

Human Service Advising Guide 2022 - 2026

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Program and Advising Contact Information

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General Program Information

Mission

To provide an academic foundation supporting a diverse “hands-on” experiential learning practicum. Students will learn to blend professional knowledge, skills and values necessary to meet the ever-changing needs of individuals, our communities and society.

Outcomes

All of the Human Services Program Certificates and Associate Degree outcomes are aligned with the generic competencies from the National Organization of Human Services (NOHS.) The generic competencies are developed further in the practicum setting. The GERO coursework is aligned with the Association of Gerontology in Higher Education (AGHE) competencies. The SOWK coursework is aligned with the Council on Social Work Education (CSWE) competencies. Lansing Community College essential learning outcomes are also taught across the curriculum. All outcomes are available for review from the Human Services Program Director upon request.

Human Services Work

Human services workers are individuals with specialized training as a helping professional. They may hold a variety of positions in group homes and halfway houses; in mental health and correctional centers; in family, child and youth service agencies; and various community agencies and nonprofits agencies. Positions are also found within programs concerned with addiction, family services, domestic violence and aging to name a few. Their role may include helping others obtain services, organize or lead group activities, assist clients in mastering everyday living skills, monitor and keep records, or oversee group home residents. Job titles may include: social service technician, case management aide, community outreach worker, residential counselor, eligibility specialist or mental health technician.

Aging Studies is the study of the aging process. People who focus their careers in social gerontology are concerned with the older person’s relationship with society. People who focus their careers in geriatrics deal with the health and wellness needs of older people. Aging Studies includes other human services related professions such as social work, recreation, health, economics, law, public

administration, and adult education. State and federal programs, along with nonprofit organizations provide a number of social service programs to assist the elderly.

Program Information

The Associate Degree in Human Services is an open enrollment program designed to provide students with skills needed to enter the human services field as well as to further their education and professional development. For persons already employed in the field, it provides an opportunity to strengthen knowledge and skills to work more effectively with others and opens new job opportunities. The program assists students planning to transfer to four-year colleges and universities in many human services areas. **The degree is generalist in nature. All students receive an education in addiction, aging, family, and human services.** Students demonstrate their learned professional skills and interviewing techniques during a ten hour a week, consecutive two-semester, supervised practicum in a human services agency when working on the Certificate of Achievement and the Associate Degree

- **Addiction:** HUSE 242 and SOWK 101 are required for a practicum placement related to addiction. Contact the [Michigan Certification Board for Addiction Professionals](https://mcbap.com/) (<https://mcbap.com/>) for information on credentialing.
- **Aging Studies:** GERO 100, 1 credit of GERO seminars, and one course from PSYC 209, PSYC 210 or PSYC 250 are required for a practicum placement with the elderly.
- **Children and families:** HUSE 110 and SOWK 101 or a pre-approved program specialization course are required for a practicum placement in an agency providing services to children and families.

Course Fees

Course fees include a variety of consumable costs, specialized equipment and technology dedicated to the associated course to support instruction. In addition, small group instruction is required by state and/or federal regulations, national accreditation mandates, quality and safety standards, which impact the faculty to student ratios. The aforementioned factors comprise the cost to deliver instruction for high-demand professions.

For a detailed look at course costs including tuition rates for all residencies, check out [LCC's Tuition Cost Estimator](http://www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html) (www.lcc.edu/admissions-financial-aid/tuition-and-costs/tuition-estimator.html).

Degree Options

Human Services - Aging Studies Certificate of Completion (#1806)

A 16-credit Certificate of Completion in Aging Studies is beneficial for those students with a previous degree who are seeking a concentrated education in aging, and for students needing an aging focus to start their career. All courses are part of a career track, leading directly to the Certificate of Achievement and the Associate Degree in Human Services.

Human Services Certificate of Completion (#1199)

The Certificate of Completion in Human Services is a 13 to 27-credit degree. This certificate is beneficial for the student with a previous degree who are seeking a concentrated education in human services, and for students needing the human services focus to start their career. All courses are part of a career track, leading directly to the Certificate of Achievement and the Associate Degree in Human Services.

Human Services Certificate of Achievement (#1201)

This Certificate is 32 to 33–credits, designed for individuals wishing to focus their education in human services and develop their skills in the two-semester practicum. Continuing with the general education requirements will lead to the Associate Degree in Human Services A consecutive two-semester practicum enhances the student’s education and skills. Students interested in addition must take the classes with the asterisk *. Students interested in aging studies must take 3 credits of gerontology seminars GERO 164-191.

Human Services Associate Degree (#0915)

The 63 - 64 credit Associate Degree provides the student with professional growth and development in the field of human services. Students are prepared for pre-professional positions in the human service field through 28 – 29 credits of human services course work and 35 additional general education credits. A consecutive two-semester practicum enhances the student’s education and skills.

Practicum Experience

Students meeting the criteria for practicum are placed in a consecutive two-semester practicum in fall and spring semesters under supervision for 10 hours per week in a human services agency related to their area of interest. This provides the student with a structured hands-on learning experience. A scheduled practicum class referred to as seminar is also a required for HUSE 282 Practicum I and HUSE 284 Practicum II. This class is scheduled for eight Thursday nights each semester. Students must meet the required criteria stated below to be considered for practicum. Practicum placements are limited and students are encouraged to apply for practicum early.

Practicum Requirements

1. Application to practicum.
2. Students need to meet practicum requirements by the end of summer semester prior to practicum.
3. Practicum starts every academic year in fall semester, continuing through spring semester of the next year in the same agency.
4. Background checks as described later in this document.
5. Completion of GERO 100, HUSE 100, HUSE 105, HUSE 242, and two specialization courses appropriate to the area of agency placement, along with ENGL 121.
6. A minimum grade of a 2.5 or higher is required in all GERO, HUSE, SOWK, and specialization courses.
7. A minimum grade of a 2.0 or higher is required in all general education courses.
8. A minimum overall grade point average (GPA) of 2.5 or higher is required.
9. Addition: Completion of HUSE 242 and SOWK 101 are required prior to practicum.
10. Aging: Completion of GERO 100, 1 credit of gerontology seminars (GERO 164-191), and one course from PSYC 209, PSYC 210 or PSYC 250 are required prior to practicum when working with older adults.
11. Children and Families: Completion of HUSE 110 and SOWK 101 or a pre-approved program specialization course are required for a practicum placement in an agency providing services to children and families.

Dates for Practicum Application

- Tuesday January 17, 2023 through February 28, 2023 practicum application available in Room 108 of the Health and Human Services (HHS) Building or e-mail by contacting the Human Services Program Director at marionj@star.lcc.edu.
- March 1, **2023** is the due date for return of completed application packet to the same office or e-mail to the Human Services Program Director at marionj@star.lcc.edu.

Application to Practicum

1. Students apply to practicum in January each year (the Tuesday after MKL Day). The completed application packet is due by March 1st of each year. Packets are available in Room 108 of the Health and Human Services Building (HHS) on main campus and by sending an e-mail to the Human Services Program Director at marionj@star.lcc.edu.
2. Complete instructions are included in the application materials.

3. All background checks, and if needed, other testing, documentation, etc. must be completed by the due date requested before the placement process can begin.
4. Completed application packets are reviewed, the student is sent an e-mail to their LCC e-mail informing them of the application status.
5. Attendance is mandatory at the two practicum orientations, held in April and August each year.
6. It is important to note, there is no guarantee of a practicum placement.
7. Departmental approval is required before registering for HUSE 282 and HUSE 284.

Background Check Requirements

Human Service agencies comply with Public Health Code Act 368, amended by Act 303 September 3, 2002; therefore, practicum students are subject to criminal background policies and checks by the potential practicum agency. Agencies may require additional checks such as Department of Health and Human Services (DHHS) Central Registry, fingerprinting, drug/alcohol screening, and/or other checks/testing before consideration of placement and/or during placement in their agency. Students are required to adhere to the policies and procedures set forth by the agency, and may be dismissed from practicum and/or the program at any time for noncompliance. All costs related to these additional requirements are to be paid for by the student.

Students are required to disclose any information which may negatively alter their previously submitted background checks and/or practicum application within 72 hours of the incident to the Human Services Program Director (517) 483-1433. Failure to self-disclose adverse information may be considered grounds for removal from the agency, and/or practicum and/or the program.

- **Criminal Background Check:** Any student with a misdemeanor and/or felony conviction is required to meet with the Human Services Program Director before applying for HUSE 282 (Practicum I) and HUSE 284 (Practicum II). All potential, current and returning Human Services students must submit a criminal background check at orientation prior to interviewing with community agencies and enrolling in HUSE 282 Practicum I.
- **Central Registry Clearance:** All students are required to submit a Department of Health and Human Services (DHHS) Central Registry Clearance report to the Human Services Program Director. Details will be provided during practicum orientation.

Transfer Information

This curriculum is designed to satisfy the Michigan Transfer Agreement (MTA) between two-year and four-year institutions in Michigan. Not all courses in this program transfer to all colleges. Students planning to transfer should meeting the Human Services Program Director (517) 483-1433 or marionj@star.lcc.edu.

Lansing Community College Statements

- Additional information is available at [Lansing Community College nondiscrimination Policy](https://www.lcc.edu/consumer-information/equal.html) (<https://www.lcc.edu/consumer-information/equal.html>).

Lansing Community College provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.

- College Institutional Disability Statement: Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Center for Student Access on main campus in the Gannon Building for Campus Resources or the [Center for Student Access](http://www.lcc.edu/services/access/) (www.lcc.edu/services/access/). Student may call (517) 483-1924 (TTY (517) 483-1207) as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

Program Course Description

Gerontology Courses

- **GERO 100:** Introduction to Human Aging 4 credits
Prerequisite: Reading Level 5 and Writing Level 6
This course provides students with a basic orientation to the study of aging. Emphasis is placed on the psychosocial, cultural, and individual issues which impact aging persons and their families. Students will learn to identify and utilize resources across the human services network. (F, SP)
- **GERO 164:** Meds & Alcohol Use/ Older Adults .5 credits
Prerequisite: None
This course examines medication and alcohol use among older adults including prescription and nonprescription medicines, side

effects, drug interactions, and strategies for using medicines wisely. Students learn to identify a substance abuse situation and how to make appropriate referrals. (F, SP)

- **GERO 169:** Legal Rights of Older Adults .5 credits
Prerequisite: None
This course focuses upon issues such as guardianship, conservatorship, power of attorney, the living will, joint tenancy, nursing home residency, and civil commitment, including actual and perceived choices a person has as aging and illness occur. (F, SP)
- **GERO 170:** Depression: Recognition and Treatment .5 credits
Prerequisite: None
This course provides a basic orientation to the study of aging. Emphasis is placed on the psychosocial, cultural, and individual issues which impact aging persons and their families. Students will learn to identify and utilize resources across the human services network. (F, SP)
- **GERO 191:** Special Topics in Gerontology .25-.5 credits
Prerequisite: None
A series of seminars that address the most current issues in the field of gerontology. The seminars are designed to provide the most up-to-date information on selected subjects concerning human aging. (F, SP)

Human Services Courses

- **HUSE 100:** Introduction to Human Services 3 credits
Prerequisite: Levels: Reading 4, Writing 4
The course presents an overview of the evolution of human services, the services provided, and the populations served. Emphasis is on community, clients, trends, ethics, and skills used in diverse settings. The approach is generalist in nature. This course complies with the Ethical Standards, National Organization of Human Services. (F, SP)
- **HUSE 105:** Personal Dynamics and Interviewing 4 credits
Prerequisite: Levels: Reading 4, Writing 4
The nature of personal development, knowledge and values are examined. The course integrates diversity issues with the demonstration of the knowledge, skills, and values of the "helping interview" through structured exercises and role playing. This course complies with the Ethic Standard, National Organization of Human Services (F, SP)
- **HUSE 110:** Intro/Child Abuse and Neglect 3 credits
Prerequisite: Levels: Reading 4, Writing 4
This course reviews the history and scope of child abuse and neglect, including socioeconomic and psychological factors. It explores the world of abnormal rearing, roles of community agencies and disciplines, approaches to treatment and prevention, coordination of cases and services, and legal aspects and the law. (F, SP)

- **HUSE 242: The Family: Addiction and Violence** 3 credits
Prerequisites: Levels: Reading 4, Writing 4
Recommended: HUSE 105 and HUSE 112
 This course provides a holistic conceptual framework to understanding the interplay of substance misuse with violence across the family life cycle. Attention is brought to the biological, socioeconomic, cultural and psychological factors of substance misuse and family violence. Assessment tools, intervention techniques and the role of treatment and broad-spectrum human services applications and interventions are discussed. (F, SP)
- **HUSE 282: Human Services Practicum I** 4 credits
Prerequisite: Departmental approval and a minimum of a 2.5 in all GERO, HUSE, SOWK and specialization courses with a minimum 2.0 in General Education courses. ENGL 121 (formerly WRIT 121) with Reading level 5 and Writing level 6.
 This course combines classroom training with beginning field experience (10 hours per week) in a community agency with exposure to community structure, funding sources and the internal working of human services organizations. Emphasis is on the development of professional skills to interact effectively with systems and individuals while following professional ethics and making ethical decisions. (F)
- **HUSE 284: Human Services Practicum II** 4 credits
Prerequisite: Departmental approval and a 2.5 minimum in HUSE 282.
 This course combines classroom with advanced field experience (10 hours per week) in a community agency. Emphasis is on communications in diverse settings with diverse populations. Analysis of services identifies systems, people, and resources to mobilize and link them to provide quality services. Career subjects are also discussed. (SP)
- **HUSE 297: Human Services Independent Study**
Prerequisite: Department approval
 This course includes special research, directed study, or service-learning projects in human services areas, such as gerontology, social work, substance abuse, or related areas. It requires at least 16 hours of independent work for each credit. A learning contract specifying objectives, activities and outcomes is required. (F, SP)

Social Work Course

- **SOWK 101: Introduction to Social Work** 3 credits
Prerequisite: Reading Level 5, Writing Level 6
 This course introduces the principles and many facets of social work practice. Emphasis is on the history of social work, description of methods, skills, competencies, and standards of ethical practice. There is an overview of social work roles and careers in agencies and institutions with relevance to the diverse social and client needs. (F, SP, SU)

Certificates and Degree Coursework

Table 1: Human Services Aging Studies Certificate of Completion

Required Courses #1806 16 credits

Course Number	Required Course Name	Credits	Semester to Take Course in
GERO 100	Introduction to Human Aging <i>"Milestone Course"</i>	4	1 st
PSYC 200	Introduction to Psychology	4	1 st
GERO seminars 164 – 191	Topics Vary <i>"Milestone Course"</i>	1	1 st and 2 nd
HUSE 105	Personal Dynamics and Interviewing <i>"Milestone Course"</i>	4	2 nd
	<i>Program Required Elective – Select 1</i>		
PSYC 209	Cognitive Psychology	3	2 nd
PSYC 210	Brain and Behavior	3	2 nd
PSYC 250	Abnormal Psychology	3	2 nd

Table 2: Human Services Certificate of Completion

Required Courses #1199 13 - 27 credits

Course Number	Required Course Name	Credits	Semester to Take Course in
HUSE 100	Introduction to Human Services <i>"Milestone Course"</i>	3	1 st
HUSE 105	Personal Dynamics and Interviewing <i>"Milestone Course"</i>	4	1 st or 2 nd
	<i>Specialization Choices - Select 2</i>		
GERO 100	Introduction to Human Aging <i>"Milestone Course"</i>	4	1 st or 2 nd
GERO seminars 164 - 191	Topics Vary <i>"Milestone Course"</i>	3	1 st and 2 nd

Course Number	Required Course Name	Credits	Semester to Take Course in
HUSE 110	Child Abuse and Neglect <i>"Milestone Course"</i>	3	1 st or 2 nd
HUSE 242	The Family: Addiction and Violence <i>"Milestone Course"</i>	3	1 st or 2 nd
SOWK 101	Introduction to Social Work <i>"Milestone Course"</i>	3	1 st or 2 nd

Table 3: Human Services Certificate of Achievement

Required Courses #1201 32 – 33 credits

Course Number	Required Course Name	Credits	Semester to Take Course in
GERO 100	Introduction to Human Aging <i>"Milestone Course"</i>	4	1 st or 2 nd
HUSE 100	Introduction to Human Services <i>"Milestone Course"</i>	3	1 st
HUSE 105	Personal Dynamics and Interviewing <i>"Milestone Course"</i>	4	1 st or 2 nd
HUSE 242	The Family: Addiction and Violence <i>"Milestone Course"</i>	3	1 st or 2 nd
HUSE 282	Practicum I <i>"Milestone Course"</i>	4	3 rd
HUSE 284	Practicum II <i>"Milestone Course"</i>	4	4 th
ENGL 121 or 131	English Composition or Honors Composition I	4	1 st or 2 nd
	<i>Specialization Choices - Select 2</i>		
GERO seminars 164 - 191	Topics Vary <i>"Milestone Course"</i>	3	1 st and 2 nd
HUSE 110	Child Abuse and Neglect <i>"Milestone Course"</i>	3	1 st or 2 nd
SOWK 101	Introduction to Social Work <i>"Milestone Course"</i>	3	1 st or 2 nd

Table 4: Human Services Associate Degree

Required Courses #0915 63 – 64 credits

Course Number	Required Course Name	Credits	Semester to Take Course in
GERO 100	Introduction to Human Aging <i>"Milestone Course"</i>	4	1 st or 2 nd
HUSE 100	Introduction to Human Services <i>"Milestone Course"</i>	3	1 st
HUSE 105	Personal Dynamics and Interviewing <i>"Milestone Course"</i>	4	1 st or 2 nd
HUSE 242	The Family: Addiction and Violence <i>"Milestone Course"</i>	3	1 st or 2 nd
HUSE 282	Practicum I <i>"Milestone Course"</i>	4	3 rd
HUSE 284	Practicum II <i>"Milestone Course"</i>	4	4 th
ENGL 121 or 131	English Composition I or Honors Composition I	4	1 st or 2 nd
	<i>Specialization Choices - Select 2</i>		
GERO seminars 164 - 191	Topics Vary <i>"Milestone Course"</i>	3	1 st and 2 nd
HUSE 110	Child Abuse and Neglect <i>"Milestone Course"</i>	3	1 st or 2 nd
SOWK 101	Introduction to Social Work <i>"Milestone Course"</i>	3	1 st or 2 nd
	<i>General Education Requirements</i>		
ENGL 122 or 132	English Composition II or Honors Composition II	4	3 rd or 4 th
PSYC 200	Introduction to Psychology	4	3 rd or 4 th
SOCL 120	Introduction to Sociology	4	3 rd or 4 th
Humanities	MTA list or Program Curriculum Guide		3 rd or 4 th
Humanities Fine Arts	MTA list or Program Curriculum Guide		3 rd or 4 th
BIOL 145	Introduction to Anatomy and Physiology	4	3 rd or 4 th
PFHW 123	Human Nutrition	3	3 rd or 4 th
MATH 119 or higher	Applications for Living	4	3 rd or 4 th

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