

HUMAN SERVICES DEPARTMENT

The Human Services Department mission is to prepare Human Service generalists through a competency based, community oriented program encompassing classroom and practical learning opportunities.

PRACTICUM I APPLICATION

HUMAN SERVICES A295A

PROCESS AND CHECK LIST

It is time to begin the application process for Fall 2012 field placements.

Applications available online at <http://hums.uaa.alaska.edu/>

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

DEADLINE: Monday, March 05, 2012

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

Attached an unofficial UAA transcript to this application?

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

Completed HUMS 101 Currently enrolled

Completed HUMS 223 Currently enrolled

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

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

Does your Practicum Application have your Human Services HUMS 101 or HUMS 223 professor's signature?

What is your expected date of graduation? _____

Application will not be processed without appropriate signatures!

To: Practicum Coordinator

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

Comments:

Human Services Advisor

Date

HUMS 101 or HUMS 223 Instructor

Date

Human Services 295A
Practicum I Application and Interview Sheet

Name: _____ Student ID: _____ Interview Date: _____
Address: _____ City: _____ State: _____ ZIP: _____
Day phone: _____ Evening phone: _____ Cell phone: _____
UAA Email: _____@uaa.alaska.edu

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

Identify your current areas of interest in human services:

- Populations:** Adults Teens Children <13 years Seniors
 Women Men Other _____
- Social Issues:** Child Abuse At Risk Youth Unemployment Schools
 Substance Abuse Homeless Physical Disabilities Developmental Disabilities
 Mental Health Criminal Justice Domestic Violence Other

Department of Human Services Office Use Only

Practicum Hours student is available:

- Day Shift Night Shift Weekends

Agency Discussion and Preference:

Top Agency Choices:

Practicum Coordinator Signature

Date

BARRIER CRIMES INFORMATION

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

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

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

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

<http://www.hss.state.ak.us/publicnotice/pdf/145.pdf>

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

DISCLOSURE STATEMENT

We are requesting the following information to ensure client safety and to meet agency requirements for placement. (Please type answers on a separate sheet and attach to this application)

1. Have you ever been convicted of a crime/offense? Please explain and provide dates:

2. Are you currently in a treatment or transitional program? Please explain:

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

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

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

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

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

Signature

Date

Name (please print)

CONSENT TO RELEASE INFORMATION

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

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

Signature

Date

Name (please print)

ETHICAL STANDARDS AGREEMENT

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

Student Signature

Date

Name (please print)

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

**STUDENT INFORMATION
HUMAN SERVICES PRACTICUM I**

Name: _____

The following information is requested in order for the Practicum Coordinator to find the most useful and satisfying agency placement for you. Be assured we will use the information with the utmost discretion. Use complete sentences (please type answers on a separate sheet of paper and attach to this application).

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

2. Please describe past personal and/or educational experiences that will be beneficial to your completion of this course.

3. Identify your future goals and share how you think this practicum experience will help you achieve them.

4. Please provide an up to date resume that includes previous work experience, applicable awards/certifications, education, and related skills and abilities. Also, provide a cover letter that briefly states fields of interest and practicum goals. Please use the UAA Career Services Center if you need assistance.

Resources:

<http://www.uaa.alaska.edu/careerservices/resources/resume.cfm>

<http://www.career.vt.edu/JOBSEARC/coversamples.htm>

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

If you meet the criteria, have completed the Practicum Application, have attached an unofficial UAA Transcript, obtained appropriate signatures **AND** delivered it to the Practicum Coordinator by the deadline below, your next step is to *schedule an appointment* with the Practicum Coordinator to review your application and discuss possible placement locations.

Deborah J. Eul
Practicum Coordinator
afdje@uaa.alaska.edu
phone: 907-786-6449
fax: 907-786-6436

UAA Human Services
3211 Providence Dr. PSB 212B
Anchorage, AK 99508

REMINDER:

All practicum applications must be turned in by the due date the semester before you can register for Practicum.

**Fall 2012 DEADLINE:
Monday, March 5, 2012**

**FLOW SHEET
PRACTICUM I**

STUDENT COPY – RETAIN FOR YOUR RECORDS

- _____ I have completed HUMS 101 and 223 (or am registered in the course(s) during the semester in which I am applying for Practicum I).
- _____ I have declared Human Services as my major. I have a copy of my unofficial transcripts.
- _____ I have completed and submitted a Practicum I application with advisor & instructors signature by the due date.
- _____ I have met with the Practicum Coordinator for my Practicum I Application interview. I understand referrals are sent after all interviews have been completed.
- _____ I have received my practicum Referral Form (via UAA email).
- _____ I have met with the agency referred to me by the practicum office and they have completed the Referral Form.
- _____ I have submitted the completed Practicum Agency Referral Form, which confirms placement, to the Practicum Office.
- _____ I have registered for Practicum I.*

PRACTICUM II

- _____ I have completed Practicum I with a grade C or better.
- _____ I have completed and submitted my Continuing Practicum Placement Application by the due date.
- _____ I have registered for Practicum II.*

PRACTICUM III

- _____ I have graduated with my AAS in Human Services.
- _____ I have been accepted to the BHS program.
- _____ I have completed and submitted a completed Practicum III application by the due date.
- _____ I have met with the Practicum Coordinator for my Practicum III Application interview.
- _____ I have received my practicum Referral Form (via UAA email).
- _____ I have met with the agency referred to me by the practicum office and they have completed the Referral Form.
- _____ I have submitted the completed Practicum Agency Referral Form, which confirms placement, to the Practicum Office.
- _____ I have registered for Practicum III.*

PRACTICUM IV

- _____ I have completed Practicum III with a grade C or better.
- _____ I have completed and submitted my Continuing Practicum Placement Application by the due date.
- _____ I have registered for Practicum IV.*

* Permission to register for practicum is given once the entire application and referral process is completed. If you find you are still unable to register **after your application and referral processes are completed**, please contact the Practicum Coordinator at 907-786-6449.