



## Human Services Technology Packet

Fall Deadline August 1

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Admissions policies and procedures are subject to change as necessary and without prior notice.

### Human Services Admission Requirements:

The following items must be completed before students may make an appointment to register. Applicants completing the process after the program is filled will be considered on a space available basis.

- a. **DCCC Application for Admission** for those not currently enrolled at DCCC.
- b. **HSE Intent Form** submitted. A form is included with this packet.
- c. **OFFICIAL transcripts from college(s) attended.** All transcripts are not required, only those in which you plan to transfer credit must be submitted. College transcripts must arrive in original sealed envelopes. *Faxed, copied, and on-line transcripts are not acceptable.*
- d. **Job Shadowing through an approved location (listed at the end of this packet).**
- e. **Acceptable placement scores in sentence skills, reading comprehension, math and computer use skills** or completion of necessary preparatory courses if applicable (see Placement Benchmarks).
- f. **Eligibility Review** - After meeting all requirements, complete an Eligibility Review with an Enrollment Technician. Reviews are not available between 11:00 AM – 2:00 PM.

### HSE Facts:

- Meeting all admissions requirements does not guarantee a seat in the HSE program.
- Acceptance and registration appointments are based upon date of meeting all requirements above, eligibility review, HSE Job Shadowing Experience (10 hours plus written report) and available seats.
- Class size is limited to 20 students each fall semester.
- Full-time day program.
- Students should work with their academic advisor in the month of February for assistance with registration for Human Services classes that begin in August (Fall semester).

**PLACEMENT ASSESSMENT AND EDUCATIONAL BACKGROUND INFORMATION:**

One criterion for each subject must be met to achieve program progression. Other placement tests or high school transcript exemptions are subject to approval by your Enrollment Specialist.

<b>COMPUTER SKILLS</b>	Computer Skills score of 60 or above within the last 5 years	Satisfactory completion of CTS 080 within the last 5 years.	Satisfactory completion (grade “C” or above) of an acceptable college-level (associate degree or higher) or high school computer course within the last 5 years or high school GPA exemption..
<b>WRITING</b>	ACCUPLACER Sentence Skills score of 86 or above or combined score of 166 with reading OR NC DAP DRE Composite score of 151 or over within the last 5 years	Satisfactory completion of ENG 090 or ENG 095 or DRE 098 or DRE099	Satisfactory completion (“C” or above) of an acceptable college-level (associate degree or higher) course in English composition or high school GPA exemption.
<b>READING</b>	ACCUPLACER Reading Comprehension score of 80 or above or combined score of 166 with sentence skills OR NC DAP Composite score of 151 or over within the last 5 years	Satisfactory completion of RED 090 or ENG 095 or DRE 098 or DRE 099	Satisfactory completion (“C” or above) of an acceptable college-level (associate degree or higher) course in English composition or high school GPA exemption.
<b>MATH</b>	ACCUPLACER Arithmetic and Algebra Skills score of 55 or above or DMA score of 7 on sections 1-5 within the last 5 years	Satisfactory completion of MAT 060 & MAT 070 or DMA 010-DMA 050	Satisfactory completion (“C” or above) of an acceptable college-level (associate degree or higher) math course or high school GPA exemption.

**Applicant/Student Responsibility**

As an HSE applicant you are expected to read this packet. If you have questions about the steps or deadlines it is your responsibility to contact the Admissions Office to follow up or obtain further information. You are responsible for submitting and completing all of the admissions requirements steps outlined on page one of this packet and doing so in a reasonable time for review. After completing all of the required items you are responsible for making an appointment with your admissions specialist to review your eligibility and will be notified of next steps at that time.

**HSE Job Shadowing:**

Potential HSE Students must complete a 10 hour shadowing experience in a pre-approved facility. Students must complete HSE Job Shadowing Authorization Form (available at the end of this packet) and submit to an Enrollment Specialist by August 1, 2016 (No Exceptions).

**HEALTH EVALUATION FOR ACCEPTED Human Services:**

**Applicants should be aware that admission to Human Services is dependent upon physical and emotional health, compatible with the ability to provide appropriate interaction.**

An applicant with problems in physical or emotional health must provide evidence that appropriate treatment and/or counseling has taken place and that the problem has been

alleviated. Persons with physical or emotional problems, which have not responded to treatment within a reasonable time, may be denied admission to the program.

## **CRIMINAL BACKGROUND CHECK & DRUG SCREENING FOR ACCEPTED HUMAN SERVICES STUDENTS**

The clinical site prior to participation in the clinical component may require a criminal background check, finger printing and/or drug testing. Some charges for the background check and testing may be the responsibility of the student. Neither DCCC, student fees or Federal Financial Aid cover these charges.

If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

## **IMMUNIZATION AND TESTING**

The clinical site may require proof of immunizations and TB testing. Students must comply with any deadlines to show documentation. All cost for testing and immunizations are the responsibility of the student. Most required immunizations and tests can be secured at the public health department or the student's primary care physician.

## **Scheduling of Classes in Human Services**

Enrollment in HSE programs will require attendance in class and/or clinical laboratories at varying times of the day or evening and varying days of the week. Travel to and from clinical agencies as far away as Winston-Salem, Greensboro, and Salisbury may be necessary. Notification regarding clinical lab schedules is given as soon as possible, usually several weeks in advance of the first day of clinical training. Students will be expected to attend clinical labs off campus at the site and time designated.

## **TECHNICAL STANDARDS FOR HUMAN SERVICES TECHNOLOGY STUDENTS**

**Purpose:** In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of human services technology.

The foundations for the Technical Standards for Human Services Technology Students in the DCCC program are as follows:

- The faculty has authority for the course as described in the Faculty Handbook.
- The instructor is to be treated with respect and has the right and authority to direct the class in whatever manner he/she determines will best facilitate the student's learning based upon the instructor's education and experience.

- Mutual respect is an essential component to effective education. It is important that all positions of a discussion are treated with equal respect and courtesy.
- The instructor's obligation is to design a learning opportunity and present it effectively.
- It is the student's responsibility to attend all components of the course and take responsibility for his/her performance in the course.

These Technical Standards are to be used as a guide:

- For admission, retention and graduation policies
- For comprehensive evaluation of subjectively and objectively measured skills, behaviors and attributes
- To articulate a set of standards for students and faculty to refer to for identification, reflection upon and correction of unsatisfactory behavior.
- To assist students to reflect on, understand and accept accountability for the overt and subtle aspects of their behavior and how it impacts the learning environment, clients, colleagues, and the academic and health care environments.
- To assess the reasonableness of requests for special accommodations that would allow the student to perform according to the medical assisting scope of practice without fundamentally altering the program of study

The Technical Standards are referenced in the following manner:

- Meet Program Advisor
- Course Syllabi
- Human Services Technology Student Handbook
- DCCC General Catalog and Student Handbook

## **Process**

The Human Services Technology Student Handbook is distributed and reviewed with students at the onset of the program. Once a variation in Technical Standards is initiated, it will remain in effect throughout the student's continuous progress through the program. To communicate between semesters, probation status will be documented with all Human Services Technology Personnel.

The Technical Standards for Human Services Technology students are outlined below. These Performance Standards include but are not limited to the following:

I. Cognitive

Ability to measure, calculate reason, analyze, integrate and synthesize information.

Example: Apply information, evaluate the meaning of data and engage in critical thinking in the classroom and clinical setting.

Example: Apply broad class concepts to unique situations.

Example: Concentrate to correctly perform human services tasks within the scope of practice.

Example: Make correct judgments on seeking consultation or supervision in a timely manner.

Example: Respond appropriately to constructive feedback.

II. Communication

A. Appropriate interpersonal interaction with other students, faculty, staff, clients, family and other professionals.

Example: Establish and maintain a professional relationship with clients and colleagues.

B. Effective communication with others, both verbally and in writing.

Example: Convey information in a clear, professional and timely manner.

Example: Listen and respond to others in an accepting and respectful manner.

III. Motor Skills

A. Sufficient motor function to execute movements required to perform general Human services duties.

Example: Participate, within reasonable limits, to safely maneuver equipment and records to perform duties within scope of work.

B. Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.

Example: Participate completely in classroom activities.

Example: Participate fully in required activities in clinical setting including extended periods of sitting, standing, lifting equipment and walking briskly as is reflective of the general practice of human services technology.

#### IV. Professional Conduct

- A. Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.

Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or health care environments.

Example: Maintain mature, sensitive and effective relationships with clients, colleagues, faculty, staff and other professionals.

Example: Demonstrate emotional stability to participate fully in the clinical and academic setting at an appropriate level.

- B. Incorporate Technical standards of practice into all activities.

Example: Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.

Example: Work effectively with a team in an academic or health care setting.

Example: Use correct and appropriate grammar in written and oral communication, always being culturally sensitive and professional.

- C. Demonstrate integrity and accountability in clinical and academic setting.

Example: Complete all assignments in a timely manner while adhering to the DCCC and Human Services codes of ethics.

Example: Respond appropriately to constructive feedback.

- D. Present self in a professional manner in clinical and academic settings.

Example: Attend clinical following the dress code policy, including appropriate hygiene with no detectable scents or odors.

Example: Wear appropriate clothing that is not distracting or offensive when in the learning environment.

#### V. Sensory

- A. Hearing sufficient to perform human services tasks.

Example: Understanding and comprehending client verbal communications.

Example: Communication with employees, supervisor, instructor and other agency staff.

B. Vision sufficient for assessment necessary to human services tasks.

Example: Reading documentation, statutes, regulations, reference materials and accreditation standards.

Example: Evaluating client non-verbal communication and behavior



## HUMAN SERVICES TECHNOLOGY JOB SHADOWING

As part of the application process for the Human Services Technology Program at Davidson County Community College, effective with applicants for Fall 2016 Program admission, students will be required to complete ten (10) hours of job shadowing in an approved human services agency. This opportunity is to provide potential human services students a view into the human services profession.

### Student Information and Responsibilities:

- Contact the identified person at the agency. A list of approved agencies will be provided to applicants/students.
- The student must identify him/herself as a potential human services student at DCCC. The student must indicate that s/he is seeking a job shadowing opportunity. Time and days for shadowing will be arranged through the contact person for the agency.
- The contact person, or their surrogate, must sign the Job Shadowing Authorization Form. It is the student's responsibility to present the form for authorization. Agencies do not have copies.
- **Students must complete the shadowing and submit documentation to Enrollment Services by August 1 (No Exceptions).**
- Confidentiality is a fundamental ethical value in the human services profession. Students will be required to sign a confidentiality agreement at many agencies. Some agencies may require a brief interview prior to beginning the shadowing experience. Agencies have the right to refuse a shadowing opportunity without explanation.
- Remember you are a guest at the agency. You represent yourself and DCCC. Please dress to impress. Jeans, sneakers, excessive piercings, and caps are not appropriate. Multiple and/or offensive tattoos should be covered. Cell phones should be *off* during shadowing hours. Students should not smoke during shadowing hours. Students should ALWAYS be on time.
- Opportunities for shadowing with each organization are limited. Students should be prepared to contact several agencies to locate a shadowing opportunity. Students should be prepared to accommodate the scheduling needs of the agency.
- Students are encouraged to write a thank you letter to the contact person at the agency following the completion of shadowing. The letter should have a professional tone, and be typed as a business letter.
- Students are encouraged to complete the shadowing experience as soon as possible. Registration into HSE courses will be first come, first served after shadowing experience is complete and documentation is properly submitted.

### Questions:

Amanda Allison, Academic Advisor for Human Services Technology, 336-249-8186 (Ext. #6299)

Elizabeth Schenck, Faculty, Human Services Technology,  
[elizabeth\\_schenck@davisdonccc.edu](mailto:elizabeth_schenck@davisdonccc.edu)





**APPROVED JOB SHADOWING SITES**

**PLEASE READ ALL INFORMATION BEFORE CONTACTING AGENCY!**

**The impression you make on the phone may determine if you are accepted for the shadowing opportunity!**

Procedure:

1. Determine the agencies you are interested in by checking out their websites.
2. Call the number provided and ask to speak with the name listed as the contact person.
3. Identify yourself as a potential Human Services Technology Student at Davidson County Community College and you are seeking a job shadowing opportunity.
4. Be prepared to answer screening questions.
5. If the agency agrees to provide you with a shadowing opportunity, schedule your meeting. Be prepared to make more than one trip to the agency.
6. Express your appreciation for the opportunity.
7. Be ON TIME and do not forget to take your authorization form.

Carolina Cancer Services  
Contact: Ray Howell  
25 W. 6<sup>th</sup> St.  
Lexington, NC 27292  
336-249-7265

Davie Domestic Violence Services and  
Rape Crisis Center  
Contact: Linda Coplin  
123 S Main St  
Mocksville, NC 27028  
336-751-3450

Goodwill Career Connections  
Contact: Janice Richardson  
40 E. First Ave.  
Lexington, NC 27292  
336-236-8023

Positive Wellness Alliance  
Contact: Julie Meyer  
400 E. Center Street  
Lexington, NC 27292  
336-248-4646

Family Services of Davidson  
County  
Contact: Meredith Martin  
1303 Greensboro Street  
Extension  
Lexington, NC 27295  
336-249-0237

Path of Hope  
Contact: Angie Banther  
1675 E. Center St. Extension  
Lexington, NC 27296  
336-248-8914

The Workshop of Davidson  
Contact: Mike Foster  
275 Monroe Road  
Lexington, NC 27292  
336-248-2816



# JOB SHADOWING AUTHORIZATION FORM

<b>STUDENT NAME:</b>	<b>STUDENT ID:</b>
<b>AGENCY:</b>	

Date	Time	Hours	Agency Signature	Date
<b>Total Hours</b>				

I certify with my signature that I completed the hours as indicated above.

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Student Signature Date

CONTACTS:  
 Amanda Allison, Academic Advisor for Human Services Technology, 336-249-8186 (Ext. #6299)  
 Elizabeth Schenck, Faculty, Human Services Technology,  
[elizabeth\\_schenck@davidsonccc.edu](mailto:elizabeth_schenck@davidsonccc.edu)



# HSE Intent Form

Please complete this form and submit it for program consideration.

PRINTED Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Student ID (OR Last 4 of SS#) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DCCC E-Mail Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Have you been previously admitted to the HSE program? YES NO**

***I have read the HSE packet and technical standards. If I have any questions about the steps or program it is my responsibility to contact the Admissions Office to follow up or obtain further information.***

***I am responsible for submitting and completing all of the steps outlined in the HSE packet and doing so in a reasonable time for review.***

***After completing all of the required items I am responsible for completing an eligibility review with an Enrollment Counselor to review my eligibility and will be notified of my next steps at that time.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Admissions Office Use Only:**

Eligibility: \_\_\_\_ YES; \_\_\_\_ NO Reason \_\_\_\_\_

App. \_\_\_\_\_; HS \_\_\_\_\_;

Reading \_\_\_\_\_; Writing \_\_\_\_\_; Math \_\_\_\_\_; Computer Skills \_\_\_\_\_

Enrollment Specialist: \_\_\_\_\_ Review Date: \_\_\_\_\_