

**HUMAN SERVICES PROGRAM HANDBOOK
Main Campus and TELETECHNET Students**

**Department of Counseling & Human Services
Old Dominion University
Norfolk, Virginia
2009-2010**

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INTRODUCTION

This handbook contains policy statements and important forms you will need as you pursue your baccalaureate degree in Human Services. Although most of the information you will need while at Old Dominion University is included in this handbook, you are also required to read relevant policies outlined in the University Catalogs 2006-2008, 2008-2009, and 2009-2010. Note that you must complete all forms by the date indicated on the form.

The purpose of this handbook is to help you become familiar with the Human Services program. Please note that important information regarding internship is included in the Human Services Internship Handbooks, one for students planning to intern through the main campus and the other for those students planning to intern at a distance through one of our TELETECHNET sites.

MISSION OF PROGRAM

The mission of the Human Services program is to equip students with transferable knowledge, skills, and abilities that will enable them to meet the human needs of their clients while maintaining a commitment to improving the overall quality of life for human service populations. This mission is closely aligned with that of Old Dominion University: advancement of knowledge, pursuit of truth, and responsible citizenship.

A commitment to excellence in teaching, scholarly activities, and service, key components of the Darden College of Education's mission, guides the Human Services faculty. Through

interdisciplinary education and research-based knowledge, with a focus on critical thinking, students learn about the history of human services, unique characteristics of human service populations, the diverse needs of clients, and ethical considerations for providing services. Skill development centers on unconditional positive regard, genuineness, reflection, perseverance, compassion, and empathic understanding. It focuses on prevention and remediation of problems through the application of a broad range of strategies and techniques essential in working with diverse populations. Through the human services program students develop abilities to provide interventions which match the unique needs of their clients, while seeking to improve service delivery systems and the accessibility, accountability, and coordination among professionals and agencies. For the human service professional, citizenship, service, and commitment are primary.

All Human Services faculty are available for consultation so students will have continuous support and assistance in identifying personal and career goals. Students graduating from Old Dominion University's Human Services program have achieved the competencies required for immediate employment in many human service occupations.

Internship experiences and an on-line database offered by the **Career Management Center** (CMC) gives students in the Human Services program an opportunity to identify areas of potential employment in human services. For specific help, or to discover if paid internships exist, contact the CMC liaison to the College of Education, Randy Shabro or the CMC Internship/Co-Op Coordinator Richard Brammer at 757-683-4388. The Program utilizes a variety of internship sites in numerous human service settings. Internship experiences also allow potential employers insight into the competencies of graduating students. More information can be obtained about the internship in the various Human Services Internship Handbooks.

OBJECTIVES

The program leading to the Bachelor of Science with a major in Human Services prepares students for entry level positions in a wide variety of community services settings. Human Services' workers must have a critical body of knowledge and set of skills in order to help clients function effectively in their lives. The program also prepares students seeking to continue their education either at a masters or doctoral level in Counseling, Psychology, Social Work or other related fields. To achieve these goals, the program offers a curriculum which includes the following core components: interpersonal relationships; social and cultural foundations; the nature of the helping relationships; group theory and process; career and lifestyle development; appraisal, research and program evaluation; and a variety of field placement opportunities.

PROGRAM REQUIREMENTS

The program leading to the Bachelor of Science with a major in Human Services prepares students for entry-level positions in a wide variety of community services settings. Students in the program learn the roles and functions of the human services worker; characteristics of human growth and development; characteristics of human services agencies; theories and skills of human services; and how ethical issues, legal issues, and multicultural issues affect the work of the human services worker. Graduates are prepared to assist clients in coping successfully with developmental tasks of normal growth and in solving problems caused by personal, social, and environmental stress.

Course work in preparation for internship includes the following:

- **Interpersonal Relations.** Students will learn concepts and theories of interpersonal relationships. Development of skills necessary for effective communication will be stressed.
- **Introduction to Human Services.** Students will learn about human services, the helping process, and the role and function of the human services professional. Students will be exposed to local and state human services facilities.
- **Human Services Methods.** Presents theories and techniques used by human services professionals in a variety of settings.
- **Career Development and Appraisal.** Focuses on career development throughout the life span with emphasis on vocational theories, interventions, assessments, and socio-economic factors.
- **Diversity Issues in Human Services.** Serves as an introduction to multicultural helping. The influence of socio-identities (e.g., race, ethnicity, religion, gender, socioeconomic status, sexual orientation, disability) on individuals' functioning, concerns, and the helping process will be explored.
- **Field Observation in Human Services.** Students will visit and examine human services systems such as mental health, substance abuse, criminal justice, rehabilitation, and professional associations to facilitate decision-making in selecting an internship and to gain a complex understanding of the human services field.
- **Program Development, Implementation, and Funding.** This course presents models and practices of developing, implementing, and evaluating human services programs. The course includes an introduction to grant writing and fund raising.
- **Non-Profit Fund-Raising in Human Services.** This course is designed to expose human service students to the art of ethical fund-raising in human services, including annual and capital campaigns, telemarketing special events, direct mail marketing, face-to-face solicitation, e-fund-raising, and grant writing.
- **Psycho-educational Groups.** This course combines lectures and experiential learning about psycho-educational groups. Principles and practices for developing psycho-educational groups are emphasized.
- **Addictions: Theory and Intervention.** Examines the etiology, risk factors and treatment of alcoholism and other addictions.
- **Interventions and Advocacy with Children.** This course provides an overview of how human services professionals assist children in a variety of settings. Emphasis will be placed on advocacy, supportive work, and short-term crisis intervention.
- **Theory and Practice of Prevention in Human Services.** Students will learn theories and strategies for the practice of prevention services aimed at promoting the health and well-being of children, adolescents, and adults. Existing prevention programs, policies, and necessary resources will be examined. Students will develop beginning skills in the use of prevention strategies with individuals and groups.
- **Family Guidance.** A study of the family as a system and an introduction to a variety of issues confronting the family, including child abuse, spouse abuse, and others who produce more than usual stress in the family. Available community resources for helping families will be examined.
- **Human Services Internship.** The internship is the capstone learning experience of the Human Services Major. Internship training is a partnership between faculty and supervisors in the field. Students should experience the full range of requirements in the field, with an emphasis on professional human services duties. This is essential to the integration of theory into practice. Students are not allowed to take more than one additional course in the semester in which HMSV 468 is taken.

Students electing to major in Human Services should meet with their Human Services Academic Advisor to review the curriculum requirements and complete appropriate documentation for

degree seeking admission. It is the student's responsibility to submit transcripts to the Admissions office for any coursework taken elsewhere while enrolled at Old Dominion University.

SCHEDULING ACADEMIC ADVISING SESSIONS

For Main Campus Students: To schedule an advising appointment, send an e-mail to hmsv@odu.edu. In your e-mail, state the purpose of your advising session along with three days and three times you are available to meet with an Academic Advisor.

For TELETECHNET Students: Ms. Nola Nicholson is the Human Services TELETECHNET Departmental Advisor at Old Dominion University's main campus in Norfolk, Virginia. She may be reached at 1-800-968-2638 ext. 3348 or 757-683-3348, or by email to: nnichols@odu.edu.

ADMISSION, CONTINUANCE, AND EXIT REQUIREMENTS

ADMISSION

Students must have completed 28 semester hours of coursework with a grade point average of 2.0 or above.

CONTINUANCE

Students must meet all University requirements.

EXIT

Students must satisfy program, University requirements, and have a grade point average of 2.0 or better, in the major, minor, and overall.

HUMAN SERVICES PROGRAM INFORMATION AND COURSE SEQUENCING

- 1. Students are held individually responsible for the information contained in this handbook and in the University Catalog. Failure to read and comply with University regulations will not exempt students from whatever penalties they may incur.**
2. Students enrolled in the HMSV TTN program are not permitted to view videotapes of classes in lieu of attending classes. Class attendance is required for all HMSV courses.
3. Old Dominion University's Department of Counseling & Human Services offers one undergraduate program, Human Services, leading to the Bachelor of Science. This degree is designed for students whose career goals include entry-level positions in a variety of community services agencies.
4. To graduate from the human services program, students must satisfy program and University requirements, have a GPA of 2.00 or better in the major, minor, and overall, and a minimum of 120 credits to earn the Bachelor of Science degree.

5. A one-semester, unpaid, minimum 400-hour internship (HMSV 468) is required after all other course work is completed (i.e., core, general education, core, minor, cluster, major, and, electives). Students are not permitted to take any courses concurrently with internship. **Students must earn a C or better in HMSV 339, 341, 343, and 368**, a minimum overall and major GPA of 2.00, and must have completed all HMSV course work before registering for HMSV 468. Students must earn a grade of C or better in HMSV 468 to graduate. **Students must submit an application for permission to take HMSV 468 in accordance with the following deadlines:**
- January 15 for fall internship of the current year
 - May 15 for spring internship of following year
 - September 15 for summer internship of following year
 - Submit ONLINE internship application.
6. **Course co-requisites and prerequisites are strictly enforced.** Follow the sequencing listed below for **prerequisites and co-requisites, in *italics***. **Students MUST follow the sequencing of courses. Prerequisite courses will not be waived, regardless of the reason. It is the student's responsibility to follow course sequencing.**

HMSV 339* – *Minimum grade of C required.*

HMSV 341* – *Prerequisite: Junior standing (58 hrs.) or permission of instructor. Minimum grade of C required.*

HMSV 343* – *Co-requisite: HMSV 341. If it is not taken as a co-requisite, a minimum C grade is required in HMSV 341. Prerequisite: Junior standing (58 hrs.) or permission of instructor. Minimum grade of C required.*

HMSV 344 – *Co-requisite: HMSV 341. If it is not taken as a co-requisite, a minimum C grade is required in HMSV 341. Prerequisite: Junior standing (58 hrs.) or permission of instructor.*

HMSV 346 – *Prerequisite: HMSV 341 with minimum grade of C required.*

HMSV 368* – *Prerequisites: HMSV 339, 341, 343, and 346 with minimum grades of C required in HMSV 339, 341, and 343.*

HMSV 440W – *Prerequisites: HMSV 339, 341, 343, 344, 346 and 368 with minimum grades of C required in HMSV 339, 341, 343, and 368.*

HMSV 441-- *Prerequisites: HMSV 339, 341, 343, 344, 346, 368, and 440W with minimum grades of C required in HMSV 339, 341, 343, and 368.*

HMSV 444 – *Prerequisite: HMSV 343 with minimum grade of C required.*

HMSV 447 – *Prerequisite: HMSV 341 with minimum grade of C required and 12 hrs. in Human Services.*

OR HMSV 448 -- *Prerequisite: HMSV 341 with minimum grade of C required and 12 hrs. in Human Services.*

OR HMSV 449 -- *Prerequisite: HMSV 341 with minimum grade of C required and 12 hrs. in Human Services.*

HMSV 491 – *Prerequisite: HMSV 341 with minimum grade of C required and Junior standing (58 hrs.)*

HMSV 468* – **completion of ALL coursework (i.e., general education, core, minor, and major courses) and permission of the HMSV Field Placement Coordinator.**
Minimum grade of C required.

Students must have a junior standing or the permission of the instructor before taking HMSV 341, 343, 344, and/or 491.

***Require a grade of C or better. All students must earn the minimum grade requirements on prerequisite courses before taking any subsequent course(s), which require such prerequisites.**

IMPORTANT UNIVERSITY AND PROGRAM POLICIES

POLICY ON TECHNOLOGY

- Students enrolling in any Human Services course **must have an e-mail account at Old Dominion University and use it for all ODU correspondence.**
- **Students must possess** minimum computer literacy skills, including the ability to send and receive attachments via e-mail.
- E-mail attachments must be created using Microsoft **Word.**

POLICY ON ATTENDANCE

- Due to the interactive nature of the HMSV program, both main campus and TELETECHNET students are not permitted to view videotapes in lieu of attending classes. **Attendance is required;** therefore, absences may result in academic penalty at the instructor's discretion.

POLICY ON E-MAILS

- Students must use their ODU e-mail account when e-mailing instructors and/or graduate assistants. Students who e-mail instructor(s) Monday-Thursday may ordinarily expect a response within 48 hours. Students who e-mail Friday-through the weekend may ordinarily expect a response by 5:00 p.m. Monday.

POLICY ON ASSIGNMENTS

- Students are responsible for retaining an original hard copy of all assignments submitted to their University Instructors.

POLICY ON CLASSROOM DEPARTMENT

- Students are responsible for their own classroom behavior and are expected to participate fully and positively in the teaching/learning process. A student who violates the **Code of Student Conduct** may be subject to administrative action(s) or disciplinary sanction(s). For more information, please see Office of Student Judicial Affairs Web Site at: <http://studentservices.odu.edu/osja/>

OLD DOMINION UNIVERSITY HONOR PLEDGE

"We, the students of Old Dominion University, aspire to be honest and forthright in our academic endeavors. Therefore, we will practice honesty and integrity and be guided by the tenets of the Monarch Creed. We will meet the challenge to be beyond reproach in our actions and our words. We will conduct ourselves in a manner that commands the dignity and respect that we also give to others."

By attending Old Dominion University, you have accepted the responsibility to abide by this code. This is an institutional policy approved by the Board of Visitors. All violations of the Honor Pledge should be reported to the University Hearing Officer at 757-683-3442. Any questions concerning the honor system may be viewed at the **Honor Council Web Site** or directed to the Honor Council at 757-683-4350 or **hcouncil@odu.edu**.

PRINCIPLES AND PRACTICES FOR PROFESSIONALISM

The human services program faculty is committed to excellence in preparing students to assume roles in human services and associated positions. Preparation includes academic knowledge and skills, and the development of professional and ethical standards.

The following guidelines and expectations are intended to provide basic direction and parameters for expected behavior for majors and minors in the undergraduate human services program.

THE ACADEMIC EXPERIENCE

The academic experience is crucial in providing knowledge, skills, and awareness of the need for continued learning as part of the preparation for functioning as a professional. Underlying the entire academic experience are the assumptions that: Each student is a worthwhile, unique individual capable of learning,

Each student brings to the academic experience a variety of values, attitudes, and beliefs that must be respected,

- Diversity is an opportunity for expansion of knowledge and understanding, and
- Behavior during the academic experience is reflective of subsequent behavior.
- In order for the academic experience to be efficient, effective, and productive, it is essential that students play an active role. This active role includes behavior both in and out of class, evidence of learning through oral and written presentations, commitment to ethical practices, and observable professional development.

SPECIFIC EXPECTATIONS

- Students are expected to abide by the ODU Honor Pledge.
- Students should experience the full range of responsibilities in the internship, with emphasis on human services duties.
- Students are expected to fully document all sources used in work submitted for classes. Failure to do so is considered plagiarism.
- Students are expected to know and abide by copyright laws.
- Students are expected to respect the rights of other students and not engage in acts that sabotage access to achievement.
- Students are expected to obtain professor's permission in advance of submitting work done for another class. Dual submissions are discouraged but not prohibited if the professor agrees.
- Students are expected to maintain appropriate professional boundaries with professors, staff, and fellow students. Professional boundaries recognize the potential for entering into dual relationships that can be harmful.

- Students are expected to initiate, facilitate, and/or demonstrate only those activities, tests, or techniques for which they have received appropriate and formal training.
- Students are expected to maintain confidentiality and not engage in behaviors such as revealing personal information disclosed by classmates.
- Students are expected to consider personal content material revealed in classes, interviews, class exercises, class groups, etc. to be confidential when talking to those outside class. The processes used in classes and cognitive content can be freely discussed. In the event that university officials, or other similar persons, have legitimate reasons to know this material, students are expected to appropriately disclose.

EEOC AND SEXUAL HARASSMENT POLICY

Old Dominion University is committed to the promotion of equal employment, educational, and social opportunities for all Old Dominion University employees and students. No employee or student will be discriminated against on the basis of gender, race, color, religion, national origin, age, handicap, veteran status, sexual orientation, or political affiliation.

Sexual harassment in any situation is reprehensible. It is also the policy of Old Dominion University to provide students and employees with an environment for learning and working which is free of sexual harassment.

The Norfolk Campus EO/AA office is located in Spong Hall, Room 121-A. The telephone number is (757) 683-3141. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. (east coast time). More information is available on the EO/AA website.

TRANSFER OF CREDITS

Main Campus Students electing to major in human services should meet with the Academic Advisor for the program in the College of Education to review the curriculum requirements. To schedule an advising appointment, send an e-mail to hmsv@odu.edu. In your e-mail, state the purpose of your advising session along with three days and three times you are available to meet with an Academic Advisor.

TELETECHNET Students: Students entering the Human Service program through TELETECHNET are sometimes better served by completing their 2-year associate degree before transferring to ODU's TELETECHNET program. To initially transfer credits, students should meet with their Site Director/Academic Advisor to review the curriculum requirements and complete documentation for degree seeking admission. Once the TELETECHNET admissions office has completed the transfer of credits evaluation, the TELETECHNET Academic Advisor will complete an official curriculum sheet and mail it to the student and Site Director. Students with additional questions about their specific cases are encouraged to contact their Academic Advisor for clarification. Ms. Nola Nicholson is the Human Services TELETECHNET Departmental Advisor at Old Dominion University's main campus in Norfolk, Virginia. She may be reached at 1-800-968-2638 ext. 3348 or 757-683-3348, or by email to: nnichols@odu.edu

In the rare situation a student must take a class at another four-year university, the student is required to first contact the Human Services Academic Advisor to obtain written permission **prior to** taking the course at the other institution.

Additional information on transfer of credits is found in the Old Dominion University catalog.

EXPERIENTIAL LEARNING CREDIT OPTIONS

Old Dominion University offers a program for assessing college-level knowledge gained through work, life experience, and self-study. Students may initiate assessment of prior learning through a variety of assessment tools, including departmental examinations, portfolios, external examinations, performance assessment, or documented training programs, as determined by academic departments. The Experiential Learning Program facilitates the assessment of such learning. A student may earn a maximum of 60 semester hours at the undergraduate level through experiential learning credit. However, in unusual situations when a student can demonstrate a more extensive knowledge base that would be applicable to a degree program, the student can apply to the director of experiential learning for an exception to the 60-credit-hour maximum. The director will forward suitable requests to the appropriate department.

Experiential learning credits may be granted through the following mechanisms: departmental examinations; external examinations, such as CLEP or DANTEs; professional certification; training evaluation, as recommended by the American Council on Education (ACE); or portfolio development. Interested students should visit the Experiential Learning website to learn more about the assessment options.

Students may contact the experiential learning office directly at xlearn@odu.edu or (757) 683-6388. Academic Advisors, along with TELETECHNET Site Directors and staff, will also be of assistance in getting started.

ACADEMIC APPEAL POLICY

Please review the academic appeals policy, which can be found in the University Catalog under “grade appeals.”

REMEDICATION AND/OR DISMISSAL FROM THE PROGRAM

A student enrolling in the University shall conduct himself or herself in a manner compatible with the University’s educational mission. Student discipline shall be limited to misconduct that adversely affects the University’s pursuit of its educational mission. Each student is responsible for obtaining a copy of the **University Student Handbook** and informing himself or herself of the specific student conduct regulations.

STUDENTS WITH SPECIAL NEEDS

Students with a disability should see their Academic Advisor or Site Director for information on contacting the University’s Director of Disability Services. When authorization is approved, the Director of Disability Services will notify the Instructor with regards to any special accommodations. Until that time, Instructors are not required to provide any special accommodations.

TESTING REQUIREMENTS: EXIT EXAM FOR WRITING PROFICIENCY

**** Exceptional writing skills are a necessity for human service professionals. As such, it is essential for human service students to attain strong writing skills in order to effectively serve their agencies and clients.***

Overview of Exit Exam for Writing Proficiency:

- Passing the Exit Exam for Writing Proficiency is a requirement for graduation. All undergraduate students must take the exam.

- Students may take the Exit Exam for Writing Proficiency after completing 58 credit hours. It is highly recommended that students take the exam as soon as possible after completing 58 credit hours.
- The Exit Exam for Writing Proficiency is administered once a month, every month with the exception of December.
- Students are required to register to take the exam approximately one month in advance of the exam. Students may register online at: www.web.odu.edu/writingcenter
- Students must compose a 500-word essay either via a PC or longhand. Students have 3 hours to complete the exam.
- Students who do not pass the exam can retake it until they pass. However, it is highly recommended that students wait two months after taking their first exam before retaking the exam. During this time students should consult with the Writing Center regarding errors made on their first exam and contact Writing Tutorial Services for assistance with their writing skills.
- Students must receive favorable ratings in each of the five evaluation sections of the Exit Exam for Writing Proficiency (i.e., clearly stated objective, presentation of supporting evidence, clarity in sentence structure and word choice, logical consistency, and reasonable freedom from mechanical errors). A favorable evaluation is a rating of 3 or 4. Students receiving a rating of 1 or 2 in **any** of the 5 sections must retake the exam.
- The majority of errors “tend” to be made in section 5 (i.e., reasonable freedom from mechanical errors). Examples of errors made in this section include sentence fragments, pronoun reference, verb form, spelling, use of commas, run-on sentences, etc.

Tips for Strengthening Overall Writing Skills and Preparing for the Exit Exam for Writing Proficiency:

- Seek assistance for your writing skills prior to taking the Exit Exam for Writing Proficiency. This is especially vital for students who struggle with their writing skills and/or have received feedback from an instructor regarding their writing skills. Assistance is available for all main campus and distance-learning ODU students. Students should contact Writing Tutorial Services for assistance. Main campus students should call 757-683-4013 to schedule an appointment with a tutor. Distance-learning students can work with a tutor through an online paper submission process or via telephone conferences. It is recommended that students who are struggling with their writing meet with a tutor once a week until their writing has improved. Information on tutoring, as well as helpful writing information and resources, can be found on the Writing Tutorial Services website at: <http://al.odu.edu/wts/students/>
- Distance-learning students may prefer to find a tutor in their area. The Exit Exam Coordinator, Jeb Midyette, is available to consult with the student’s tutor if needed. Jeb can be reached at: jmidyett@odu.edu or at 757-683-4112.
- Students are advised to participate in the Writing Center’s Orientation for the Exit Writing Exam for Writing Proficiency prior to taking the exam. Orientation sessions for main campus students are scheduled a few weeks prior to the administration of the exam. Distance-learning students should review the Writing Center’s Orientation video. This video was forwarded to all the sites a few years ago. If your site does not have a copy of the video, your Site Director should contact Jeb Midyette and request another copy (jmidyett@odu.edu or at 757-683-4112).
- Detailed information on the Exit Exam for Writing Proficiency as well as resources to help students prepare for the exam (i.e., sample essays, tips and guidelines, etc.) can be found on the Writing Center’s website at: <http://uc.odu.edu/writingcenter/>

OTHER TESTING REQUIREMENTS

HMSV 440W: Program Development, Implementation and Funding course, satisfies ODU's writing intensive program requirement.

All graduating seniors must complete the required senior assessment during their final semester in which they plan to graduate. Neither the final transcript nor the diploma will be issued until the student has completed his or her assessment. Information regarding the assessment will be mailed to students after they apply for graduation.

CANDIDATES FOR GRADUATION

All students who plan to graduate must file an Application for Graduation and return it to their Site Director/Academic Advisor prior to the deadline. Applications can be submitted as early as one year prior to the semester of projected graduation and are available from the Site Director/Academic Advisor. Application deadlines are available in the University Catalog and online. For additional information on graduation, please visit the Commencement website at: <http://www.odu.edu/ao/registrar/graduation/candidates/index.shtml>

SUPERVISED INTERNSHIP IN HUMAN SERVICES

Please become familiar with the guidelines for internship found in the **HMSV Internship Handbook for Main Campus Students** and the **HMSV Internship Handbook for TTN Students**. These handbooks are available on the HMSV website at: http://education.odu.edu/chs/academics/human_services/HumanServicesInternship.shtml

Students must apply to complete their internship before the following deadlines:

January 15: Fall internship of current year

May 15: Spring internship of following year

September 15: Summer internship of following year

Students applying for the Human Services internship **must meet all of the conditions** outlined below:

- Senior status at Old Dominion University
- Successful completion of **ALL** coursework (i.e., core, general education, core, minor, cluster, major, and, electives) prior to beginning of internship
- GPA in HMSV major of 2.0 or better
- Overall GPA of 2.0 or better
- Grade of C or better in HMSV 339, 341, 343, and 368 (**Please note: a C- or below does not satisfy this requirement**)
- Faculty committee approval.

Please see the **Human Services Internship Handbooks** for additional information.

The objectives of the human services internship are:

- Objective 1:** To set priorities, complete tasks, organize work and manage time effectively.
- Objective 2:** To appropriately integrate basic human services helping skills.
- Objective 3:** To begin to assess individual differences among clients in order to develop individualized treatment plans to meet those needs.
- Objective 4:** To demonstrate effective communication strategies and skills.
- Objective 5:** To increase awareness of their own needs and attitudes which affect their helping, including cultural influences, and begins to appropriately utilize self in the helping process.
- Objective 6:** To demonstrate an understanding of ethical and legal issues in human services work.
- Objective 7:** To demonstrate knowledge of the [NOHS Code of Ethics](#) by incorporating them in practice.
- Objective 8:** To demonstrate appropriate professional work etiquette. Apply specialized skills and maintain workplace norms as appropriate to the human services profession and the student's specific internship site requirements.
- Objective 9:** To select, implement, monitor, and begin to evaluate intervention strategies for generalist practice with diverse populations.
- Objective 10:** To recognize, develop, and utilize strategies of managing resistance, and overcome barriers to change in clients.
- Objective 11:** To display knowledge of the legal, administrative, and financial challenges facing clients while identifying effective advocacy strategies to overcome such constraints.
- Objective 12:** To demonstrate knowledge about the career-related concerns of the client and the ability to mobilize resources, make referrals, and identify supportive services necessary to assist the client in reaching his or her goals.
- Objective 13:** To examine one's own values and resolve personal value conflicts in relation to the values and ethics of the human services profession and those expressed in the policies and implementation of agency programs and services.
- Objective 14:** To understand and utilize the agency's chain of command when recognizing an ethical violation.
- Objective 15:** To utilize theory and research to guide and evaluate practice by collecting and analyzing information for assessment and evaluation as an ongoing process from initial contact through termination.
- Objective 16:** To demonstrate knowledge of the formal and informal supports available in the community while assisting clients to identify and access these supports.
- Objective 17:** To demonstrate awareness of the impact of diversity and oppression on human services intervention and show a commitment to practice which is sensitive to differences among people.
- Objective 18:** To demonstrate skills of practice with diverse populations (e.g., age, gender, and sexual orientation, disabilities, racial, ethnic and cultural differences.)
- Objective 19:** To demonstrate the ability to match specific supports and interventions to the unique needs of the clients.
- Objective 20:** To understand the tasks and apply the skills involved in the termination process.
- Objective 21:** To demonstrate the ability to utilize continued professional development.

LIABILITY COVERAGE

Old Dominion University's registered and enrolled students who are required by their curriculum to participate in supervised and graded practica or periods of service outside the University at various internship sites are covered by liability insurance provided through the Commonwealth of Virginia. Each student is required to print a copy of this certificate to give to his or her Internship Site.

PROFESSIONAL ASSOCIATIONS, STUDENT ASSOCIATIONS, AND PROFESSIONAL WORKSHOPS

Students are encouraged to participate in organizations in the community, statewide, regionally, and nationally. Participation in these organizations and attendance at professional workshops, conferences, and meetings serve to enhance the students' educational experience.

NATIONAL ORGANIZATIONS

Students majoring in Human Services are strongly encouraged to join as student members the National Organization for Human Services (**NOHS**). Students considering going into counseling may also wish to become student members of the American Counseling Association (**ACA**).

FINAL TIPS

Throughout your degree program there will be a number of exams, which require applications. It is in your best interest to monitor these deadlines and comply with them. Not doing so will affect you when you graduate.

As you meet people either through your internship, professional organizations, and/or through seminars you will begin to develop a network of people that may be of assistance to you as you leave the program and seek employment.

Every one in the Human Services program will work very hard to assist you in your academic career at Old Dominion University. If you have questions or concerns, please contact your Site Director or your Academic Advisor for assistance.

We wish you the best in the program and in your future Human Services career!