# Table of Contents

- Faculty Listing: Page 2
- Program Introduction: Page 2
- Program Mission: Page 3
- Program Objectives: Page 3
- Program Requirements: Page 3-4
- Course Descriptions: Page 4-5
- Scheduling Academic Advising: Page 5
- Admission, Continuance, and Exit Requirements: Page 5-6
- HMSV Program Information and Course Sequencing: Page 6-8
- Substance Abuse Course Sequence: Page 8
- Supervised Internship: Page 8-10
- University and Program Policies: Page 10-13
- Principles and Practices for Professionalism: Page 13-14
- Transfer of Credits: Page 14-15
- Experiential Learning Credit: Page 15
- Departmental Honors: Page 15
- Students with Special Needs: Page 15-16
- Testing Requirements: Page 16-18
- Professional & Student Organizations: Page 19-20
- Final Tips: Page 20
- ODU Resources for Support and Retention: Page 21
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. 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 our online program.
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 and support staff at the Career and Advising Resource Center (CARC) 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 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 service 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 human services, counseling, psychology, social work or other related fields. To achieve these goals, the program offers a curriculum which includes the following core components: interpersonal skills; diversity issues; the nature of the helping relationship; group theory and process; career and lifestyle development; program development and evaluation; fund raising and grant writing, and a variety of field placement opportunities.

PROGRAM REQUIREMENTS
Students in the human services 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 stressors.

Coursework in preparation for internship includes the following course descriptions:

**COURSE DESCRIPTIONS**

- **HMSV 339 Interpersonal Skills.** Students will learn concepts and theories of interpersonal relationships. Development of skills necessary for effective communication will be stressed.
- **HMSV 341 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.
- **HMSV 343W Human Services Methods.** Presents theories and techniques used by human services professionals in a variety of settings. Upper level writing intensive course.
- **HMSV 344 Career Development and Appraisal.** Focuses on career development throughout the life span with emphasis on vocational theories, interventions, assessments, and socio-economic factors.
- **HMSV 346 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.
- **HMSV 368 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.
- **HMSV 440W 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. Upper level writing intensive course.
- **HMSV 441 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.
- **HMSV 444 Psycho-educational Groups.** This course combines lectures and experiential learning about psycho-educational groups. Principles and practices for developing psycho-educational groups are emphasized.
- **HMSV 447 Introduction to Substance Abuse.** Examines the etiology, risk factors and treatment of alcoholism and other addictions.
- **HMSV 448 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.
- **HMSV 449 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.
- **HMSV 452 Substance Abuse Treatment and Research.** This course explores effective substance abuse treatment planning and intervention strategies through lectures and experiential learning and examines research trends in the substance abuse field.
- **HMSV 491 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.
• **HMSV 468 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 electing to major in human services must meet with a 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**

All students in the human services program are required to meet with an advisor to declare their major or minor as human services and receive information about successfully pursuing their degree. For students pursuing their degree via main campus, advising is provided at the Career and Advising Resource Center (CARC). For distance education students, advising is obtained through the Office of Distance Learning. Individual advising through CARC and the Office of Distance Learning is available continually. Students obtain advising each semester in order to ensure that prerequisite courses are taken in a timely manner so that progression through the curriculum is not delayed because of not completing a prerequisite. There are also some HMSV courses that require a minimum grade of “C” in order for that course to be considered completed. (Specific information on HMSV prerequisites and minimum grade requirements can be found on the curriculum sheets posted on the HMSV web site’s homepage). The HMSV Program also requires that a student has a minimum overall GPA of 2.0 to qualify for the internship. Ultimately, it is the student’s responsibility to ensure that all graduation requirements have been met through regularly monitoring progress using the DegreeWorks feature on Leo Online, and through regularly seeking advising on guidance in meeting all course work. In addition to academic advising that you can receive in CARC, please know that the faculty are ready, willing, and wanting to work with your academic, professional and personal concerns. We are here for you. Please take note of our office hours and come see us, or email us to make an appointment to meet. We are interested in your professional development, wish to assist with any issues that may be preventing you from obtaining your goals, and are invested in helping you to be successful.

**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. ENGL 211C, 221C or 231C with a grade of C or better is a prerequisite to all HMSV courses.

*Please note that students with a prior felony conviction are strongly encouraged to select a different major as most agencies require background checks and those with a criminal record may not be able to complete an internship or find employment in the human services field post-graduation. Students who may fall into this category should contact each of the following to gather information in order to make an informed decision:

- CARC office or academic advisory for information on existing yet limited options
- HMSV Credentialing board for future career options and restrictions, and
- Potential employers
CONTINUANCE
Students must meet all university requirements.

EXIT
Students must satisfy program requirements, university requirements, and have 120 credit hours minimum, a grade point average of 2.0 or better in the major, minor (if applicable), and overall, and complete the senior assessment. A student may be terminated from the Human Services Program if a documented violation of academic, ethical, or professional requirements and expectations have occurred. According to the National Organization for Human Services Professionals (NOHS; https://nohs.memberclicks.net/ethical-standards-for-hs-professionals), ethical requirements and expectations include assuming professional responsibility toward clients; the public and society; colleagues; employers; the profession; self; and students. Students who engage in unprofessional or unethical behavior such as failing to complete required internship hours by the required deadline and engaging in unprofessional or unethical behavior in class or at the internship will be terminated from the human services program.

HUMAN SERVICES PROGRAM INFORMATION AND COURSE SEQUENCING

1. Students are held individually responsible for the information contained in this handbook, the HMSV Internship 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. Class attendance is required for all HMSV courses.

3. Old Dominion University’s Department of Counseling and 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 including successful completion of the HMSV 468 capstone internship, have a GPA of 2.00 or better in the major, minor (if applicable), 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 coursework is completed (i.e., core, general education, minor or other upper level general education requirements, major, and electives). As the culminating demonstration of skill application and proficiency, the internship is the capstone of the human services program. As a result, students who do not successfully pass HMSV 468 for any reason will be terminated from the program. Students are not permitted to take any courses concurrently with internship. Students must earn a C or better in HMSV 339, 341, 343W, 368, & 440W to be eligible for internship. Students must also have a minimum overall and major GPA of 2.00. Please note that most agencies require background checks and most internship sites are not willing to place individuals with a criminal record. See above information under “Admission” section for students who may have a felony.

6. 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.

7. **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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMSV 339**</td>
<td>A minimum grade of C is required; Prerequisite: ENGL 211C, 2231C</td>
</tr>
<tr>
<td>HMSV 341**</td>
<td>A minimum grade of C is required; Prerequisite: ENGL 211C, 221C, or 231C</td>
</tr>
<tr>
<td>HMSV 343W**</td>
<td>A minimum grade of C is required; Co-requisite: HMSV 341. If it is not taken as a co-requisite, minimum C grade is required in HMSV 341.</td>
</tr>
<tr>
<td>HMSV 344</td>
<td>Co-requisite: HMSV 341 and 343W. If it is not taken as a co-requisite, a minimum grade of C is required in HMSV 341 and 343W.</td>
</tr>
<tr>
<td>HMSV 346</td>
<td>Co-requisite: HMSV 341 and 343W. If it is not taken as a co-requisite, a minimum grade of C is required in HMSV 341 and 343W.</td>
</tr>
<tr>
<td>HMSV 368**</td>
<td>A minimum grade of C is required; Prerequisites: HMSV 339, 341 and 343W</td>
</tr>
<tr>
<td>HMSV 440W**</td>
<td>A minimum grade of C is required; Prerequisites: HMSV 341 and 343W</td>
</tr>
<tr>
<td>HMSV 441 OR HM 452***</td>
<td>Prerequisites: HMSV 341 and 343W (and HMSV 447 for 452)</td>
</tr>
<tr>
<td>HMSV 444</td>
<td>Prerequisites: HMSV 341 and 343W</td>
</tr>
<tr>
<td>HMSV 447 OR HMSV 448 OR HMSV 449</td>
<td>Prerequisites: HMSV 341 and 343W</td>
</tr>
<tr>
<td>HMSV 491</td>
<td>Prerequisites: HMSV 341 and 343W</td>
</tr>
<tr>
<td>HMSV 468**</td>
<td>A minimum grade of C is required. Prerequisites: completion of all coursework (i.e., general education, core, minor or other upper level general education requirements, major, and elective courses) with minimum grades of C required in HMSV 339, 341, 343W, 368, and 440W and permission of the HMSV Internship Coordinator.</td>
</tr>
</tbody>
</table>

**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.

***HMSV 452 must be selected for those pursuing the HMSV CSAC/CADC Substance Abuse Counseling track. All students pursuing the traditional HMSV track should select HMSV 441.

Suggested Course Sequencing for Human Services Majors:
Upon completion of all General Education courses...
Semester 1:
HMSV 339
HMSV 341
HMSV 343W
HMSV 346
Course for minor or elective
Semester 2:
HMSV 368
HMSV 440W
HMSV 444
HMSV 344
Course for minor or elective

Semester 3:
HMSV 441 or 452
HMSV 447 or 448 or 449
HMSV 491
Course for minor or elective
Course for minor or elective

Semester 4:
HMSV 468: Internship

SUBSTANCE ABUSE COURSE SEQUENCE
For those wishing to pursue credentialing as a Certified Substance Abuse Counselor (CSAC) or Certified Alcohol and Drug Counselor (CADC), the following must be completed: all HMSV degree requirements (core requirements, major requirements, minor requirements, any applicable electives, and General Education requirements) with the selection of HMSV 447 and HMSV 452 as required human services electives. Additionally, HMSV 468 (Internship) is recommended to be in a substance abuse treatment setting.

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 DISTANCE STUDENTS. THESE HANDBOOKS ARE AVAILABLE ON THE HMSV WEBSITE AT: HTTP://EDUCATION.ODU.EDU/CHS/ACADEMICS/HUMAN_SERVICES/HUMAN_SERVICES_INTERNSHIP.SHTML

Please note that most agencies require background checks and most internship sites are not willing to place individuals with a criminal record.

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

Prior to the start of the HMSV internship, students must meet all of the conditions outlined below:

- Senior status at Old Dominion University
- Successful completion of ALL coursework (i.e., core, general education, upper division general education, major, and, electives) prior to beginning of internship
- GPA in HMSV major of 2.0 or better
- GPA in minor (if applicable) of 2.0 or better
• Overall GPA of 2.0 or better

• Grade of C or better in HMSV 339, 341, 343W, 368, & 440W (Please note: a C- or below does not satisfy this requirement)

• Internship Coordinator approval.

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 begin to appropriately utilize self in the helping process.
Objective 6: To demonstrate an understanding of ethical and legal issues in human services work.
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.

Please see the Human Services Internship Handbooks for additional information.

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, students are expected to attend classes. Attendance is required in all classes; therefore, absences will 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 DEPORTMENT

- 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 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
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 Office of Student Conduct and Academic Integrity website http://www.odu.edu/oscai.

FACULTY MEMBER’S RIGHT TO UPHOLD HIGH ACADEMIC STANDARDS

Students should not expect the faculty member to lower standards, violate the terms of the syllabus, make exceptions, consider personal circumstances in assigning grades, and/or allow students to harm the learning environment. Items related to high academic standards, items addressed in the syllabus, variables that influence how the faculty member teaches the class (e.g., class size, medium, etc.), and most issues, including necessary changes to the syllabus, are left to the sole discretion of the faculty member.

ACADEMIC APPEAL POLICY

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

POLICY ON STUDENT REMEDIATION AND/OR DISMISSAL FROM THE HUMAN SERVICES PROGRAM

At any point in the program if a faculty member has serious concerns about a student’s behavior, a student’s competency as a human services professional in training, a student’s ethical, or professional conduct, which may call into question the student’s fitness for the human service profession, the faculty member shall take the following steps:

1. The faculty member will first address the student individually, either in person, by phone, or by email to identify the concerns and determine if a plan for ameliorating the problem is feasible. In the case where the faculty member has concerns about the faculty member’s safety, an additional full-time faculty member should attend the conference.

2. If the faculty member is not satisfied at the conclusion of the conference with the student or in the event a plan has been developed to ameliorate the problem but the requirements set forth in the plan are not met, the faculty member will send a confidential memo to the undergraduate HMSV Program Director, or designee, outlining the faculty member’s concerns about the student and summarizing the conference that took place with the student and/or the established plan.
3. The undergraduate HMSV Program Director, or designee, will then call a confidential faculty meeting to discuss the concerns.

4. The full-time HMSV faculty will discuss the situation in a confidential meeting. The faculty can decide not to take action or can consider a recommendation deemed appropriate for the situation. Some possible recommendations include: asking the student to participate in personal counseling or some other self-reflective, change-oriented experience; asking the student to sign a professional development plan in which expected behaviors are detailed; asking the student to take additional coursework to complete the degree; asking the student to take a leave of absence from the program for a period of time; asking the student to permanently withdraw from the program; or referring the case to the Student Conduct committee. A letter describing the problem, the steps taken leading up to the confidential meeting, and the recommended remediation will be written. A copy will be placed in the student’s records.

5. The undergraduate HMSV Program Director or designee will then meet with the student, to inform him or her of the concerns that were discussed and the faculty’s recommendations regarding the matter. The student will be given a copy of the letter placed in his/her records.

6. If the student does not voluntarily agree to follow the recommendations provided by the faculty, the student may request a hearing with an appeals committee in the Department of Counseling and Human Services.

7. If the student requests a hearing, the undergraduate HMSV Program Director or designee will prepare a written document for the student which summarizes the concerns that were raised, the process the faculty used in discussing the concerns, and the recommendations the faculty developed. The document will state that the faculty requests that the hearing panel require the student to take the recommendations of the faculty.

8. If the Department Chair is not a member of the HMSV faculty, he or she will administer the appeal. If the Department Chair is a member of the HMSV faculty, the Counseling Graduate Program Director will administer the appeal.

9. The person who administers the appeal will appoint a committee from the department. The committee will consist of two faculty members outside the human services program and one graduate student from the counseling program. The undergraduate HMSV Program Director or designee and the student will have the right to challenge, for valid cause, any or all of the members of the committee, and in that event replacements will be appointed and no further challenge will be permitted. The committee will be asked to decide whether to require the student to take the recommendations of the faculty. For example, if the faculty recommended that the student take a leave of absence, the committee will determine whether the recommended leave of absence is appropriate. Or, if the faculty recommended that the student withdraw permanently from the program, the committee will determine whether the student should be dismissed from the program. The committee will hear the undergraduate HMSV Program Director or designee, the faculty member or faculty members who initiated the concern about the student, the student, and other pertinent witnesses. The committee, after careful deliberation, will make its recommendation to the person administering the appeal, who will relay the information to the undergraduate HMSV Program Director and the student.

10. If the undergraduate HMSV Program Director, the designee, or the student believes that the established procedures for the appeal have not been followed, an appeal for
a rehearing may be made to the Dean of the Darden College of Education. The only basis for appeal will be the failure to have been provided due process as prescribed by this policy. After reviewing the appeal, the Dean may affirm the decision from the hearing that was held, or may require that a new hearing be held either by the original hearing panel or with a new hearing panel.

11. In the event the student voluntarily agrees to follow the recommendations established by the faculty (step 4) and described to the student (step 5) but violates the agreement, the student will typically be removed from the HMSV program and reviewed for suspension or expulsion from the University.

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.

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.
- 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.

Throughout the student's academic experience, he or she will be provided with opportunities to actively participate in research conducted by faculty, other students, the institution, and/or its constituents. Participation in research can be a valuable learning experience but is voluntary.

**SPECIFIC EXPECTATIONS**

- Students are expected to abide by the ODU Honor Pledge and the Code of Student Conduct.
- Students should experience the full range of responsibilities in the internship, with emphasis on human services duties.
- Students are expected to properly cite 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 professors’ 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.

**TRANSFER OF CREDITS**

Students electing to major in human services should meet with a CARC Advisor or Distance Learning Advisor for the HMSV program in the College of Education to review the curriculum requirements. To schedule an advising appointment, send an e-mail to carc@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.

In the rare situation a student must take a class at another four-year university, the student is required to first contact a 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 majoring in Human Services may initiate assessment of prior learning for HMSV 468, Internship. No other courses in the major may be evaluated for experiential learning. Experiential learning credits for HMSV 468 may be granted through portfolio development. Interested students should visit the Office of Prior Learning Assessment website to learn more about the assessment option. Academic Advisors will also be of assistance in getting started.

DEPARTMENTAL HONORS
Students may earn the designation of departmental honors on their diplomas by completing the minimum university standards for honors designation in addition to the human services program standards. Specifically, the standards are:

2. Completion of at least two 300-400 level courses designated by the department to be honors courses.
3. Completion of at least 60 credit hours at ODU, 54 of which must be in grade-point graded courses.
4. AND completion of a scholarly experience such as a research project with a human services faculty mentor.
5. Contact the program director, Dr. Tammi Dice, tmillike@odu.edu to select the two human services classes to be taken in an honor's status.

STUDENTS WITH SPECIAL NEEDS
Students with a disability should see their Academic Advisor for information on contacting the university's Office of Educational Accessibility. When authorization is approved, the Director of the Office of Educational Accessibility will notify the Instructor with regards to any special accommodations. Until that time, Instructors are not required to provide any special accommodations. In addition, accommodations are not retroactive. As such, it is in the student's best interest to initiate contact with the Office of Educational Accessibility prior to the start of the semester.

The following statement is included on all HMSV Faculty syllabi:

Old Dominion University is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act.

If you experience a disability which will impact your ability to access any aspect of my class, please present me with an accommodation letter from OEA so that we can work together to ensure that appropriate accommodations are available to you.
If you feel that you will experience barriers to your ability to learn and/or test in my class but do not have an accommodation letter, please consider scheduling an appointment with the Office of Educational Accessibility to determine if academic accommodations are necessary. The Office of Educational Accessibility is located at 1021 Student Success Center and their phone number is (757)683-4655

TESTING REQUIREMENTS

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. Two courses in the HMSV program are writing-intensive courses: HMSV 343W: Methods in Human Services and HMSV 440W: Program Development, Implementation and Funding.

Students in the 2012-13 and subsequent catalogs must meet the new writing requirement, which is a grade of C (2.0) or better in ENGL 110C, and a C (2.0) or better in ENGL 211C, 221C or 231C, and a C (2.0) or better in the W course/s of the major. The exit examination of writing proficiency will not be an option.

Completion of a university parallel associate’s degree will meet lower-level general education requirements, but it will not necessarily meet the new writing requirement. Transfer students with an associate’s degree who do not have transferrable credit for ENGL 110C and ENGL 211C or 221C or 231C will be required to take the course(s) to meet the new requirement. External exams for ENGL 110C and ENGL 211C are also available through the University Testing Center.

Students who are following an articulation agreement and who have a signed Letter of Intent prior to fall 2012 will be eligible to elect the catalog in effect at the time the Letter of Intent is signed or the catalog in effect at the time of their entrance to ODU.

Courses that can be used to meet the new requirement are as follows:

<table>
<thead>
<tr>
<th>Courses meeting requirement</th>
<th>Grade req</th>
<th>Credit awarded through prior work**</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110C (first level)</td>
<td>C or better</td>
<td>AP CP MP IB</td>
</tr>
<tr>
<td>ENGL 111C (first level)</td>
<td>C or better</td>
<td>AP CP MP</td>
</tr>
<tr>
<td>ENGL 126C (first level)</td>
<td>C or better</td>
<td></td>
</tr>
<tr>
<td>ENGL 211C (second level)</td>
<td>C or better</td>
<td>DP MP</td>
</tr>
<tr>
<td>ENGL 221C (second level)</td>
<td>C or better</td>
<td>DP MP</td>
</tr>
<tr>
<td>ENGL 131C (second level)</td>
<td>C or better</td>
<td>XP DN</td>
</tr>
<tr>
<td>ENGL 231C (second level)</td>
<td>C or better</td>
<td>DP MP XP DN</td>
</tr>
</tbody>
</table>

** AP = advanced placement credit; CP = CLEP credit; MP = military credit; IB = International Baccalaureate Credit; XP = experiential learning credit; DP = departmental credit; DN = DANTES credit

Effective with the 2012-13 Catalog

- Students must earn a grade of C (2.0) or better in ENGL 110C to be eligible to take ENGL 211C or 221C or 231C.
• Students with transfer credit for ENGL 110C who have not passed the WSPT may not register for a W course at ODU until a plan to correct writing deficiencies, approved by the director of Academic Skills, is in place. These students will no longer be blocked from registering for a second semester at ODU until the WSPT is passed.

• Students must earn a grade of C (2.0) or better in ENGL 211C or 221C or 231C in order to register for a W course.

• Students must take the W course in the major at ODU and earn a C or better in order to graduate. Credit for the upper-division writing requirement cannot be met at another institution.

Students in the 2011-12 and prior catalogs may elect to graduate using the new requirement or they may take and pass the exit exam.

Guidelines for implementation of the new writing requirement

1. If a student completes more than one W course in the major, the requirement will be met as long as the student receives a C or better in one of the W courses in the major.

2. A grade of C or better in a W course outside the major will not meet the new requirement. Students who complete a W course in the major and do not earn a C or better must repeat the W course or elect another W course in the major and earn a C or better. If there is only one W course in the major, this course must be repeated, and a grade of C or better must be earned.

3. If the major requires two W courses, which combined total 3 or more credits, the student must receive a C or better in each of these W courses to meet the new requirement.

4. Students pursuing more than one major must receive a grade of C or better in a W course in one of the majors. (It should be noted that some majors require a C or better in all major courses.)

5. Students receiving a second degree must receive a grade of C or better in a W course required in the major in each degree. This requirement is met with one W course if the same W course is required in both degrees (i.e., a second degree in the College of Business and Public Administration). The lower-level composition requirement is considered met for second degree students.

6. Students whose first degree was from ODU and who passed the exit exam as part of their degree requirements must complete a W course required in the major for the second degree and must receive a grade of C or better. The previously-completed exit exam will not meet the writing requirement for the new degree.

7. Effective immediately, no transfer course may be used to meet the W requirement in the major. Courses could transfer with equivalent content but without the W (such as MGMT 485 instead of 485W). If a student wishes to appeal the transfer of a course to meet the upper-division writing requirement, he or she may contact the University Testing Center.

   a. If a student has transfer credit for the content of one W course in the major, that student must select another W course in the major and earn a C or better in the course to meet the new writing requirement.

   b. If a student has transfer credit for the content of the only W course in the major, that student must select a W course outside the major, with approval of their
advisor, and earn a C or better in the course to meet the new writing requirement.

8. Students in catalogs prior to the existence of the W requirement and who have completed all requirements except the exit exam will be evaluated on a case-by-case basis. The initial review will be completed by the graduation specialist in the Registrar’s Office based on the College of the major.

Upon referral, Judy Bowman in the Office of Academic Affairs will review cases that are unable to be resolved by the graduation specialist.

9. Banner will be coded with the prerequisite of a grade of C or better in ENGL 110C for ENGL 211C or 221C or 231C, effective with registration for fall 2012 (April 6, 2012). The Registrar’s Office, in conjunction with the English Department, will investigate how to manage registrations for students in the 2011-12 catalog and previous catalogs who do not need a C or better to advance to the second composition course.

10. The course descriptions for all W courses will be revised to include the new prerequisite of a grade of C or better in ENGL 211C or 221C or 231C in order to enroll in those courses. Banner will be coded with the new prerequisite, effective with registration for fall 2012 (April 6, 2012). Departments should be aware that they may need to process registration overrides for students in the 2011-12 and previous catalogs who do not need a C or better in the second composition course in order to enroll in a W course.

Ongoing clarification may be necessary as students come forward with individual circumstances and questions in order to equitably apply the new policy.

Tips for Strengthening Overall Writing
Seek assistance for your writing skills. 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 The Writing Center 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/writingcenter/

OTHER TESTING REQUIREMENTS
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 e-mailed to students approximately three weeks into the student’s final semester (if the student applied 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/commencement/
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) and/or one of the regional organizations (i.e., the Southern Organization for Human Services (SOHS) for students located in Virginia). Students considering going into counseling may also wish to become student members of the American Counseling Association (ACA).

ODU Organizations:

Students are encouraged to become a member of the Human Services Association (HSA). The Human Services Student Association (HSA) is the student organization for all human service majors and related majors. HSA is dedicated to participating in community support projects, such as fund-raising and community service activities for a variety of human service agencies, and participating in many of the campus activities, such as the welcome picnic and internship fair. The organization is a way of networking with other students in the program who can serve as resources and mentors for freshman in the human services program. Additional information is available at:  http://orgs.odu.edu/hsa/

Tau Upsilon Alpha: Beta Gamma Chapter is a national honor society for students, alumni, and faculty in the field of human services. The purposes of the society are to honor academic excellence; to foster lifelong learning, leadership, and development; and to promote excellence in service to humanity. The honor society is for human services students who have at least a 3.25 GPA and have completed at least 2 semesters at ODU. It is a distinction for those who have demonstrated a dedication to learning and hopefully a lifelong commitment to our field. Students are invited to join this prestigious organization.

Becoming a Human Services-Board Certified Practitioner (HS-BCP™)

What is the Human Services - Board Certified Practitioner credential?

The Center for Credentialing & Education (CCE) created the Human Services - Board Certified Practitioner (HS-BCPTM) with the assistance of the National Organization for Human Services (NOHS) in consultation with the Council for Standards in Human Service Education (CSHSE). The credentialing process was designed for human services practitioners seeking to advance their careers by acquiring independent verification of their practical knowledge and educational background.

How will the HS-BCPTM help me?

With increased competition in this growing field, human services practitioners are finding that board certification in human services shows their attainment of high standards and a commitment to maintaining their place at the top of their field. The independent HS-BCPTM credential allows human services practitioners to stand out as a part of a distinguished group known for their commitment to the field.
How do I get approved for the HS-BCP?

Applicants holding a Technical Certificate, an Associates, a Bachelor's or advanced degrees obtain the HS-BCP™ credential through an independent review of their qualifications. Approval is based upon demonstrating the achievement of the required educational and professional experience and by passing a national examination developed by human services practitioners for human services practitioners.

Apply today to become one of the thousands of Human Services practitioners currently benefiting in their careers with a HS-BCP™ credential.

Go to http://www.cce-global.org/HSBCP for more information and an application packet.

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, pursue graduate school, or seek employment.

Every one in the human services program will work very hard to assist you in your academic career at Old Dominion University. It is our desire that you will successfully matriculate through the program with a bachelor of science in human services. In addition to human services faculty and staff that are willing to help you throughout your program, there are a number of university resources that are designed to support you. Please refer to the resources below as necessary. If you have any additional questions or concerns, please contact your Academic Advisor for assistance.

We wish you the best in the program and in your future human services career!
Old Dominion University Resources for Support and Retention

Old Dominion University is committed to supporting students throughout their educational tenure. Several university resources are available to all students to offer support through degree matriculation. Please contact the necessary university resources if any of the following situations should arise:

- If you feel like quitting the human services program
  - Contact the Career and Advising Resource Center (CARC) at carc@odu.edu or walk-in to the CARC Office on the first floor of the new education building

- If you have financial issues
  - Old Dominion University Financial Aid at https://www.odu.edu/admission/financial-aid or 757-683-3683

- If you have an unexpected crisis
  - Contact Student Outreach and Support (SOS) at 757-683-3442 or in Suite 2008, second floor South Wing of Webb Center.

- If you need additional campus resources
  - Access Old Dominion Universities Student Resources and Services at http://catalog.odu.edu/undergraduate/studentresourcesandservices/#studentoutreachandsupportsos