College Admissions or Records and Registration Department. The Department does not offer proficiency exams for any technical course.

3. Take the CSCC placement test for reading, math and writing skills. The following is required:
 - If developmental courses in English composition or Reading are required, they must be completed prior to enrollment in SAHS technical courses.
 - If a student places into DEV Math, courses must be completed prior to program admission.
4. Meet with a Health and Human Services Division academic advisor. Receive notification of Program Information session and plan to attend while enrolled in the first term of SAHS introductory courses.
5. The following courses are requirements and must be completed with a “C” or higher before you can be formally accepted into the program.
 - COLS 1100
 - ENGL 1100: Beginning Composition
 - PSY 1100: Introduction to Psychology
 - CSCI 1101: Computer Concepts & Applications
 - SAHS 1111: Introduction to Social Work/Mental Health
 - MULT 1114: Introduction to Addiction Studies
 - MULT 1115: Introductory Helping Skills

NOTE: All must be successfully completed before you can be offered formal admission into the program.

6. Attend a mandatory SAHS Program Information Session. Several options are available each semester. Review the SAHS Professional Expectations & Commitment prior to Information Session.
7. Completion of the mandatory background check with the results prior to attending the mandatory group program admissions interview.

*Students must be off probation/parole for at least one year. Must be 3 years post-disposition for all non-violent offenses, must be 8 years post-conviction for any violent or sexually oriented offense. Students with felonies and/or violent/sexually oriented offense will be subject to additional screening. Students must be one-year post incarceration.
8. Attend and participate in a mandatory group program admissions interview. The interview will be scheduled during the semester you are completing the seven (7) required courses listed above.
9. Review and Sign the SAHS Professional Expectations & Commitment Document during the group program admission interview.

10. Completion of additional required documentation for persons with prior criminal convictions.
11. Minimum GPA of 2.25.

Background Check and Drug Screening

Students are required to complete a criminal background check as a requirement for admission and continuation in the academic program. Each student is responsible for paying for the background check.

Students may also be asked to submit to background checks and drug screenings as required by practicum agencies, and licensing or credentialing boards.

Students who have a history of past criminal activity and/or incarceration are not automatically excluded from working in the field of human services, however some restrictions will apply depending on the specifics of the crime and the agencies' policies. The following timeframes must be met **prior to** students being eligible for program admission:

1. Students must be off probation/parole for a minimum of one year.
2. Students must be at least one-year post-release date from incarceration.
3. A minimum of 3 years (post disposition) from non-violent offense(s) and 8 years (post disposition) from violent and/or sexually oriented offenses is required.

Additionally, students with violent and/or sexually oriented offenses will be required to attend a meeting with the program review committee to assess the student's appropriateness for this program (regardless of the date of the offense(s)).

If you have a prior criminal offense and are able to continue based on the above criteria, the following will need to be included in the Social Work and Human Services program admission packet:

Background Check: Background checks are required. Since this often takes 6 weeks to 4 months, you should begin this process immediately. Directions for the background check process are included in the program admission packet directions.

Personal Statement: Discuss the changes you have made since the offense(s), including any formal treatment or positive steps you have taken to change. This is to be submitted with the admissions packet.

Character reference from a non-relative: Character reference should be typed, signed and include nature of relationship, length of time known, behaviors or qualities that demonstrate responsibility, integrity and change (since offense). This is to be included in the program admission packet.

Current students with any new convictions must also report updated conviction history to the Program Admission Coordinator within the semester in which the conviction occurs.

Background checks and drug screenings are commonly required by practicum agencies where students are required to perform an internship, or other type of experiential learning experience to meet graduation requirements. It is acknowledged by the student that such background checks and drug screenings are necessary to successfully matriculate toward degree completion. Further, such background checks and drug screenings may require completion on an annual basis or immediately before the practicum, or other type of experiential learning experience would start. Depending on the outcome of the background check and drug screening, students may be denied the ability to participate in the practicum, or other type of experiential learning experiences. The Social Work and Human Services program will make reasonable efforts to place students, but this cannot be guaranteed. If a placement cannot be found this may result in the student being denied admission or continuation in the academic program.

Students are further advised that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at Columbus State does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study.

Individuals who were previously admitted to Columbus State and wish to re-enroll must disclose to the Office of Student Conduct any felony convictions that occurred since their last term of enrollment. Current students with new felony convictions must report updated conviction history to the Office of Student Conduct within the semester in which the conviction occurs. For more information please visit the following website: <https://www.csc.edu/services/student-conduct/criminal-history.shtml>.

Specific information regarding the background check process will be provided to students in Information Sessions. Specific information regarding the drug screening process will be provided to students during the practicum application process.

Immunizations/Vaccines

Some practicum sites require that students have immunizations/vaccines prior to being able to participate in a placement. Students may be required to provide proof of immunization records to the practicum agency. For more information about this, please see the SAHS Practicum Manual, Appendix B.

Certification Requirements

Most addiction practicum sites require that students have obtained their Chemical Dependency Counselor Assistant (CDCA) prior to beginning their placement. Students who complete MULT 1114: Introduction to Addiction Studies meet the 40-hour education requirement for Phase I of the Chemical Dependency Counselor Assistant (CDCA) with the Ohio Chemical Dependency Professionals Board (OCDP). MULT 2114:

CDCA Phase II meets the OCDP 30-hour requirement for the CDCA Phase II. Students must complete the applications found on the OCDP website: www.ocdp.ohio.gov, include an official transcript and meet identified time-lines established by the board.

Absence from the Program

Once admitted to the SAHS program, if a student is absent from the program for a period of one year or greater, they should contact the admissions coordinator or their advisor before scheduling classes.

PROFESSIONAL CONDUCT STANDARDS

Professional conduct is required of students in the Social and Human Services Program. Students are responsible for conducting themselves in accordance with the professional standards set forth by their profession and the standards established by their academic program faculty and staff. Professional conduct standards supplement the behavioral expectations for all students. Violating these professional conduct standards may result in discipline up to and including dismissal. The following professional conduct standards to which students are expected to adhere to are based on the National Organization for Human Services' Ethical Standards for Human Service Professionals and the standards established by this academic program faculty and staff.

Social Work and Human Services Professional Expectations

It is important to be aware that this program prepares students to assist people who may be experiencing a variety of challenges, difficulties, and disabilities. This degree includes an academic component and field placement experiences. Recognizing that both academic and interpersonal skills are needed to be successful in this program and the human services profession, the information below provides details about the different qualities and standards of behavior that are expected of students in this program. These expectations are Ethical Standards put forth by the Council for Standards in Human Services Education (National Organization for Human Services). In addition to student instruction, faculty and staff in this program have an ethical obligation to safeguard the wellbeing of clients served by students both now and in the future.

You will be required to meet the standards and expectations that are determined necessary to effectively work in human services. These Professional Expectations should be considered conditions for continuation in the Social Work and Human Services Program, as they reflect the characteristics necessary for success as a student and to become a human services professional who works with vulnerable, oppressed, and marginalized populations. Throughout your participation in this program each of the following areas will remain a focus for learning, growth, and evaluation:

1. **Academic Performance**
2. **Acquisition of Knowledge**
3. **Demonstration of Skills**
4. **Acceptance of Others**
5. **Wellness/Impairment**

6. **Interpersonal Communication and Interaction**
7. **Personal and Professional Integrity**
8. **Responsibility**
9. **Self-awareness and Maturity**

Since the above qualities and behaviors have been identified as essential to effectively working with others, you will have many opportunities to demonstrate the behaviors, skills and knowledge with your peers, faculty members, in and out of the classroom, as well as with clients and co-workers at your field placement/practicum/agency sites. Please be aware that should there be concerns about your performance or behavior, the program will communicate with you.

If faculty or agency staff become concerned that there could be harm to clients or if there are concerns about your clinical work, or behaviors in the classroom or field, you may be denied program admission into or dismissed from the program. Students that are dismissed from the field will not be reassigned to another site that term and the student may need to withdrawal from corresponding courses. Students that are dismissed from the field receive a failing grade for practicum. Please be aware that should you receive a failing grade or be dismissed from placement; you may be dismissed from the program. The program will follow the Health & Human Services Discipline and Dismissal Guide to determine the appropriate remedies to address issues that fall outside the Student Code of Conduct.

We recognize that some people who enter the field of Human Services are in recovery from alcohol and drug addiction and/or they may have their own mental health issues. These issues will not necessarily negatively impact a student's participation in this program. However, it is important that there be continued recovery, emotional stability and management of one's illness in order to provide effective services to clients and to protect clients from potential harm. Students who have a history of past criminal activity and/or incarceration are not automatically excluded from working in the field of human services, however some restrictions will apply depending on the specifics of the crime and the agencies' policies. Students must be off of probation/parole for a minimum of one year. A minimum of 3 years (post disposition) from non-violent offense(s) and 8 years (post disposition) from violent and/or sexually oriented offenses is required. Additionally, students with violent and/or sexually oriented offenses will be required to attend a meeting with the program review committee to assess the student's appropriateness for this program (regardless of the date of the offense(s)).

This program cannot guarantee field practicum experiences for students with prior criminal convictions. Please be aware that there could be instances where Columbus State cannot secure an adequate field placement for students with a past criminal history, therefore, continuation in this program, graduation or post degree licensure cannot be guaranteed. Students who receive any criminal charge after admission to the program may be removed from the program. Students are required to report all new criminal charges to the Social Work and Human Services faculty Program Admission Coordinator.

Students with field placement restrictions (such as limited available hours and transportation restrictions) are also not guaranteed a field practicum.

ESSENTIAL QUALITIES OF A HUMAN SERVICE PROFESSIONAL

The following *essential* qualities have been identified and reflect the Ethical Standards put forth by the Council of Standards in Human Services (NOHS). The descriptions and lists provided serve as examples of these qualities, or lack thereof, and are not all-inclusive. Failure to abide by and demonstrate the below expectations may result in disciplinary action, including but not limited, to a warning, Student Code of Conduct disciplinary action, a student not being allowed to continue with the program admission process in the Social Work and Human Services program, and/or being dismissed from the program. Students are also expected to abide by the Social Work and Human Services Student Expectations, which includes Academic and Classroom Conduct standards.

1. ACADEMIC PERFORMANCE (NOHS, Standard 39)

Students must earn a minimum of a “C” in all prerequisite and Social Work and Human Services courses. **Earning a “D” or “E” is not acceptable.** Students must have a 2.25 GPA for program admission.

Should a student earn a “D” or “E”, they must repeat the course and earn at least a “C” in order to proceed in the program sequence and/or graduate from the program. Students who do not earn a “C” or better in two or more Social Work and Human Services courses may either not be admitted to or be dismissed from the program.

Since active participation is a requirement in the preparation for this field, students are able to be present and engaged in all classes in the SAHS program. Should an absence occur, the student seeks information from a peer for the information missed due to the absence.

An incident of plagiarism is reported to the Office of Student Conduct and may result in a zero “0” for the assignment and additional disciplinary action may occur.

2. ACQUISITION OF KNOWLEDGE (NOHS, Standards 26, 27 & 31)

The body of knowledge that has been identified as important and essential for persons working in the various areas of Human Services is included in the content of each of the technical courses. In addition, each field practice site also offers important information that is essential for working effectively in the agency. A student must be able to demonstrate the ability to apply the knowledge learned in the classroom to the field practice setting. The inability to translate knowledge to classroom assignments, exams and field placement evaluations may earn the student a failing grade.

3. DEMONSTRATION OF SKILLS (NOHS Standards 1, 4, 5, 14, 26 & 31)
Students are required throughout this program to learn in the classroom and translate that knowledge into skills. Students practice these skills through classroom activities and their field practice experiences. Since this is a “building block” program, it is important to note that skills taught early in the program will be built upon in the advanced courses and field practice experiences. Students are asked to identify, give examples and demonstrate the use of a variety of skills when working with clients. The inability to demonstrate effective skills in assignments or at the field placement site may earn the student a failing grade.
4. ACCEPTANCE OF OTHERS (NOHS Standards 1, 10-16, 26 & 34)
Students need to be able to work with diverse people. Students who recognize and value differences in people demonstrate acceptance of others.

A lack of acceptance of others may be demonstrated by:

- making comments that are viewed as judgmental and offensive by others
 - making stereotypical statements about others
 - inability to see beyond one’s own experiences when considering others’ concerns
 - being unwilling to explore how one’s own values could be detrimental to others
 - blaming clients for their current life situations
 - using hostile or offensive language when sharing opinions that are different from others
 - using humor that is insensitive (racist, sexist, homophobic, classist, etc.)
5. WELLNESS/IMPAIRMENT (NOHS Standard 35)
Students are able to demonstrate appropriate personal/interpersonal wellness enabling them to participate in the classroom and practicum experiences. Students display appropriate expression of emotion. Students who are experiencing difficult life circumstances and personal issues are able to remain active and professional in their participation in coursework and engagement with clients and staff. Students engage with reflection and self-care to ensure appropriate client engagement. Students accept feedback from others in reference to own potential impairment. Students are able to manage their own psychosocial distress allowing them to participate in classroom discussions, coursework, and practicum even when it triggers difficult emotions. Students who recognize when significant personal issues could impact the ability to participate in classes and/or work with clients and staff, seek appropriate professional help and follow recommendations that could include, but are not limited to

withdrawing from classes or practicum experiences.

Impairment may be demonstrated by:

- Personal problems, psychosocial distress, problematic substance use, or mental health issues negatively preventing a student from participating in course attendance, participation in classroom small group discussions and client engagement
- inappropriately discussing their own personal problems/difficulties in the classroom, on discussion board postings, or at the field practicum site
- failing to seek professional help when problems are impeding performance
- failing to follow clinical recommendations from professionals (i.e., counseling, medication, etc.)
- excessive expression of emotions in the classroom or at the field practicum site that impact client care
- presenting to the college or practicum site under the influence of a psychoactive substance that impedes performance

6. INTERPERSONAL COMMUNICATION AND INTERACTION

(NOHS Standards 20, 21, 25 & 29)

Students are able to clearly communicate their thoughts and ideas with instructors, peers, field placement agency staff and clients. Asking questions and seeking clarification are important aspects of communication. Students listen to what is being communicated to them and respond in a respectful manner. When verbal or written communication issues emerge, students will seek ways to improve or resolve these issues.

A lack of appropriate interpersonal communication and interaction may be demonstrated by:

- failing to ask questions or seek clarification to adequately perform a task
- blaming others or failure to take personal responsibility
- failure to successfully complete the interview process at the field placement site
- refusing to consider or responding defensively to feedback
- bullying or other behavior that is hostile, intimidating or threatening
- failure to recognize or explore how one's behavior is impacting others after receiving feedback
- inappropriate or excessive self-disclosure in the classroom or field placement setting
- failure to modify behaviors (such as side conversations, self-disclosure, tardiness) after being given feedback
- participation in gossip/slander in verbal, written and cyber communication
- not seeking assistance when communication deficits are pointed out
- failing to participate in conferences as requested by faculty or field supervisor

- inappropriate recording (documentation) in a client's record
- removal of client record from the field placement site
- failure to respond to faculty or administrative requests for individual meetings
- unprofessional use of email and Blackboard with instructors and peers (Please review Netiquette guidelines)

7. PERSONAL AND PROFESSIONAL INTEGRITY (NOHS Standards 33 & 44)
Students are aware of and abide by the professional codes of conduct and ethics which have been established for the Human Services professions.

Students behavior inside and outside of the academic setting adhere to the highest standards of honesty and integrity.

A lack of personal and professional integrity may be demonstrated by:

- any form of academic dishonesty including intentional or unintentional plagiarism or cheating
- bullying or other behavior that is hostile, intimidating or threatening
- not working within one's own area of competence and scope of practice
- demonstrating behaviors and/or making comments that are seen as potentially causing harm to clients
- involvement with illegal activities at any time
- use of illegal substances or abuse of a legally procured substance
- coming to class or field placement under the influence of alcohol
- participating in class or field placement when impaired
- failing to report concerns of client abuse or neglect
- making commitments to clients that the student is unable to keep
- a breach of confidentiality in seminar or in the field
- theft or misuse of college or field placement agency resources
- inappropriate and/or unprofessional electronic correspondence with instructors, agencies, and peers (Please review Netiquette guidelines)

The program faculty may require a drug screening at the student's expense if there is a documented suspicion that the student is using drugs or alcohol.

A suspicion may include, but is not limited to, self-disclosure of drug or alcohol use, a past history of failed drug screening for a practicum site, and/or appearing to be under the influence of drugs or alcohol. If a student tests positive on a drug screening, the student will be removed from practicum, may not be given another practicum opportunity that term and will lose the option of an addictions practicum in our program.

8. RESPONSIBILITY (NOHS Standard 23)
Responsibility is demonstrated by students' adherence to the College's

Student Code of Conduct and the Social Work and Human Services Program Student Code of Conduct, this includes attending classes on time and for the scheduled duration of class. It is also demonstrated by participating in the field placement sites as scheduled. Responsibility is also demonstrated by completing assignments on time and meeting clinical expectations in a timely manner.

Irresponsibility may be demonstrated when:

- Students do not adhere to the college or Social Work and Human Services Student Expectations.
- Students engage in behaviors that are disrespectful to peers, instructors, and agency staff and/or clients at field placement site.
- Students are repeatedly tardy to class or field placement.
- Students repeatedly leave class early or do not return from a break in a timely manner.
- Students do not meet deadlines specified in written program communication.
- Students do not call an agency when they are late or absent.
- Students do not take responsibility to make up missed placement days.
- Students do not take responsibility to get course content or notes from peers when absent from class.
- Students do not complete classroom assignments or clinical expectations as assigned.

9. SELF-AWARENESS AND MATURITY (NOHS Standards 34-36)
Students need to be aware of their own behavior, values, and attitudes and how they may impact others. Seeking and responding to feedback demonstrates maturity. Being aware of one's limitations and strengths also demonstrates maturity. Recognizing and functioning within one's role as a student and maintaining appropriate professional boundaries are important behaviors.

A lack of self-awareness and maturity may be demonstrated in:

- a student's inability to accept or explore critical feedback without defensiveness
- a student's inability or unwillingness to modify behaviors that have been identified as detrimental to the profession
- inappropriate self-disclosure in the classroom and/or at field placement with clients, co-workers or field instructor
- inappropriate attire in the classroom or agency
- using humor that is degrading or sexual in nature
- failure to communicate 'impairment' to supervisors at the college or agency
- inability to recognize need for enhanced knowledge and skills thus working outside one's scope of practice

- breaching personal and professional boundaries with clients and workers

Please be aware of the following:

Admission: Students may be denied admission into the program for failure to meet the professional expectations and/or classroom expectations. Students who are denied admission to the program may appeal this decision by contacting the program chairperson.

Re-admission: Students who are dismissed from practicum or the SAHS program, due to violation of the student expectation or the professional expectations, may be considered for readmission. The National Organization of Human Services Ethical Standards for Human Services Professionals states *that [h]uman service professionals strive to develop and maintain healthy personal growth to ensure that they are capable of giving optimal services to clients. When they find that they are physically, emotionally, psychologically, or otherwise not able to offer such services, they identify alternative services for clients.* Prior to return, student will work with faculty, the Practicum Coordinator, and the Office of Student Conduct to develop a student success plan. This plan may require students to participate in a professional assessment which may include, but is not limited to a mental health assessment, substance use assessment, medical and /or a neurological assessment confirming readiness to return and fitness to practice with clients, consistent with the NOHS Ethical Standards

Students who are dismissed due to academics may need to develop a student success plan and demonstrate improved academic performance for a minimum of one semester.

If you have a Letter of Accommodation through Disability Services, it is your responsibility to share this with your classroom instructors. If you are in a practicum, you should share your letter with the Practicum Coordinator, your agency field instructor, and your liaison.

The program faculty may require a drug screening at the student's expense if there is a documented suspicion that the student is using drugs or alcohol. A suspicion may include, but is not limited to, self-disclosure of drug or alcohol use, a past history of failed drug screening for a practicum site, and/or appearing to be under the influence of drugs or alcohol. If a student tests positive on a drug screening, the student will be removed from practicum, may not be given another practicum opportunity that semester and will lose the option of an addiction's practicum in our program.

References

National Organization for Human Services. (2015). *Ethical Standards for Human Service Professionals*. Melbourne, Fla. Retrieved from:
<http://www.nationalhumanservices.org/ethical-standards-for-hs-professionals>

SOCIAL WORK AND HUMAN SERVICES PROGRAM EXPECTATIONS

In addition to the Student Code of Conduct, students admitted to the Social Work and Human Services Program are required to meet additional academic, programmatic, and professional expectations.

Academic Conduct:

To ensure attainment of the educational mission of Columbus State Community College, certain student behaviors are expected and required. Unacceptable behavior is described in great depth in Policy and Procedure No. 7-10 (Student Code of Conduct) of the CSCC Policy and Procedures Manual.

Classroom Conduct:

Students will not disrupt the class or interfere with the instructional process in any way. Disruptive behavior is any behavior which interferes with the educational process by disturbing other students or the instructor.

Social Work and Human Services Program Online Etiquette Rules

When attending a class or meeting virtually, portray yourself in the best light possible as a student of Columbus State Community College by following these tips on preparedness and general online/virtual etiquette.

1. If you are not speaking in a virtual class session, please make sure to keep your microphone muted so it does not interfere with everyone's audio.
2. Please turn on video upon entering the virtual classroom. students who do not respond during online classes when called upon will not receive participation points
3. There should be limited outside distractions during our virtual class sessions (do not access virtual class when driving, working or engaged in other activities that do not allow your full participation.)
4. If necessary, your instructor may ask you to leave or remove you from the virtual class session until all distractions in your environment have been addressed.
5. No screen shots or pictures are to be taken during a virtual class session without permission of all class members.
6. Virtual classes may be recorded by the instructor only. Students are not permitted to record classes because the classes are Columbus State Community College copyrighted course materials.
7. Remember that written messages can read differently than if they were said orally. Keep this in mind while writing responses and questions to other students and to your instructor.
 - a. Messages written in the Chat window during a session are saved automatically. Be mindful of what you write and share.
8. Be respectful of others while they are talking. Stay off your phones, other devices, and social media to respect your instructor and class members while in class.

9. When you have a question or something you'd like to say, you can use the raise hand function located in the Participant panel.
10. Our program is preparing you to be a professional in the field. Zoom is a great place to practice this. Dress comfortably, as you would for class or your field practicum.
11. When in breakout rooms for partner or group activities, you are expected to be respectful of your fellow classmates and to work together to complete the activity.
12. Do not smoke/vape while in class.
13. Students must sign into the class using the name on the roster.

Students are expected to follow the College Student Code of Conduct, the Social Work and Human Services Program Student Expectations, and meet program academic performance, professionalism, safety, and/or conduct in the classroom and learning environment expectations.

The Social Work and Human Services Program will follow the Health & Human Services Discipline and Dismissal guide to address potential disciplinary issues that fall outside of the Student Code of Conduct.

CONFIDENTIALITY

Confidentiality Statement

As an important part of a student's education in this academic program, students will come into possession of confidential information concerning the health care services (social service agencies are considered health care entities) rendered to clients or patients. Confidentiality entails the ethical and legal responsibility of human service providers to safeguard from unauthorized disclosures of information given in the helping relationship. Students should understand that all client or patient information is considered confidential and may be protected by HIPAA. All clinical or medical information is considered confidential and may not be released except by the client's or patient's own authorization or by state and/or federal law.

In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an Agency Field Instructor.

The identity of the client or patient must be protected, and the student must never disclose any confidential information linked to the identity of any client or patient to any person whatsoever for any reason. This includes sharing the identity of a client or patient in seminar or in the classroom.

Disclosure includes but is not limited to: verbally discussing confidential information of an identified client or patient; permitting an unauthorized individual to review the clinical or medical record; copying any part of the clinical or medical record for an unauthorized individual; making copies of clinical or medical documentation for education or research activities without obliterating the client's or patient's demographic information and abstracting clinical or medical data for education or

research activities in which the client's or patient's identity is linked to the data. Any records or communications involving electronic technologies, e.g. computers, email, or text messages, must be protected by passwords, encryption, and any other means prescribed by your practicum site, academic institution, HIPAA regulations, or other laws.

Students are to not discuss client information in public settings outside of class or their practicum, this includes social media, nor do they discuss their cases with persons who are not specifically authorized.

Students must familiarize themselves with, as well as adhere to, confidentiality procedures of their practicum site and the laws of the state and federal government. It is a student's professional responsibility and duty to protect the confidentiality of all client or patient clinical or medical records with which they are associated with.

Failure to uphold patient confidentiality may result in discipline up to and including dismissal. All students are required to sign the Confidentiality Acknowledgment form that is located in the Social Work and Human Services Student Handbook.

PROGRAM POLICIES AND PROCEDURES

Dress Code

The purpose of this dress code is to promote professionalism and safety. This dress code has been formulated based on practicum facility policies, and the standards established by this academic program faculty and staff. To continue in this academic program, students must adhere to this dress code policy.

Further, some practicum facilities may require a different dress code policy than the below policy. Students are expected to comply with the clinical/partner facilities dress code. Not following the clinical/partner facilities dress code policy may result in discipline up to and including dismissal.

Varying circumstances may warrant a change in the dress code policy. If you have questions regarding this dress code policy or requests for exceptions including religious accommodations, please contact the Practicum Coordinator. For questions regarding disability services please refer to the College Policies Chapter.

All students should observe high standards of personal hygiene in order to promote professionalism, health and safety, and client care. This policy must be adhered to in class and in practicum.

At a minimum, clothing worn to practicum is business casual. Specific dress code policies of the practicum agency should be adhered to.

Attendance and Participation

- Learning to be an effective and competent human service worker involves demonstrating responsibility by attending classes as scheduled and

- demonstrating active participation in discussions and activities which take place during every class session.
- **No participation points can be earned if you do not attend scheduled classes and/or do not participate in discussion boards.**
 - **Discussion board responses are due on the date listed. No points can be earned if you do not submit your response on time. Discussion boards are meant to replace face-to-face discussion and therefore cannot occur after the fact.**
 - You do not automatically earn participation points for just showing up or submitting an entry, you must actively participate and/or submit a thorough response to earn all available participation points. Many classes in the Social Work and Human Services Program involve class discussions. Although the sharing of personal experience may be appropriate, students should avoid excessive self-disclosure.
 - Arriving late, leaving early, side conversations, monopolizing class discussion, excessive self-disclosure, cell phone ringing or vibrating, sending and receiving text messages, using electronic devices for non-course related items, doing homework for another class, and/or sleeping or dozing off during class all impact participation points.
 - This program does not distinguish between excused and unexcused absences so there is no need to provide doctor's excuses, etc.
 - To learn about Columbus State's severe weather policy, please visit the following website: <https://www.csc.edu/about/severe-weather.shtml>.
 - Students should refer to the course syllabus for course specific attendance requirements.

Grading

Columbus State's Grading and Academic Requirements Policy is found in Policy and Procedure 5-09 and can be accessed at the following website: <https://www.csc.edu/about/policies-procedures.shtml>.

Additionally, the Social Work and Human Services Program requires the following grading standards:

Grading Scale:

A= 90%-100%

B = 80%-89%

C= 70%- 79%

D = 60%- 69%

E= 50% and below

If you receive a grade of D or E, the class must be repeated.

Students should refer to the course syllabus for course specific grading requirements and grade evaluations.

Assignments, Exams, and/or Quizzes:

1. Due dates for all class assignments, exams, and/or quizzes are listed in the course syllabus. Assignments are due on the date listed and exams and quizzes must be taken when indicated on the syllabus. They must be submitted via Blackboard. Absence from class does not change the due date. **Assignments, exams, and/or will not be accepted late unless prearranged with the instructor.**
2. Major assignments in a course may be identified as mandatory for successful course completion.
3. If you are repeating a class, you must redo and submit all new assignments. Assignments submitted from previous semesters will receive a grade of zero "0".
4. Unless specified as a group project, all assignments, exams, and quizzes are required to be an individual effort.

Student Expectations

- Students are expected to read, understand, and comply with the Social Work and Human Services Student Expectations and Professional Expectations posted on Blackboard.
- Students are expected to use Blackboard and to regularly check their student email account.
- When emailing the instructor, students are expected to use their CSCC email. Be sure to sign your name and include your cougar ID in all emails.
- Students are responsible for following the course syllabus. The course syllabus and assignments are posted on blackboard.
- Important information is routinely communicated through student email and in the Social Work and Human Services Student Community. All students enrolled in a Social Work and Human Services course have access to the Social Work and Human Services Student Community Organization and must check it regularly. It is the student's responsibility to access these resources. If assistance is needed, student may call the Help Desk at 614-287-5050.
- Students are responsible for obtaining information presented in any class they may miss.
Instructors do not provide individualized instruction for students who are absent. Therefore, students are encouraged to get names and contact information from peers in order to do so.
- Students will only use electronics in class to take notes or access course related materials.
- Recording of any kind is not permitted in a classroom without instructor permission or without a Letter of Accommodation from Disability Services that the student has presented to the instructor.
- All Social Work and Human Services courses must be completed with a "C" or higher. Students receiving a grade lower than a "C" in a course is required to repeat the course prior to taking additional classes in the program.
- Please retain copies of your course syllabi for future reference.

Failure to follow the above may result in discipline up to and including dismissal.

Student Code of Conduct Action and Academic Performance

Students are responsible for understanding and complying with College, their academic program, and clinical/partner facility policies and procedures; College and Program academic standards; standards of student conduct in the learning environment; and expectations for professional behavior on and off campus. These policies and expectations can be found on Columbus State's website, the academic program's materials, and orientation. Failure to comply may result in disciplinary action. Students subject to certain adverse actions will be afforded due process rights.

When a student's academic performance, professionalism, safety practices, and/or conduct in the classroom and learning environment, is determined by the academic program to be unsatisfactory, inappropriate, and/or interferes with the learning environment, it will be addressed with notice to the student of the unacceptable behavior by the academic program. The student may discuss the matter with the academic program staff. Further, the academic program has the authority to exercise control over the learning environment should a student's behavior be found unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, including initiating a range of disciplinary action, which may include but is not limited to, a warning up to and including dismissal.

Some violations may warrant dual processes through the academic program and the Student Code of Conduct.

Diversity Equity and Inclusion

The National Organization for Human Services (NOHS, 2015) states:

The fundamental values of the human services profession include respecting the dignity and welfare of all people; promoting self-determination; honoring cultural diversity; advocating for social justice; and acting with integrity, honesty, genuineness and objectivity (para 2).

The Social Work & Human Services Program believes everyone in this class matters. The faculty and staff of the program believe that diversity is a strength. Everyone should be treated with dignity and respect. In this class, we embrace and value one another for our intersectionality which includes, but is not limited to our sexual orientation, gender identity, race, ethnicity, and socio-economic class.

Chosen Name

A chosen name is simply a name that a person uses in their daily life that is different than the name appearing on their legal records. Using a chosen first name is available to anyone at the College. Some examples of people who are most likely to benefit from this opportunity include transgender and gender non-conforming members of the College,

individuals who use a nickname or shortened version of their first name, or international students who want to use a different name while studying at Columbus State. The College is committed to using your chosen name in as many places as possible. Currently, there are still a few places where we are required to use your legal name. More information can be found at <https://www.csc.edu/campus-life/diversity/chosen-names.shtml>.

Mental Health and Wellness

As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol or drug problems, feeling down, difficulty concentrating, or lack of motivation. These mental health-related concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities. Counseling Services offers short-term counseling, consultation, education, and resources to students who are experiencing emotional and psychological problems that are interfering with their ability to function in school and balance other responsibilities. More information can be found at <https://www.csc.edu/services/counseling/>.

To initiate services students can call 614-287-2818 or email counselingservices@csc.edu. **If you are concerned for your safety or someone else's safety, please call 911. Other resources that are available 24 hours a day:**

- National Suicide Prevention Hotline: 988, 1-800-273-TALK or <http://suicidepreventionlifeline.org>
- The Crisis Text Line at TALK to 741741
- Netcare Access 614-276-2273

Food or Housing Insecurity

Any student who faces challenges securing their food, housing, or other essential needs and believes this may affect their performance in the course is urged to contact Student Advocacy & Financial Stability for support. Their contact information can be found at <https://www.csc.edu/services/essential-needs/>. Furthermore, please notify your instructor if you are comfortable in doing so for additional support.

Health and Human Services Academic Advising

Students enrolled in any program in the Division of Health and Human Services may receive advising assistance in Union Hall 477. The Health and Human Services Advising Team can provide assistance with course registration, academic planning, program admission requirements, academic restrictions, scheduling, placement test referrals, and a number of other advising related issues. Contact the Health and Human Services Advising Office for more information at (614) 287-2779 or hhsadvising@csc.edu or by visiting them online at: <https://www.csc.edu/services/advising/hhs-advising.shtml>.

Social Media

Postings on social networking sites may be subject to the same professional and ethical standards as any other personal interactions. Harassment, bullying, and discrimination are prohibited by Columbus State Policy 3-43 and Policy and Procedure 7-10.

Complaints or alleged violations of these policies and procedures will be referred to the Office of Equity and Compliance and/or the Office of Student Conduct.

Students are prohibited from disclosing any of the following through social media including but not limited to:

- A client's or patient's protected health information and confidential information about the client or patient, as defined by the Health Insurance Portability and Accountability Act (HIPAA) and other state and federal laws.
- Confidential, non-public, or proprietary information about clients or patients and families, clinical facility staff, or clinical institutions; of the College, its employees and students.
- Class content, including but not limited to lectures, discussions, demonstrations, quizzes, exams answers.
- Comments that express or imply sponsorship or endorsement by the College, unless the individual is officially authorized to act in this capacity for this purpose on behalf of the College.
- Taking and displaying photos/videos/audio of clients or patients, or photos depicting the body parts of clients or patients.

Failure to follow the above standards may result in discipline up to and including dismissal.

Health Insurance

Although health insurance is not a requirement for this academic program, as a student in a health-related program you may be exposed to health risks in the classroom, clinical, or practicum setting. If incidents, exposures, or injuries occur students are responsible for all costs associated with evaluation and treatment; for this reason, it is highly recommended that all students have personal health insurance.

Practicum Manual

Please see the Practicum Manual (Appendix B) for information regarding the Practicum experience.

Letter of Recommendation/Verbal Reference

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor.

Once the faculty/instructor has agreed to write a letter of recommendation and/or provide a verbal reference for the student, the student should then fill-out the "Letter of Recommendation/Verbal Reference and FERPA Release" form, found in Appendix A, and then return it to the faculty/instructor. This "Letter of Recommendation/Verbal Reference and FERPA Release" form will allow the student: (1) to designate whether the

faculty/instructor is to provide a letter of recommendation and/or a verbal reference; (2) to provide information about the recipient(s); (3) the opportunity to authorize the faculty/instructor to use information obtained from the student's education records (such as course grades, GPA, documented attendance, or examination results) in the letter of recommendation and/or verbal reference; and (4) if it is a letter of recommendation the form gives the student the opportunity to waive or not waive the right to read the letter of recommendation.

Pursuant to FERPA, students are not required to authorize the release of their education records in a letter of recommendation and/or a verbal reference. If the student does not authorize the faculty/instructor to use their education records in the letter of recommendation and/or verbal reference, then the faculty/instructor may only share directory information (unless the student has requested the College to withhold their directory information) and/or the faculty/instructor's personal observations and knowledge about the student (i.e. remarks about the student's work ethic, dependability, and creativity). Further, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student. Students are not required to waive this right to review a letter of recommendation.

Plagiarism Policy

Plagiarism, such as borrowing passages or whole documents from the Internet or presenting another author's actual words, ideas, organization, or conclusion as one's own, will not be tolerated. Students who borrow another writer's material must document their sources accordingly. Students who present as their own the material written by others will be reported to the Office of Student Conduct as required by Policy 7-10 and Procedure 7-10(G).

Incomplete

When circumstances beyond the control of a student or a faculty member prevent the completion of course requirements during the course, an "I" (Incomplete) may be recorded until the final grade is established. An 'Incomplete' is indicated only when the student has arranged for that grade with the faculty member and specific arrangements have been made for fulfilling the course requirements. Coursework must be completed within six weeks of the term. If a new grade is not submitted by the faculty member, a grade of E is automatically recorded.

It is the student's responsibility to research and understand the potential impact of receiving an incomplete from a class on their financial aid.

Tutoring and Assistance Contact Information

Columbus State offers students a variety of tutoring services. To learn more about these tutoring services, please visit the following website:
<https://www.csc.edu/services/tutoring.shtml>.

Dispute of Continued Participation Dismissal

In the event of a dismissal by the program, the student has the right to appeal through meeting with the program staff. Such appeals will pertain only to the continued participation requirements listed in this handbook.

Assessment

Columbus State Community College is committed to assessment (measurement) of student achievement of academic outcomes. This process addresses the issues of what you need to learn in your program of study and if you are learning what you need to learn. The assessment program at Columbus State has four specific and interrelated purposes: (1) to improve student academic achievements; (2) to improve teaching strategies; (3) to document successes and identify opportunities for program improvement; (4) to provide evidence for institutional effectiveness. In class you are assessed and graded on your achievement of the outcomes for that course. You may also be required to participate in broader assessment activities.

College Syllabus Statements

Columbus State Community College required College Syllabus Statements on College Policies and Student Support Services can be found at www.csc.edu/syllabus or on the College website Quick Links “Syllabus Statements”.

Forms

The following forms included in this section are:

- (1) Handbook Acknowledgment Form
- (2) Graduation-Employment Relationship Acknowledgement Form
- (3) Confidentiality Acknowledgment Form

Please read each of these forms carefully before signing.

The Graduation-Employment Relationship Acknowledgement Form will be signed and collected at the Admissions Interview. If you have questions about this form, please contact Angela Fry.

The Handbook Acknowledgement Form and the Confidentiality Acknowledgement Form will be signed and collected on the first meeting of SAHS 1120: Service Delivery and Ethics in Human Services and Social Work. If you have questions about these forms, please contact Jorie Schwartz.

Division of Health and Human Services

Handbook Acknowledgement Form

I, _____, hereby acknowledge that I have received and read a copy of the student handbook for the Social Work and Human Services Program.

By signing below, I agree to abide by the requirements, standards, and policies and procedures contained herein, including by reference or hyperlink, and any changes that may occur from time to time. I also understand that I am responsible for understanding the information within this handbook. I acknowledge that any deviation from or violation of the requirements, standards, and policies and procedures contained herein will be subject to disciplinary action, including but not limited to my removal from the academic program. In addition, I acknowledge that revisions to this handbook will be made periodically, with or without prior notice and that I am responsible for checking for updates to program information.

Furthermore, along with abiding by this academic program handbook, I agree to abide by the Columbus State Policies and Procedures, course syllabi, the Columbus State Student Handbook, and the Columbus State Catalog.

I acknowledge that my signature on this form does not guarantee my progression in the academic program.

(Student's Printed Name)

(Student's CID)

(Student's Signature)

(Date Signed)

Division of Health and Human Services**Graduation-Employment Relationship Acknowledgement Form**

I, _____, hereby acknowledge that I am informed, I understand, and I agree that my graduation from the Social Work and Human Services Program and Columbus State does not guarantee my employment in my chosen field of study or otherwise. Furthermore, I also understand that neither the faculty nor staff of Columbus State is responsible for my employment or placement into a job. Therefore, neither Columbus State nor any individual employed by Columbus State is accountable for my employment in my field of study or otherwise. In signing this acknowledgement form I recognize and agree that employment is my own responsibility.

(Student's Printed Name)

(Student's CID)

(Student's Signature)

(Date Signed)

Division of Health and Human Services

Confidentiality Acknowledgement Form

I, _____, hereby acknowledge that I am bound by federal and state laws regarding client or patient confidentiality, including where applicable the federal Health Insurance Portability and Accountability Act (HIPAA) and its policies.

I acknowledge that I may work with clients or patients in a class, clinical, practicum, internship, or other type of experiential learning experience where I have access to client's or patient's protected health information. I understand that all client or patient information is considered confidential and may be protected by HIPAA. In addition, I acknowledge that I have read the confidentiality statements in this handbook and that it is my responsibility to abide by them. I understand that it is therefore unlawful to disclose a client's or patient's confidential health information and medical records without consent. I further acknowledge, that it is my professional responsibility and duty to protect the confidentiality of all client or patient records and protected health information with which I have access to.

My signature confirms that I understand and will abide by client or patient confidentiality policies and that I understand the consequences of any inappropriate actions regarding client or patient confidentiality.

(Student's Printed Name)

(Student's CID)

(Student's Signature)

(Date Signed)

APPENDIX A

Letter of Recommendation/Verbal Reference and FERPA Release

Pursuant to FERPA, a faculty/instructor may share the following about a student for a letter of recommendation and/or a verbal reference ***without a signed release*** from the student:

- Directory information
- The faculty/instructor's candid assessment of strengths and weaknesses of the student based on the faculty/instructor's personal observations or knowledge (examples include remarks such as the student's work ethic, dependability, and creativity)
- Information about the College/academic program's policies and practices

A faculty/instructor **cannot share** a student's education records (such as course grades, GPA, documented attendance, or examination results) in a letter of recommendation and/or verbal reference **without obtaining a signed release from the student** which 1) specifies the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies the party or class of parties to whom the disclosure can be made. Additionally, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student.

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Students must also check with their program regarding whether the faculty/instructor will agree to be a reference. Once the faculty/instructor has agreed, the student should fill-out the following form, "Letter of Recommendation/Verbal Reference and FERPA Release," and then return it to the faculty/instructor.

Part I of the below form allows the student to designate whether the faculty/instructor is writing a letter of recommendation and/or providing a verbal reference. It also allows the student to provide information about the recipient(s) of the letter of recommendation and/or verbal reference.

Part II of the below form is optional and only required if the student wants to authorize the faculty/instructor to use information obtained from the student's education records for the purpose of the letter of recommendation and/or verbal reference. If authorization is given the faculty/instructor may then choose to include some or all of the authorized information, in addition to providing their personal observations about the student. **Students are not required to authorize the release of their education records for a letter of recommendation and/or verbal reference.**

If a student chooses not to fill-out part II or chooses not to authorize the release of their education records on the below form, then no information from the student's education records may be included in the letter of recommendation and/or verbal reference.

Finally, Part III of the below form, is to be filled out if student has asked the faculty/instructor to write a letter of recommendation. Part III provides the student with the opportunity to waive or not waive the right to review a copy of the letter of recommendation. **Students are not required to waive this right to review a letter of recommendation.**

To Columbus State Faculty/Instructor: You may not insist on a student's release of education records or waiver of the right to review a copy of the letter of recommendation as a condition for writing a letter of recommendation and/or providing a verbal reference. If a student does not authorize you to use their education records, then you may not include that information. Please maintain a copy of this Letter of Recommendation/Verbal Reference FERPA Release form in your files and if there is a letter of recommendation maintain this form with each copy of the letter of recommendation.

Letter of Recommendation/Verbal Reference and FERPA Release

¹If a student has requested the College to withhold their directory information, then a faculty/instructor is not allowed to release directory information about that student. To view the information Columbus State designates as directory information please visit the following website: <https://www.csc.edu/services/registrar/withhold-information.shtml>.

Student: *This form should be filled out and then returned to the Columbus State faculty/instructor who has agreed to write you a letter of recommendation and/or serve as a verbal reference. If you would like to authorize the faculty/instructor to use your education records in constructing their letter of recommendation and/or verbal reference*

please fill-out Part II, students are not required to authorize the release of their education records for this letter of recommendation/verbal reference. For letters of recommendation, please choose one of the options in Part III, students are not required to waive their right to review a letter of recommendation.

Part I: (Required) Letter of Recommendation/Verbal Reference Information

Student/Graduate Name: _____

I authorize the following Columbus State faculty/instructor (check one or both boxes):

- To write a letter of recommendation on my behalf
and/or
- To serve as a verbal reference on my behalf

(Submit one form for each Columbus State faculty/instructor)

I grant the Columbus State faculty/instructor named above to provide the letter of recommendation and/or verbal reference to the following recipient(s):

- All prospective employers, all educational institutions to which I seek admission, and/or all organizations considering me for an award or scholarship
- OR**
- To the following specific recipient(s)*:
Recipient's name: _____

Recipient's address/email: _____

*please list more specific references on the reverse side.

Part II: (Optional) FERPA Release of Education Records

I understand that, pursuant to FERPA, (1) I have the right not to consent to the release of my education records; (2) This consent shall remain in effect until revoked by me, in writing, and delivered to the above named person to whom this release is granted, but that such revocation shall not affect disclosures previously made by the above named person prior to receipt of any such written revocation.

With this understanding and by checking below, I make the following decision:

- I do NOT authorize the above-named faculty/instructor to release my education records to the above named recipients.
- I do authorize the above named faculty/instructor to release information and provide an evaluation about any and all information from my education records at Columbus State Community College, including information pertaining to my education at other institutions I have previously attended that is part of my education records at Columbus State Community College, as deemed necessary by the above named faculty/instructor to provide the letter of recommendation and/or verbal reference to the above named recipients.

Part III: (Only applicable for Letter of Recommendation) Right to Review a Copy

I understand that, under FERPA, I have a right to review a copy of this letter of recommendation upon request, unless I choose to waive that right. With this understanding and by checking below, I make the following decision:

- I do NOT waive my right to review a copy of this letter of recommendation at any time in the future.
- I waive my right to review a copy of this letter of recommendation at any time in the future.

Authorization:

Student Signature _____ Date: _____

COLUMBUS STATE

SOCIAL WORK AND
HUMAN SERVICES

Columbus State Community College
Health and Human Services Division
Social Work and Human Services Program

Practicum Manual

2022-2023

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MESSAGE FROM SOCIAL WORK AND HUMAN SERVICES PRACTICUM COORDINATOR

Dear Social Work and Human Services Student,

Welcome to the practicum component of the Social Work and Human Services (SAHS) program. I commend you for choosing to work in the Human Services profession. Students who wish to enter the field of human services come from all walks of life, are incredibly diverse and motivated to do so for a wide variety of reasons. Some have known this is where they belong all their lives, some have come to create and prepare for a second career, some are “giving back” or feel that their life experiences can be motivation for others.

Human Services is a rewarding and fulfilling profession in which to work. You may also find this career path to be both academically and personally challenging. Since you will be involved in assisting persons with a variety of needs, you will be required to meet the standards and expectations that are determined necessary to effectively work in human services. The Professional Expectations that are defined in this manual, will remain a focus for learning, growth, and evaluation while participating in practicum. Since these qualities and behaviors have been identified as essential to effectively working with others, you will have many opportunities to demonstrate the behaviors, skills and knowledge with your peers, faculty members and at your practicum site.

Please note that community agencies will have their own policies and procedures regarding past criminal histories, length of sobriety, and mental health issues for students to be involved in their program. The agencies policies and guidelines are not determined by Columbus State Community College or the Social Work and Human Services program. The practicum placement process takes these concerns under advisement when exploring a good fit between the student and agency.

My commitment to students as the Clinical Coordinator is to secure the best practicum placement available to advance your knowledge and helping skills. Making the most of the field experience is a significant step in your career advancement. With hard work, self-exploration and dedication, there are fulfilling employment opportunities for graduates of the Social Work and Human Services Program in the helping field.

Best Wishes,

Cleavon Harrison, LCDC, Clinical Coordinator
Social Work and Human Services

OVERVIEW

Our generalist perspective focuses on the whole person as a unique individual. Students develop the ability to interact with others in a humane, empathetic, and helping manner around issues of social interaction and day-to-day functioning. The human service generalist possesses the skills, knowledge, and attitudes necessary to form professional relationships with a variety of client populations. Effective Human Service workers are aware of their own needs as separate from those of others so that interventions will truly be client centered.

Essentially, the Social Work and Human Services program teaches the knowledge and skills which are applicable to a wide range of human service endeavors. In broadest terms these include self- awareness, respect for diversity, interviewing, needs assessment, goal formulation, therapeutic engagement, linking, treatment planning, therapeutic intervention, service coordination, group facilitation, documentation, and identification of and intervention with family and group dynamics.

Students participate in two semesters of practicum. Practicum experiences are paired with a seminar and, concurrent coursework that have specific goals and learning activities to be accomplished at the student's practicum. This provides the student with the unique opportunity to apply knowledge and skills attained in the classroom to the field. As part of the practicum courses, during autumn and spring semesters, students spend 10.5 hours in practicum at their assigned agency over a minimum of two days each week and 1.5 hours in their seminar on campus. During summer semester, students will spend 14 hours a week in practicum.

This manual will give you an overview that will help familiarize you with the practicum experience. It does not contain every detail you need to know, but it is an excellent resource for you. Please use it in conjunction with your attendance at an information session, the admissions process, information found on the Blackboard student community, and meetings with your academic advisor.

You should refer to the SAHS Student Handbook as well as this Practicum Manual often while you are a student. Together with the Columbus State Catalog and the Columbus State Student Handbook, you will become aware of important student expectations, resources, information, policies and procedures on campus.

Please don't hesitate to ask an SAHS faculty or Practicum Coordinator for clarification. We are excited that you are here and look forward to working with you on your educational goals.

ROLES AND RESPONSIBILITIES DEFINED

Social Work and Human Services Practicum Coordinator

The Practicum Coordinator is responsible for developing new practicum sites, maintaining and training staff and supervisors in existing practicum sites, communicating information to students and agency personnel and monitoring the overall practicum placement process. The Practicum Coordinator assigns the student to an agency based on the agency's needs, the students learning needs, and their personal constraints. There are limited practicum slots available to accommodate special considerations such as evening hours, bus line requirements, and past criminal records. Please note that the Practicum Coordinator assigns students to their practicum sites, students do not seek their own practicum assignments. The Practicum Coordinator is available throughout the term and on break for any assistance to the student.

CSCC Faculty Liaison

Full-time or adjunct faculty members serve as the Faculty Liaison between the agency and the student. The Faculty Liaison acts as the student's advisor/advocate. They monitor the practicum experience, mediate and/or negotiate issues between Agency Field Instructor and student, participate in the evaluation process, assist in the integration of classroom material and practicum experience and assign the final grade. The Faculty Liaison will meet with the student and the Field Instructor at least three times each term and is available throughout the term if needed.

Agency Field Instructor

The Field Instructor serves as the student's primary supervisor at the practicum agency. The Field Instructor assists the student with getting acquainted with agency staff, provides support and coordinates agency related activities to meet student learning needs, evaluates and provides feedback about the student's progress to both the student and the faculty liaison.

Components of effective supervision include orienting, being available, modeling professional behavior and skills, creating an open learning environment, providing support, evaluating the student's progress, and a commitment to broader professional issues.

Seminar Leader

Students participate in a 1.5 hour per week seminar experience for additional personal/professional support, supervision, feedback and exploration of field-related experiences. The Seminar Leader facilitates this group setting by creating and maintaining an emotionally 'safe' environment for students to be open, to help students talk 'to' each other, and to facilitate respectful conflict engagement. The Seminar Leader and the CSCC Faculty Liaison work together as a team to support the student during their practicum experience.

Practicum Student

Students **must** strictly adhere to deadlines regarding the completion of the practicum application, scheduling an interview with a prospective practicum site, and communicating any changes to the practicum coordinator. Failure to do so could result in a student not being assigned to a practicum thus not being able to follow the prepared plan of study.

The student is expected to conduct themselves in a professional manner at all times during practicum hours. This includes calling when you will be late or absent, adhering to the dress code of the agency and maintaining confidentiality at all times. The student is expected to adhere to agency rules and regulations in working with clients as if they were an employee of that agency. Students must obtain permission to read records of clients with whom they work and/or have contact.

In written assignments for class utilizing experiences in practicum, students should not use client names or any personally identifying details.

It is important for the student to be an active participant in their learning experience in practicum. This requires students to be appropriately assertive in getting their educational needs met. Communicate effectively, ask for feedback and direction, and if problems are not resolved, it is the student's responsibility to contact the CSCC Faculty Liaison immediately. The goal for all students is to learn how to appropriately discuss problems professionally. The CSCC Faculty Liaison is willing to model this for you in the agency setting if you need that, but the expectation is that you will eventually learn to do this on your own.

CSCC email and Blackboard are important modes of communication. Check both frequently!

PRACTICUM EXPECTATIONS

Professional conduct is required of students in the Social Work and Human Services Program. Students are responsible for conducting themselves in accordance with the professional standards set forth by their profession and the standards established by their academic program faculty and staff. Professional conduct standards supplement the behavioral expectations for all students. Violating these professional conduct standards may result in discipline up to and including dismissal. The following professional conduct standards to which students are expected to adhere to are based on the National Organization for Human Services' Ethical Standards for Human Service Professionals and the standards established by this academic program faculty and staff.

Social Work and Human Services Professional Expectations

It is important to be aware that this program prepares students to assist people who may be experiencing a variety of challenges, difficulties, and disabilities. This degree includes an academic component and field placement experiences. Recognizing that both academic and interpersonal skills are needed to be successful in this program and the human services profession, the information below provides details about the different qualities and standards of behavior that are expected of students in this program. These

expectations are Ethical Standards put forth by the Council for Standards in Human Services Education (National Organization for Human Services). In addition to student instruction, faculty and staff in this program have an ethical obligation to safeguard the wellbeing of clients served by students both now and in the future.

You will be required to meet the standards and expectations that are determined necessary to effectively work in human services. These Professional Expectations should be considered conditions for continuation in the Social Work and Human Services Program, as they reflect the characteristics necessary for success as a student and to become a human services professional who works with vulnerable, oppressed, and marginalized populations. Throughout your participation in this program each of the following areas will remain a focus for learning, growth, and evaluation:

1. **Academic Performance**
2. **Acquisition of Knowledge**
3. **Demonstration of Skills**
4. **Acceptance of Others**
5. **Wellness/Impairment**
6. **Interpersonal Communication and Interaction**
7. **Personal and Professional Integrity**
8. **Responsibility**
9. **Self-awareness and Maturity**

Since the above qualities and behaviors have been identified as essential to effectively working with others, you will have many opportunities to demonstrate the behaviors, skills and knowledge with your peers, faculty members, in and out of the classroom, as well as with clients and co-workers at your field placement/practicum/agency sites. Please be aware that should there be concerns about your performance or behavior, the program will communicate with you.

If faculty or agency staff become concerned that there could be harm to clients or if there are concerns about your clinical work, or behaviors in the classroom or field, you may be denied program admission into or dismissed from the program. Students that are dismissed from the field will not be reassigned to another site that term and the student may need to withdrawal from corresponding courses. Students that are dismissed from the field receive a failing grade for practicum. Please be aware that should you receive a failing grade or be dismissed from placement; you may be dismissed from the program. The program will follow the Health & Human Services Discipline and Dismissal Guide to determine the appropriate remedies to address issues that fall outside the Student Code of Conduct.

We recognize that some people who enter the field of Human Services are in recovery from alcohol and drug addiction and/or they may have their own mental health issues. These issues will not necessarily negatively impact a student's participation in this program. However, it is important that there be continued recovery, emotional stability and management of one's illness in order to provide effective services to clients and to protect clients from potential harm. Students who have a history of past

criminal activity and/or incarceration are not automatically excluded from working in the field of human services, however some restrictions will apply depending on the specifics of the crime and the agencies' policies. Students must be off of probation/parole for a minimum of one year. A minimum of 3 years (post disposition) from non-violent offense(s) and 8 years (post disposition) from violent and/or sexually oriented offenses is required. Additionally, students with violent and/or sexually oriented offenses will be required to attend a meeting with the program review committee to assess the student's appropriateness for this program (regardless of the date of the offense(s)).

This program cannot guarantee field practicum experiences for students with prior criminal convictions. Please be aware that there could be instances where Columbus State cannot secure an adequate field placement for students with a past criminal history, therefore, continuation in this program, graduation or post degree licensure cannot be guaranteed. Students who receive any criminal charge after admission to the program may be removed from the program. Students are required to report all new criminal charges to the Social Work and Human Services faculty Program Admission Coordinator.

Students with field placement restrictions (such as limited available hours and transportation restrictions) are also not guaranteed a field practicum.

ESSENTIAL QUALITIES OF A HUMAN SERVICE PROFESSIONAL

The following *essential* qualities have been identified and reflect the Ethical Standards put forth by the Council of Standards in Human Services (NOHS). The descriptions and lists provided serve as examples of these qualities, or lack thereof, and are not all-inclusive. Failure to abide by and demonstrate the below expectations may result in disciplinary action, including but not limited, to a warning, Student Code of Conduct disciplinary action, a student not being allowed to continue with the program admission process in the Social Work and Human Services program, and/or being dismissed from the program. Students are also expected to abide by the Social Work and Human Services Student Expectations, which includes Academic and Classroom Conduct standards.

1. **ACADEMIC PERFORMANCE (NOHS, Standard 39)**
Students must earn a minimum of a "C" in all prerequisite and Social Work and Human Services courses. **Earning a "D" or "E" is not acceptable.** Students must have a 2.25 GPA for program admission.

Should a student earn a "D" or "E", they must repeat the course and earn at least a "C" in order to proceed in the program sequence and/or graduate from the program. Students who do not earn a "C" or better in two or more Social Work and Human Services courses may either not be admitted to or be dismissed from the program.

Since active participation is a requirement in the preparation for this field, students are able to be present and engaged in all classes in the SAHS

program. Should an absence occur, the student seeks information from a peer for the information missed due to the absence.

An incident of plagiarism is reported to the Office of Student Conduct and may result in a zero “0” for the assignment and additional disciplinary action may occur.

2. ACQUISITION OF KNOWLEDGE (NOHS, Standards 26, 27 & 31)
The body of knowledge that has been identified as important and essential for persons working in the various areas of Human Services is included in the content of each of the technical courses. In addition, each field practice site also offers important information that is essential for working effectively in the agency. A student must be able to demonstrate the ability to apply the knowledge learned in the classroom to the field practice setting. The inability to translate knowledge to classroom assignments, exams and field placement evaluations may earn the student a failing grade.
3. DEMONSTRATION OF SKILLS (NOHS Standards 1, 4, 5, 14, 26 & 31)
Students are required throughout this program to learn in the classroom and translate that knowledge into skills. Students practice these skills through classroom activities and their field practice experiences. Since this is a “building block” program, it is important to note that skills taught early in the program will be built upon in the advanced courses and field practice experiences. Students are asked to identify, give examples and demonstrate the use of a variety of skills when working with clients. The inability to demonstrate effective skills in assignments or at the field placement site may earn the student a failing grade.
4. ACCEPTANCE OF OTHERS (NOHS Standards 1, 10-16, 26 & 34)
Students need to be able to work with diverse people. Students who recognize and value differences in people demonstrate acceptance of others.

A lack of acceptance of others may be demonstrated by:

- making comments that are viewed as judgmental and offensive by others
- making stereotypical statements about others
- inability to see beyond one’s own experiences when considering others’ concerns
- being unwilling to explore how one’s own values could be detrimental to others
- blaming clients for their current life situations
- using hostile or offensive language when sharing opinions that are different from others
- using humor that is insensitive (racist, sexist, homophobic, classist, etc.)

5. WELLNESS/IMPAIRMENT (NOHS Standard 35)

Students are able to demonstrate appropriate personal/interpersonal wellness enabling them to participate in the classroom and practicum experiences. Students display appropriate expression of emotion. Students who are experiencing difficult life circumstances and personal issues are able to remain active and professional in their participation in coursework and engagement with clients and staff. Students engage with reflection and self-care to ensure appropriate client engagement. Students accept feedback from others in reference to own potential impairment. Students are able to manage their own psychosocial distress allowing them to participate in classroom discussions, coursework, and practicum even when it triggers difficult emotions. Students who recognize when significant personal issues could impact the ability to participate in classes and/or work with clients and staff, seek appropriate professional help and follow recommendations that could include, but are not limited to withdrawing from classes or practicum experiences.

Impairment may be demonstrated by:

- Personal problems, psychosocial distress, problematic substance use, or mental health issues negatively preventing a student from participating in course attendance, participation in classroom small group discussions and client engagement
- inappropriately discussing their own personal problems/difficulties in the classroom, on discussion board postings, or at the field practicum site
- failing to seek professional help when problems are impeding performance
- failing to follow clinical recommendations from professionals (i.e., counseling, medication, etc.)
- excessive expression of emotions in the classroom or at the field practicum site that impact client care
- presenting to the college or practicum site under the influence of a psychoactive substance that impedes performance

6. INTERPERSONAL COMMUNICATION AND INTERACTION (NOHS Standards 20, 21, 25 & 29)

Students are able to clearly communicate their thoughts and ideas with instructors, peers, field placement agency staff and clients. Asking questions and seeking clarification are important aspects of communication. Students listen to what is being communicated to them and respond in a respectful manner. When verbal or written communication issues emerge, students will seek ways to improve or resolve these issues.

A lack of appropriate interpersonal communication and interaction may be demonstrated by:

- failing to ask questions or seek clarification to adequately perform a task

- blaming others or failure to take personal responsibility
 - failure to successfully complete the interview process at the field placement site
 - refusing to consider or responding defensively to feedback
 - bullying or other behavior that is hostile, intimidating or threatening
 - failure to recognize or explore how one's behavior is impacting others after receiving feedback
 - inappropriate or excessive self-disclosure in the classroom or field placement setting
 - failure to modify behaviors (such as side conversations, self-disclosure, tardiness) after being given feedback
 - participation in gossip/slander in verbal, written and cyber communication
 - not seeking assistance when communication deficits are pointed out
 - failing to participate in conferences as requested by faculty or field supervisor
 - inappropriate recording (documentation) in a client's record
 - removal of client record from the field placement site
 - failure to respond to faculty or administrative requests for individual meetings
 - unprofessional use of email and Blackboard with instructors and peers (Please review Netiquette guidelines)
7. PERSONAL AND PROFESSIONAL INTEGRITY (NOHS Standards 33 & 44)
Students are aware of and abide by the professional codes of conduct and ethics which have been established for the Human Services professions.

Students behavior inside and outside of the academic setting adhere to the highest standards of honesty and integrity.

A lack of personal and professional integrity may be demonstrated by:

- any form of academic dishonesty including intentional or unintentional plagiarism or cheating
- bullying or other behavior that is hostile, intimidating or threatening
- not working within one's own area of competence and scope of practice
- demonstrating behaviors and/or making comments that are seen as potentially causing harm to clients
- involvement with illegal activities at any time
- use of illegal substances or abuse of a legally procured substance
- coming to class or field placement under the influence of alcohol
- participating in class or field placement when impaired
- failing to report concerns of client abuse or neglect
- making commitments to clients that the student is unable to keep
- a breach of confidentiality in seminar or in the field

- theft or misuse of college or field placement agency resources
- inappropriate and/or unprofessional electronic correspondence with instructors, agencies, and peers (Please review Netiquette guidelines)

The program faculty may require a drug screening at the student's expense if there is a documented suspicion that the student is using drugs or alcohol.

A suspicion may include, but is not limited to, self-disclosure of drug or alcohol use, a past history of failed drug screening for a practicum site, and/or appearing to be under the influence of drugs or alcohol. If a student tests positive on a drug screening, the student will be removed from practicum, may not be given another practicum opportunity that term and will lose the option of an addictions practicum in our program.

8. RESPONSIBILITY (NOHS Standard 23)

Responsibility is demonstrated by students' adherence to the College's Student Code of Conduct and the Social Work and Human Services Program Student Expectations, this includes attending classes on time and for the scheduled duration of class. It is also demonstrated by participating in the field placement sites as scheduled. Responsibility is also demonstrated by completing assignments on time and meeting clinical expectations in a timely manner.

Irresponsibility may be demonstrated when:

- Students do not adhere to the college or Social Work and Human Services Student Expectations.
- Students engage in behaviors that are disrespectful to peers, instructors, and agency staff and/or clients at field placement site.
- Students are repeatedly tardy to class or field placement.
- Students repeatedly leave class early or do not return from a break in a timely manner.
- Students do not meet deadlines specified in written program communication.
- Students do not call an agency when they are late or absent.
- Students do not take responsibility to make up missed placement days.
- Students do not take responsibility to get course content or notes from peers when absent from class.
- Students do not complete classroom assignments or clinical expectations as assigned.

9. SELF-AWARENESS AND MATURITY (NOHS Standards 34-36)

Students need to be aware of their own behavior, values, and attitudes and how they may impact others. Seeking and responding to feedback demonstrates maturity. Being aware of one's limitations and strengths

also demonstrates maturity. Recognizing and functioning within one's role as a student and maintaining appropriate professional boundaries are important behaviors.

A lack of self-awareness and maturity may be demonstrated in:

- a student's inability to accept or explore critical feedback without defensiveness
- a student's inability or unwillingness to modify behaviors that have been identified as detrimental to the profession
- inappropriate self-disclosure in the classroom and/or at field placement with clients, co-workers or field instructor
- inappropriate attire in the classroom or agency
- using humor that is degrading or sexual in nature
- failure to communicate 'impairment' to supervisors at the college or agency
- inability to recognize need for enhanced knowledge and skills thus working outside one's scope of practice
- breaching personal and professional boundaries with clients and workers

Please be aware of the following:

Admission: Students may be denied admission into the program for failure to meet the professional expectations and/or classroom expectations. Students who are denied admission to the program may appeal this decision by contacting the program chairperson.

Re-admission: Students who are dismissed from practicum or the SAHS program, due to violation of the code of conduct or the professional expectations, may be considered for readmission. Prior to return, student would work with faculty, the Practicum Coordinator, and the Office of Student Conduct to develop a student success plan. This plan may require students to participate in a professional assessment which may include, but is not limited to a mental health assessment, substance use assessment, medical and /or a neurological assessment confirming readiness to return and fitness to practice, consistent with the NOHS Ethical Standards

Students who are dismissed due to academics may need to develop a student success plan and demonstrate improved academic performance for a minimum of one semester.

If you have a Letter of Accommodation through Disability Services, it is your responsibility to share this with your classroom instructors. If you are in a practicum, you should share your letter with the Practicum Coordinator, your agency field instructor, and your liaison.

The program faculty may require a drug screening at the student's expense if there is a documented suspicion that the student is using drugs or alcohol. A suspicion may

include, but is not limited to, self-disclosure of drug or alcohol use, a past history of failed drug screening for a practicum site, and/or appearing to be under the influence of drugs or alcohol. If a student tests positive on a drug screening, the student will be removed from practicum, may not be given another practicum opportunity that semester and will lose the option of an addiction's practicum in our program.

References

National Organization for Human Services. (2015). *Ethical Standards for Human Service Professionals*. Melbourne, Fla. Retrieved from:
<http://www.nationalhumanservices.org/ethical-standards-for-hs-professionals>

PRACTICUM SITE INFORMATION AND PROCEDURES

The selection of a practicum site is the responsibility of the Practicum Coordinator. The following areas are the primary considerations when matching a student with an agency:

- Practicum Expectations and Objectives
- Agency willingness to provide supervision –person from agency to be “Field Instructor”
- Student’s area of interest
- Student’s restrictions and needs
- Client Population
- Official Agency Affiliate Agreement

Please note, it is the policy of the Social Work and Human Services program that students experience each practicum in a different agency.

Practicum applications will be available on Blackboard, Student Community, Practicum Information. The Practicum Coordinator will notify eligible students of the practicum due dates on Blackboard and by email. The completed application is due to the Practicum Coordinator no later than Friday of that same week. If an agency offers a stipend to their practicum students, the decision about which student is placed at the practicum will be based on merit and the population of interest of the student. ~~Additions related placements prefer students with a current CDCA certification.~~ The SAHS program requires a pre-placement interview with a prospective practicum student prior to acceptance in an agency and many agencies have additional requirements (see below). After being notified of the assigned practicum site and contact information, it is the student’s responsibility to arrange the interview within a week of this notification. It is at this interview that the student may discuss mutual expectations, ask questions, take a tour, learn about the services, and establish a start date. Prior to the interview, the student is expected to review the practicum documents on Blackboard, Student Community, Practicum Information. These documents need to be shared and discussed with the field instructor the first week of practicum. Students are responsible for the completion and verification of both the time sheet and objective sheet. Classroom assignments are to be shared with the field instructor for feedback and to ensure client confidentiality is maintained.

As the student progresses through this process, if there are any concerns or issues with the assigned practicum, the student must contact the Practicum Coordinator no later than the Wednesday of finals week. In the event that the initial practicum assignment is not successfully secured by the student, a second practicum opportunity may not be provided in the following circumstances:

- A lack of follow through by the student in contacting the agency
- An agency does not accept the student after interviewing them
- The student fails a drug screen or background check required by the agency

The above list is not exhaustive and other circumstances may prevent the student from being given a second practicum. These situations will be discussed with the Practicum Coordinator directly.

Regardless of circumstances, students must start their practicum experience no later than the beginning of the second week of the semester.

Some agencies also have additional requirements, including but not limited to:

Drug screening	Flu shot	Resume
Immunizations/Vaccines	CPR	Letter of Reference
TB test	Background check	First Aid

It is up to the agency's discretion whether the cost of these requirements are paid by the student. If students choose not to comply with agency requirements (i.e. vaccinations) the program may not be able to locate a practicum for the student.

Practicum Admission and Policies

Practicum sites for internships or other type of experiential learning experiences, often have their own admission and participation requirements that students must meet before students can be placed at the practicum agency. The practicum agency may have admission requirements that exceed or are in addition to the admission requirements of Columbus State and the Social Work and Human Services program. Practicum agencies have the right to deny student participation even when the student is fully admitted into the academic program. Therefore, students are expected to meet the requirements of the practicum agency in addition to the Social Work and Human Services program's requirements. For more information, please consult the Social Work and Human Services Practicum Coordinator.

Further, students are expected to comply with all practicum agency policies and Columbus State policies when completing a practicum or other type of experiential learning experience. This includes policy expectations for practicum related activities that occur off premises. Examples of such conduct could include, but are not limited to, work responsibilities that occur off premises, uniform and appearance expectations when engaged in practicum activities, social media usage, patient/client interaction, and

any other activities related to the learning experience. Failure to follow the practicum agency's policies and Columbus State policies may result in discipline up to and including dismissal.

EMPLOYMENT-BASED FIELD PRACTICUM

The student's ability to succeed in field education and enhance their use of effective helping skills is the central focus when considering an employment-based field practicum application. The application must demonstrate that the practicum objectives of the field experience will be accomplished within the parameters of the SAHS Practicum policies.

Students who are requesting to complete their field practicum at their current place of employment must complete the Employment Based Field Practicum (EBP) application. This application must be submitted to the Lead Instructor and Practicum Coordinator. The Lead Instructor and Practicum Coordinator will review the student's application and make a determination regarding its acceptance. An employment agency may be used as a field practicum site only when all of the requirements are met. The requirements are listed below.

Requirements

1. The agency must be approved by the Practicum Coordinator. If the agency is not currently affiliated with the SAHS program, a site visit must be completed prior to the start of practicum and a Clinical Affiliation Agreement initiated.
2. The student's field practicum must be in a different program or department than the program/department in which they are employed.
3. Field practicum learning activities must differ from the student's current employment responsibilities.
The learning activities must be specifically related to the designated course syllabus for Practicum I- SAHS 2901, SAHS 2241, and SAHS 2861, or Practicum II- SAHS 2922, SAHS 2862, SAHS 2261 (for summer term), and practicum objectives.
4. The student's field instructor and employment supervisor must be different people. If this is not possible, there must be separate supervision times for employment and practicum.
5. The student's employment hours and field hours must be separate and clearly defined.
6. The student must be employed by the agency for a minimum of 90 days prior to submitting the application. Any exceptions must be approved by the Lead Instructor and Practicum Coordinator.

7. There must be a qualified field instructor to serve as the field instructor. The field instructor must:
 - Provide field instruction for one hour per week.
 - Receive field instruction training if the instructor has never supervised an SAHS student.
 - Follow all policies regarding field instruction as detailed in the Practicum Manual.
8. Students with their CDCA and seeking an employment-based field practicum in addictions must also receive qualified supervision as specified by the Ohio Chemical Dependency Professional's Board. This may be the same or a different supervisor. The CDCA supervision must include one hour of supervision for every 40 hours of service.
9. Students may not be hired at an organization where they are completing an active practicum placement and also be allowed to continue with their practicum placement. If a student accepts employment at a practicum site during an active practicum placement, that action automatically voids the terms of the student's practicum agreement. The student must then withdraw from the practicum placement and drop the corequisite courses associated with practicum, the student will be responsible for any fees and academic consequences associated with late withdrawal from classes.

PROCEDURES FOR COMPLETING THE EMPLOYMENT BASED PRACTICUM APPLICATION

1. For spring and summer practicums, the application must be submitted by week four of the semester before the requested employment-based practicum. For autumn practicums, the application must be submitted by the first week of May.
2. In addition to the application, the student must also provide a current job description, and an Employer Letter of Approval. A template for the employer letter can be found at the bottom of the application. This letter of approval must be placed on agency letterhead.
3. The application must be signed by the student.
4. The Lead Instructor and Practicum Coordinator will evaluate each application individually.
5. Once the application is reviewed and the additional materials are received, the student will be notified regarding the acceptance of the application.

6. If the application is approved, the student may coordinate their field practicum days and hours with their field instructor.
7. If the application is not approved, the Lead Instructor and/or Practicum Coordinator will indicate the reasons for denial of the application. The student may appeal the decision with the Department Chair.

Please note that no field hours will be credited before the application is approved.

BACKGROUND CHECK AND DRUG SCREENING FOR PRACTICUM

Although, students are required to complete a criminal background check as a requirement for admission and continuation in the academic program, many agencies require their own. The student may need to repeat this process, which may be at the agency's or student's expense.

While drug screening is not a requirement of the Social Work and Human Services Student Handbook program admissions process, some practicum agencies require drug screening as part of the interview process.

The program faculty may require a drug screening at the student's expense if there is a documented suspicion that the student is using drugs or alcohol. A suspicion may include, but is not limited to, self-disclosure of drug or alcohol use, a past history of failed drug screening for a practicum site, and/or appearing to be under the influence of drugs or alcohol. If a student tests positive on a drug screening, the student will be removed from practicum, may not be given another practicum opportunity that term and will lose the option of an addictions practicum in our program.

Please refer to the Social Work and Human Services Student Handbook for additional information regarding the background check and drug screening process.

DRESS CODE FOR PRACTICUM

All students should observe high standards of personal hygiene in order to promote professionalism, health and safety, and client care. This policy must be adhered to in class and in practicum.

At a minimum, clothing worn to practicum is business casual. Specific dress code policies of the practicum agency should be adhered to.

Please refer to the Social Work and Human Services Student Handbook for additional information regarding the dress code for practicum.

PARTICIPATION IN PRACTICUM

It is important for the student to practice self-advocacy skills by communicating directly with the field instructor on a consistent basis. Students are directed to ask for feedback

and direction. If problems or issues are not resolved, the student should contact the CSCC Faculty Liaison immediately. The CSCC Faculty Liaison cannot act on what they do not know!

Meeting regularly with the field instructor is critical for supervision so, as a student, you may have to initiate and advocate for this to happen. As you prepare to meet with the field instructor, plan for what you need, ask for feedback, be prepared to discuss objectives and what you are learning/feeling.

Also, make sure that you and your field instructor meet and discuss the evaluation document(s) prior to the mid and final evaluation meetings with your CSCC Faculty Liaison.

Students are not permitted to perform the following tasks independently:

- Transfer, toilet, or feed a client
- Meet a client outside of the agency unless this is a function of the treatment plan, case management, and or service coordination
- Facilitate groups without supervision
- Drive a company vehicle
- CSCC liability insurance does not cover students to transport clients in personal vehicles.

CONFIDENTIALITY

As an important part of a student's education in this academic program, students will come into possession of confidential information concerning the health care services (social service agencies are considered health care entities) rendered to clients or patients. Confidentiality entails the ethical and legal responsibility of human service providers to safeguard from unauthorized disclosures of information given in the helping relationship. Students should understand that all client or patient information is considered confidential and may be protected by HIPAA. All clinical or medical information is considered confidential and may not be released except by the client's or patient's own authorization or by state and/or federal law.

In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an Agency Field Instructor. The identity of the client or patient must be protected and the student must never disclose any confidential information linked to the identity of any client or patient to any person whatsoever for any reason. This includes sharing the identity of a client or patient in seminar or in the classroom.

Disclosure includes but is not limited to: verbally discussing confidential information of an identified client or patient; permitting an unauthorized individual to review the clinical or medical record; copying any part of the clinical or medical record for an unauthorized individual; making copies of clinical or medical documentation for

education or research activities without obliterating the client's or patient's demographic information and abstracting clinical or medical data for education or research activities in which the client's or patient's identity is linked to the data. Any records or communications involving electronic technologies, e.g. computers, email, or text messages, must be protected by passwords, encryption, and any other means prescribed by your practicum site, academic institution, HIPPA regulations, or other laws. Students are to not discuss client information in public settings outside of class or their practicum, this includes social media, nor do they discuss their cases with persons who are not specifically authorized.

Students must familiarize themselves with, as well as adhere to, confidentiality procedures of their practicum site and the laws of the state and federal government. It is a student's professional responsibility and duty to protect the confidentiality of all client or patient clinical or medical records with which they are associated with. Failure to uphold patient confidentiality may result in discipline up to and including dismissal. All students are required to sign the Confidentiality Acknowledgment form that is located in the Social Work and Human Services Student Handbook.

PROFESSIONALISM

The student is expected to conduct themselves in a professional manner, i.e., calling when late or absent, dressing according to agency standards, and practicing confidentially at all times. The student is expected to adhere to agency rules and regulations in working with clients as if they were an employee of that agency. Students will strictly follow the National Organization of Human Services ethical guidelines regarding multiple relationships and will refrain from practicum work with persons with whom the student is involved in other types of relationships. Such "dual relationships" may inhibit the effectiveness of the student's practicum work and may jeopardize both the client and the student. Coworkers, friends, and others should not be seen as clients. Students may not participate in any setting where they, or a family member has been a client within the last 2 years. Students must disclose this to the Practicum Coordinator if this occurs.

Students must recognize the limitations to their training, education, and abilities and must not exceed these in work with clients. It is important that students recognize when practicum situations are beyond their knowledge or ability. When such situations arise, students need to seek assistance from the field instructor and/or faculty liaison. Practicum issues are best able to be successfully resolved when the appropriate individuals are involved.

PRACTICUM ATTENDANCE GUIDELINES

Students need to negotiate their specific schedule with the field instructor and follow it consistently. Students are not permitted to begin their practicum hours prior to the start date of the semester unless an orientation is required. There should be no client contact

prior to the start of the term and students will need to participate in the practicum through the end of the term. Students' practicum hours are not to exceed 168 hours each term. To promote appropriate supervision, scheduling of objectives, and relationship building with clients, students are required to schedule their practicum hours over at least 2 days in the week. Students are required to notify the agency if they are going to be late or absent and must make arrangements to make up these hours. In addition to these required hours, students will have 1.5 hours in Seminar on the CSCC campus that will provide the student with additional support.

Autumn & Spring terms only:

A minimum of 157.5 hours are required but no more than 168 total hours

Breakdown: 10.5 hours per week for 15 weeks = 157.5

Summer term only:

A minimum of 154 hours are required but no more than 168 total hours.

Breakdown: 14 hours per week for 11 weeks = 154

Spring Break and Finals Week:

Students are not required to participate in practicum during the scheduled Spring break, however, Spring break and Finals week are opportunities for students to make-up hours. Make-up time needs to be pre-arranged and pre-approved by the Agency Field Instructor and CSCC Faculty Liaison

Students are responsible to meet the total hours required regardless of weather, holidays, agency or CSCC campus closings.

GRADING CRITERIA

During the term, the student and the Agency Field Instructor will meet weekly for supervision to discuss and track the completion of the practicum objectives, complete the mid-term and final evaluations, and the time sheet. The student will meet with the Field Instructor and the CSCC Faculty Liaison three times throughout the semester. The purpose of these meetings is to give and get feedback about the student's progress. The final grade is determined by the CSCC Faculty Liaison. Although the student will have meetings during the semester with the Field Instructor and CSCC Faculty Liaison, issues in the field may arise that require additional meetings. It is the student's responsibility to initiate and communicate any concerns with the CSCC Faculty Liaison.

After consultation with the Practicum Coordinator, if the faculty or agency staff believes there could be harm to clients or staff because of student performance/behavior, they will be removed from the agency. In the event that a Field Instructor and CSCC Faculty Liaison determines that a student be removed from a practicum the student may not continue in any practicum that semester. This may result in the student being removed from the course and/or earning a failing grade. A follow-up meeting between the

student, faculty member(s), and the Practicum Coordinator may be required before future practicum assignments are made in an attempt to ensure a positive learning experience.

REMOVAL DUE TO HARM TO CLIENTS, HEALTH RISK, AND/OR SAFETY RISK

Practicum agencies have an expectation that students completing an internship, or other type of experiential learning experience at their site will do no harm to clients or patients or pose a health or safety risk to their clients or patients. Students are therefore expected to conform to all standard health and safety practices required by the practicum agency. Harm to clients includes but is not limited to a student that consistently fails to demonstrate competence in clinical patient/client care, a student who does not adhere to policies, a student who doesn't maintain professional boundaries with clients, and/or a student who behaves in any manner that compromises or threatens the well-being of the patient/client's health and welfare. Students will be evaluated during their practicum or other type of experiential learning experience and the evaluations may show student deficiencies that would deem them a health or safety risk. A student that is posing a health or safety risk may result in discipline up to and including dismissal. In addition, the practicum agency is under no obligation to allow or approve a student's experience if harm to clients or a health or safety issue is identified.

In the event that a practicum site requests a student to be removed due to a health or safety risk, the Social Work and Human Services program will follow the Health & Human Services Discipline and Dismissal Guide to determine the appropriate discipline.

HOW TO SUCCEED IN PRACTICUM

Be Professional: Be on time (or a few minutes early) to practicum site. Dress appropriately and according to your practicum site's dress code. Act as if this is your first professional job. Communicate with respect. You are making a first impression which could be a lasting impression!

Be fully present: Your field experience will encompass many facets: challenges, frustrations, successes, growth. Show up and be fully there and engaged

Take Initiative: Most students who have an excellent field experience are willing to ask questions, to suggest experiences to their Agency Field Instructor, and to advocate on their own behalf.

Be Proactive: If you don't know, ASK.

Be Responsible: Know the expectations the field agency has of you and follow through on these.

Be Accountable: If you have made a mistake, own up to it. This is a learning experience for you, and this is a significant part of it.

Be Resourceful: Check Blackboard Student Community

Know People: Get to know your Faculty Liaison from the College, and do not hesitate to get in contact with them. If you aren't successful, contact the Practicum Coordinator.

Know Your Expectations: Share with your Agency Field Instructor what you hope to be exposed to in field, so that together you can determine what will best meet your needs.

Keep ahead of your field assignments. Know what due dates are for forms and evaluations, and continually communicate with your field instructor about these.

Be Informed: Know the process, the forms, the database, and the procedures.

Be Direct and Respectful: When there is confusion or a problem, go directly and respectfully to the person involved.

Assume Positive Intent: Assume that people are trying to do their best, even when the outcome is not what is desired. There may be pertinent information concerning the person or situation of which you are not aware.

Check your email and check Blackboard for information and announcements!!