

HUMAN SERVICES DEPARTMENT HANDBOOK



UNIVERSITY *OF* ALASKA
ANCHORAGE

<https://www.uaa.alaska.edu/HUMS>

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INTRODUCTION

Dear Human Services Student:

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

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

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

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

A major component of all human services education is experiential learning or learning-by-doing. The Human Services program provides extensive field-based experiences or practicum in a variety of community agencies. Such practicum allow the student to integrate knowledge and skill and thereby demonstrate competency. Students receive 250 hours of agency experience in the AAS degree and 125 hours of field experience in the BHS degree.

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

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

The Human Services Faculty

HUMAN SERVICES PROGRAM

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

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

The Department of Human Services offers both an Associate of Applied Science (AAS) degree in Human Services preparing students for entry-level employment and a Bachelor of Human Services (BHS) practitioner's degree which holds as its mission the preparation of students to work effectively in human services and paraprofessional counseling practices. The Associate of Applied Science degree is articulated with the baccalaureate degree in a two-plus-two sequence. Employing a multidisciplinary approach, the degree objective is to provide students with both a conceptual and skill foundation suitable for successful Human Services practice in both urban and rural settings. Human Services practice requires multicultural understanding, respect of clients through a collaborative relationship founded upon a strengths model. Specific skill courses combined with practicum are enhanced through conceptual course work in Human Services, Anthropology, Social Work and Psychology.

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

In addition to completion of the Human Services AAS degree, the core courses for completion of the Bachelor of Human Services degree include: Diversity Issues in Human Services Practice, Services Coordination in Human Services Practice, Human Services Administration, Ethical Issues in Human Services Practice, Advanced Case Management for Human Services Professionals, Introduction to Program Evaluation, Individual and Group Facilitation, Crisis Intervention, Human Services Practicum

III and Human Services Capstone. Additionally students take two courses from a list of electives at the BHS level.

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

The Minor in Human Services focuses upon basic human helping and communication skills appropriate for any UAA degree seeking student wishing to develop interactive human helping skills. The Minor requires 18 credits including Introduction to Human Services, Introduction to Paraprofessional Counseling I and II, Conflict and Collaborative Systems, Diversity Issues in Human Services Practice, Services Coordination in Human Services Practice, Alternative Dispute Resolution and Crisis Intervention. Six credits of the minor must be upper division credits.

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

I. FITNESS FOR THE PROFESSION

PROFESSIONAL AND PERSONAL DEVELOPMENT

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

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

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

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

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

Meet with their Human Services Academic Advisor for assistance. The advisor/student relationship can result in any or all of the following outcomes: a) continuous academic advising designed to improve student performance and resulting in student improvement, or b) a referral to the UAA Care Team, or c) a referral and recommendation to the department for a determination of the student's status in the program.

Departmental status recommendations may include:

- a) continuation of academic advising relationship until specific goals are met, or
- b) student suspension from program until specific goals are met, or
- c) suspension or dismissal from the Human Services program.

All university student appeal and due process policies and procedures apply to decisions made by the department related to student fitness for the profession.

Professional/Personal Attributes: Human Services

Professional/Personal Attributes	Description
<p>1. Commitment to Wellness</p>	<p>An understanding of, and decision to pursue, wellness as a lifestyle over the life span. Willingness to assess issues of wellness in one's lifestyle and life-environments; and ongoing choice to become the best one can be mentally, emotionally, physically, socially and vocationally.</p>
<p>2. Commitment to Learning</p>	<p>Demonstrated ability to self-assess, self-correct and self-direct; to identify needs and sources of learning; to continually seek new knowledge and understanding.</p> <p>Demonstrate academic-and life-management skills: For example, ability to prioritize and manage a variety of commitments, time and stress; critical thinking skills; problem-solving and ethical decision skills; quality participation in class exercises and assignments; timeliness</p> <p>Commitment to excellence as a Human Services professional</p>
<p>3. Core Academic and Professional Competencies</p>	<p>The Human Services profession, through its accrediting and certifying agency (CSHSE) identified the knowledge-base that is essential for success in Human Services. These core areas include: History of Human Services, Human Services Systems, Human Services Delivery, Information Management, Planning and Evaluation, Intervention and Direct Services, Interpersonal Communication, Client-Related Values and Attitudes, and Self Development. Acceptable performance in these academic areas is essential.</p> <p>In addition, an acceptable level of functioning in practicum is required and expected. The ability to form effective collegial working relationships with peers and supervisors and clients is necessary and required.</p> <p>It should be noted that, in a number of academic courses involving these core academic and performance areas, students will be challenged to review their own values, attitudes, experiences, beliefs, behaviors and biases. Willingness to engage in this self-review, its challenges and potential growth, is a critical element in growing as a professional counselor.</p>

Professional/Personal Attributes	Description
<p>4. Professional Identity</p>	<p>Commitment to ongoing development as a professional Human Services and member of the “helping professional.”</p> <p>Commitment to high standards of practice as a Human Services professional and the Human Services Code of Ethics.</p> <p>An understanding of one’s motivation for choosing the Human Services profession. The ability to critically assess one’s own values, attitudes, beliefs and behaviors as they relate to the standards of excellence and ethics, and the best practices, of the Human Services profession.</p> <p>The ability to exhibit appropriate professional attitudes and conduct; ability to represent the profession ethically and effectively. Willingness to assume roles of service and advocacy.</p> <p>Ability to demonstrate theory-into-practice, that is, to translate learned values and content knowledge into professional/personal attitudes and action.</p> <p>Developing participation in the varied roles of the Human Services professional organizations through membership, services and scholarship.</p> <p>Ability to see one’s self as connected to a wider whole of regional/global needs, helping systems, and resources. A commitment to advocacy on behalf of clients and larger society, as well as to the pursuit of social justice, as consistent with one’s professional Human Services identity.</p>
<p>5. Personal Maturity</p>	<p>Ability to live and function at an appropriate level of emotional, psychological, and relational well-being; freedom from significant impairments that would affect one’s ability to perform as a Human Services professional. The ability to tolerate ambiguity and to patiently address areas of growth. Ability to balance personal and professional self-awareness.</p>
<p>6. Responsibility</p>	<p>Demonstrated ability to fulfill professional commitments and to be accountable for actions and outcomes. Demonstration of effective work habits and attitudes (e.g. reliability), evident in classes, practicum assignments, and other areas of student performance.</p>

Professional/Personal Attributes	Description
	Demonstrated ability to act and respond in a variety of situations with honesty and integrity. Knowledgeable about professional ethical standards and competent in applying those standards to concrete situations.
7. Interpersonal Skills	<p>Demonstrated ability to interact effectively with classmates, faculty field supervisors, clients, families, colleagues, other helping professionals, and the community and to deal effectively with multiple diversities in a pluralistic society.</p> <p>Effectiveness in establishing positive interpersonal relationships on an individual and group basis; openness to constructive feedback; tolerance and openness toward differences; ability to develop appropriate support systems.</p>
8. Communication Skills	Demonstrated ability to communicate effectively (i.e. speaking, body language, reading, writing, listening) for varied audiences and purposes. Sensitive to diversity in one's communications.
9. Problem-Solving	In both professional performance and personal development, the ability to recognize and define problems, analyze data from varied sources, develop and implement solutions, and evaluate outcomes. The ability to seek out resources for help, support, and insight.
10. Stress Management	The ability to identify sources of the stress that (potentially) affect personal and professional functioning, and to develop effective coping behaviors. Existence of appropriate boundaries between personal stressors and professional performance. Obtaining appropriate supports, resources and help when needed.

http://www.scranton.edu/academics/pcps/counseling/PDF/Fitness%20for%20Profession_CHS_UG_Appendix%20C.pdf
Retrieved 4/12/2018. *A Policy Statement from the Faculty and Staff of the Department of Counseling and Human Services, College of Professional Studies, University of Scranton.*

II. PRACTICUM ENROLLMENT PAUSE AND PERMANENT PRACTICUM ENROLLMENT HOLD POLICY

The UAA Human Services Department expands the “Fitness for the Profession” policy (Human Services Handbook, 2018) to include practicum application and enrollment policies related to student practicum enrollment. The policy outlines requirements related to Practicum enrollment and policies designed to support and strengthen student’s field experience and professional success.

PRACTICUM ENROLLMENT REQUIREMENTS:

Students wishing to enroll in practicum must:

1. Submit a signed factually accurate, fully completed Practicum Application, cover letter, resume and unofficial transcripts to Human Services Practicum Office no later than the deadline date published by the department.
2. Students must satisfy: a minimum overall 2.0 GPA and a minimum of a C or better in all Human Services degree program coursework in order to qualify for Practicum enrollment. Students failing to achieve this requirement will not be allowed to enroll in practicum.
3. Students may not be placed at an agency where he/she has been a client, is a current employee, or is supervised by a relative.

PRACTICUM ENROLLMENT PAUSE AND PRACTICUM ENROLLMENT HOLD

Practicum Enrollment Pause:

Students who have not satisfied the requirements, as defined above, are not eligible to apply for Practicum enrollment and may be placed on Temporary Practicum Enrollment Pause until requirements are achieved. Practicum Pause is a temporary “time out” designed to support students in meeting Human Services Practicum academic enrollment requirements. Additionally, students exhibiting behaviors inconsistent with the “Fitness for the Profession” policy contained in the Human Services Student Handbook (2018) are at risk for a potential Practicum Enrollment Pause, depending upon the nature of the behavior and the student’s participation in a Student Improvement Plan, discussed in the Process section.

Permanent Practicum Enrollment Hold:

Students failing to successfully complete their Student Improvement Plan for Success will be placed on Permanent Practicum Enrollment Hold and dismissed from the program. Students will be referred for further academic advising to assist them in pursuing another academic path.

Students may be placed on a Temporary Practicum Enrollment Pause or Permanent Practicum Enrollment Hold, if the student’s history includes **one or more** of the following:

- Referral by a HUMS faculty member to the HUMS AAS or BHS advisor regarding a Fitness for the Profession issue.
- Failure to maintain a 2.0 overall GPA and a minimum grade of C in all HUMS

- degree program coursework.
- Current incomplete grade or an incomplete grade in the previous 2 semesters, which has not been completed.
 - Prior removal from a placement (either by the agency or the Human Services Department).
 - Received a Student Improvement Plan for Success from the Human Services Professional Review Team (PRT).
 - Failure to fully disclose a prior legal conviction.
 - Removal from a practicum for cause.
 - Found in violation of the UAA Student Code of Conduct.

Permanent Practicum Enrollment Hold:

Students failing to accurately disclose any prior Barrier Crime criminal convictions either in Alaska, in another state or outside the USA on their Practicum Application form are at risk for a Permanent Practicum Enrollment Hold and will be encouraged to pursue an alternative educational path.

Process:

Students exhibiting one or more of the above behaviors will be referred to the Human Services Professional Review Team (PRT). The department retains the option to concurrently refer the student to the UAA Care Team. The student and the PRT will develop a written Student Improvement Plan for Success, which will be placed in the student's practicum file. The student is encouraged to consult with his/her advisor or the Care Team as appropriate to comply with the Student Improvement Plan for Success. The student will be placed on a PRACTICUM ENROLLMENT PAUSE.

The following semester the Student Improvement Plan for Success will be reviewed by the PRT. Students successfully complying with their Student Improvement Plan will be allowed to apply for Practicum enrollment. Students failing to comply with their Student Improvement Plan for Success will not be permitted to enroll in Practicum and will be placed on PERMANENT PRACTICUM ENROLLMENT HOLD and dismissed from the program.

After meeting with the Human Services Professional Review Team, the student may request to appeal these decisions by writing a letter explaining the situation to the Department Chair. The Department Chair will inform the student in writing if the appeal is accepted or rejected. If the student is not satisfied with the final decision, they may review the appeal procedure outlined in the UAA Student Code of Conduct. The next level is the student appeal process through the Dean of Students or College of Health Dean's Office.

III. ORIENTATION

Human Services orientation is offered by the faculty beginning of each semester.

IV. DEGREE REQUIREMENTS

To be awarded an AAS Degree in Human Services, students must complete the General University Requirements for Associate Degrees, the Associate of Applied Science requirements (15

credits), and the Human Services core and required courses. A total of 60 credits is required for the degree (15 credits general education requirements, 33 credits Human Services courses and 12 credits elective courses).

Students must complete the admission requirements for Baccalaureate Degree Programs to include the completion of a Human Services (or related field) Associate Degree from an accredited institution recognized by UAA in order to be admitted as a BHS full major. To be awarded the BHS degree, students must complete the General University Requirements for Baccalaureate Degrees and the General Education Requirements for Baccalaureate Degrees in addition to the Bachelor of Human Services core requirements. A total of 121 credits are required for the BHS degree, of which 42 credits must be upper-division (60 credits from Human Services AAS degree, 42 Human Services BHS credits and 19 additional general education credits). Students are encouraged to complete HUMS A495 and HUMS A496 consecutively in order to allow a seamless transition into the completion of the Capstone project.

To be awarded an Occupational Endorsement Certificate in Conflict Resolution students must complete 18 credits of required courses as outlined in this document and in the UAA Catalog.

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

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

V. TRANSFER CREDITS

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

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

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

VI. DECLARATION OF MAJOR

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

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

VII. ADVISING

The Human Services Department holds orientations at the beginning of the fall and spring semesters. It is required that students attend at least one orientation. The best time is your first semester at UAA.

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

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

If you are a student veteran attending UAA on veteran benefits, you are encourage to meet with an advisor as soon as possible to discuss how VA regulations work to avoid conflict in acceptable VA course progress. This is done through Academic Advising.

— **THE FINAL RESPONSIBILITY FOR YOUR ACADEMIC PLAN IS YOURS.** —

OBJECTIVES OF ADVISING

1. To provide information about the Human Services program, Human Services as a profession, and the suitability of this course of study for each individual student.
2. To provide specific information about courses, registration, and to assist you in completing courses required.
3. To assist you in use of other University resources, such as the Advising and Counseling Center, Testing and Assessment, Career Services Center, Disability Support Services, the Student Health Center, Computer Labs, the Reading and Writing Center, Native Student Services, AHAINA, and other student services.
4. To help students evaluate career goals.
5. To acquaint you with the Human Services admission procedures, requirements and purposes.
6. To assist in setting individualized learning objectives within the overall program, including exploration of different fields of practice and individual interests.

7. To assist you in evaluating progress and performance.
8. To assist you in determining readiness for Practicum seminar and placement.
9. To assist you in seeking remedies to complaints.
10. If necessary, to assist you in entering another area of study.

VIII. ADMISSION TO THE HUMAN SERVICES DEGREE PROGRAMS

1. **Occupational Endorsement in Conflict Resolution (OEC)** - To qualify for admission to the OEC a student must meet the following qualifications:
 - a. Have earned a high school diploma (no minimum GPA required) or the equivalent (GED), or
 - b. Meet one of the options outlined under Admission for Non-High School Graduates as outlined in the UAA Catalog.
2. **Associate of Applied Science (AAS)** - Degree in Human Services. UAA's open enrollment policy allows students to register for courses in which they have adequate background. To qualify for open enrollment, a student must:
 - a. Have earned a high school diploma or the equivalent (GED), or
 - b. Have earned an Associate of Arts degree, or
 - c. Meet one of the options outlined under Admission for Non-High School Graduates as outlined in the UAA Catalog.
 - d. There is no minimum GPA requirement, however academic advising is required for all applicants with a GPA below 2.0.
 - e. Students who wish to earn the AAS in Human Services must apply and be formally admitted to the Human Services program. An Application for Admission must be completed and submitted to UAA's Enrollment Services.
3. **Bachelor of Human Services (BHS)** - Students must complete an Associate of Applied Science Human Services degree (or an equivalent) from an accredited institution recognized by UAA. Students holding a related degree should meet with a Human Services faculty advisor before applying for the BHS degree. An application for Admission to the program must be completed and returned to the department by the semester due dates. An application for admission to a Baccalaureate Degree must be completed and submitted to UAA's Enrollment Services. All decisions of the admissions committee are final.
4. Formally admitted students may request to change their major or degree program to another program at the same or higher level (i.e. associate to associate, associate to baccalaureate, baccalaureate to baccalaureate) through the Change of Major/Degree process. Students admitted initially in undeclared status may declare a major or degree program through this process as well.
5. Please refer to the UAA Catalog for complete and updated admission requirements.
6. The UAA Human Services Department embraces all University of Alaska policies associated with student admittance, retention, probation, dismissal, and due process and appeal rights. The

Human Services Department through its website and student orientations ensures all students have the opportunity to be fully informed about the University policies.

POLICY REGARDING ACADEMIC PROBATION WITHIN THE AAS/BHS HUMAN SERVICES PROGRAM

Students who do not continuously satisfy the requirements for maintaining “Good Standing” within the Human Services program will be placed on a **Student Success Plan** *within the program* by the Human Services Department **Professional Review Team**. Specific situations that will result in the student being placed on a **Student Success Plan** *within the program* include the following:

1. Earned a grade of less than a “C” in a Human Services required course
2. A semester or cumulative GPA of less than 2.0 at any time
3. May not repeat a Human Services course more than twice
4. Fails to demonstrate behaviors consistent with a professional attitude and accountability.
5. Inability to accept feedback and adjust attitudes or behavior to accommodate the feedback and improve performance.

A **Student Success Plan** within the Human Services program will affect the student’s status only within the Human Services program; it will not be communicated to other University Departments nor reflected on the student’s transcript unless the student is unable to complete the Student Success Plan within the time frame allowed. This information may however be communicated to other departments such as the registrar, financial aid office or the Dean office in the College of Health.

During the time that the student is on a Student Success Plan the status will be communicated accurately to institutions/agencies to which the department is required to provide information regarding students’ status within the program (i.e. scholarship providers, other programs requiring letters of reference, etc.) In compliance with FERPA regulations such information will only be released with the students’ written permission. Should a student decline to provide written permission, responses to such request will simply state that such information cannot be provided without written permission by the student.

The act of placing a student on a **Student Success Plan** within the program is subject to the Academic Appeals Policy outlined in the UAA Catalog.

POLICY REGARDING DISMISSAL FROM THE AAS/BHS HUMAN SERVICES PROGRAM

Program Dismissal may result when the student:

1. has previously been placed on a Student Success Plan within the Human Services Program and is unable to satisfy the requirements for regaining “Good Standing” status within the specified time period (usually two semesters);
2. fails to consistently demonstrate adherence to standards of professional behavior;
3. violates the UAA Student Code of Conduct or the Academic Dishonesty Policy as outlined in the UAA Catalog
4. fails to earn a grade of “C” or better in a required Human Services course after having repeated the Human Services course.

INITIATION OF PROGRAM DISMISSALS

The Professional Review Committee of Human Services will automatically initiate a Program Dismissal when one or more of the following exist:

- a. earned a semester GPA of less than 2.0 for a second consecutive semester.
- b. earned a grade of less than a “C” in a required Human Services course during a second attempt.

A Program Dismissal may be anticipated by faculty and student during or at the end of the semester in extreme situations including, but not limited to, the following:

- a. violations of the Academic Dishonesty Policy outlined in the UAA catalog
- b. performance in a course that requires such intense supervision by the instructor that it is impossible for that instructor to effectively instruct and/or supervise other students enrolled in the course.

When a faculty member anticipates a program dismissal, it will be communicated to the Professional Review Committee who will work with the student to resolve the problem. When it is apparent that the resolution is unlikely, the matter will be reviewed and a recommendation will be forwarded to the Department Chair for final action.

Program Dismissals will be forwarded to the Registrar’s Office, with a request that the student’s major be changed to “Undeclared.”

OEC APPLICATION PROCESS

The Human Services OEC is an open enrollment certificate. To apply for the certificate:

1. Access UAA admission application information at www.uaa.alaska.edu/admissions.
2. Select: ***Occupational Endorsement in Conflict Resolution*** for your degree and major.
3. Determine your student type (First time Student, Transfer, International, Graduate) and choose degree type – Occupational Endorsement - and
4. Review the Admission Requirements for the degree
5. Select the Apply for Admission link at the bottom of the page and you will be directed to the UAOnline Admissions Login screen.
6. Follow the directions for either a new student or current student and login to UAOnline.
7. Select the Anchorage campus.
8. Select the appropriate application type and click continue.
9. Choose the admission term (fall, spring, or summer) you plan to attend and enter your full name.
10. Click the “Fill Out” Application button to continue.

11. Follow the instructions on the Application Checklist page. When you have completed each section a red checkmark will appear.
12. When there is a checkmark in each section click Application is Complete. Note: If you cannot complete the application at one time, you may choose the Finish Later button. You must return to complete the application within 21 days or it will be deleted.
13. At the Select a Waiver screen choose the Continue button, unless you are eligible for a specific type of waiver.
14. Supply accurate payment information and select Submit Payment. You will receive payment confirmation and information to assist you in completing the admission process.
15. Review the New Student Checklist for your next step!

— If you have questions, contact the Office of Admissions/UAA One Stop at 907.786.1480 —

AAS APPLICATION PROCESS

The Human Services AAS degree is an open enrollment degree. To apply for the degree use the following link: <https://www.aaa.alaska.edu/admissions>

1. For your degree and major select Human Services AAS
2. Read the admissions requirements, then apply online
 - a. Determine student type (First time Student, Transfer, International, Graduate)
 - b. Choose degree type: Associate
 - c. Review the Admission Requirements for the degree
3. Select the Apply Now link at the bottom of the page and you will be directed to the Applicant Portal login screen.
4. Follow the directions for either a new student or current student.
5. Select the Anchorage campus.
6. Select the appropriate application type and click continue.
 - a. Associate/Cert No Prior College (1 to 2 years and never attended college)
 - b. Associate/Cert Prior College (1 to 2 years and have previously attended college)
 - c. Be careful not to choose an international application unless you need an F1 VISA to attend.
7. Choose the admission term (Fall, Spring, or Summer) you plan to attend and enter your full name.
8. Follow the instructions on the Application Checklist page.

Note: If you cannot complete the application at one time, you may choose the Finish Later button. You must return to complete the application within 21 days or it will be deleted.

—If you have questions, contact Admissions, Enrollment & Registration at 907.786.1480. —

BHS APPLICATION PROCESS

The Bachelor of Human Services (BHS) is an open enrollment degree. Applications must be submitted to the Department of Human Services no later than the 17th of March for Fall admittance and the 31st of October for Spring admittance. If the application deadline falls on a weekend, the date is extended to the next Monday.

Submitted material will be reviewed by the Human Services Admission Committee to determine the student's fitness for the profession and overall readiness for admission to the Human Services BHS program. Since the Bachelor of Human Services is a professional degree, the Admissions Committee will carefully evaluate each application to identify the most qualified students for admission. Characteristics such as demonstrated scholarship, fitness for the profession and strong communication skills (written and oral) will be considered. Admission Committee members will use their professional judgment in making the decisions. All decisions of the Admissions Committee are final.

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

Requirements for Admittance are:

1. Admission to the University of Alaska Anchorage and declared Bachelor of Human Services as a major.
2. Completion of University Associate Degree General Education Requirements (GER) with a GPA of 2.0 or higher.
3. Completion of AAS in Human Services or related field (to be determined by Admissions Committee) from an accredited institution with a cumulative GPA of 2.0 or higher.
4. Completion of Human Services AAS courses listed below or the equivalent courses (determined by the department admission committee) with a grade of "C" and higher,

HUMS 107	History and Systems of Human Services
HUMS 155	Human Relations in the Workplace
HUMS 223	Introduction to Paraprofessional Counseling I
HUMS 256	Groups and Organizations
HUMS 324	Introduction to Paraprofessional Counseling II
HUMS 295A	Human Services Practicum I
HUMS 295B	Human Services Practicum II
HUMS 353	Working with Individuals with Disabilities: A Human Service Perspective

Applications must be submitted by 12 noon on the semester due date. A complete application packet should include:

- Admission applications: Dept & UAA application submissions
- A written recommendation from a Human Services faculty member
- A writing sample based upon the application requirements

If you have additional questions please schedule an appointment with an advisor by contacting the Department of Human Services, Professional Studies Building (PSB) Suite 212 or call our office (907) 786-6437

Important Note: Students may apply for admission to the BHS during the semester in which the AAS degree will be completed. The courses noted in items 1, 2 and 3 above may be in progress at the time of application. If so, admission to the program and Practicum will be contingent upon successful completion (that is, a grade of “C” or higher) prior to entry.

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

In some instances, students may take some of the required courses in the summer semester prior to enrolment to the BHS degree.

STUDENT RECOMMENDATION FOR ENTRY INTO BACHELOR OF HUMAN SERVICES

Student Name: _____ Student ID: _____

HUMS Faculty: _____ Classes: _____

Date: _____

Student to complete this portion only

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

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

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

Additional Comments

—
—

Reservations or Concerns:

—
—

Faculty Signature

Date

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

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

IX. APPLYING TO GRADUATE

The Occupational Endorsement in Conflict Resolution, the AAS in Human Services and the Bachelor of Human Services require you to apply for graduation.

To be eligible for graduation at the end of a given semester, you must be formally admitted to the degree or certificate program.

To be eligible for graduation at the end of a given semester, a student must be formally admitted to the degree or certificate program and submit an application for graduation through UAOnline and pay the required fee.

Students **apply for graduation** through their UAOnline account.

1. Login to UAOnline.
2. Click on "Students Services & Account Information."
3. Click on "Student Records."
4. Select "Apply to Graduate."
5. Select the degree program from which you wish to graduate and click "Continue."
6. Select the semester in which you intend to graduate from the drop down menu and click "Continue."
7. Click "Submit Request."
8. You will receive a degree audit email from Degree Services (uaa.degrees@alaska.edu) within 3-5 business days.

You may view the status of existing applications for graduation in UAOnline. From the Student Services & Account Information tab, choose: Student Records —Apply to Graduate —View Application to Graduate.

Application for graduation deadlines are available on our [Dates & Deadlines calendar](#).

Please Note: Students with a **directory hold** on their account will be removed from the program prior to printing and will not be included in any other commencement-related publications.

Students may pay the \$50 application fee via UAOnline or in person with Cashiering at the University Center. Students will not be required to provide immediate payment when submitting their UAOnline application for graduation.

See the [university catalog](#) for information and policies related to your application for graduation.

X. PRACTICUM

Introduction

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

Overview

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

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

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

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

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

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

2. Successful completion of all HUMS courses with a grade of "C" or higher.
3. Completion or concurrent enrollment of WRTG A111 (or equivalent)
4. Approval of your Human Services academic advisor.
5. Not having a "Crime Against a Person Conviction" as defined by AS.11.41.
6. Not being currently on Probation/Parole.

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

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

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

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

Barrier Crimes

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

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

Categories of Barrier Crimes	Time Periods for Barrier Crimes
Attempt, Solicitation and Conspiracy Offenses	Permanent barrier
Offenses Against the Person	5 years to permanent
Offenses Against Property	1 year to permanent
Offenses Against the Family and Vulnerable 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://dhss.alaska.gov/ocs/Documents/BarrierCrimeMatrix.pdf>

NOTE: The Practicum office performs a general background review on ALL practicum applicants utilizing public databases available. Failure to disclose your arrest and conviction history while applying to be accepted in field placement will result in your being removed from the agency site as well as from the Practicum class and the Human Services Program.

Notification/Procedures

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

1. Admission to Practicum granted.
2. Admission deferred: a decision by faculty to delay acceptance into Practicum. Terms and timelines relating to deferral will be communicated. (See Practicum Enrollment Pause and Permanent Practicum Enrollment Hold Policy – page 7 of this document).
3. Admission denied:

The University of Alaska Anchorage Human Services Department offers two accredited degree programs and follows all standards of the Council for Standards in Human Services Education, the accrediting body for Human Services educational programs. These Standards include written procedures for admitting, retaining and dismissing students (CSHSE Standard #5). The department will, at its discretion, deny a student admission to Practicum course(s) should the department find that the student's history of felony or misdemeanor convictions make him/her unfit for Human Services practice. The department will consider the number, type, and date of any convictions, and the relationship those convictions may have upon Human Services practice. Crimes Against a Person convictions as defined by AS.11.41 will result in an automatic denial if the conviction occurred within 10 years of application. Additionally, students who:

- a. have not met academic standards and/or have not completed the required core courses,
- b. have not demonstrated professional standards and basic interpersonal skills,
- c. do not have the ability or interest to complete the remaining requirements,
- d. demonstrate interpersonal or behavioral problems that may interfere with their development as a human services professional,
- e. have not read and signed the Ethical Standards agreement,
- f. omit crucial information on the application form by withholding legal conviction history,
- g. do not demonstrate an ability to benefit from the degree, may also be denied access to Practicum course(s) at the discretion of the department.

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

If the student has not met academic standards, has not successfully completed the core courses, has not demonstrated professional standards and basic interpersonal skills, does not have the ability or interest to complete the remaining requirements, or has not read and signed the Ethical Standards agreement he/she will be referred to the Practicum Enrollment Pause/Hold policy as found on page 7 of this document. The student is also:

- a. asked to meet with the Human Services faculty advisor to discuss the reasons for a decision not to grant admission or to terminate enrollment;
- b. notified in writing of the decision to not grant admission to the program or to terminate enrollment, include the basis for the decision;
- c. advised academically regarding changing major and using completed courses in another major or completing a minor; and
- d. provided with information concerning University grievance procedures.

It is the policy of the UAA Human Services Department that when a student is denied enrollment into Practicum for inter-personal reasons, the student's faculty advisor shall refer him/her to the UAA Care Team.

Placement

Practicum placement is based upon an agreement between the Human Services Practicum Office, the student and the agency. While students are encouraged to identify an agency at which they are interested in being placed, all placements must be approved by the Practicum office. **There is no guarantee students will be placed at the agency of their choice.** Agencies must also approve student being requested to be placed. (Note: students are not allowed to conduct a practicum at their place of employment). The placement process commences with the completion of either the Practicum Application form (Practicum I and III) or the Continuing Enrollment form (Practicum II). The completed forms must be submitted to the Practicum Office by March 15 or October 15. Students whose forms are timely and complete will be allowed to register for the appropriate Practicum class following the completion of the placement process (see below). Students whose forms are late or incomplete will be placed on a wait list and will be allowed to register for the course as seats become available.

Placement Process

It is the goal of the Practicum Office to have students placed at an agency prior to the first Practicum class of the semester. Learning Agreement must be completed and filed no later than the 3rd week of class.

The Practicum Office will only schedule appointments for 3 weeks following the application due date. If a student does not schedule an appointment during the 3 week scheduling period, or does not contact the Practicum Office during the 3 week scheduling period to make other arrangements their application may be deferred to the following semester. Practicum I and III students must make an appointment with the Practicum Specialist after filing their Practicum application, and must be diligent in all follow up and referral activities and complete placement tasks by the due dates given at the time of placement. Students are encouraged to make appointments as soon as possible but at least three days after submitting their practicum application. The Practicum Office will confirm all referrals and placements. Any student without a confirmed placement will not be eligible to register for Practicum. A confirmed placement results after the student has made an appointment to interview at the referred agency and returns the signed and completed agency referral form.

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

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

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

Problems with Placement

Students experiencing issues in their field placement should immediately report the problems to the Course Instructor, Field Instructor and the Practicum Specialist. Remember, problems get worse if they are not resolved. If a student is dismissed from a practicum site by the agency, the student will fail the course and will have to wait until the following semester to retake the course. If the student fails to obtain the hours necessary to accumulate 125 hours, the student will fail the course. If a student withdraws from the course before the end of the semester, s/he will not be able to be placed in another agency and may be put on a practicum hold for the following semester.

Nepotism and Practicum Placement

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

The Practicum Seminar

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

Practicum Evaluation

Practicum evaluation consists of a joint university/agency/student review of student accomplishment of the course objectives in a written evaluation utilizing the required Human Services evaluation form, and the assignment of a grade by the Practicum Instructor. Evaluation forms and course objectives are provided at the beginning of the semester. At the beginning of each semester, the student completes a learning agreement related to the tasks and assignments the student undertakes to demonstrate the knowledge, skills, and attitudes in professional generalist human services practice. The fulfillment of that contract becomes, in part, the basis of the performance evaluation along with the student's overall professional behavior.

Evaluations from each semester are retained in the Human Services department Practicum Office for 5 years, after which they are shredded.

Professional Liability Insurance

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

Incomplete grades

No incomplete grades will be given for any practicum class.

Class Requirements

Students must complete 125 hours in the agency where they are placed, attend the Practicum seminar weekly and complete all required paperwork (such as logs). The agency hours (125) must be spread out over the semester and end during the final week of instruction.

Attendance

Attendance for seminar classes is **MANDATORY**. Classes will include discussions, activities, and student presentations. You will receive ten (10) points per class for attendance, as long as you attend the entire class and participate appropriately. Missing more than two classes will automatically drop your grade by one letter unless there is a very compelling reason for the additional absence. Except for extenuating circumstances, not more than three (3) absences for the semester will be allowed without placing you at risk of having to repeat the course and practicum. Extenuating circumstance is an illness with the appropriate documentation from your physician. A grade of incomplete cannot be given in the course.

HUMAN SERVICES PRACTICUM FLOW SHEET

PRACTICUM I

- _____ I have completed HUMS 107, 223 and WRTG 111 (or am registered in the course(s) during the semester before I am applying to take Practicum I)
- _____ I have applied and been accepted into the Human Services AAS degree
- _____ I have completed and submitted a Practicum I application
- _____ I have met with the Practicum Specialist
- _____ I have contacted and met with the agency referred to me by the Practicum Office
- _____ I have submitted my Practicum Agency Placement Confirmation
- _____ I have registered for Practicum I*

PRACTICUM II

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

PRACTICUM III

- _____ I have graduated with an AAS in Human Services
- _____ I have applied to and been accepted into the BHS program (both with the department and Enrollment Services) at least one semester prior to my application for Practicum III
- _____ I have completed and submitted a Practicum III application by the due date
- _____ I have met with the Practicum Specialist
- _____ I have contacted and met with the agency referred to me by the Practicum Office
- _____ I have submitted my Practicum Agency Placement Confirmation
- _____ I have registered for Practicum III*

* If you are unable to register **after your application process is completed**, please contact the Practicum Specialist at 907-786-6449.

HUMAN SERVICES A295A
PRACTICUM I APPLICATION
DEADLINE: March 15 & October 15

NAME _____

PHONE NUMBER _____

UAA EMAIL _____

STUDENT I.D. _____

Application for: Spring Semester _____

Fall Semester _____

PRACTICUM CHECKLIST

- I am a declared Human Services major.
- I have attached an unofficial transcript to this application.

I have completed HUMS courses with a grade C or higher, or are you currently enrolled in:

- | | |
|--|---|
| <input type="checkbox"/> Completed HUMS A107 | <input type="checkbox"/> Currently enrolled |
| <input type="checkbox"/> Completed Hums A223 | <input type="checkbox"/> Currently enrolled |
| <input type="checkbox"/> Completed WRTG A111 | <input type="checkbox"/> Currently enrolled |
- Attended a Human Services Orientation (certificate of attendance attached)
 - I have attached a resume to this application
 - I am within two semesters of graduation.

Expected date of graduation _____

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

PRACTICUM INTERVIEW SHEET

Section 1.01 Identify your current areas of interest in Human Services:

Populations:

Adults	Teens	Children <13 years
Women	Men	Seniors
Other:		

Social Issues:

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

Hours of Availability

Day Shift	Night Shift	Weekends
-----------	-------------	----------

Top Agency Choices

1. _____
2. _____
3. _____

Notes:

Practicum Specialist Signature _____ Date

BARRIER CRIMES

The Alaska Legislature has developed legislation (7AAC 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. 1320- a-7). This includes selected crimes that will result in lifetime barriers to employment, while other 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. 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 Service 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 employment. For a full list of crimes see 7AAC 10.905.

Permanent Barrier:

Attempt, Solicitation, and Conspiracy

5 years to Permanent:

Offense Against a Person
Offenses Against Public Health and Decency

5 Years to 10 Years:

Controlled Substances

3 years to Permanent:

Offenses Against Family and Vulnerable Adults

1 Year to Permanent:

Offenses Against Public Administration
Offenses Against Public Order

Section 1.02 If you have been convicted for crimes in any of the categories above, you can go to the State of Alaska Health and Social Services website to see if your conviction could constitute a barrier to future employment at:

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

DISCLOSURE STATEMENT

1. Have you ever been arrested/convicted of a crime in the State of Alaska, the Continental U.S. or its territories, and/or a foreign country as either a civilian or a member of the Armed Services? Please explain and provide dates.
2. Are you currently in a treatment or transitional program? Please explain.
3. Are you currently on probation/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' 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 Barrier Crimes Information contained in this application.

Signature _____ Date _____

CONSENT TO RELEASE INFORMATION

I hereby authorize the University of Alaska, Anchorage Department of Human Services Practicum Specialist (or their designee) to provide information to agencies interested in hosting me as a Practicum Student.

I understand that this may include, but is not limited to, my grade point average, courses I have taken, employment history, and criminal background information.

I release UAA, its employees and the person(s) providing the above described reference or evaluation from all claims and liability for damages that may result from their compliance with this request.

This consent shall remain in effect until the end of the semester in which it is signed.

Signature _____ Date _____

ETHICAL STANDARDS AGREEMENT

I have read and understand the National Organization for Human Services 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.

Signature _____ Date_____

Note: The NOHS Ethical Standards can be found in the Human Services Student Handbook and on the Human Services Website at:

<https://www.uaa.alaska.edu/academics/college-of-health/departments/human-services/>

Human Services Practicum III Application

To be eligible for placement in BHS Practicum III (HUMS A495), students must meet the following criteria:

1. Have earned an AAS in Human Services, or equivalent degree that has been accepted by the Human Services Department into the BHS program.
2. Be officially admitted to the UAA Bachelor of Human Services Degree Program at least one semester before applying for Practicum III (Please attach a copy of acceptance letter).
3. Be within two semesters of graduation (earned 90 credits towards the BHS degree).

If you meet the criteria above, have completed the Practicum Application form, obtained appropriate signatures from your academic advisor **AND** delivered it to the Practicum Specialist, the next step is to schedule an appointment with the Practicum Specialist to review your application and discuss possible placement options.

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

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

HUMAN SERVICES A495
PRACTICUM III APPLICATION
DEADLINE: March 15 & October 15

NAME _____

PHONE NUMBER _____

UAA EMAIL _____

STUDENT I.D. _____

Application for: Spring Semester _____ Fall Semester _____

PRACTICUM CHECKLIST

- I have earned my AAS in Human Services (or equivalent degree) that was accepted by the Human Services Department.
- I have applied and been accepted to both UAA and the BHS program (filled out two separate applications one to the University and one to the HUMS department).
- I have completed HUMS 420.
- I have attached an unofficial transcript and resume to this application.
- I am within two semesters of graduation (have earned 90 credits towards the BHS degree)

Expected date of graduation: _____

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

PRACTICUM INTERVIEW SHEET

Section 1.03 Identify your current areas of interest in Human Services:

Populations:

Adults	Teens	Children <13 years
Women	Men	Seniors
Other:		

Social Issues:

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

Hours of Availability

Day Shift	Night Shift	Weekends
-----------	-------------	----------

Top Agency Choices

1. _____
2. _____
3. _____

Notes:

Practicum Specialist Signature _____ Date _____

BARRIER CRIMES

The Alaska Legislature has developed legislation (7AAC 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. 1320- a-7). This includes selected crimes that will result in lifetime barriers to employment, while other 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. 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 Service 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 employment. For a full list of crimes see 7AAC 10.905.

Permanent Barrier:

Attempt, Solicitation, and Conspiracy

5 years to Permanent:

Offense Against a Person
Offenses Against Public Health and Decency.

5 Years to 10 Years:

Controlled Substances

3 years to Permanent:

Offenses Against Family and Vulnerable Adults

1 Year to Permanent:

Offenses Against Public Administration
Offenses Against Public Order.

If you have been convicted for crimes in any of these categories above, you can go to the State of Alaska Health and Social Services website to see if your conviction could constitute a barrier to future employment at:

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

DISCLOSURE STATEMENT

1. Have you ever been arrested/convicted of a crime in the State of Alaska, the Continental U.S. or its territories, and/or a foreign country as either a civilian or a member of the Armed Services? Please explain and provide dates.

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

3. Are you currently on probation/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' 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 Barrier Crimes Information contained in this application.

Signature _____ Date _____

CONSENT TO RELEASE INFORMATION

I hereby authorize the University of Alaska, Anchorage Department of Human Services Practicum Coordinator (or their designee) to provide information to agencies interested in hosting me as a Practicum Student.

I understand that this may include, but is not limited to, my grade point average, courses I have taken, employment history, and criminal background information.

I release UAA, its employees and the person(s) providing the above described reference or evaluation from all claims and liability for damages that may result from their compliance with this request.

This consent shall remain in effect until the end of the semester in which it is signed.

Signature _____ Date _____

ETHICAL STANDARDS AGREEMENT

I have read and understand the National Organization for Human Services 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.

Note: The NOHS Ethical Standards can be found in the Human Services Student Handbook and on the Human Services Website at:

<https://www.uaa.alaska.edu/academics/college-of-health/departments/human-services/>

Signature _____ Date _____

STUDENT INFORMATION HUMAN SERVICES PRACTICUM III

The following information is requested in order for the Practicum Specialist to find the most useful and satisfying placement for you. Be assured we will use the information with the utmost discretion.

1. At what Human Service agency did you complete Practicum I/II? Describe your role and duties. What did you learn and how did it contribute to your future goals?

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

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

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

You must provide an updated resume, applicable awards/certifications, and a cover letter that briefly states fields of interest. Please use the UAA Career Development Center if you need assistance.

HUMAN SERVICES 295B
PRACTICUM II CONTINUING APPROVAL
DEADLINE: March 15 & October 15

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

Approval for: **Spring Semester** _____ **Fall Semester** _____

Student Information:

Name: _____ Student ID: _____

Address: _____ Phone: _____

City, State: _____ Zip: _____ Work: _____

*UAA Email: _____ Cell: _____

Name of Current Practicum Instructor: _____

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

Agency Information:

Agency Name: _____

Mailing Address: _____

City, State: _____ Zip: _____

Physical Address: _____

City, State: _____ Zip: _____

Field Instructor Name: _____ Title: _____

Email: _____ Phone: _____

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

Field Instructor Signature _____ Date _____

For questions contact: Seta Kabranian, Ph.D. Department of Human Services
Practicum Specialist 3211 Providence Dr. PSB 212
sbkabranian@alaska.edu Anchorage, AK 99508
Tel: (907) 786-6449 F: (907) 786-6436

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

UAA Department of Human Services Practicum Referral Form

STUDENTS: You must take this form to the agency at the time of your interview

Student Name _____ Practicum I II III

- I understand I am to set up an appointment for an interview with the agency within **5 days** of receiving this form.
- I understand I will not be able to register for practicum class until this form is submitted to the Practicum office.

Agency: _____ Agency Phone: _____

Physical Address: _____

Field Instructor Name: _____

Field Instructor Phone Number: _____ Email _____

Student has been accepted

Student has not been accepted:

Comments: _____

Accepted Pending background check

Expected Start Date _____ Fall Semester Spring Semester

By signing below you acknowledge and accept the UAA Practicum Policies and Procedures, and agree to work together with the UAA Human Services Department and the student listed above in accordance with these guidelines. I understand that UAA insurance covers the student only during the semester noted above, and any hours completed by the student outside of the given semester will be covered by my agency's insurance policy.

Authorized Agency Signature _____ **Date** _____

THIS FORM MUST BE RETURNED TO THE HUMAN SERVICES PRACTICUM OFFICE

Seta Kabranian
Practicum Specialist
Phone: 907-786-6449
Fax: 907-786-6436
sbkabranian@alaska.edu

University of Alaska Anchorage
Department of Human Services
3211 Providence Dr. PSB 212
Anchorage, Alaska 99508

Practicum Log Sheet

Date	Time In	Time Out	Total Hours	Activities (provide a summary of the week's activities)	Reflections (include questions for field/practicum instructors)
Total Hours this week:					
Cumulative Semester Hours					
Completed:					

Field Instructor Signature _____ Date _____

XI. STUDENT RECORDS/COMMUNICATION

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

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

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

Name _____

Student ID _____

Advisor _____

Date: _____

**HUMAN SERVICES
SUGGESTED COURSE SEQUENCE**

- A.A.S. Degree

(A total of 60 credits are required. All courses must be at the 100-level or above)

HUMS 107 History and Systems of Human Services	HUMS ELECTIVE (see back for accepted electives)	HUMS 155 Human Relations in the Workplace	WR TG 111 (Accuplacer required)	*ELECTIVE/ GENERAL ED REQUIREMENT
HUMS 223 Introduction to Paraprofessional Counseling I	HUMS 256 Groups and Organizations	HUMS ELECTIVE (see back for accepted electives)	PSY 111 or PSY 150 (GER)	COMM 111 or COMM 235 or COMM 237 or COMM 241
HUMS 295A Human Services Practicum I	HUMS 324 Introduction to Paraprofessional Counseling II	HUMS ELECTIVE (see back for accepted electives)	ANTH 200 or ANTH 202 (GER)	WR TG 211 or WR TG 212 or WR TG 213 or WR TG 214
HUMS 295B Human Services Practicum II	HUMS 353 Working with Individuals with Disabilities: A Human Service Perspective	*ELECTIVE/ GENERAL ED REQUIREMENT	* ELECTIVE/ GENERAL ED REQUIREMENT	* ELECTIVE/ GENERAL ED REQUIREMENT

* 12 Credits of electives are required. See Department Academic Advisor for recommendations. For students intending to pursue a Bachelor's Degree after completing the Associate, we recommend taking electives that will meet GER requirements. See UAA Catalog for approved GUR & GCR lists.

Notes: _____ = In Progress
 = Completed

Bachelor of Human Services (BHS) Degree

The Bachelor of Human Services (BHS) is a two-plus-two degree. Students must complete an Associate of Applied Science degree in Human Services from UAA or an accredited institution recognized by UAA to be considered for admission and upper division practicum courses.

(A total of 120 Credits is required for the BHS Degree, of which **42 Credits must be Upper Division**)

HUMS 322 Introduction to Case Management in Human Services Practice	HUMS 352 Human Services Administration	HUMS 412 Ethical Issues in Human Services Practice	ELECTIVE/ GENERAL ED REQUIREMENT	ELECTIVE/ GENERAL ED REQUIREMENT
HUMS 321 Diversity Issues in Human Services Practice	HUMS 417 Substance Abuse Counseling for Human Service Professionals	HUMS 435 Individual and Group Facilitation	MATH GER	HUMS ELECTIVE (see back for accepted electives)
HUMS 415 Advanced Human Services Systems (Req. HUMS 322)	HUMS 420 Introduction to Program Evaluation	HUMS 461 Crisis Intervention	HUMS 495 Human Services Practicum III (Req. Senior Standing)	HUMS ELECTIVE (see back for accepted electives)
HUMS 414 Advanced Case Management for Human Service Professionals (Req. HUMS 322)	HUMS 496 Human Services Integrative Capstone (Req. HUMS 420 & 495)	HUMS 354 Clinical Approaches to Substance Abuse	ELECTIVE/ GENERAL ED REQUIREMENT	ELECTIVE/ GENERAL ED REQUIREMENT

HUMAN SERVICES AAS DEGREE ELECTIVES

Choose 9 credits from the courses listed below.

Consulting with your Department Academic Advisor is highly recommended.

<input type="checkbox"/>	HUMS 123	Community Education and Prevention in Substance Abuse	3 credits
<input type="checkbox"/>	HUMS 125	Intervention and Prevention of High Risk Behaviors in Adolescents	3 credits
<input type="checkbox"/>	HUMS/DLS 200	Introduction to Children's Behavioral Health	3 credits
<input type="checkbox"/>	HUMS/DLS 205	Teaching Social Skills to Youth in Children's Behavioral Health	3 credits
<input type="checkbox"/>	HUMS/DLS 206	Positive Behavioral Supports in Children's Behavioral Health	3 credits
<input type="checkbox"/>	HUMS 224	Conflict and Collaborative Systems	3 credits
<input type="checkbox"/>	HUMS/DLS 385	Working with Traumatized Children	3 credits

HUMAN SERVICES BHS DEGREE ELECTIVES

Choose 6 credits from the courses listed below.

Consulting with your Department Academic Advisor is highly recommended.

<input type="checkbox"/>	HUMS 333	Alternative Dispute Resolution	3 credits
<input type="checkbox"/>	HUMS 334	Family Mediation	3 credits
<input type="checkbox"/>	HUMS 350	Men and Masculinity Issues in Human Services Practice	3 credits
<input type="checkbox"/>	HUMS/DLS 385	Working with Traumatized Children	3 credits
<input type="checkbox"/>	HUMS 390	Selected Topics in Human Service Practice	3 credits
<input type="checkbox"/>	HUMS 416	Substance Abuse and the Older Adult	3 credits

CONFLICT RESOLUTION
Occupational Endorsement Certificate

HUMS 223 Introduction to Paraprofessional Counseling I	HUMS 224 Conflict and Collaborative Systems	HUMS 324 Introduction to Paraprofessional Counseling II	HUMS 333 Alternative Dispute Resolution	HUMS 334 Family Mediation	HUMS 435 Individual and Group Facilitation
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CHILDREN'S BEHAVIORAL HEALTH
Occupational Endorsement Certificate

HUMS/DLS 200 Introduction to Children's Behavioral Health	HUMS/DLS 205 Teaching Social Skills to Youth in Children's Behavioral Health	HUMS/DLS 206 Positive Behavioral Supports in Children's Behavioral Health	HUMS/DLS 385 Working with Traumatized Children
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Consulting with your Department Academic Advisor is highly recommended.

AAS in Human Services Courses by Semester and Year

Fall Semester Year 1

Course Number	Title	Credits
Human Services A107	History and Systems of Human Services	3
Human Services Elective	See List of Human Services Elective Below	3
Human Services A155	Human Relations in the Workplace	3
Writing A111	Writing Across Contexts	3
Elective/General Ed. Requirement	Electives or General Education Requirements	3

Spring Semester Year 1

Course Number	Title	Credits
Human Services A223	Introduction to Paraprofessional Counseling I	3
Human Services A256	Groups and Organizations	3
Human Services Elective	See List of Human Services Electives Below	3
Communication A111, A235, A237 or A241	Fundamentals of Oral Communication, Small Group Communications, Interpersonal Communication. or Public Speaking	3
Psychology A111 or A150	General Psychology or Lifespan Development	3

Fall Semester Year 2

Course Number	Title	Credits
Human Services A295A	Human Services Practicum I	3
Human Services A324	Introduction to Paraprofessional Counseling II	3
Elective/General Ed. Requirement Human	Electives or General Education Requirements	3
Anthropology A200or A202	Alaska Native Cultures or Cultural Anthropology	3
Writing A211, A212, A213, or A214	Writing and the Humanities, Writing and the Professions, Writing and the Sciences, or Writing Across Contexts	3

Spring Semester Year 2

Course Number	Title	Credits
Human Services A295B	Human Services Practicum II	3
Human Services A353	Working with Individuals with Disabilities: A Human Service Perspective	3
Human Services Elective	See List of Human Services Electives Below	3
Elective/General Ed. Requirement	Electives or General Education Requirements	3
Elective/General Ed. Requirement	Electives or General Education Requirements	3

AAS Human Services Electives

Course Number	Title	Credits
Human Services A123	Community Education and Prevention in Substance Abuse	3
Human Services A125	Intervention and Prevention of High Risk Behaviors in Adolescents	3
Human Services/DLS A200	Introduction to Children's Behavioral Health	3
Human Services/DLS A205	Teaching Social Skills to Youth in Children's Behavioral Health	3
Human Services/DLS A206	Positive Behavioral Supports in Children's Behavioral Health	3
Human Services A224	Conflict and Collaborative Systems	3
Human Services/DLS A385	Working with Traumatized Children	3

XIII. AAS ELECTIVES

Complete 9 credits of electives from the following list

HUMS A123	Community Education and Prevention in Substance Abuse	3 credits
HUMS A125	Intervention and Prevention of High Risk Behaviors in Adolescents	3 credits
HUMS/DLS A200	Introduction to Children's Behavioral Health	3 credits
HUMS/DLS A205	Teaching Social Skills to Youth in Children's Behavioral Health	3 credits
HUMS/DLS A206	Positive Behavioral Supports in Children's Behavioral Health	3 credits
HUMS A224	Conflict and Collaborative Systems	3 credits
HUMS/DLS A385	Working with Traumatized Children	

XIV. BHS ELECTIVES

Complete 6 credits of electives from the following list

HUMS A333	Alternative Dispute Resolution	3 credits
HUMS A334	Family Mediation	3 credits
HUMS A350	Men and Masculinity Issues in Human Services Practice	3 credits
HUMS A390	Selected Topics in Human Services	3 credits
HUMS/DLS A385	Working with Traumatized Children	3 credits
HUMS A416	Substance Abuse and the Older Adult	3 credits

XV. OCCUPATIONAL ENDORSEMENT CERTIFICATE IN CONFLICT RESOLUTION

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

Certificate Requirements: Complete the following required courses

HUMS A223	Introduction to Paraprofessional Counseling I	3 credits
HUMS A224	Conflict and Collaborative Systems	3 credits
HUMS A324	Introduction to Paraprofessional Counseling II	3 credits
HUMS A333	Alternative Dispute Resolution	3 credits
HUMS A334	Family Mediation	3 credits
HUMS A435	Individual and Group Facilitation	3 credits

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

XVI. OCCUPATIONAL ENDORSEMENT CERTIFICATE IN CHILDREN'S BEHAVIORAL HEALTH

This non-degree academic program is designed to build competences in social skill development, and an array of behavioral interventions.

HUMS/DLS A200	Introduction to Children's Behavioral Health	3 credits
HUMS/DLS A205	Teaching Social Skills to Youth in Children's Behavioral Health	3 credits
HUMS/DLS A206	Positive Behavioral Supports in Children's Behavioral Health	3 credits
HUMS/DLS A385	Working with Traumatized Children	3 credits

XVI. HUMAN SERVICES MINOR

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

Minor Requirements:

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

Complete 18 credits from the following:

HUMS A107	History and Systems of Human Services	3 credits
HUMS A223	Introduction to Paraprofessional Counseling I	3 credits
HUMS A224	Conflict and Collaborative Systems	3 credits
HUMS A321	Diversity Issues in Human Services Practice	3 credits
HUMS A322	Service Coordination in Human Services Practice	3 credits
HUMS A324	Introduction to Paraprofessional Counseling II	3 credits
HUMS A333	Alternative Dispute Resolution	3 credits
HUMS A461	Crisis Intervention	3 credits

XVII. COURSE DESCRIPTIONS

- HUMS A107 History and Systems of Human Services 3 CR**
Prerequisites: None
Introduces historical foundations of the human services profession through the lens of formative legislation and service delivery systems.
- HUMS A123 Community Education and Prevention in Substance Abuse 3 CR**
Prerequisites: None
Presents knowledge and skills as tools in the development of community education and prevention programs in substance abuse.
- HUMS A125 Intervention and Prevention of High Risk Behaviors in Adolescents 3 CR**
Prerequisites: None
Introduces basic properties and effects of psychoactive substances on human physiology from a substance abuse treatment perspective.
- HUMS A155 Human Relations in the Workplace 3 CR**
Prerequisites: None
Presents human relation skills appropriate in the workplace. Course includes skills related to task group team membership and leadership, problem solving, and workplace etiquette.
- HUMS/DLS A200 Introduction to Children’s Behavioral Health 3 CR**
Prerequisites: None
Covers ethics and ethical practices, self-care, confidentiality, mandatory reporting, overview of child and adolescent development, building and maintaining therapeutic relationships, boundaries, culturally responsive interventions, resiliency, communication, and additional behavioral health topics impacting treatment outcomes for children and adolescents.
- HUMS/DLS A205 Teaching Social Skills to Youth in Children’s Behavioral Health 3 CR**
Prerequisites: None
Promotes an understanding and application of learning theory to communication strategies, teaching methods and crisis prevention interventions.
- HUMS/DLS A206 Positive Behavioral Supports in Children’s Behavioral Health 3 CR**
Prerequisites: None
Extends knowledge of learning theory to functional behavior assessments of problem behaviors in children (age 0-18) and appropriate interventions. Examines how to develop behavior support plans using non-aversive interventions for challenging and problematic behaviors with children.
- HUMS A223 Introduction to Paraprofessional Counseling I 3 CR**
Prerequisites: None
Presents basic paraprofessional counseling skills focused upon a systematic approach to effective helping. Skills are organized into the four categories: skills for understanding, skills for comfort and crisis intervention, skills for positive action, and trauma-informed care.
- HUMS A224 Conflict and Collaborative Systems 3 CR**
Prerequisites: None

Employs a general systems approach to examine social conflict and collaboration. Communication and conflict resolution skills are presented as tools enhancing collaboration and managing conflict.

HUMS A256 Groups and Organizations **3 CR**

Prerequisites: None

Introduces social, organizational and work-group behavior within a human services context.

HUMS A295A Human Services Practicum I **3 CR**

Prerequisites: (WRTG A111 with minimum grade of C or concurrent enrollment) and HUMS A107 with minimum grade of C and HUMS A223 with minimum grade of C.

Major Restriction: Must be Human Services major.

Registration Restrictions: GER Written Communication, Human Services major

Provides students a guided learning experience at a community human services agency including 125 agency hours and a weekly seminar class. Course topics include agency structure and function, application of entry-level helping skills, and interagency networking.

HUMS A295B Human Services Practicum II **3 CR**

Prerequisites: HUMS A295A with minimum grade of C.

Major Restriction: Must be Human Services major.

Registration Restrictions: Human Services major

Provides students with guided learning experiences at a human services agency. Students are required to complete 125 supervised agency hours during which they will become familiar with agency structure and protocols and engage in supervised client contact. Students will also participate in a weekly classroom seminar.

HUMS A321 Diversity Issues in Human Services Practice **3 CR**

Prerequisites: HUMS A101 with a minimum grade of C and HUMS A223 with a minimum grade of C.

Registration Restriction: Admission to BHS or minor in Human Services.

Examines diversity from historical and current perspectives with an emphasis upon self-awareness. The relevant needs of diverse groups are incorporated into human services best practices through readings, role-play and group activity.

HUMS A322 Introduction to Case Management in Human Services Practice **3 CR**

Prerequisites: HUMS A101 with a minimum grade of C and HUMS A223 with a minimum grade of C.

Registration Restriction: Admission to BHS or minor in Human Services.

Employing a blend of readings and skill development activities, the course focuses upon theory and application associated with service delivery, client assessment, treatment planning, implementation, evaluation and ethical decision making.

HUMS A324 Introduction to Paraprofessional Counseling II **3 CR**

Prerequisites: HUMS A223 with minimum grade of C.

Provides students both theory and skill development learning experiences designed to advance paraprofessional counseling skills.

HUMS A333 Alternative Dispute Resolution **3 CR**

Prerequisites: HUMS A223 with a minimum grade of C and HUMS A224 with a minimum grade of C.

Provides a conceptual framework in alternative dispute resolution with emphasis on history, communication skills and ethics. Uses simulation exercises, including negotiation strategy and tactics, mediation process and techniques, and development of arbitration case theory presentation.

HUMS A334 Family Mediation **3 CR**

Prerequisites: HUMS A333 with a minimum grade of C.

Trains students in advanced mediation skills for resolving family conflict. Different models of mediation are presented, evaluated and practiced. Current issues in mediation with families living in Alaska are covered, including the impact of trauma on the family.

HUMS A350 Men and Masculinity Issues in Human Services Practice **3 CR**

Examines the historical, cultural and psychosocial perspectives of masculinity and male sex roles focusing upon males in a human services setting emphasizing family, work, sexuality, and mental and physical health issues.

HUMS A352 Human Services Administration **3 CR**

Registration Restriction: Admission to Bachelor of Human Services program.

Presents essential administrative approaches and skills associated with human services agency management. Topics include leadership, evaluation, and program planning and financial management

HUMS A353 Working With Individuals with Disabilities: A Human Service Persp **3 CR**

Explores working with individuals with mental health and/or developmental disabilities. Examines current issues as well as a history of the changes in disability laws.

HUMS A354 Clinical Approaches to Substance Abuse **3 CR**

Presents the continuum of substance treatment interventions through the service delivery model. Topics include: screening and placement criteria. Motivational interviewing, aftercare, relapse planning, documentation and confidentiality.

HUMS/DLS A385 Working with Traumatized Children **3 CR**

Prerequisites: HUMS/DLS A200

Covers differentiation between types of trauma that children can experience and how trauma may affect their treatment outcomes. Examines safe and supportive trauma-informed interventions, as well as strategies to reduce the effects of caregiver fatigue.

HUMS A390 Selected Topics in Human Services Practice **0.5-3 CR**

Prerequisites: HUMS A101.

Provides the most current education in the area of Human Services practice. Specific topics will vary.

HUMS A412 Ethical Issues in Human Services Practice **3 CR**

Registration Restriction: Admission to Bachelor of Human Services program.

Examines ethical issues in human services practice defined in the National Organization of Human Services (NOHS) Ethical Code. Topics include client rights, confidentiality and worker responsibility

HUMS A414 Advanced Case Management for Human Services Professionals **3 CR**

Prerequisites: HUMS A322 with a minimum grade of C.

Registration Restriction: Admission to Bachelor of Human Services program.
Broadens the perspective of the advanced student in defining and implementing case management concepts. Examines the relatedness of human services delivery programs. Skills linking client assessment, treatment planning and evaluation are presented

HUMS A415 Advanced Human Services Systems **3 CR**

Registration Restriction: Admission to Bachelor of Human Services program.
Examines the influence of governmental legislation, public policy, and funding sources upon human services agencies. Using a systems approach, the course examines historical and contemporary systems influencing service delivery.

HUMS A416 Substance Abuse and the Older Adult **3 CR**

Prerequisites: HUMS A122 with a minimum grade of C or HUMS A223 with a minimum grade of C or HUMS A226 with a minimum grade of C.

Registration Restriction: Admission to Bachelor of Human Services program.
Addresses the issues related to older adults misusing alcohol, drugs, prescription medications and other substances. Emphasis will be placed on identification, assessment and intervention strategies.

HUMS A417 Substance Abuse Counseling for Human Service Professionals **3 CR**

Prerequisites: HUMS A122 with a minimum grade of C or HUMS A223 with a minimum grade of C or HUMS A226 with a minimum grade of C.

Registration Restriction: Admission to Bachelor of Human Services program.
Develops advanced counseling theory and skills specifically required by human services professionals providing substance abuse treatment. Includes client assessment, diagnosis and treatment planning. Analyzes substance abuse treatment strategies.

HUMS A420 Introduction to Program Evaluation **3 CR**

Prerequisites: [PSY A260 or STAT A252 or STAT A253] and [(HS A345 or concurrent enrollment) or HUMS A295B].

Introduces the theory and practice of program evaluation for applied public health and human services settings.

HUMS A435 Individual and Group Facilitation **3 CR**

Prerequisites: HUMS A324 with a minimum grade of C.

Registration Restriction: Admission to Bachelor of Human Services program.
Presents advanced facilitation skills enhancing the helping process used in both individual and group settings. The course covers specific theoretical concepts, techniques and approaches appropriate to a broad range of human services delivery systems.

HUMS A461 Crisis Intervention **3 CR**

Prerequisites: HUMS A324 with a minimum grade of C.

Registration Restriction: Admission to BHS or minor in Human Services.

Presents essential crisis intervention techniques focused on a systematic approach to effective crisis management. The course is organized into five categories: crisis causality, identification, intervention, treatment strategies and follow-up

HUMS A495 Human Services Practicum III **3 CR**

Prerequisites: HUMS A295B with minimum grade of C.

Registration Restrictions: Admission to Human Services Bachelor Degree Program and senior standing.

Placement in an agency provides students with advancing levels of responsibility in direct client services and/or specialized activities/projects while increasing their professional development. Weekly concurrent classroom seminars required. Students are required to complete 125 agency placement hours

HUMS A496 Human Services Capstone

3 CR

Prerequisites: (HS A420 with a minimum grade of C or HUMS A420 with a minimum grade of C) and HUMS A495A with minimum grade of C.

Registration Restrictions: Admitted to the Bachelor of Human Services degree with senior standing and completion of all GER Tier 1 courses.

The course is designed to prepare students to conduct applied research resulting in a Human Services Integrative Capstone project. Through the lens of grant writing the course also explores research models and scholarly writing.

XVIII. OCCUPATIONAL ENDORSEMENT CERTIFICATE IN CONFLICT RESOLUTION COMPETENCIES

Students graduating with an Occupational Endorsement Certificate in Conflict Resolution will be able to:

- Demonstrate conflict resolution skills.
- Demonstrate mediation skills.

XIX. ASSOCIATE OF APPLIED SCIENCE IN HUMAN SERVICES COMPETENCIES

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

- Apply the skills necessary to assess client's needs and develop a care plan.
- Demonstrate knowledge of the National Organization for Human Services (NOHS) Standards for Ethical Behavior to their professional work.
- Demonstrate active listening paraprofessional counseling skills.
- Apply knowledge to develop community-based human services organizations.

XX. BACHELOR'S DEGREE IN HUMAN SERVICES COMPETENCIES

Students graduating with a Bachelor of Human Services will:

- Demonstrate skills in assessing need and providing services to individuals, families and groups.
- Apply the National Organization for Human Services (NOHS) Standards for Ethical Behavior to their professional work.
- Demonstrate skills in research design, data collection, and analysis.
- Effectively intervene with individuals from diverse populations.

XXI. ACADEMIC AND PROFESSIONAL REQUIREMENTS

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

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

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

ETHICAL STANDARDS OF HUMAN SERVICES PROFESSIONALS

National Organization for Human Services adopted 2015

http://www.nationalhumanservices.org/index.php?option=com_content&view=article&id=43

Preamble

Human services is a profession developed in response to the direction of human needs and human problems in the 1960's. Characterized by an appreciation of human beings in all of their diversity, human services offers assistance to its clients within the context of their communities and environments. Human service professionals and those who educate them promote and encourage the unique values and characteristics of human services. In so doing, human service professionals uphold the integrity and ethics of the profession, promote client and community well-being, and enhance their own professional growth.

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.

Human service professionals consider these standards in ethical and professional decision making. Conflicts may exist between this code and laws, workplace policies, cultural practices, credentialing boards, and personal beliefs. Ethical-decision making processes should be employed to assure careful choices. Although ethical codes are not legal documents, they may be used to address issues related to the behavior of human service professionals.

Persons who use this code include members of the National Organization for Human Services, students in relevant academic degree programs, and faculty in those same programs, researchers, administrators, and professionals in community agencies who identify with the profession of human services. The ethical standards are organized in sections around those persons to whom ethical practice should be applied.

Responsibility to Clients

STANDARD 1 Human service professionals recognize and build on client and community strengths.

STANDARD 2 Human service professionals obtain informed consent to provide services to clients at the beginning of the helping relationship. Clients should be informed that they may withdraw consent at any time except where denied by court order and should be able to ask questions before agreeing to the services. Clients who are unable to give consent should have those who are legally able to give consent for them review an informed consent statement and provide appropriate consent.

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

STANDARD 4 If it is suspected that danger or harm may occur to the client or to others as a result of a client's behavior, the human service professional acts in an appropriate and professional manner to protect the safety of those individuals. This may involve, but is not limited to, seeking consultation, supervision, and/or breaking the confidentiality of the relationship.

STANDARD 5 Human service professionals recognize that multiple relationships may increase the risk of harm to or exploitation of clients and may impair their professional judgment. When it is not feasible to avoid dual or multiple relationships, human service professionals should consider whether the professional relationship should be avoided or curtailed.

STANDARD 6 Sexual or romantic relationships with current clients are prohibited. Before engaging in sexual or romantic relationships with former clients, friends, or family members of former clients, human service professionals carefully evaluate potential exploitation or harm and refrain from entering into such a relationship.

STANDARD 7 Human service professionals ensure that their values or biases are not imposed upon their clients.

STANDARD 8 Human service professionals protect the integrity, safety, and security of client records. Client information in written or electronic form that is shared with other professionals must have the client's prior written consent except in the course of professional supervision or when legally obliged or permitted to share such information.

STANDARD 9 When providing services through the use of technology, human service professionals take precautions to ensure and maintain confidentiality and comply with all relevant laws and requirements regarding storing, transmitting, and retrieving data. In addition, human service professionals ensure that clients are aware of any issues and concerns related to confidentiality, service issues, and how technology might negatively or positively impact the helping relationship.

Responsibility to the Public and Society

STANDARD 10 Human service professionals provide services without discrimination or preference in regards to age, ethnicity, culture, race, ability, gender, language preference, religion, sexual orientation, socioeconomic status, nationality, or other historically oppressed groups.

STANDARD 11 Human service professionals are knowledgeable about their cultures and communities within which they practice. They are aware of multiculturalism in society and its impact on the community as well as individuals within the community. They respect the cultures and beliefs of individuals and groups.

STANDARD 12 Human service professionals are aware of local, state, and federal laws. They advocate for change in regulations and statutes when such legislation conflicts with ethical guidelines and/or client rights. Where laws are harmful to individuals, groups, or communities, human service professionals consider the conflict between the values of obeying the law and the values of serving people and may decide to initiate social action.

STANDARD 13 Human service professionals stay informed about current social issues as they affect clients and communities. If appropriate to the helping relationship, they share this information with clients, groups and communities as part of their work.

STANDARD 14 Human service professionals are aware of social and political issues that differentially affect clients from diverse backgrounds.

STANDARD 15 Human service professionals provide a mechanism for identifying client needs and assets, calling attention to these needs and assets, and assisting in planning and mobilizing to advocate for those needs at the individual, community, and societal level when appropriate to the goals of the relationship.

STANDARD 16 Human service professionals advocate for social justice and seek to eliminate oppression. They raise awareness of underserved population in their communities and with the legislative system.

STANDARD 17 Human service professionals accurately represent their qualifications to the public. This includes, but is not limited to, their abilities, training, education, credentials, academic endeavors, and areas of expertise. They avoid the appearance of misrepresentation or impropriety and take immediate steps to correct it if it occurs.

STANDARD 18 Human service professionals describe the effectiveness of treatment programs, interventions and treatments, and/or techniques accurately, supported by data whenever possible.

Responsibility to Colleagues

STANDARD 19 Human service professionals avoid duplicating another professional's helping relationship with a client. They consult with other professionals who are assisting the client in a different type of relationship when it is in the best interest of the client to do so. In addition, human services professionals seek ways to actively collaborate and coordinate with other professionals when appropriate.

STANDARD 20 When human service professionals have a conflict with a colleague, they first seek out the colleague in an attempt to manage the problem. If this effort fails, the professional then seeks the assistance of supervisors, consultants, or other professionals in efforts to address the conflict.

STANDARD 21 Human service professionals respond appropriately to unethical and problematic behavior of colleagues. Usually this means initially talking directly with the colleague and if no satisfactory resolution is achieved, reporting the colleague's behavior to supervisory or administrative staff.

STANDARD 22 All consultations between human service professionals are kept private, unless to do so would result in harm to clients or communities.

Responsibility to Employers

STANDARD 23 To the extent possible, human service professionals adhere to commitments made to their employers.

STANDARD 24 Human service professionals participate in efforts to establish and maintain employment conditions which are conducive to high quality client services. Whenever possible, they assist in evaluating the effectiveness of the agency through reliable and valid assessment measures.

STANDARD 25 When a conflict arises between fulfilling the responsibility to the employer and the responsibility to the client, human service professionals work with all involved to manage the conflict.

Responsibility to the Profession

STANDARD 26 Human service professionals seek the training, experience, education and supervision necessary to ensure their effectiveness in working with culturally diverse individuals based on age, ethnicity, culture, race, ability, gender, language preference, religion, sexual orientation, socioeconomic status, nationality, or other historically oppressive groups. In addition, they will strive to increase their competence in methods which are known to be the best fit for the population(s) with whom they work.

STANDARD 27 Human service professionals know the limit and scope of their professional knowledge and offer services only within their knowledge, skill base, and scope of practice.

STANDARD 28 Human service professionals seek appropriate consultation and supervision to assist in decision-making when there are legal, ethical or other dilemmas.

STANDARD 29 Human service professionals promote cooperation among related disciplines to foster professional growth and to optimize the impact of inter-professional collaboration on clients at all levels.

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

STANDARD 31 Human service professionals continually seek out new and effective approaches to enhance their professional abilities and use techniques that are conceptually or evidence based. When practicing techniques that are experimental or new, they inform clients of the status of such techniques as well as the possible risks.

STANDARD 32 Human service professionals conduct research that adheres to all ethical principles, institutional standards, and scientific rigor. Such research takes into consideration cross-cultural bias and is reported in a manner that addressed any limitations.

STANDARD 33 Human service professionals make careful decisions about disclosing personal information while using social media, knowing that they reflect the profession of human services. In addition, they consider how their public conduct may reflect on themselves and their profession.

Responsibility to Self

STANDARD 34 Human service professionals are aware of their own cultural backgrounds, beliefs, values, and biases. They recognize the potential impact of their backgrounds on their relationships with others and work diligently to provide culturally competent service to all of their clients.

STANDARD 35 Human 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.

STANDARD 36 Human service professionals hold a commitment to lifelong learning and continually advance their knowledge and skills to serve clients more effectively.

Responsibility to Students

STANDARD 37 Human service educators develop and implement culturally sensitive knowledge, awareness, and teaching methodologies.

STANDARD 38 Human service educators are committed to the principles of access and inclusion and take all available and applicable steps to make education available to differently-abled students.

STANDARD 39 Human service educators demonstrate high standards of scholarship in their scholarship, pedagogy, and professional service and stay current in the field by being members of their professional associations, attending workshops and conferences, and reviewing and/or conducting research.

STANDARD 40 Human service educators recognize and acknowledge the contributions of students to the work of the educator in such activities as case material, grants, workshops, research, publications, and other related activities.

STANDARD 41 Human service educators monitor students' field experiences to ensure the quality of the placement site, supervisory experience, and learning experience towards the goals of personal, professional, academic, career, and civic development. When students experience potentially harmful events during field placements, educators provide reasonable investigation and response as necessary to safeguard the student.

STANDARD 42 Human service educators establish and uphold appropriate guidelines concerning student disclosure of sensitive/personal information which includes letting students have fair warning of any self-disclosure activities, allowing students to opt-out of in-depth self-disclosure activities when feasible, and ensuring that a mechanism is available to discuss and process such activities as needed.

STANDARD 43 Human service educators are aware that in their relationships with students, power and status are unequal. Human service educators are responsible to clearly define and maintain ethical and professional relationships with student; avoid conduct that is demeaning, embarrassing or exploitative of students; and always strive to treat students fairly, equally and without discrimination.

STANDARD 44 Human service educators ensure students are familiar with, informed by, and accountable to the ethical standards and policies put forth by their program/department, the course syllabus/instructor, their advisor(s), and the Ethical Standards of Human Service Professionals.

XXII. CLASSROOM ETIQUETTE

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

1. Punctuality:
Students are expected to be in class on time. Students arriving late can cause unnecessary distractions and interruptions to instruction thereby disturbing the learning of fellow students.
2. Leaving Class Prior to Dismissal:
Students who need to leave class prior to dismissal or break are requested to advise their faculty member before class, and to sit as close as possible to the door. This will avoid unnecessary classroom disruption or distraction.
3. Cell Phones:
Students should either turn cell phones off during class time (preferred) or switch to silent. The ringing of either is very disruptive to instruction.
4. Side Conversations:
Side conversations are distracting to all. Please refrain from engaging in them. Continued disruption can lead to your removal from class.
5. Disruptive or Obstructive Actions:
Obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the University is a violation of the Student Code of Conduct and may lead to disciplinary action.

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

XXIII. HUMAN SERVICES WEBSITES

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

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

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

The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a

protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination .