



Lehigh Carbon
COMMUNITY COLLEGE

Human Services Student Admission and Enrollment Handbook

Human Services A.A.S. and Human Services Certificate



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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 college catalog and 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 philosophy of the Human Service faculty is to provide training and educational opportunities for human service generalists beyond 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.

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

Certificate Program Goals

Upon successful completion of the certificate program, the graduate will be able to:

- Use critical thinking and problem-solving skills to assess the needs of individuals, families, and groups within the community
- Assist in goal planning and making suggestions of appropriate strategies, services, or interventions
- Assist in identifying plans and implementing a treatment plan using appropriate resources, specialized assistance, and community supports to achieve the desired outcome
- Assist in formulating a systematic method to evaluate the outcome of services and make referrals as appropriate
- Describe the effect of one's own values and beliefs in the role of the human service worker
- Demonstrate professional and ethical interaction with a variety of Human Services providers and agencies

Organizations

Lehigh Carbon Community College is an institutional member of the National Organization of Human Services (NOHS). The program curriculum follows the educational standards of the Council for Standards in Human Services Education (CSHSE). The program is supported by the LCCC Human Services Advisory Board.

National Organization of Human Services

www.nationalhumanservices.org

Council for Standards in Human Services Education

www.cshse.org

Essential Characteristics and Job Functions of a Human Service Generalist

Personal Skills, Values, and Beliefs

- Effective communication skills
- Ability to problem-solve
- Appropriate interpersonal skills
- Ability to manage time effectively
- Interest in people
- Sense of responsibility
- Patience
- Strong desire to help others
- Ethical behaviors
- Initiative
- Nonjudgmental, congruent, fidelity, veracity
- Culturally competent
- Ability to work with individuals of all ages, cultural backgrounds, and socioeconomic backgrounds

Partial listing of essential job functions

- Communicate appropriately and professionally with clients and agency staff
- Document findings of assessments
- Accurately document observations of clients
- Assimilate information from charts, reports
- Utilize a problem-solving method for appropriate 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.

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. Demonstrate a “no record” status reported on the Pennsylvania Child Abuse History Clearance and State Police Criminal Record check as determined by the guidelines of the law as set forth by the Commonwealth of Pennsylvania. Enrollment in Human Services courses may be revoked upon receipt of a “record” status.
2. Students must present the original and submit a copy of the criminal record clearance and child abuse clearance reports to Human Service Faculty at the time of enrolling in HUS 160. The student is responsible for maintaining valid clearance checks when enrolling in subsequent human service courses.
3. If applicable, submit a completed FBI background check transmittal form. This is required for any student who has not been a resident of Pennsylvania for two consecutive years preceding admission.
4. Assume the costs of special program requirements including health examinations, criminal record check, child abuse history clearance, books, supplies, and transportation to human service agencies.
5. All Human Services courses including prerequisite courses are to be taken in sequence.
6. The student must earn a minimum “C” grade or better in all program courses and maintain a minimum 2.2 G.P.A. in HUS courses.
7. 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.

8. The student must receive a passing agency evaluation in HUS 220, Fieldwork I to be eligible to enroll in HUS 230, Fieldwork II.
9. All students must complete Fieldwork I and Fieldwork II within 18 months from their last academic HUS course.

Dismissal from 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 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 who does not meet the “no record” guidelines of the law set forth by the Commonwealth of Pennsylvania will be prohibited from enrolling in HUS courses.
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.
6. Any student who is dismissed by the college for noncompliance of the college’s student code of conduct and responsibilities will also be dismissed from the program. In this situation, the student must follow the college procedures for grievance, and judicial proceedings as outlined in the college Student Handbook.

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 due to criminal activity or child abuse records will never be eligible for enrollment in any 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’s supports a writing lab, math lab, reading lab, science lab, peer tutoring, and professional learning specialist support.. Educational Support Services also supports federal and state grant programs for students who meet the financial and educational

criteria of the grant: TRIO, ACT 101, and Carl Perkins Vocational Education. 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, and class participation. Assessments are designed to evaluate the student's assimilation of knowledge and theories which support human services interventions; evaluate communication skills and problem solving skills which underlie the foundation of the helping process. Fieldwork experiences are evaluated based upon the student's successful integration of theoretical knowledge and application of skills. Students must demonstrate satisfactory theoretical knowledge and skill performance to receive a passing grade in a course.

Letter grades are used by the college. Grades shall be given a letter value and quality points as follows:

A	90-100	4 quality points
B	80-89	3 quality points
C	70-79	2 quality points
D	60-69	1 quality point
F	59 and below	0 quality points

Students are required to take tests on the day the test is given in class. The instructor has the option 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.

First Semester		Credits
HUS 110	Introduction to Human Services	3
HUS 120	Communication and Interviewing	3
ENG 105	College English I	3
PSY 140	Introduction to Psychology	3
SOC 150	Introduction to Sociology	3
		15
Second Semester		
HUS 160	Introduction to Counseling Skills and Theories	3
HUS 170	Systems, Processes, and Case Management	3
CIS 105	Introduction to Computers and Applications	3.5
SOC 151	Modern Social Problems	3
ENG 106	College English II	3
		15.5
Third Semester		
HUS 210	Group Processes	3
HUS 220	Fieldwork I	4
SOC 251	Family	3
Elective*	Elective	3
Elective**	Science	3-5
		16-18
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

* Students must select the electives from the following list:

Recommended for therapeutic support services/counseling interest:
 PSY 145, 241, 242, 245, 282, EDU 210

Recommended for case management/social work interest: SOC 253,
 258, 283, 287, PSC 231, PHI 201

Recommended for special interest populations: ASL 101, 105, 106,
 HUS 150, SED 115, SED 205, CJA 118, 240, SPN 105, 106, 205, 206

** Recommended: BIO 101, 110, 120, 124, 163

*** Recommended: MAT 110, 120, 150

**** Recommended: Courses listed above or HPE 101, HPE 106, CMN 111

Human Services Certificate

Summer Session		Credits
ENG 105	College English I	3
PSY 140	Introduction to Psychology	3
		6
First Semester		
HUS 110	Introduction to Human Services	3
HUS 120	Communication and Interviewing	3
PSY 145	Human Growth and Development: The Life Span	3
SOC 150	Introduction to Sociology	3
		12
Second Semester		Credits
HUS 150	Community Integration of Adults with Developmental Disabilities	3
HUS 210	Group Processes	3
PSY 243	Abnormal Psychology	3
HUS 160	Introduction to Counseling Skills and Theories	3
		12
Summer Session I		
HUS 220	Fieldwork I	4
	Total	34

Yearly Enrollment Data Human Services Program

Year	A.A.S. Program Enrollment	Certificate Program Enrollment
Fall 2001	16	
Spring 2002	21	1
Fall 2002	38	6
Spring 2003	47	4
Fall 2003	60	5
Spring 2004	58	4
Fall 2004	74	3
Spring 2005	77	3
Fall 2005	74	8
Spring 2006	58	2
Fall 2006	60	4
Spring 2007	56	8

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 Office of Career Services 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.

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. Immunization
 - 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
 - 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 valid, "no-record" 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. Demonstrate professional code of ethics, confidentiality procedures, and standard safety precautions.

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 professional ethics, confidentiality, and safety policies and procedures at all times.

Fieldwork Placement Sites of Former Students

Kids Peace
Manor Care
Turning Point
Arden Court
Allentown Boys and Girls Club
Lehigh County Children and Youth Services
Lehigh County Adult and Aging Services
Carbon County Adult Services
Carbon Lehigh Intermediate Unit #21
Catholic Services
Lehigh Valley Hospital
Hospice Center
Youth Advocate Program
Gateway Counseling
Palmerton Adult Day Center
Allentown Health Bureau
Schuylkill County Rape and Victim Council
CareNet Carbon County
Country Meadows Assistive Living
Fritz Maurice Community Services
Salisbury Behavioral Health
Lehigh Valley Center for Independent Living
Schuylkill County Child Development

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.

Graduation Survey Reports

Number of Certificate Graduates	Number of Certificate Graduates	Number of A.A.S. Graduates	Number of Respondents	Continuing Education	Employed	Hourly Wage Median Salary
2003	1	no data available				
2004	2	5	5	0	4	not reported
2005	0	7	7	1	6	10.64
2006	0	10	9	1	6	11.25
2007	0	7	no data available			

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. Students can also leave a message with the secretary at the Office of Academic Services at 610-799-1525, or leave a message with the college switchboard operator at 610-799-2121.

The College will not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, disabilities, veteran status, or sexual orientation in its educational programs, activities, admissions, or employment practices as required by applicable laws and regulations. For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are accessible to and useable by persons with disabilities, contact the Office of Human Resources. Students may contact the Office of Disability Support Services, LCCC, 4525 Education Park Drive, Schnecksville, PA 18078-2598, 610-799-2121.