Human Services A.A.S. Program

Student Handbook

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Professor of Social Sciences
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Welcome

Welcome to Lehigh Carbon Community College and the Human Services program. You have chosen a career in which your passion for social justice will create beneficial changes for individuals and the community. This career is challenging, rewarding, and ever changing as society’s needs evolve. As you will experience, your career professional development will be a life-long process.

This Human Services Student Handbook contains information that affects students enrolled in the Human Services degree and certificate programs. It supplements LCCC information located in the LCCC College Catalog and the LCCC Student Handbook. Human Services students are responsible to follow the college policies and procedures as outlined in the LCCC catalog and LCCC student handbook. This handbook reflects current Human Services program policies and is subject to revision as required by governing bodies (e.g. LCCC, LCCC Human Services Advisory Board, National Organization of Human Services, and the Council for Standards in Human Services Education).

The Human Service faculty look forward to assisting you in meeting your career and educational goals. The goal of the Human Service program is to provide training and educational opportunities for human service generalists beyond just the classroom environment. The Human Service faculty view students holistically and provide training in both professional hard and soft skills. It is the hope that you will find this educational experience purposeful, exciting, enlightening, and fulfilling.
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Program Introduction

Program Philosophy
The Human Services A.A.S. program is an interdisciplinary program focusing on the diverse nature of the individual human being, the dynamic process of life, and the human ability to interact and adapt to the living environment.

Program Mission
The Human Services program at Lehigh Carbon Community College strives to foster students to maintain high academic standards by providing a comprehensive curriculum and fieldwork experiences. The program goal is to prepare graduates who are competent with the values, knowledge, and skills required for entry-level employment and who are responsible in carrying out the problem-solving skills, critical thinking skills, and communication skills of a human service generalist in a culturally sensitive and ethical manner.

Human Services A.A.S.

Description of Program
The Human Services program at Lehigh Carbon Community College is an interdisciplinary program focusing on the diverse nature of the individual human being, the dynamic process of life, and the human ability to interact and adapt to the living environment.

This program is designed to prepare graduates with the values, knowledge, and skills required for entry-level employment as a human service generalist in the human service field. Human service workers assist individuals, families, and groups to improve the overall quality of life in the community. Graduates may be employed as providers of both direct and indirect client services, e.g. therapeutic support services, caregiver, living assistant/coach, crisis interviewer, empowerer, administrative work, community outreach, and advocate. Graduates are employed as human service workers in a variety of settings, including clinics, hospitals, group homes, correctional centers, government agencies, day treatment centers, sheltered workshops, extended care facilities, community based living homes, and social service agencies throughout the community.

Lehigh Carbon Community College is an institutional member of the Council for Standards in Human Services Education (CSHSE) and the National Organization of Human Services (NOHS). The Human Services A.A.S. degree is nationally accredited by the CSHSE. Graduates are eligible to take the Human Services-Board Certified Practitioner (HS-BCP) professional credential exam.
A.A.S. Degree Program Goals
Upon successful completion of the A.A.S. degree program, graduates will be able to:

• Use critical thinking and problem-solving skills to assess the needs of individuals, families, and groups within the community
• Demonstrate goal planning using the appropriate strategies, services, or interventions
• Develop and implement a treatment plan using appropriate resources, specialized assistance, and community supports to achieve the desired outcome
• Formulate a systematic method to evaluate the outcome of services and make referrals as appropriate
• Discuss the interaction of human systems including individuals, families, groups, and communities, within the society and environment
• Describe the effects of one’s own values and beliefs in the role of the human services worker
• Demonstrate professional and ethical interaction with a variety of Human Services providers and agencies
Human Services Certificate

Description of Program
The Human Services Certificate program has been discontinued as of Fall 2014. No new students may enroll in the certificate program. Students are encouraged to enroll in the Human Services A.A.S. degree program.

Students who are currently enrolled in the certificate program may finish the requirements.

Organizations
LCCC maintains institutional membership to the Council for Standards in Human Services Education (CSHSE) and National Organization of Human Services (NOHS). The Human Services A.A.S. program is nationally accredited by CSHSE. The program curriculum follows the educational standards of CSHSE. The program is supported by the LCCC Human Services Advisory Board. Graduates of the A.A.S. program are eligible to take the Human Services Board Certified Practitioner (HS-BCP) credential exam.

National Organization of Human Services
www.nationalhumanservices.org

Council for Standards in Human Services Education
www.cshse.org

Center for Credentialing and Education
www.cce.global.org/credentials-offered/nsbcp
Human Services Profession

Personal Skills, Values, and Beliefs of Human Services generalist professionals

- Effective communication skills
- Ability to problem-solve
- Ability to engage others through interpersonal skills
- Ability to manage time effectively
- Interest in the well being of others
- Sense of responsibility
- Patience
- Strong desire to help others
- Ethical behaviors
- Initiative
- Ability to be nonjudgmental, trustworthy, genuine
- Culturally awareness
- Ability to work with individuals of all ages, cultural backgrounds, and socioeconomic backgrounds

Job Functions of Human Services Generalist Professional*

- Communicate appropriately and professionally with clients and agency staff
- Assess the strengths and needs of clients
- Accurately document assessment findings and observations of clients.
- Assimilate information from charts, reports
- Utilize a problem-solving method for helping interventions
- Recognize and respond appropriately to verbal and nonverbal communication
- Efficiently organize time
- Demonstrate the ability to respond to a variety of behaviors

Each agency or human service organization will expect other specific job functions as required by the setting.

* This is a partial list and job functions will vary by social service agency expectations, position responsibilities, and environment
LCCC Human Services Program Essential Functions

LCCC’s Human Services program requires students to develop and demonstrate the essential functions required in the human services profession. Essential functions are defined as the basic activities that a student must perform to complete the Human Services A.A.S. degree. These essential functions adhere to the standards as set forth by the Council for Standards in Human Services Education (CSHSE). Students must demonstrate the ability to perform the essential functions which address academic curriculum, personal attributes, and professional beliefs, values, attitudes, and skills. All students, including students with disabilities, must be able to perform the program’s essential functions within classroom and fieldwork settings either with or without reasonable accommodations.

The program is responsible to ensure that graduates are fully competent generalist professionals who work toward the well-being of clients and the delivery of quality services in an effective and timely manner. Faculty, staff, and fieldwork supervisors share responsibility for the welfare of the clients who are served by students enrolled in human services courses.

LCCC Human Services students will be expected to demonstrate the following essential functions:

Communication:
- Be able to accurately, effectively, and sensitively communicate information through verbal communication, reading and writing in English, and computer literacy skills.
- Be able to communicate information in a comprehensive manner and under conditions that may be time limited to a variety of partners including but not limited to students, faculty, fieldwork supervisors, clients, families.
- Be capable of maintaining confidentiality
- Be capable of responsive, empathetic listening that promotes openness on issues of concern and sensitivity to cultural differences.
- Be able to express ideas and feelings clearly
- Be able to demonstrate a willingness to give and receive feedback.

Cognitive/Sensory
- Be able to comprehend, memorize, analyze, and synthesize qualitative and quantitative information.
- Be able to cognitively interview and interact with clients
- Be able to acquire information through classroom instruction and fieldwork experiences.
- Be able to seek supervision and accept supervisory feedback
Behavioral/Emotional

- Be able to demonstrate emotional health to use intellectual abilities, to exercise good judgment, and to demonstrate appropriate professional behavior.
- Be able to complete academic and fieldwork responsibilities in a timely manner.
- Be able to maintain mature, sensitive, and effective relationships with clients, coworkers, supervisors, classmates, faculty, staff, and other professionals in non stressful and stressful conditions.
- Be able to function effectively under stress and adapt to environments and systems that may change unpredictably.
- Be able to examine, adapt, and change behavior when a personal behavior interferes with productive academic and fieldwork relationships.

Ethical/Professional

- Be able to reason judiciously and act professionally as a student-professional.
- Be able and willingly learn and follow professional standards of practice.
- Be willing to follow the National Organization of Human Service’s and the Council for Standards in Human Services Education’s ethical guidelines.
- Be willing to follow Lehigh Carbon Community College’s “Rights, Freedoms, and Responsibilities of Students” and the Academic Honesty Policy.
- Be able to maintain appropriate professional boundaries in the classroom and fieldwork settings.
Admission and Progression Requirements

General Admission
General admission to Lehigh Carbon Community College starts with the Admissions Office. All students must complete the general admission requirements to the college. In addition, the following requirements must be met by students who wish to enroll in Human Services courses:
1. Submit official high school transcript or GED to the Enrollment Services Office.
2. If applicable, submit official transcripts from all postsecondary education to the Enrollment Services Office.
3. Complete Lehigh Carbon Community College placement tests or obtain test waiver due to previous college work.
4. Obtain acceptable scores as determined by the college on the LCCC placement tests or complete required remedial and developmental coursework.

Progression in the Human Services Program
All students who enroll in the human service program and human services courses must abide by the following requirements:
1. Submission of high school transcript or GED and transcripts from all postsecondary institutions attended.
2. Acceptable scores on the LCCC skills assessment.
3. Maintain a 2.2 cumulative GPA in the Human Services program and earn at least a “C” in all Human Services courses.
4. To participate in fieldwork experiences, students must complete all required developmental course work as indicated by the placement test scores. Students must successfully complete all prerequisite courses. Students must present the original copy of the Pennsylvania Child Abuse History check, the PA Criminal Record check, and health examination and immunization records to the college. Depending upon the fieldwork site, the student may also be required to present a PA Driver History report, an FBI Background Check Transmittal form, and records of tuberculosis and Hepatitis B immunizations. Copies of the submitted records will remain on file at the college for one year after fieldwork coursework is completed.
5. The student is responsible for all special program costs: health examinations, immunizations, clearance record fees, books, supplies, and transportation to Human Service agencies.
6. Human Services students are responsible for locating and selecting fieldwork agency sites. Students are responsible for presenting credential levels required by the fieldwork agency. It is the sole discretion of the fieldwork agency and future employers as to what level of credentialing is required by the position roles and duties at the human service agency. Students who possess a “record” status may experience limitations in available fieldwork placements and future employment in the human services field.

7. All Human Services courses including prerequisite courses are to be taken in sequence.

8. The student must earn a minimum “C” grade or better in all prerequisite courses. A human services student may repeat a HUS course with an earned D or F grade one time.

9. The student must receive a passing agency evaluation in HUS 220, Fieldwork I to be eligible to enroll in HUS 230, Fieldwork II.

10. All students must complete Fieldwork I and Fieldwork II within 18 months from their last academic HUS course.

Misconduct Policy and Procedures
All human services students are subject to the Lehigh Carbon Community College Code of Student Conduct, found on the college website and the portal. Any behaviors that appear to violate this Code will be reported to the Office of the Dean of Student Development for further review, investigation and action. See the Code for procedures for investigations, hearings, findings & sanctions, and appeals. For additional information contact the Office of Dean of Student Development at 610-799-1895 or studentdevelopment@lccc.edu.

Dismissal from Human Services Program
Dismissal from the program is based upon student academic achievement, fieldwork performance, and responsible behavior standards. An incomplete (I), withdrawal (W), withdrawal failing (Y), or failing grade (F) will be given depending on the time within the semester when the dismissal takes place and on the circumstances surrounding the dismissal.

1. All Human Services students who fail to meet the minimum overall 2.0 G.P.A. will not be permitted to enroll in HUS courses.

2. Any student unable to meet guidelines of the law expected by agencies and cannot fulfill the fieldwork requirement of the program will be dismissed from the program.

3. All Human Services students who fail to meet the 2.2. G.P.A. requirement in HUS courses will be prohibited from enrolling in HUS 220, Fieldwork I.

4. Any student who has failed a HUS course twice will be dismissed from the program.
5. Any student who does not follow professional ethics, confidentiality, and safety policies and procedures will be dismissed from fieldwork placement; and pending further review with the Dean of Student Development, may be subject to additional college actions as per the LCCC Code of Student Conduct.

6. Any student who is dismissed by the college for noncompliance of the college’s student code of conduct will also be dismissed from the human services program.

**Review Process for Misconduct and Dismissal Actions**

All reported violations of the LCCC Code of Student Conduct and the Human Services Program will be discussed with the student and further investigated as appropriate. Findings, sanctions and decisions will be documented in written letter to the student.

**Appeal Process for Misconduct and Dismissal Actions**

Students who wish to appeal violations and/or actions taken against them in response to the stated violations, may do so as per the appeal process outlined in the LCCC Code of Student Conduct, through the Office of the Dean of Student Development. For additional information contact the Office of Dean of Student Development at 610-799-1895 or studentdevelopment@lccc.edu.

**Readmission to Program**

The student who has withdrawn from the program, failed a HUS course, or received less than a “C” in a HUS course; and who wishes to be readmitted at a later date, must apply for readmission by submitting a written request to the Social Sciences Division Faculty prior to the academic semester of requested return, i.e., October 1 for the Spring semester and May 1 for the Fall semester. Requirements for reentry will be the program requirements at the time of readmission.

Within the letter of readmission request, the student has the responsibility to provide evidence of changes in academic performance and personal issues that attributed to leaving the program. The petition for readmission will be reviewed by a committee comprised of faculty representatives from the Social Sciences division and LCCC employee representatives currently serving on the Human Services Advisory Board. The committee’s approval or disapproval for readmission will be final.

A student who has been dismissed from the college due to criminal activity or child abuse records will not be eligible for enrollment in Human Services courses or for completion of this program.
Student Information
The college maintains a dynamic web page at www.lccc.edu. Human Service students are encouraged to access current college information at this site. All LCCC students are given a college email address. This email is a dedicated system of communication between you and the college. Faculty communication, college and advisement information will be sent to human services students through the college email system. While enrolled in classes, it is recommended that Human Services students check the college email on a regular basis. The college also maintains a college database system called Bannerweb. All LCCC students have access to personal information, registration, class schedules, transcripts, and grades on Bannerweb. Procedures to set up your ID and password for Bannerweb and the school email are found on the college website.

Academic and Student Policies
Human Services students are required to follow the college academic and student policies found in the LCCC catalog and the Student Handbook. The LCCC college catalog outlines the admission and enrollment policies, attendance policies, grading policies, and graduation requirements. The Student Handbook outlines the policies on the maintenance of student records, academic honesty policy, and the “Rights, Freedoms, and Responsibilities of Students. Students are encouraged to read these documents carefully. All of this information can also be obtained on the college’s website: www.lccc.edu.

Advising and Counseling Services
Human Services students have access to all advising and counseling services available to the general LCCC student population. A faculty advisor from the Social Sciences division will be assigned to all students enrolled in the Human Services program. Students can schedule appointments to meet with college advisors or counselors by calling 610-799-1137 or contact the assigned Human Services advisor by phone or email.

Educational Support Services
The college supports educational services and programs to enhance the learning of all LCCC students. Human Services students have access to all of these services if needed. The Educational Support Center supports a writing lab, math lab, reading lab, science lab, peer tutoring, and professional learning specialist support. Educational Support Services also supports programs for students who meet the financial and educational criteria of the grant. Disability Services is also available for students who require academic and access accommodations as defined by federal regulations. Students can schedule appointments to meet with faculty and staff in Educational Support Services by calling 610-799-1156.
Student Evaluation and Grading

Student grades in program courses will be determined by a variety of factors including objective tests, written assignments, projects, research, class participation, and fieldwork experiences. Assessments are designed to evaluate the student’s assimilation of knowledge and theories which support human services interventions; and evaluate communication skills and problem solving skills which underlie the foundation of the helping process.

Students in fieldwork experiences are evaluated by the site supervisor. Fieldwork experiences are evaluated by the agency supervisor according to the student’s successful integration of theoretical knowledge and application of skill. Students must demonstrate satisfactory theoretical knowledge and skill performance to receive a passing grade in a course. Fieldwork grades constitute at least 40% of the overall course grade.

Grading System: Starting the Fall 2014 semester, LCCC will be using a +/- grading system. All human services courses will be using the new grading system. This system will affect the calculation of course grade point averages, GPA. Refer the LCCC College Catalog to understand the Quality Points/Grade Point Average calculations.

Each final grade used in the calculation of the GPA is assigned a quality point value. The numeric value of the grade (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D = 1.0, F = 0.0) is multiplied by the number of credits for the particular course to obtain the quality points earned in that course. The sum of the quality points of the courses taken is used to calculate an average. The equation used is as follows: Total Quality Points/Total Credits = GPA.

Grading Scale: The Social Sciences division which oversees the Human Services program will be using the following grading scale for all social sciences and human services courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

Students are required to submit work on time and to take tests on the day the test is given in class. HUS instructors have the right to set penalties for taking a late test or for late written assignments.
**Academic Honesty**

LCCC expects that work produced by students will represent their personal effort. Instructors expect that all students will actively and equally participate in group assignments. The college policies will be followed as outlined in the LCCC Academic Honesty Policy, found in the Student Handbook, or on the college website.

**Human Services Program Sequence**

Students should refer to the college catalog for specifics on course prerequisites and co-requisites. Although not designed as a transfer program, this program does provide foundation knowledge that will transfer to social work, counseling, sociology, or psychology bachelor degree programs at senior institutions. Students should consult the catalog of the senior institution when selecting electives to ensure transferability of coursework. Transfer information is on file in the Transfer Center within the Advising and Counseling Office. For more information, the student should contact an academic advisor or counselor.

Students may elect to begin the program by taking the general education courses on a part-time basis; however, fieldwork courses must be taken within 18 months after registering for the first HUS course.

**Human Services A.A.S.**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS 110</td>
<td>3</td>
</tr>
<tr>
<td>HUS 120</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105</td>
<td>3</td>
</tr>
<tr>
<td>PSY 140</td>
<td>3</td>
</tr>
<tr>
<td>SOC 150</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>15</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS 160</td>
<td>3</td>
</tr>
<tr>
<td>HUS 170</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>3.5</td>
</tr>
<tr>
<td>SOC 151</td>
<td>3</td>
</tr>
<tr>
<td>ENG 106 or ENG 107</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>15.5</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS 210</td>
<td>3</td>
</tr>
<tr>
<td>HUS 220</td>
<td>4</td>
</tr>
<tr>
<td>SOC 251</td>
<td>3</td>
</tr>
<tr>
<td>Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Elective**</td>
<td>3-5</td>
</tr>
<tr>
<td></td>
<td><strong>16-18</strong></td>
</tr>
</tbody>
</table>
Fourth Semester
HUS 230  Fieldwork II  4
HUS 240  Management of Human Services Agencies  3
Elective*  Elective  3
Elective***  Mathematics  3
Elective****  General Education  3
16

* The student is recommended to select the electives from the following list:
  Recommended for case management/social work interest:  SOC 253, 254, 258, 268, 283, 287, PSC 231, PHI 201.
  Recommended for special interest populations:  ASL 101, 105, 106, HUS 115, 125, 150, SED 115, 205, CJA 118, 240, SPN 105, 106, 205, 206

** Recommended:  BIO 101, 110, 120, 124, 163
*** Recommended:  MAT 118, 120, 150
**** Recommended:  Courses listed above or HPE 101, 106, ENG 111

Yearly Enrollment Data Human Services Program

<table>
<thead>
<tr>
<th>Year</th>
<th>A.A.S. Program Enrollment</th>
<th>Certificate Program Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2006</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>Fall 2007</td>
<td>56</td>
<td>8</td>
</tr>
<tr>
<td>Fall 2008</td>
<td>57</td>
<td>8</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>69</td>
<td>5</td>
</tr>
<tr>
<td>Fall 2010</td>
<td>71</td>
<td>6</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>68</td>
<td>6</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>86</td>
<td>9</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>65</td>
<td>7</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>N/A</td>
<td>Certificate program discontinued</td>
</tr>
</tbody>
</table>
Human Services Fieldwork

Human Services students who are academically eligible for fieldwork courses will be contacted by the Human Services faculty the semester prior to placement. At that time the student will be issued a fieldwork handbook which outlines the specific procedures to prepare for fieldwork placement.

General Requirements
1. All students must meet with Human Service faculty to ensure academic eligibility for fieldwork placement.
2. All students must interview with prospective agency sites and be accepted by the agency before registering for the fieldwork courses.
3. All students must meet with the Career Development Center to complete training contract agreements.
4. All fieldwork experiences must take time priority; students are to arrange their personal schedules accordingly.
5. Successful completion of fieldwork experiences as evaluated by the agency supervisor is required for a passing grade.

Fieldwork and Service Learning Experiences
Human Services A.A.S. students will complete 360 hours of fieldwork experience before graduating. Human Service courses will also include service learning activities. Students should plan for this time in their schedules.

- HUS 160 requires 40 hours of service learning experience as an online counselor. These hours are in addition to class assignments and class attendance. Internet access is required. This fieldwork is a partnership with TeenCentral, a program of KidsPeace, Inc. Students complete the fieldwork from home or wherever Internet access is available.
- HUS 210 will require a group leadership service learning activity at a local agency.
- Both HUS 220 and HUS 230, Fieldwork I and II, require 180 hours at an agency. Students must meet with Winona Schappell for obtaining the Fieldwork Handbook that contains detailed directions to obtaining required documentation and to research and interview for HUS 220 and HUS 230 fieldwork placement.

Human Services students’ requirements prior to any fieldwork experience:
1. All human services students are required to complete the following health requirements and maintain immunization requirements prior to reporting to any fieldwork placement:
a. Submit to the college the Student Health profile form completed by a physician within 6 months prior to Fieldwork I placement.
b. Obtain agency required immunizations
   i. Rubella (positive titer)
   ii. Measles (history of disease or vaccine.)
   iii. Mumps (history of disease or vaccine)
   iv. Polio
   v. Tetanus booster within the last 7-8 years
   vi. Hepatitis B Vaccine (if required by the agency)
   vii. Tuberculin test (within 6 months prior to fieldwork placement)
2. Complete specialized training (e.g. agency training, CPR, First Aid, etc.) as required by the agency.
3. Assume responsibility of transportation to all agencies and agency assignments.
4. Have on file with the Human Service faculty a copy and in personal possession original PA criminal history and child abuse form and if required, an FBI clearance and fingerprint card. Some agencies may require a PA Department of Transportation driver’s clearance.
5. Complete and submit signed training agreement forms to the Office of Career Services.

Human Services students on fieldwork experiences are required to:
1. Demonstrate responsibility by reporting on assigned dates and times
2. Make up all missed days at the discretion of the college and agency placement
3. Attend and participate in fieldwork seminars
4. Demonstrate knowledge and skills of professional ethics, confidentiality, and safety policies and procedures at all times

Fieldwork Placement Sites of Former Students

Turning Point
Allentown Boys and Girls Club
Lehigh County Children and Youth Services
Lehigh County Adult and Aging Services
Carbon County Office of Aging
Catholic Services
Lehigh Valley Hospital
Hospice Center
Youth Advocate Program
Blue Mountain Health System Adult Day Center - Palmerton

Lehigh Valley Center for Independent Living
Family Answers
Valley Youth Services
Step by Step
Person Directed Supports
Community Commitment of Lehigh Valley
VIA of the Lehigh Valley
Salvation Army
Transfer Guides and Articulation

Kutztown University Advisement Guide
Kutztown University accepts HUS 110 and HUS 120 for the Introduction to Social Work course competencies and has previously reviewed and considered HUS 160, HUS 170, and HUS 210 as elective courses. A full-time student who wishes to transfer to Kutztown after graduating with the Human Services A.A.S. degree should consider choosing from the following for the HUS A.A.S. program and general education electives:

Social Work program: HIS 124; SOC 150, 151, 253 SOC 258; PSY 140, PSY 145; PHI 201 or PHI 205; BIO 101, 105, 116 or 163; ECO 201; PSC 230; MAT 150; SPN 105, 106, 205, 206

Cedar Crest College Advisement Guide
Cedar Crest College accepts two human services courses, HUS 110 and HUS 120, for the Introduction to Social Work course. Students wishing to pursue the Bachelor in Social Work degree and/or the Gerontology certificate should register for the following courses:

Social Work program: HUS 110, HUS 120, ENG 105, ENG 106, PSY 140, PSY 145, SOC 150, SOC 151, SOC 258, BIO 101, MAT 110, SOC 254

In addition, complete the following liberal arts requirements:
6 credits in “ART” courses
3 credits in ethical life
6 credits in “HUM” humanities courses
3 credits in a (GS) Global studies course

Students should consult the catalog of the four-year college or university to which he or she plans to transfer and consult with the Social Work department to ensure that degree requirements are being properly met. Transfer information is available on the LCCC webpage, www.lccc.edu, or contact an LCCC academic advisor or counselor for further information.

Penn State Lehigh Valley
Pennsylvania State University Advisement Guide accepts program courses toward the Rehabilitation and Human Services B.S. degree. Students should contact the university admissions office to request individual review of transcripts:

Students should consult the catalog of the four-year college or university to which he or she plans to transfer and consult with the Social Work department to ensure that degree requirements are being properly met. Transfer information is available on the LCCC webpage, www.lccc.edu, or contact an LCCC academic advisor or counselor for further information.
Graduation

Students must complete and submit the college graduation application form and fee prior to the date stipulated on the college’s calendar. Applications can be obtained from the Office of Enrollment Services or on the LCCC webpage: www.lccc.edu/students.

Graduation Survey Reports

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Human Services Advisory Board

The Human Services A.A.S. program is supported by an advisory board consisting of agency representatives, adjunct instructors, LCCC faculty and staff, and HUS A.A.S. graduates. If you are interested in serving on the board, please contact the program coordinator.

Human Services Contact Information

Human Services students can reach the Social Sciences Division’s Human Service faculty representative, Winona Schappell, by leaving a voice message at 610-799-1180 or emailing at wschappell@lccc.edu.
Lehigh Carbon Community College will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, political affiliation, religion, ethnicity, national origin (including ancestry), citizenship status, disability, age, marital status, family responsibilities, sexual orientation, gender identity, veteran or military status (including special disabled veteran or recently separated veteran), genetic information or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. Inquiries about this policy and procedure may be made internally to: Donna Williams, Director of Human Resources/Title IX/Equity Coordinator, Office of Human Resources, 4525 Education Park Drive, Schnecksville, PA 18078, 610-799-1107, dwilliams@lccc.edu.