

HUMAN SERVICES DEPARTMENT HANDBOOK



UNIVERSITY OF ALASKA
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INTRODUCTION

Dear Human Services Student:

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

The mission of the UAA Human Services Department is “to provide career-focused programs preparing students as human 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 sums up the Human Services field, one of the fastest growing career fields in the United States today. In an age of social change, there is a definite need for the skilled Human Services professional.

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

Human 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 helping skills essential to the helping relationship. In addition to skill training, programs provide knowledge and values components as the foundation to practice these skills.

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

In addition to completion of the Human Services AAS degree, the core courses for completion of the Bachelor of Human Services degree include: 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 selectives 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 practical 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 practical 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 resulting advisor/student relationship can result in any or all of the following outcomes: a) on-going 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:

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

Professional/Personal Attributes	Description
<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>
<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</p>

Professional/Personal Attributes	Description
	<p>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> <p>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.</p>
<p>7. Interpersonal Skills</p>	<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>

Professional/Personal Attributes	Description
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/programs/community/pdf/fitness.pdf> drawn 7/9/2013. A Policy Statement from the Faculty and Staff of the Department of Counseling and Human Services, College of Professional Studies, University of Scranton.

II. PRACTICUM ENROLLMENT PAUSE AND PERMANENT PRACTICUM ENROLLMENT HOLD POLICY

The UAA Human Services Department expands the "Fitness for the Profession" policy (Human Services Handbook, 2015) 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 complete Practicum Application to Human Services Practicum Office no later than the deadline date published by the department.
2. Students must demonstrate satisfactory academic achievement which is defined as: 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 supervised by a relative.

PRACTICUM ENROLLMENT PAUSE AND PRACTICUM ENROLLMENT HOLD

Practicum Enrollment Pause:

Students who have not demonstrated satisfactory academic achievement as defined above are not eligible to apply for Practicum enrollment and may be placed on Temporary Practicum Enrollment Pause until satisfactory academic achievement is 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 (2015) 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 of 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 the 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 through HUMS A185, Introduction to Field Work. Students must complete the orientation as assigned in the course.

Failure to complete the orientation will result in the student not being eligible for practicum until the orientation requirement is met.

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 OEC 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 (those sent directly from one university/college to another) must be sent to Enrollment Services at UAA. Transcripts are evaluated by Enrollment Services to determine if the credits are applicable to a degree program at UAA.

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

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

VII. ADVISING

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

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

The purpose of advising is to assist you in implementing an educational plan for completion of the AAS and/or BHS degree (2 + 2) 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 at GPA below 2.0.

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 multiple student orientations ensures all students have the opportunity to be fully informed as to 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 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

1. **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.
2. 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 forward 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 use the following process:

1. Access UAA admission application information at www.uaa.alaska.edu/admissions.
2. The application will ask you for your degree and major – select Occupational Endorsement in Conflict Resolution
3. Read the admissions requirements, then apply online for admission.
Determine your student type (First time Student, Transfer, International, Graduate) and Choose degree type – Occupational Endorsement - and Review the Admission Requirements for the degree
4. Select the Apply for Admission link at the bottom of the page and you will be directed to the UAOnline Admissions Login screen.
5. Follow the directions for either a new student or current student and login to UAOnline.
6. Select the Anchorage campus.
7. Select the appropriate application type and click continue.
8. Choose the admission term (Fall, Spring, or Summer) you plan to attend and enter your full name.
9. Click the Fill Out Application button to continue.
10. Follow the instructions on the Application Checklist page. When you have completed each section a red checkmark will appear.
11. 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.
12. At the Select a Waiver screen choose the Continue button, unless you are eligible for a specific type of waiver.
13. Supply accurate payment information and select Submit Payment . You will receive payment confirmation and information to assist you in completing the admission process.
14. 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 process:

1. Access UAA admission application information at www.uaa.alaska.edu/admissions.
2. The application will ask you for your degree and major – select Human Services AAS
3. Read the admissions requirements, then apply online for admission.
Determine your student type (First time Student, Transfer, International, Graduate) and
Choose degree type – Associate - and
Review the Admission Requirements for the degree
4. Select the Apply for Admission link at the bottom of the page and you will be directed to the UAOnline Admissions Login screen.
5. Follow the directions for either a new student or current student and login to UAOnline.
6. Select the Anchorage campus.
7. Select the appropriate application type and click continue.
Associate/Cert No Prior College (1 to 2 years and never attended college)
Associate/Cert Prior College (1 to 2 years and have previously attended college)
Be careful not to choose an international application unless you need an F1 VISA to attend.
8. Choose the admission term (Fall, Spring, or Summer) you plan to attend and enter your full name.
9. Click the Fill Out Application button to continue.
10. Follow the instructions on the Application Checklist page. When you have completed each section a red checkmark will appear.
11. 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.
12. At the Select a Waiver screen choose the Continue button, unless you are eligible for a specific type of waiver.
13. Supply accurate payment information and select Submit Payment . You will receive payment confirmation and information to assist you in completing the admission process.
14. 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.

BACHELOR OF HUMAN SERVICES APPLICATION

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

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

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

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

All necessary forms are contained in the attached [Application for BHS Degree Program](#)

Sincerely,

Dr. Jo Ann Bartley
Human Services Department Chair

APPLICATION FOR BHS DEGREE PROGRAM

Bachelor of Human Services

College of Health

UNIVERSITY *of* ALASKA ANCHORAGE

GUIDELINES AND INSTRUCTIONS

Formal admission to the BHS degree program.

Requirements are:

1. Admission to the University of Alaska Anchorage and declared Bachelor of Human Services as a major.
2. Completion of University Associate Degree General Education Requirements (GER) with a GPA of 2.0 or higher.
3. Completion of AAS in Human Services or related field (to be determined by Admissions Committee) from an accredited institution with a cumulative GPA of 2.0 or higher. Students may apply for BHS admission during the semester they will complete all AAS requirements.
4. Completion of Human Services AAS courses (listed below) with a grade of “C” or better, or the equivalent courses (determined by the department admission committee).

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

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

- Admission application
- Written recommendation from a Human Services faculty member
- Submission of a writing sample based upon the application requirements

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

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

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

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

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

The deadline for submission of your completed application is

March 17th for Fall admission

October 31st for Spring admission

Early applications are allowed and encouraged.

APPLICATION FOR BHS DEGREE PROGRAM

Bachelor of Human Services Program

College of Health

UNIVERSITY OF ALASKA ANCHORAGE

APPLICATION TO HUMAN SERVICES BHS

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

Date: _____

Name: _____

UAA ID: _____

Mailing Address:

City State Zip Code

Telephone:

Home Work Cell

*E-mail
Address:

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

Person to Contact in Case of Emergency:

Name Phone

Mailing Address:

City State Zip Code

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

STUDENT RECOMMENDATION FOR ENTRY INTO BACHELOR OF HUMAN SERVICES

Student Name:	_____	Student ID	_____
HUMS Faculty	_____	Class(es)	_____
Date:	_____		
Student to complete this portion only			

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

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

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

Additional Comments

Reservations or Concerns:

Faculty Signature _____ Date _____

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

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

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 and

You must apply for graduation through your 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 (degrees@uaa.alaska.edu) within 3-5 business days.

You may view the status of existing applications for graduation in UAOnline by selecting "View Application to Graduate" beneath the "Apply to Graduate" link.

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

Students with graduation-specific holds on their accounts are currently unable to apply for graduation through UAOnline. Please contact degrees@uaa.alaska.edu for further instruction.

X. PRACTICA

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 Practica 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 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, Practica 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 his/her practicum placement responsibilities during any semester.**

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

Applications for field work are due no later than the sixth week of each semester for the next semester's practicum. Students will be notified in classes, on the HUMS website, through Facebook, (<http://hums.uaa.alaska.edu>) 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 ENGL 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 reviewing/completing several documents: Barrier Crime information, a Disclosure Statement relating to convictions of offenses/crimes, probation/parole child abuse/neglect and substance abuse to ensure client safety and to meet agency requirements for placement; Consent to Release Information; Student Information relating to expectations, work experience, personal experiences, educational experiences, current areas of interest and client populations you would like to work with; understanding of the National Organization for Human Services (NOHS) Ethical Standards and agreement to abide by the ethical standards in practicum placement; and endorsement of your Human Services Faculty Advisor. 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.

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

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

Categories of Barrier Crimes	Time Periods for Barrier Crimes
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 recency 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 Practica courses and thus will be denied. Both Human Services degree programs (AAS and BHS) require completion of two Practica courses for degree completion. Applicants who disagree with the Human Services Department's findings may avail themselves of the University's normal grievance procedure as outlined in the UAA Student Handbook.

If the student has not met academic standards, has not successfully completed the core courses, has not demonstrated professional standards and basic interpersonal skills, does not have the ability or interest to complete the remaining requirements, or has not read and signed the Ethical Standards agreement he/she 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 (Practica I and III) or the Continuing Enrollment form (Practicum II). The forms must be complete and submitted to the Practicum Office by the published deadline. Students whose forms are timely and complete will be allowed to register for the appropriate Practicum class following the completion of the placement process (see

below). Students whose forms are late or incomplete will be placed on a 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 and the learning agreement 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.

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 101, 185, 223 and ENGL 111 (or am registered in the course(s) during the semester before I am applying to take Practicum I)
- _____ I have applied and been accepted into the Human Services AAS degree
- _____ I have completed and submitted a Practicum I application with all signatures secured by the due date
- _____ I have met with the Practicum 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 find you are unable to register **after your application process is completed**, please contact the Practicum Specialist at 786-6449.

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

Human Services Practicum I Application

HUMAN SERVICES A295A PRACTICUM I APPLICATION PROCESS

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

1. Be a **DECLARED** Human Services AAS Major.
2. Have completed HUMS A101, HUMS A185 and, HUMS A223 with a grade of C or higher. If you are currently enrolled in these classes you may apply, but will not be placed in practicum until successfully completing them.
3. Get your Human Services faculty advisor's signature.
4. Complete or be enrolled in English A111

If you meet the criteria above, have completed the Practicum Application form, obtained the appropriate signature **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 locations. See the Human Services Department (PSB212C), for available times.

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

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

The Practicum office has a binders with Human Services placement agency information. Students are encouraged to peruse the binders for placement ideas. The binders can be found on the table in the front lobby of the Human Services Office.

DEADLINE: Check Department of Human Services Website

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

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

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

HUMAN SERVICES DEPARTMENT

The Human Services Department mission 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.

PRACTICUM I APPLICATION
HUMAN SERVICES A295A
PROCESS AND CHECK LIST

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

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

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

DEADLINE: Please check our website

- Are you a **DECLARED** Human Services AAS Major?
- Attached an unofficial UAA transcript to this application?

Have you completed ALL HUMS courses with a grade of C or higher, or are you currently enrolled?

- Completed HUMS A101 Currently enrolled
- Completed Hums A185 Currently enrolled
- Completed HUMS A223 Currently enrolled
- Attended a Human Services Orientation (certificate of attendance attached)

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

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

What is your expected date of graduation? _____

Application will not be processed without appropriate signatures!

To: Practicum Specialist

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

Comments:

Human Services Advisor

Date

Human Services 295A
Practicum I Application and Interview Sheet

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

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

Identify your current areas of interest in human services:

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

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

Department of Human Services Office Use Only

Practicum Hours student is available:

Day Shift Night Shift Weekends

Agency Discussion and Preference:

Top Agency Choices:

Practicum Specialist Signature

Date

BARRIER CRIMES INFORMATION

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

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

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

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

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

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

Name _____

DISCLOSURE STATEMENT

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

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

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

2. Are you currently on probation or parole? If yes, please provide the probation or parole officer's name and telephone number.
3. Have you been court adjudicated for child/elder/vulnerable adult abuse or neglect, and/or violent/assaultive behavior? If yes, please explain. (Court adjudicated means that a court has found you committed an act(s), which fall within these categories, whether the case was in criminal, civil or family court.) Please explain:
4. Some agencies require staff, interns and volunteers who have experienced substance abuse problems to have at least two years of sobriety before working in the agency. If this applies to you, have you met this requirement? If no, please explain.
5. Some agencies require staff, interns and volunteers who have been mental health consumers to either have completed their treatment at least two years prior to application or have the written recommendation of their mental health professional in order to be considered for placement. If this applies to you, please explain.

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

Signature

Date

CONSENT TO RELEASE INFORMATION

Name: _____

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

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

This Release of Information will be in effect through the end of 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.

Name (please print)

Student Signature

Date

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

Photo Release Form

I _____ grant to the Department of Human Services, its representatives and employees the right to take photographs of me in connection with my courses, Practicum, and other activities related to my enrollment in a certificate or degree program.

I authorize the Department of Human Services, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that the Department of Human Services may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Signature _____

Printed name _____

Date _____

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

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

Populations:

_____ Children (0-12)

_____ Teens

_____ Adults

_____ Older Adults (seniors)

_____ Women

_____ Men

Social Issues:

_____ Child Abuse

_____ At Risk Youth

_____ School/District

_____ Developmental Disabilities

_____ Substance Abuse

_____ Mental Health

_____ Criminal Justice

_____ Domestic Violence

_____ Other

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

Human Services Practicum III Application

HUMAN SERVICES 495 APPLICATION FOR PRACTICUM III

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 locations. See the Human Services Department (PSB212C), for available times.

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

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

DEADLINE: Please check the Department of Human Services website

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

HUMAN SERVICES DEPARTMENT

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

PRACTICUM III APPLICATION
HUMAN SERVICES A495
PROCESS AND CHECK LIST

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

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

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

DEADLINE: Please check Human Services website

- Have you earned your AAS in Human Services, or equivalent degree that has been accepted by the Human Services Department?
- Have you applied and have you been accepted to both UAA and the BHS program (there are two separate applications to fill out: one to the University and one to Human Services) at least one semester before applying for Practicum III?
- Are you within two semesters of graduation (have you earned 90 credits towards the BHS degree)?

What is your expected date of graduation? _____

Applications will not be processed without appropriate signatures!

To: Practicum Specialist

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

Comments:

Human Services Advisor

Date

Human Services 495
Practicum III Application and Interview Sheet

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

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

Identify your current areas of interest in human services:

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

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

Department of Human Services Office Use Only

Practicum hour's student is available:

Day Shift Night Shift Weekends

Agency Discussion and Preference:

Top Agency Choices:

Practicum Specialist Signature

Date

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Name _____

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

2. Are you currently on probation or parole? If yes, please provide the probation or parole officer's name and telephone number.
3. Have you been court-adjudicated for child/elder/vulnerable abuse or neglect, and/or violent/assaultive behavior? If yes, please explain. (Court-adjudicated means that a court has found you committed an act(s), which fall within these categories, whether the case was in criminal, civil or family court.)
4. Some agencies require staff, interns and volunteers who have experienced substance abuse problems to have at least two years of sobriety before working in the agency. If this applies to you, have you met this requirement? If no, please explain.
5. Some agencies require staff, interns and volunteers who have been mental health consumers to either have completed their treatment at least two years prior to application or have the written recommendation of their mental health professional in order to be considered for placement. If this applies to you, please explain.

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

Signature

Date

CONSENT TO RELEASE INFORMATION

Name: _____

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

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

This Release of Information is effective through 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.

Name (please print)

Student Signature

Date

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

**STUDENT INFORMATION
PRACTICUM III APPLICATION**

Name _____ Date _____

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

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

What did you learn from this experience?

How did it contribute to your future goals?

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

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

Name _____

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

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

Populations:

___ Children (0-12)

___ Teens

___ Adults

___ Older Adults (seniors)

___ Women

___ Men

Social Issues:

___ Child Abuse

___ At Risk Youth

___ Developmental Disabilities

___ Substance Abuse

___ Mental Health

___ Criminal Justice

___ Domestic Violence

___ School/ District

___ Other

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

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

CONTINUING APPROVAL SPRING/FALL AT PRACTICUM PLACEMENT SITE

Application Deadline: See website

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

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

Student Information:

Name: _____ Student ID: _____
Address: _____ Phone: _____
City, State: _____ Zip: _____ Work: _____
*UAA
Email: _____ Cell: _____

Name of Current Practicum Instructor: _____

Agency Information:

Agency Name: _____
Mailing Address: _____
City, State: _____ Zip: _____
Physical Address: _____
City, State: _____ Zip: _____
Field Instructor Name: _____ Title: _____
Email: _____ Phone: _____

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

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

Field Instructor Signature

Date

Questions contact:

Fax: 907-786-6436

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

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

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

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

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

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

Students Signed

Phone

Date

Human Services Department Practicum

REFERRAL FORM

Contact person _____

Agency Phone _____

Agency _____

Resume is required

Agency application is required

For Agency Information only

Agency Address

Physical _____

Mail _____

Field Instructor _____

Field Instructor Email _____

Field Instructor Phone Number _____

If assigned supervisor: Name _____

Supervising Instructor Email _____

Student has been accepted

Accepted Pending background check

Expected Start Date _____

Agency has required orientation.

Orientation Date _____

Does agency have regularly scheduled orientations?

How many hours, days or weeks is your orientation _____

Student has not been accepted:

Comments:

Authorized Agency Signature

Date

Please return to Human Services Practicum Office

Fax: 786-6436

Practicum Log Sheet

Date	Time In	Time Out		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
Student Name:				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.

XII. HUMAN SERVICES, SUGGESTED SEQUENCE OF COURSES

Human Services Associate of Applied Science Degree (AAS)

First Semester				
HUMS A101 Intro to Human Services	HUMS A223 Paraprofessional Counseling I	HUMS A185 Intro to Field Work (online only)	COMM A111 or COMM A235 or COMM A237 or COMM A241	English Placement or *ELECTIVE/ GENERAL ED REQUIREMENT
Second Semester				
HUMS A107 History and Systems of Human Services	PSY A111 or PSY A150 (GER)	SELECTIVE (see catalog for accepted selectives)	HUMS A256 Groups and Organizations	ENGL A111 (Accuplacer required)
Third Semester				
HUMS A295A Practicum I prerequisites: HUMS A101, A185, A223. ENGL A111 or concurrent enrollment	HUMS A324 Paraprofessional Counseling II Prerequisite: HUMS A223	SELECTIVE (see catalog for accepted selectives)	ANTH A200 or ANTH A202 (GER)	ENGL A211 or ENGL A212 or ENGL A213 or ENGL A214
Fourth Semester				
HUMS A295B Practicum II Prerequisite: HUMS 295A	SELECTIVE (see catalog for accepted selectives)	*ELECTIVE/ GENERAL ED REQUIREMENT	*ELECTIVE/ GENERAL ED REQUIREMENT	*ELECTIVE/ GENERAL ED REQUIREMENT

Bachelor of Human Services Degree (BHS)

First Semester				
HUMS A321 Diversity Issues	HUMS A322 Service Coordination	HUMS A352 Human Services Administration	HUMS A415 Advanced Human Services Systems	*ELECTIVE/ GENERAL ED REQUIREMENT
Second Semester				
HUMS A417 Substance Abuse Counseling	HUMS A435 Individual and Group Facilitation	SELECTIVE (see catalog for accepted selectives)	*ELECTIVE/ GENERAL ED REQUIREMENT	*ELECTIVE/ GENERAL ED REQUIREMENT
Third Semester				
HUMS A412 Ethical Issues	HUMS A420 Intro to Program Evaluation	HUMS A461 Crisis Intervention	HUMS A495 Practicum III	SELECTIVE (see catalog for accepted selectives)
Fourth Semester				
HUMS A414 Advanced Case Management	HUMS A496 Human Services Capstone	*ELECTIVE/ GENERAL ED REQUIREMENT	*ELECTIVE/ GENERAL ED REQUIREMENT	*ELECTIVE/ GENERAL ED REQUIREMENT

NOTE: 42 credits must be at 300 level or above

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.

XIII. AAS SELECTIVES

Complete 9 credits of selectives from the following list

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

XIV. BHS SELECTIVES

Complete 6 credits of selectives from the following list

HUMS A333	Alternative Dispute Resolution	3 credits
HUMS A334	Family Mediation	3 credits
HUMS A350	Men and Masculinity in Human Services Practice	3 credits
HUMS A351	Career Development for Human Services Professionals	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:

1. Complete the following required courses

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

HUMS A324	Introduction to Paraprofessional Counseling II	3 credits
HUMS A333	Alternative Dispute Resolution	3 credits
HUMS A334	Family Mediation	3 credits
HUMS A435	Individual and Group Facilitation	3 credits

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

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.

1. Complete 18 credits from the following:

HUMS A101	Introduction to Human Services	3 credits
HUMS A223	Introduction to Paraprofessional Counseling I	3 credits
HUMS A224	Conflict and Collaborative Systems	3 credits
HUMS A321	Diversity Issues in Human Services Practice	3 credits
HUMS A322	Service Coordination in Human Services Practice	3 credits
HUMS A324	Introduction to Paraprofessional Counseling II	3 credits
HUMS A333	Alternative Dispute Resolution	3 credits
HUMS A461	Crisis Intervention	3 credits

XVII. COURSE DESCRIPTIONS

- HUMS A101 Introduction to Human Services 3 CR**
Prerequisites: None
Introduces human services as a profession. Traces historical and contemporary service delivery approaches. Identifies ethical and professional roles of human services workers. Examines human services consumer problems and appropriate helping systems and strategies.
- 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 A122 Substance Abuse as a Contemporary Problem 3 CR**
Prerequisites: None
Presents current issues in addiction through a human services perspective emphasizing social, legal, public health and public policy contexts.
- HUMS A123 Public Education and Prevention in Substance Abuse 3 CR**
Prerequisites: None
Presents knowledge and skills as tools in the development of community education and prevention programs in substance abuse.
- HUMS A124 Introduction to Physiology and Pharmacology of Substance Abuse 3 CR**
Prerequisites: None
Introduces basic properties and effects of psychoactive substances on human physiology from a substance abuse treatment perspective.
- HUMS A155 Human Relations in the Workplace 3 CR**
Prerequisites: None
Presents human relation skills appropriate in the workplace. Course includes skills related to task group team membership and leadership, problem solving, and workplace etiquette.
- HUMS A185 Introduction to Field Work 3 CR**
Prerequisites: None
Essential elements of field experience learning in a Human Services setting, including the foundations of ethical decision making. Students will complete all documents necessary to enroll in HUMS A295A.
- HUMS A223 Introduction to Paraprofessional Counseling I 3 CR**
Prerequisites: None
Presents basic paraprofessional counseling skills focused upon a systematic approach to effective helping. Skills are organized into the four categories: skills for understanding, skills for comfort and crisis intervention, skills for positive action, and trauma-informed care.
- HUMS A224 Conflict and Collaborative Systems 3 CR**
Prerequisites: None
Employs a general systems approach to examine social conflict and collaboration. Communication and conflict resolution skills are presented as tools enhancing collaboration and managing conflict.
- HUMS A226 Intervention Continuum in Substance Abuse Conseling 3 CR**
Prerequisites: None
Presents the continuum of substance abuse treatment interventions. Topics include screening and placement criteria, motivational interviewing, aftercare, relapse planning, documentation, and confidentiality.

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
Council for Standards in Human Services Education

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

PREAMBLE

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

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

SECTION I - STANDARDS FOR HUMAN SERVICES PROFESSIONALS

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

THE HUMAN SERVICES PROFESSIONAL'S RESPONSIBILITY TO CLIENTS

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

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

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

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

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

STATEMENT 6 Human services professionals are aware that in their relationships with clients power and status are unequal. Therefore they recognize that dual or multiple relationships may increase the risk of harm to, or exploitation of, clients, and may impair their professional judgment. However, in some communities and situations

it may not be feasible to avoid social or other nonprofessional contact with clients. Human services professionals support the trust implicit in the helping relationship by avoiding dual relationships that may impair professional judgment, increase the risk of harm to clients or lead to exploitation.

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

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

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

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

STATEMENT 10 Human services 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 services professionals consider the conflict between the values of obeying the law and the values of serving people and may decide to initiate social action.

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

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

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

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

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

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

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

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

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

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

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

THE HUMAN SERVICES PROFESSIONAL'S RESPONSIBILITY TO COLLEAGUES

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

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

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

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

THE HUMAN SERVICES PROFESSIONAL'S RESPONSIBILITY TO THE PROFESSION

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

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

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

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

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

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

THE HUMAN SERVICES PROFESSIONAL'S RESPONSIBILITY TO EMPLOYERS

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

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

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

THE HUMAN SERVICES PROFESSIONAL'S RESPONSIBILITY TO SELF

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

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

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

SECTION II - STANDARDS FOR HUMAN SERVICES EDUCATORS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

XXII. CLASSROOM ETIQUETTE

The Human Services Department sees classroom time as an opportunity for each student to learn and share knowledge. Please join with your instructor and extend the following classroom courtesies to your 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>)