

## **Section II.**

### **Admission: Human Services Technology Program**

#### **II-1 New Applicants**

To be eligible for admission to the Human Services Technology program, the student must complete all required Learning Support courses and meet the following conditions:

1. Present a composite score of 870 or higher on the Scholastic Aptitude Test 1 (SAT 1) or a composite score of 19 or higher on the American College Testing Service Assessment Test (ACT) and have a minimum GPA of 2.00 ("C") or higher. OR
2. Have earned at Darton or transferred to Darton 15 or more credit hours of courses required in the Human Services Technology program with a grade point average of 2.0 ("C") or higher.
3. The student must complete an application packet to the Human Services Technology Program. This application includes an essay by the student on his/her interest in and understanding of human services and his/her professional goals.

#### **II-2 Re-Admission of Returning Students**

Any student who fails a HUST course will not be able to continue onto the next semester of HUST courses. If this is the student's first failure, the student may re-apply to the Human Services Technology Program and, if accepted, placement of the returning student will be determined after previous coursework has been evaluated by the program director. Courses more than two years old will have to be repeated. More than one "D" and/or "F" in HUST courses will result in permanent dismissal from the program. (This may be two courses or failure of the same course twice).

Students who are in or who believe they are in academic difficulty are advised to set up an appointment with the program director.

#### **II-3 Additional Requirements**

The following additional requirements must be met by all students in the Human Services Technology Program:

1. Proof of hepatitis B vaccination series, an up-to-date immunization record, and annual TB testing are required prior to enrolling in the first practicum experience.
2. A minimum grade average of 2.0 is required in all Human Services courses for graduation from the program. If a grade less than "C" is received in a Human Service course, that course may be repeated once.
3. A fee of approximately \$17.50 is required to provide liability insurance coverage, (available through Darton College), during the practicum and field work experiences.

4. The student is expected to provide transportation to and from any fieldwork site and/or arrange for living accommodations.
5. Prior to the first practicum experience, the student will be expected to successfully complete a CPR course (provided by the Division of Allied Health faculty).
6. Prior to the first practicum experience, the student must sign a statement that he/she will maintain confidentiality in matters relating to clients.
7. To satisfactorily complete the curriculum and to develop the skills required of an entry level human services technician, the student must be able to:
  - a. complete required documentation in written or recorded format for effective job performance,
  - b. hear the spoken voice (with or without auditory aids) or "hear" through lip-reading or sign language, and
  - c. be independently mobile with or without the aid of assistive devices.
8. Graduates of the program must demonstrate their ability to communicate effectively in a variety of settings; to function in a warm, empathic, non-judgmental fashion with a diversity of clientele; and to recognize ethical and professional limitations in their relationship with clients.

#### **II-4 Individuals with Physical, Medical, or Learning Disabilities**

Darton College complies with all aspects of the Public Law 504 and *Americans With Disabilities Act* requirements for accommodating students with disabilities. In addition, the University System of Georgia has established special guidelines for students with learning disabilities. Therefore, students with disabilities are encouraged to:

- a. Contact the office of the Coordinator of Disability Services before taking the COMPASS test if alternative testing procedures are appropriate. (Information provided to the Disabled Student Services office is strictly confidential and will remain separate from application materials).
- b. Contact the office of the Coordinator of Disability Services to get a list of the required test battery to validate the existence of a learning disability.
- c. Complete the voluntary self-disclosure form that will be sent with the letter of acceptance.
- d. Work through the Coordinator of Disability Services to arrange any special academic or scheduling accommodations that may be required.

For more information regarding Disability Services please refer to page 7 in the Darton College Handbook.

#### **II-5 Academic Counseling Services**

Counseling services include Darton College counselors to assist students in achieving their academic goals by helping them address any issue (s) that interferes with learning. For further information please refer to page 5 in the Darton College Handbook.

## **II-6 Equal Employment and Educational Opportunity Institution**

Darton College in compliance with Federal law, does not discriminate on the basis of race, color, national origin, disability, sex, religion, or age in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

## **Section III.**

### **Policies and Procedures: Clinical Practicum and Field Placements**

#### **III-1 Clinical Instruction**

In the Human Services Technology Program clinical assignments are an integral part of the planned academic program of study. Darton College students receive clinical training at affiliated institutions (hospitals, treatment centers, social agencies, etc,) and are in direct contact with patients, clients, families, professional staff, and other students. The attempt to forge a strong link between theory and practice remains a cornerstone of Human Services Technology education. Through the field work experience, students are provided integrative experiences in preparation for their professional careers. The supervised experience or practicum is referred to in many different ways including “field placement”, “clinical”, or “internship”.

The role of the placement/clinical supervisor is a vital one. Through him/her students are provided opportunities to apply and practice what they have learned in the classroom.

#### **III-2 Program Model**

The Clinical Coordinators of the Human Services Technology Program will guide and support a triangular model: STUDENT, CLINICAL COORDINATOR, and AGENCY SUPERVISOR working together to encourage the development of competence in the field.

#### **III-3 Agency Selection and Placement**

The focus of an agency, service or institution is upon the provision of services; therefore, placement should provide opportunities for the student to become aware of social problems within a city or community, their impact upon human beings and society’s attempts to maintain and enhance social functioning. Although placement is a mutual agreement among an agency, student, and the faculty supervisor, the following criteria should be observed in selecting an agency for placement purposes:

- Acceptance of the purpose and objectives of the internship
- Ability to plan in advance with the student in order to enhance the use of the student’s time in ways that will permit the achievement of the objectives of the internship.
- Supervision by an experienced professional who will be available to work with and direct the student during the time period agreed upon by the faculty supervisor and the student.

#### **III-4 Requirements and Participation Policy: Clinical Practicum and Field Placement**

The Human Services Technology faculty has a responsibility to the agency and to the clients within the agency to assure that only qualified students enter clinical experience courses. In addition, students working in a clinical experience course have to be both able and willing to work within the rules established and under the supervision of the faculty and the professional staff of the agency. If a student enters a clinical experience course and is unable to meet the criteria as stated in the competencies list, the student will be asked to withdraw from the course. If the student does not withdraw, he/she will be removed from the course and a grade of "F" will be recorded.

### **III-5 Learning Contract Agreement**

Before a student begins work on site the Learning Contract Agreement must be signed by the student and the clinical supervisor and returned to the assigned HST Clinical Coordinator. In the event or circumstances due to a "mismatch" between Site/Clinical Site Supervisor and student, the assigned HST Clinical Coordinator must be notified, and with the Program Director's approval, the student may be reassigned to another clinical site.

### **III-6 Attendance: Clinical Practicum and Field Placement**

Students are required to attend all practicum/field placement experiences. Students may be excused from practicum/field placement experiences for reasons # 1-8 listed under "Attendance Policies" cited in Section III-10, "Personal Absences."

### **III-7 Practicum Scheduling**

The weekly schedule for all of the practicums is established on an individual basis with the agency in which the student is placed. Schedules are to take into account the needs of the agency, the student, and the HST program. Increasing numbers of practicum sites have incorporated evening and weekend hours in order to respond to the needs of their clients. Others still provide the majority of client services during the typical workweek of Monday-Friday, 8:00 a.m. - 5:00 p.m. Of utmost importance is the need for students to be in agencies when there are maximum opportunities for interaction with other professional staff to facilitate student participation in professional decision-making and collaborative work.<sup>1</sup>

Students must clarify agency expectations for their practicum hours at the time of the initial interview with the agency.

### **III-8 Clock Hour Requirements**

The clock hour requirements for the HST practicum/field placements include any integrative seminars in conjunction with the practicum, individual meetings with supervisors, and a range of learning experiences that may be agreed upon by the student and Field Supervisor outside the agency (e.g., conferences, workshops, library work,

preparations for supervision, etc.) In short, the clock hours are allocated for meeting the practicum objectives in the most efficient way possible.

Clock hours do not include travel time to and from the agency.

### **III-9 Holidays, Semester Breaks, and Other Absences Form the Practicum Placement**

The following holidays are observed by Darton College and students are expected to be absent from the practicum/field placement on those days.

Dr. Martin Luther King Holiday  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving

Students are allowed to take the break between each semester. The breaks are listed as:

Fall 2002	December 17, 2002	-	January 6, 2003
Spring 2003	May 7, 2003	-	May 27, 2003
Summer 2003	August 1, 2003	-	August 20, 2003
Fall 2003	December 16, 2003	-	January 5, 2004
Spring 2004	May 5, 2004	-	May 24, 2004
Summer 2004	July 28, 2002	-	August 17, 2004)
Fall 2004	December 14, 2004	-	January 3, 2005)

### **III-10 Personal Absences**

Students are required to attend all negotiated practicum/field placement experiences.

Tardy is defined as arriving to the practicum/field placement site at a time later than the scheduled time.

Excusable absences include:

- Personal illness
- Critical illness of a member of the immediate family (mother, father, spouse, child)
- Death of a family member
- Court summons, jury duty

Absences or schedule changes due to emergencies and/or inclement weather will be considered by the agency supervisor and by program faculty on a case-by-case basis.

Other absences as considered on a case-by-case basis by both the agency supervisor and HST program faculty.

Students will not be excused for routine medical or dental appointments-these must be scheduled after contracted practicum/field placement hours.

When a student is going to be absent from the practicum/field placement site, he/she must notify his/her site supervisor AND his/her clinical instructor at least 30 minutes prior to the scheduled clinical time. It is the student's responsibility to call and speak with the site supervisor and clinical instructor. If the student is unable to reach either immediately, a message should be left with the clinical site secretary AND a voice message for the clinical instructor.

It is the student's personal responsibility to make the necessary contacts PRIOR to the absence and discuss the situation with the site supervisor/instructor BEFORE the scheduled meeting time. Students must also obtain approval to leave the clinical site prior to the scheduled departure time.

### **III-11 Student Use of Automobiles**

Human Services work often requires transport to facilities outside the location of the agency. Some agencies provide reimbursement for student use of their own cars and insurance coverage for that activity in carrying out an agency assignment. Some agencies have their own fleet of automobiles for which the student may qualify as a driver if they are to have assignments requiring home visits or some other trip requiring the use of an automobile. Many other agencies do not have these resources available. These issues should be clarified in the initial interview with the agency prior to the beginning of the practicum.

Students cannot be required to transport clients in their automobiles. If students choose to provide any transportation of clients in the student's personal automobile the following minimum requirements must be observed:

The student must possess a valid Georgia driver's license for the type of vehicle and number of persons transported.

The student must have a current license free of restrictions imposed as a result of physical disabilities and/or violations.

A formal letter/document from the agency approving a student's transporting of clients must be obtained. A copy must be sent to the HST clinical coordinator.

The student must obtain from his or her insurance carrier a proof of at least the minimum required coverage for the specific type of transportation activity anticipated.

The student must strictly observe all vehicle operator laws, rules and regulations for him/herself as well as all passengers in the vehicles.

Any accidents, violations or other incidences should be reported immediately to the agency as well as the HST clinical coordinator. A written, detailed reporting should follow.

*Disclaimer of Legal Liability*

*It is explicitly understood, expressly stated and herein agreed to by the student that Darton College, the Human Services Technology Program, its faculty, staff and any affiliated parties do not direct or encourage a student transporting client personnel in a student's personal automobile. Under no circumstance does Darton College, the Human Services Technology Program, its faculty, staff and any affiliated parties assume any liability associated with the student's operation of a vehicle or any like activity resulting from related agreements between the client service organization and the student.*

### **III-12 Professional Liability and Health Insurance**

A fee of approximately \$17.50 is required to provide liability insurance coverage, (available through Darton College), during the practicum and field placement experiences.

### **III-13 Immunization**

Students will NOT be allowed to begin the first clinical experience until HST faculty and staff have received proof of all required immunizations.

### **III-14 Safety: Infectious Disease Policy**

It is the policy of Darton College that all applicable federal, state and local laws pertaining to contagious or infectious diseases, all matters of public health, as well as those governing discrimination and privacy, should be appropriately observed and followed in the operation of the College.

The College shall not discriminate on the basis that the individual has a chronic communicable disease.

The College recognizes the right of every person to privacy and confidentiality and will not disclose any information regarding the health status of applicants, students, employees, or patients without prior written consent.

Each curriculum-involving any possible exposure to blood or other body fluids shall utilize the clinical experience most current to the U.S. Center for Disease Control Guidelines and Universal Precautions as the basis for instruction in infection control procedures. All students and employees are expected to understand and shall adhere to these guidelines.

Students enrolled in programs that have affiliations with health care facilities shall be subject to any additional requirements enforced by the facility.

The faculty, staff, and students in health care programs shall uphold professional and ethical standards of care.

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## Section IV.

### Academic: Performance Evaluation, Grading and Review

#### IV-1 Practicum Performance Evaluation and Grading

Students enrolled in all Practicum/Field Placement courses will be given both a Mid-term Grade and a Final Grade to be issued at the end of each semester. Because practicum and field placements require that the Human Services student apply the knowledge, skills, and attitudes acquired through previous and current coursework, the student will be graded on a numerical scale that places the student at a perceived competency level, both at mid-term and at the end of the semester. The practicum/field placement grade from the clinical supervisor will account for 80% of the student's grade.

The rating scale and the grade equivalents are as follows:

<u>Rating Scale</u>		<u>Grade Equivalent</u>
3	Consistently exceeds the expected knowledge, skills, and attitude competencies; requires occasional guidance from supervisor	A
2	Meets the expected knowledge, skills, and attitude competencies most of the time; requires minimal supervision	B
1	Experiences difficulty meeting the expected knowledge, skills and attitude competencies but overall performance is satisfactory; requires moderate supervision	C
0	Fails to meet the minimal expected knowledge, skill, and attitude competency objectives; requires constant supervision	F
n/a	The student has observed, but not performed the expected skill competency; or, the student has had no opportunity to observe or perform the expected skill competency	

#### IV-2 Academic Review

If the practicum termination raises question(s) as to whether the student should continue in the HST program or whether the student's Program of Study should be significantly altered, the HST Program Director may convene an Academic Review. The student, Clinical Instructor, and/or Program Advisor may make request for an Academic Review.

#### IV-3 Academic Review: Special Advisement Process

An Academic Review will be held when a student is terminated from practicum, is accused of academic misconduct, or at any other time when academic status or conduct is in question. The HST Program Director, classroom instructor, Clinical Instructor may request an academic review. The process is as follows:

- The request for academic review may be made to the HST Program Director in verbal or written form.
- The Program Director will set a time for the review and determine who should be present.
- All participants are notified.
- A meeting is held during which all participants are able to present their views.

The Human Services Technology Program reserves the right to discontinue, at any time, the enrollment of an HST student if, in the judgment of the Dean of Students, the Vice President for Academic Affairs, and the HST faculty, the student does not appear to have the necessary qualifications for a Human Services career.

## **Section V.**

### **Conduct: Ethics and Code of Professional Conduct**

#### **V-1 Professional Ethics**

It is understood that students will adhere to the expected standards for professional, ethical conduct as stated in the Ethical Standards of Human Service Professionals. These standards are set by NOHSE, the National Organization for Human Service Education and the Council for Standards in Human Service Education. The Ethical Standards of Human Service Professionals are included for reference in the Appendix.

A student's failure to adhere to the expected standards for professional, ethical conduct will be considered grounds for termination of the practicum/field placement, a failing grade in the practicum/field placement and withdrawal of the student from the Human Services Technology Program.<sup>1</sup>

#### **V-2 Dress Code**

All students will maintain a clean, neat, and well-groomed appearance at all times. Hair must be neat and well groomed. Professional attire is required when students are at clinical practicum sites or when interacting with patients or other programs on campus. Students must adhere to individual dress codes as established by the facilities to which they are assigned when performing clinical practicums.

#### **V-3 Wellness and Healthy Lifestyles**

All health care practitioners should serve the community in which they practice. One manner this may be accomplished is by serving as a role model. Therefore, promotion of a healthy lifestyle for patients/clients is useless if we cannot set an example. In order to "practice what we preach", the program's policy is to support a smoke free environment, healthy eating, and a balance of work and recreation.

Students are encouraged to use Darton's fitness equipment including the gymnasium which is a free-of-charge service provided to Darton students. Arrangements can be made through the Physical Education department.

#### **V-4 Clinical Misconduct**

In the Human Services Technology Program, clinical assignments are an integral part of the planned academic program of study. Darton College students receive clinical training at affiliated institutions (hospitals, treatment centers, social agencies, etc.) and are in direct contact with patients, clients, clients' families, professional staff, and other students. Professional standards of behavior, as outlined in the individual program handbooks, must be met for successful completion of the program.

**Prohibitions:**

1. Any conduct which places a client, staff member, faculty member or fellow student in direct personal jeopardy.
2. Any breach of client or institutional confidentiality.
3. Any action which violates professional and/or ethical standards of behavior.
4. Any action that violates the policies of the affiliated institution and/or the terms of the affiliation agreement.
5. Students will NOT be allowed to begin the first practicum experience until HST faculty and staff have received proof of all required immunizations.

**Procedures: When Infractions of Policy Occur:**

Action taken upon any infraction of a program policy or procedures will depend on the seriousness of the charge(s) and will be determined by the program director after consultation with the appropriate clinical faculty, Chair (Allied Health), the Vice President for Academic Affairs and the Dean of Students. Some actions may result in the student's immediate suspension from all clinical activities. The process for Academic Appeals (see page 49 of the Darton College Handbook) shall be followed.

**V-5 Sexual Harassment <sup>1</sup>**

The following policies apply to situations in which an alleged sexual harassment of a student occurs at a clinical site.

Student will consult with the field supervisor and assigned HST Clinical Instructor. If the allegation is made against the field supervisor, the student will bring the situation to the attention of the HST Clinical Instructor. Those involved will engage in problem-solving to determine how to best resolve the situation.

If, however, it is felt that no resolution can be affected:

1. The assigned HST Clinical Instructor will notify the HST Program Director.
2. A meeting will be set up between the field supervisor or the other representative of the agency, the HST Clinical Instructor and other faculty members (if deemed appropriate) and the student.
3. A more detailed plan of action will be outlined to resolve the situation at the clinical site. If resolution is impossible, a change in clinical assignment may be necessary.
4. To the extent possible, information dealing with a complaint of sexual harassment will be treated by Darton College on a confidential and (need-to-know) basis as a matter under investigation out of respect for the rights of both accuser and accused. In the event of any conflict between this policy and Darton College institutional policy on the subject of sexual harassment, the institutional policy shall prevail.<sup>1</sup>

## **Section VI.**

### **Termination: Termination of Practicum Field Placement**

#### **VI-1 Right to Discontinue**

The Human Services Technology Program reserves the right to discontinue, at any time, the enrollment of a HST student if, in the judgment of the Dean of Students, the Vice President for Academic Affairs, and the HST faculty, the student does not appear to have the necessary qualifications for a Human Services career.

#### **VI-2 Termination of Practicum / Field Placement <sup>1</sup>**

A student's practicum/placement may be terminated by the student, the Human Services Technology program director, or agency administrator for any of the following reasons:

- Any action Section V-1, which violates professional ethical standards as noted above in Item 1, Professional Ethics.
- The agency's failure to provide the expected learning experiences and/or appropriate supervision or to meet any of the other expectations identified in the Memorandum of Understanding between the agency and Darton College. (See Memorandum of Understanding located in Appendix VII-5).
- Any conduct which places a client/patient, staff member, faculty member or fellow student in direct personal jeopardy.
- Any breach of client or institutional confidentiality.
- Any action that violates the policies of the affiliated institution and/or the terms of the affiliation agreement.
- "Mismatch" between the Field Supervisor and/or agency and the student. Sometimes, differences in learning or interpersonal styles emerge as the student and Field Supervisor begin to work together rendering the practicum less than optimally productive for a student's learning. Such circumstances are rare but they may generate recommendations for a change in the practicum arrangements.<sup>1</sup>

#### **V1-3 Procedure for Practicum Termination <sup>1</sup>**

Whatever the reasons prompting consideration of practicum termination, the student, Field Supervisor, Clinical Instructor and Program Director will work as a team to resolve problems and to come up with appropriate solutions.

Since it is most likely that the student and/or Field Supervisor will be the first to confront issues that may place the practicum in jeopardy, it is incumbent upon each of them to identify possible any such problems to the Clinical Coordinator as soon as possible.

Upon notification that the placement may be in jeopardy, it is the responsibility of the Clinical Instructor to:

- Apprise the Field Supervisor, student, and HST Program Director.
- Convene the above identified participants in a review and decision-making conference.
- Facilitate open and constructive communication between all parties.
- Provide a written summary of the termination decision (including the events prompting the termination and the reasons for it) to the HST Program Director.
- Activate appropriate "next-steps" with the student, for the student's placement in another setting or with the HST Program Director for an Academic Review/Special advisement of the student's standing in the Human Services Technology Program.