



3505 Arendell Street, Morehead City, NC 28557 ♦ (252) 222-6000 ♦ www.carteret.edu

HUMAN SERVICES TECHNOLOGY 2020-2021 Entry Fall 2020

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions. Qualified students (A.A.S. students who have completed all program requirements) will be eligible to take the Human Services – Board Certified Practitioner Credentialing Exam during the second semester of Internship.

Applications are accepted beginning **October 1, 2019** for admission into the Fall 2020 class. An applicant must have a completed file by **May 31, 2020** to be considered for the acceptance process. Major courses (HSE prefix) must be completed in sequence, however related course may be taken in any semester offered.

GENERAL INFORMATION

For general information related to the profession of human services, refer to the Bureau of Labor Statistics provided by the U.S. Bureau of Labor at <http://www.bls.gov/ooh/community-and-social-service/social-and-human-service-assistants.htm>. For additional information about the Human Services Profession: <http://www.nationalhumanservices.org/>

ADMISSIONS REQUIREMENTS

1. **High School Transcript:** Must be a high school graduate or equivalent and provide an official transcript.
2. **Application:** All new students apply to, "Health Science: Therapeutic & Diagnostic Services (Nurse Aide Diploma). If currently enrolled at CCC, skip this step.

Complete a "[CFNC Online Application for Carteret Community College](#)" for admission.

3. **Interest Form:** Complete an electronic "[Health Sciences Interest Form](#)" for program of study.
4. **Checklist:** Submit a "Health Sciences Program Packet Checklist" to the Health Science Advisor in Student Services. This form is available in Student Services, or on the program webpage at [Admission Check List](#).
5. **Placement Tests:** Placement tests must be completed (RISE, NCDAP or ACCUPLACER) within 10 years of starting semester.
Placement testing may be waived based upon the following:

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- ✓ Completion of required college-prep or college-level course work with a grade of "C" or better
- ✓ Achievement of benchmark scores on the SAT or ACT test

Instructions on how to schedule placement testing are found on the college website under "How to Apply" (step four) or you may call the Academic Support office to schedule at (252) 222-6218.

6. Academic Readiness:

- I. ENGLISH Equivalents: (complete one)
 - A. Placement Test completed (RISE, NCDAP or ACCUPLACER) within 10 years of starting semester with ENG-111 placement.
 - B. Completed DRE-098 or equivalent
 - C. Placement Waiver per Multiple Measures, SAT, or ACT
 - D. Completed ENG-111 or equivalent

7. **Information Session:** Applicants will have the opportunity to be scheduled for an information session with the Human Services Technology program chair.

8. **Admission Notification:** Applicants will receive written notification of entry status into the program.

9. **Medical History/Physical Form:** Applicants accepted into the Human Services Technology Program must possess physical and emotional health compatible with the ability to provide safe client care. A Medical History/Physical form will be mailed with the tentative acceptance letter by the Program Chair. The Physical Form must be completed by a physician, physician's assistant, or nurse practitioner. These forms must be completed no more than six months prior to admission into the program.

DO NOT COMPLETE THESE FORMS OUTSIDE OF THE SPECIFIED TIME FRAME

10. **Computer Access:** Coursework requires ready access to a reliable computer with Word, PowerPoint, Excel, and internet access.

HUMAN SERVICES TECHNOLOGY CURRICULUM MISSION STATEMENT

It is the mission of the Human Services Technology Curriculum to provide a program in compliance with the Curriculum Standard established by the North Carolina Community College System to ensure quality education to students who meet program requirements and to meet the job needs of the area. Graduates are encouraged to apply for credentialing as a Human Services Board Certified Practitioner (HS-BCP). Faculty will stay current with the changes in the profession by demonstrating evidence of continuing education annually and will ensure that program competencies remain updated to current requirements and standards of care.

TECHNICAL STANDARDS FOR HUMAN SERVICES

Technical Standards for Human Services requires that a student must have:

1. Sufficient verbal and written skills to communicate needs promptly and effectively in English.
2. Satisfactory intellectual, mental, and emotional functions to exercise

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independent judgment and discretion and the ability to respond appropriately in emergency and high-stress client care situations, sufficient interpersonal skills to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds and be able to establish a rapport with clients, families, and other health care providers.

3. Travel: Requires the ability to travel to and from the College campus, clinical/internship facilities, and other assigned off-campus locations.

GOALS, OUTCOMES, AND ASSESSMENTS

PROGRAM GOAL:

To prepare graduates who demonstrate competence in the cognitive (knowledge) and affective (behavior) learning domains of human services practices as performed by a board-certified human services practitioner (HS-BCP).

OBJECTIVE 1 FOR THIS GOAL:

Upon completion of the program, the graduate will demonstrate competence in knowledge relevant to that role.

ASSESSMENT TOOLS AND OUTCOME:

1. Human Services Board Certified Practitioner Exam

Cut Score: 70 - "Acceptable"

VALIDITY: Established by the Center of Credentialing Education Accreditation for Human

Services Programs of Study

RELIABILITY: Correlation with HS-BCP Exam

OBJECTIVE 2 FOR THIS GOAL:

Upon completion of the program, the graduate will demonstrate competence in behavior relevant to that role.

ASSESSMENT TOOLS AND OUTCOME:

2. Clinical/Internship Evaluations on procedures performed in 4th and 5th semesters

Cut Score: Pass

VALIDITY AND RELIABILITY: Direct measurement of skill desired by an expert witness

GRADING SYSTEM

Part of any learning outcome-based educational program is the establishment of minimum levels of achievement. The course materials distributed for each HSE course will include a list of learning outcomes. The lowest acceptable level of achievement in any such course is 70%. Certain learning outcomes are expected to be mastered to the 100% level (these would be on a pass/fail basis). The program faculty want to assure that the minimum competence of the students is "satisfactory."

Thus the grading scale for human services technology courses in this program is as follows:

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A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

REQUIREMENTS FOR GRADUATION

1. Successful completion of all curriculum courses.
2. Successful completion of all internship competencies for the two internship semesters.
3. Payment of all fees.

OTHER INFORMATION

Background Check: To ensure the public health and safety of all clients, some internship sites may require a criminal records check and fingerprinting as part of the initial application for placement. Drug screening and criminal background checks may be required of the internship facility for student experiences. Internship facilities can deny a student from caring for its clients based on the findings of these checks. Internship experiences must be completed satisfactorily. If a student is unable to attend and complete internship due to these reports/findings, the student would not be able to complete the internship component and would be required to withdraw from the Associate Degree program, but the student may continue in the Certificate or Diploma program.

Personal Hygiene: Students will be expected to practice personal hygiene and grooming habits that do not interfere with the health and well-being of clients and staff at the internship facilities. Clients may not be able to tolerate strong odors. The related policies and procedures are outlined in the Human Services Technology Program Student Manual.

Compliance with the policies and procedures of the college, the program, and the internship affiliates is necessary to develop clinical and professional skills and to successfully complete the program. Violation or non-compliance of policies occurring on internship affiliate property may lead to immediate dismissal.

Continued enrollment in the program is contingent upon the criminal background check, drug screen, medical information, and adherence to the policies and procedures described in the college catalog and the Human Services Technology Program Student Manual.

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Carteret Community College Human Services Technology Program Competitive Admissions Points Sheet

Applicants will be ranked based upon the points earned and will be selected in that order. The program has limited enrollment and therefore an alternate list of students will be developed each year. If a student slot opens prior to the beginning of the fall semester, the program chairperson will notify the next student and offer a seat in the program. The criteria point sheet is listed below in order for an applicant to review and be knowledgeable in the selection criteria. A competitive point system will be utilized to evaluate and select students to enter the Human Services Technology Program. Applicants will be ranked based upon the points earned and will be selected in that order. In order to obtain points for criteria, students are responsible for assuring all information has been submitted to the Admissions Office.

Applicant Name: _____

Application completed: _____ **Total Score:** _____

Section 1: Advanced Education

Points will be given for advanced education as well as advanced education and certificates held in health care:

Masters and higher	_____ (10)
Bachelors	_____ (8)
Associate	_____ (6)
Diploma	_____ (2)
Certificate	_____ (1)

Health Care Education/experience:

CNA I or II	_____ (5)
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Total Section 1 _____

Section 2: Related Coursework

Related course work completed (Earned "C" or better) (1 point each)

Psychology 150	_____ (1)
English 111	_____ (1)
English 112/114	_____ (1)
Humanities elective	_____ (1)
ACA 115	_____ (1)

Total Section 2 _____

Section 3: High School performance

High School/ Dual enrolled (earned C or better) (1 point each)

Psychology 150	_____ (1)
English 111	_____ (1)
English 112/114	_____ (1)

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Humanities elective _____(1)

Other:

Human Services Career Pathway _____(10)

Health Sciences: Therapeutic & Diagnostic Services-Nurse Aide Diploma _____(10)

Total Section 3 _____

Total Section 1 _____

Total Section 2 _____

Total Section 3 _____

Total Score _____

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ADDITIONAL EXPENSES BEYOND TUITION AND FEES

Amounts are estimates and subject to change

Medical Exam/Hepatitis	\$350.00
Books/ID Badge	\$400.00
Drug Screening	\$47.00
Criminal background check	\$25.00
Additional Travel/Misc. Expenses	\$200.00
SOHS Conference (optional)	\$500.00
Testing Fee: HS-BCP	\$155.00

HUMAN SERVICES TECHNOLOGY FACULTY

Kathy A. Foster, MA, HS-BCP
Chair, Human Services Tech
Wayne West Building, Room #342
(252) 222-6287
fosterk@carteret.edu

HEALTH SCIENCES DEAN

Laurie Freshwater, MA, RRT, RPFT, RCP
Dean, Health Sciences
Wayne West Building, Office 242
(252) 222-6281
freshwaterl@carteret.edu

PROGRAM APPROVAL INFORMATION

SACSCOC: Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Carteret Community College

For any admissions requirements questions, contact the Admissions Office at (252) 222-6154 or by e-mail at admissions@carteret.edu for assistance.