

Trident Technical College
Human Services Program
Student Handbook

Dear Human Services Student,

Welcome to the Human Services Program!

Congratulations on choosing a profession dedicated to improving the lives of individuals, families, groups, and communities. By pursuing a degree in Human Services, you have chosen a career centered on compassion, advocacy, service, and positive social change.

The Human Services Program is designed to prepare you with the knowledge, skills, values, and practical experiences necessary to become an effective helping professional. Throughout your time in the program, you will engage in rigorous academic coursework while participating in experiential learning opportunities that allow you to connect classroom learning with real-world practice.

Beginning with your first Human Services course, you will participate in field observations, community engagement activities, professional development experiences, and supervised fieldwork that will strengthen your understanding of the profession and prepare you for employment or continued education.

This handbook has been developed to serve as your guide throughout the Human Services Program. Inside you will find important information regarding:

- Program requirements
- Human services career pathway
- Experiential learning and field observation requirements
- Internship preparation
- Retrieve documentation procedures
- Graduation checklist
- Frequently Asked Questions

Please review this handbook carefully and refer to it throughout your academic journey. It is your responsibility to understand the program requirements and remain informed of important deadlines and expectations. It is expected that students in the program will be proactive with program assignments and activities.

The Human Services faculty are committed to your success. We encourage you to ask questions, seek guidance, and take advantage of every opportunity to grow professionally. The experiences you gain throughout this program will prepare you to make a meaningful difference in the lives of those you will one day serve.

We are excited to be part of your educational journey and look forward to celebrating your accomplishments as you progress toward becoming a Human Services professional.

Welcome to the Human Services family!

About the Human Services Profession

Human Services is a profession focused on helping individuals and communities improve their overall quality of life. Human Services professionals work collaboratively with people experiencing personal, social, emotional, economic, behavioral, and health-related challenges by connecting them with resources, providing support, advocating for their needs, and empowering them to achieve greater independence and well-being.

Human Services professionals serve diverse populations across the lifespan in a variety of settings

Employment Settings

Human Services graduates may find employment in:

- Behavioral health agencies
- Community mental health centers and agencies
- Hospitals and healthcare systems
- Schools and colleges
- Child welfare agencies
- Residential treatment facilities
- Group homes
- Substance use treatment programs
- Nonprofit organizations
- Domestic violence programs
- Homeless shelters
- Senior service organizations
- Government agencies
- Faith-based organizations
- Community action agencies
- Correctional facilities
- Juvenile justice programs
- Hospice and bereavement organizations
- Public health agencies
- Disability service providers
- Crisis intervention programs
- Government and public assistance agencies

As a Human Services student, you will develop the knowledge and practical skills necessary to work effectively with individuals from diverse backgrounds while demonstrating professionalism, ethical decision-making, cultural competence, empathy, and effective communication.

The Human Services profession is built on the belief that every individual deserves dignity, respect, opportunity, and access to services that promote personal growth and community well-being. Through this program, you will be challenged to become not only a knowledgeable professional but also a compassionate advocate and ethical leader within your community.

Career Planning

Human Services Career Pathways

A degree in Human Services prepares graduates for careers dedicated to improving the lives of individuals, families, and communities. Human Services professionals work in a variety of settings, including nonprofit organizations, healthcare systems, behavioral health agencies, schools, correctional facilities, community organizations, government agencies, and residential treatment programs.

The Human Services Program equips students with the knowledge, professional skills, ethical foundation, and practical experience necessary to enter a wide range of helping professions.

The following career pathways represent examples of positions that graduates may pursue depending on their education, experience, employer requirements, and state credentialing or licensure requirements.

Community and Social Services

Professionals in this area provide direct support, advocacy, and resource coordination for individuals and families.

Career opportunities include:

- Case Manager
 - Social Worker Assistant
 - Community Outreach Specialist
 - Community Health Specialist
 - Community Organizer
 - Child Advocate
 - Adoption Specialist
 - Direct Support Professional
 - Skills Instructor
 - Public Health Advisor
 - Health Education Specialist
 - Wellness Navigator
 - Eligibility Counselor
 - Contract Specialist
 - Policy Analyst
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Behavioral Health and Counseling

These professionals support individuals experiencing emotional, behavioral, mental health, or substance use challenges.

Career opportunities include:

- Behavioral Health Counselor
- Adult Crisis Counselor
- Children's Crisis Counselor
- Crisis Intervention Specialist
- Residential Counselor
- Personal Support Counselor
- Rehabilitation Counselor
- Substance Use Disorder Counselor
- Addictions Counselor
- Outpatient Counselor
- Bereavement Counselor
- Education Counselor
- Intake Interviewer
- Intervention Therapist
- Mental Health Aide

Note: Some counseling positions require additional education, certification, or professional licensure depending on state regulations and employer requirements.

Youth and Family Services

Professionals working with children, adolescents, and families provide mentoring, advocacy, crisis intervention, and developmental support.

Career opportunities include:

- Youth Worker
 - Youth Development Counselor
 - Child Advocate
 - Group Home Worker
 - Behavioral Interventionist
 - Child Development Center Director
 - Residential Counselor
-

Healthcare and Community Wellness

Human Services professionals also support individuals through healthcare systems and community-based wellness programs.

Career opportunities include:

- Community Health Specialist
- Wellness Navigator
- Public Health Advisor
- Health Education Specialist
- Direct Support Professional
- Mental Health Aide

- Intake Interviewer
-

Education and Student Services

Human Services graduates often work within educational settings supporting student success and development.

Career opportunities include:

- Admissions Counselor
 - College Admissions Representative
 - Education Counselor
 - Youth Development Counselor
 - Behavioral Interventionist
-

Criminal Justice and Advocacy

Human Services professionals collaborate with courts, correctional agencies, and community organizations to promote rehabilitation and public safety.

Career opportunities include:

- Probation Officer
 - Crisis Intervention Specialist
 - Community Organizer
 - Child Advocate
 - Policy Analyst
-

Professional Skills Developed in the Human Services Program

Throughout the Human Services curriculum, students develop competencies that prepare them for employment across a variety of professional settings, including:

- Professional communication
- Interviewing techniques
- Case management
- Crisis intervention
- Cultural competence
- Advocacy

- Ethical decision-making
 - Documentation and recordkeeping
 - Resource coordination
 - Team collaboration
 - Conflict resolution
 - Group facilitation
 - Professional writing
 - Community engagement
 - Problem-solving
 - Critical thinking
 - Leadership
 - Professionalism
-
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Continuing Your Education

Many Human Services graduates choose to continue their education by earning bachelor's or graduate degrees in fields such as:

- Human Services
- Social Work
- Psychology
- Sociology
- Counseling
- Criminal Justice
- Public Health
- Healthcare Administration
- Nonprofit Management
- Marriage and Family Therapy
- Rehabilitation Counseling

Continuing your education can expand career opportunities and may be required for advanced counseling, clinical, supervisory, or leadership positions.

Preparing for Your Career

The Human Services Program encourages students to begin preparing for employment early in their academic journey by:

- Participating in field observations and experiential learning activities.
- Completing volunteer and community service experiences.
- Engaging in leadership opportunities through Champions for Change and other campus organizations.
- Building a professional résumé and portfolio.
- Attending career fairs, workshops, and networking events.
- Developing relationships with internship supervisors and community partners.
- Maintaining professionalism throughout the program.

Your Human Services education is more than earning a degree, it is the beginning of a career dedicated to serving others, strengthening communities, and creating positive change.

Human Services Program

Experiential Learning and Field Observation Requirements

Preparing for a Career in Human Services

The Human Services Program is committed to preparing students for professional practice by integrating classroom instruction with meaningful experiential learning opportunities. Throughout the curriculum, students will engage in field observations, community engagement, professional development, and supervised field experiences designed to strengthen their knowledge, skills, and professional identity.

Experiential learning allows students to observe helping professionals in real-world settings, explore various career pathways, develop professional competencies, and gain confidence before entering their internship experience.

Program-Wide Field Observation and Exploratory Activities

Beginning with the Fall semester, all Human Services students are required to complete **50 hours of approved field observation and exploratory activities** outside of structured classroom assignments.

These hours are intended to expose students to a variety of human service settings and populations while helping them connect classroom concepts with professional practice.

Examples of approved activities may include:

- Agency observations
- Community service and volunteer experiences
- Professional conferences and workshops
- Human Services career exploration
- Community outreach events
- Approved campus engagement activities
- Other faculty-approved experiential learning opportunities

Students are responsible for documenting these hours using the Human Services Field Observation and Activity Tracking Form in Etrieve. Documentation should be submitted throughout the program as activities are completed.

Course-Specific Experiential Learning Requirements

In addition to the required 50 program observation hours, several Human Services courses include field observation assignments that are designed to prepare students for professional practice and internship experiences.

HUS 102 – Personal and Professional Development

Students enrolled in HUS 102 will complete a **10-hour exploratory field activity**. This assignment is designed to introduce students to the Human Services profession through observation, professional engagement, and career exploration.

The purpose of this experience is to help students:

- Explore various Human Services settings.
- Observe helping professionals in practice.
- Increase awareness of career opportunities.
- Reflect on personal and professional development.

HUS 116 – Orientation to Fieldwork Experience

Students enrolled in HUS 116 will complete **30 hours of internship preparation activities** before beginning their supervised internship.

These activities are intended to prepare students for successful placement in HUS 250 and may include:

- Researching internship opportunities
- Contacting potential internship sites
- Participating in agency interviews
- Agency orientation sessions
- Required onboarding paperwork
- Agency training or exploratory experience
- HIPAA, confidentiality, or compliance training
- Other pre-placement requirements established by the internship site

The purpose of these activities is to ensure students are fully prepared to begin their internship with a professional understanding of agency expectations and workplace responsibilities.

209 – Case Management

Students enrolled in HUS 209 will complete a **10-hour Case Management Field Observation Assignment**.

During this assignment, students will observe and explore the role of professional case managers in a Human Services setting.

Students may observe activities such as:

- | | | |
|----------------------------------|--------------------------|-------------------------|
| *Client intake procedures | *Assessment processes | *Service planning |
| *Resource coordination | *Documentation practices | *Referral Processes |
| *Interdisciplinary collaboration | *Client advocacy | *Interview Case Manager |

This assignment allows students to connect classroom instruction with the practical application of case management principles while developing an understanding of ethical and effective service delivery.

HUS 250 – Supervised Field Placement

HUS 250 serves as the capstone experiential learning course within the Human Services Program.

Students are required to complete **150 supervised internship hours** at an approved Human Services agency under the supervision of a qualified professional.

During the internship, students will apply the knowledge and skills developed throughout the Human Services curriculum while demonstrating professionalism, ethical practice, effective communication, and competency in working with individuals, families, groups, and communities.

Summary of Experiential Learning Requirements

Requirement	Hours
Program-Wide Field Observation and Exploratory Activities	50
HUS 102 Exploratory Activity	10
HUS 116 Internship Preparation Activities	30
HUS 209 Case Management Observation Assignment	10
HUS 250 Supervised Field Placement	150

Total Experiential Learning Hours Throughout the Program: 250 Hours

All experiential learning activities and required documentation must be completed by the deadlines established by the course instructor. Students are encouraged to maintain accurate records and submit documentation promptly through Etrieve to ensure successful completion of program requirements.

Students will have to be enrolled in an HUS course to complete the Program-Wide Field Observation and Exploratory Activities.

Human Services Curriculum and Suggested Course Sequence

The Human Services Associate in Applied Science (A.A.S.) degree is designed to provide students with the knowledge, professional skills, and experiential learning opportunities necessary to prepare for employment in the Human Services profession or continued education.

The recommended course sequence below provides a structured pathway for completing degree requirements efficiently while progressively developing the competencies needed for professional practice.

Students are encouraged to meet with their Academic Advisor each semester to ensure they remain on track toward graduation.

Program Overview

Degree: Associate in Applied Science (A.A.S.)

Total Credit Hours: 60

Program Length: Five Semesters

Throughout the program, students will complete:

- 60 credit hours
- 50 Program-Wide Field Observation and Exploratory Hours (completed while enrolled in Human Services courses)
- 10-hour HUS 102 Exploratory Activity
- 30-hour HUS 116 Internship Preparation Experience
- 10-hour HUS 209 Case Management Observation Assignment
- 150-hour HUS 250 Supervised Field Placement

These experiences are intentionally integrated throughout the curriculum to prepare students for successful entry into the Human Services profession.

Suggested Course Sequence

First Semester – Student will be assigned a HUS Navigator (12 Credit Hours)

Term 1

HUS 101 – Introduction to Human Services (3 Credits)

Introduces students to the Human Services profession, helping relationships, ethics, professional roles, and community resources.

General Education Requirement (3 Credits)

IDS 109 is recommended.

Term 2

HUS 102 – Personal and Professional Development in Helping Professions (3 Credits)

Students explore professional identity, self-awareness, communication, and career pathways while completing a **10-hour Exploratory Field Activity** designed to introduce them to Human Services practice.

ENG 101 – English Composition I (3 Credits)

Develops written communication skills essential for documentation, case notes, reports, and professional correspondence.

Mathematics/Natural Sciences Requirement (3 Credits)

MAT 155 is recommended.

Semester Milestones

By the end of the first semester, students should:

- Understand the Human Services profession.
 - Begin developing professional behaviors.
 - Complete the HUS 102 10-hour Exploratory Activity.
 - Begin participating in approved Program-Wide Field Observation and Exploratory Activities.
 - Submit completed hours through Etrieve.
-

Second Semester – Student will move to an HUS Advisor (12 Credit Hours)

Term 1

HUS 209 – Case Management (3 Credits)

Students learn case management principles and complete a **10-hour Case Management Observation Assignment** by observing a practicing case manager and related service delivery activities.

HUS 230 – Interviewing Techniques (3 Credits)

Develops interviewing, communication, and relationship-building skills used with clients.

Term 2

HUS 220 – Diversity Issues in Human Services Practice (3 Credits)

Examines cultural competence, equity, inclusion, and the importance of serving diverse populations.

HUS 235 – Group Dynamics (3 Credits)

Introduces students to group facilitation, leadership, and interpersonal communication within Human Services settings.

Semester Milestones

By the end of the second semester, students should:

- Complete the HUS 209 Case Management Observation Assignment.
- Continue documenting Program-Wide Field Observation and Exploratory Hours.
- Strengthen interviewing and communication skills.
- Develop an understanding of diversity and group processes.

Third Semester – (11/12 Credit Hours)

Term 1

Humanities Requirement (3 Credits)

PHI 110 is recommended.

HUS 208 – Alcohol and Drug Abuse (3 Credits)

Introduces students to substance use disorders, prevention, treatment, and recovery support services.

Term 2

HUS 116 – Orientation to the Fieldwork Experience (2 Credits)

Students complete **30 hours of internship preparation activities**, including:

- Exploring internship opportunities
- Researching agencies
- Participating in interviews
- Completing background checks
- Completing orientation requirements
- Participating in required training
- Preparing for internship placement

Behavioral/Social Sciences Requirement (3 Credits)

Semester Milestones

By the end of the third semester, students should:

- Complete all HUS 116 internship preparation activities.
 - Identify potential internship sites.
 - Prepare professional application materials.
 - Continue documenting Program-Wide Field Observation and Exploratory Hours.
-

Fourth Semester – (13 Credit Hours)

Term 1

Human Services Elective I (3 Credits)

HUS 250 – Supervised Field Placement I (4 Credits)

Students complete a **150-hour supervised internship** at an approved Human Services agency while applying classroom knowledge in a professional setting.

Human Services Elective II (3 Credits)

Term 2

HUS 231 – Counseling Techniques (3 Credits)

Build counseling and helping skills through theory and practice.

Human Services Elective III (3 Credits)

Semester Milestones

By the end of the fourth semester, students should:

- Successfully complete the 150-hour supervised internship.
 - Demonstrate professionalism and ethical practice.
 - Apply interviewing, counseling, and case management skills in a real-world setting.
-

Fifth Semester – (6 Credit Hours)

HUS 270 – Personal and Professional Development II (3 Credits)

Serves as the capstone course, focusing on professional growth, career readiness, leadership, and transition into the workforce or continued education.

Human Services Elective IV (3 Credits)

Semester Milestones

By the end of the fifth semester, students should:

- Complete all degree requirements and capstone project.
 - Finalize a professional résumé and portfolio.
 - Prepare for employment or transfer opportunities.
 - Demonstrate readiness to enter the Human Services profession.
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Etrieve Student Guide

(Etrieve Video Tutorial Available Upon request)

Logging Field Observation and Experiential Learning Hours

The Human Services Program utilizes **Etrieve** to document and monitor all required field observation and experiential learning activities completed throughout the program.

Students are responsible for accurately recording their field observation hours after each approved activity. Timely documentation ensures that all required experiential learning hours are verified and counted toward program completion.

Failure to submit documentation may result in hours not being approved or counted toward program requirements.

Human Services Field Observation and Activity Tracking Form

The Human Services Field Observation and Activity Tracking Form is available through Etrieve and must be completed each time you participate in an approved field observation or experiential learning activity.

Students should submit the form as soon as possible after completing each activity.

Completing the Human Services Observation Form

Students will complete the following information on the Etrieve form:

Student Information

- Student Name
- Student ID Number
- Student Email Address

Course Information

Select the Human Services course associated with the activity from the dropdown menu.

Available courses include:

- HUS 101 – Introduction to Human Services
 - HUS 102 – Personal and Professional Development
 - HUS 116 – Orientation to the Fieldwork Experience
 - HUS 209 – Case Management
 - HUS 220 – Diversity Issues in Human Services Practice
 - HUS 230 – Interviewing Techniques
 - HUS 231 – Counseling Techniques
 - HUS 235 – Group Dynamics
 - HUS 250 – Supervised Field Placement
 - HUS 270 – Personal and Professional Development II
-

Field Activity Information

Students will provide:

- Name of agency, organization, or department
- Date of activity
- Start time
- End time
- Type of activity completed

Approved activity types include:

- Field Observation
 - Volunteer Service
 - Community Service
 - Campus-Based Activity
 - Professional Training or Workshop
 - Shadowing Experience
 - Human Services Event
 - Other Faculty-Approved Activity
-

Activity Reflection

Students should briefly describe:

- The activity completed
- The Human Services skills, competencies, or professional behaviors observed or practiced
- What was learned during the experience

Reflection is an important part of experiential learning and demonstrates how classroom concepts are applied in professional settings.

Required Documentation

Depending on the activity, students may be asked to provide supporting documentation.

Examples include:

- Verification of attendance
- Agency sign-in sheet
- Certificate of completion
- Training certificate
- Event registration confirmation
- Supervisor verification
- Faculty verification
- Other documentation requested by the instructor

Students should retain copies of all documentation until grades have been finalized.

Faculty Approval Process

Once the Etrieve form has been submitted:

1. The form will be routed electronically to the appropriate Human Services faculty member for review.
2. Faculty will verify that the activity meets program requirements.
3. Approved hours will be recorded toward the student's experiential learning requirements.
4. If additional information is needed, the form may be returned to the student for revision or clarification.

Current faculty approvers include:

- Dr. Crystal Wigfall
- Antonia Boone
- Elaine Mawhinney

Frequently Asked Questions

When should I submit my observation hours?

Submit your Etrieve form immediately after completing each approved activity.

Can I wait until the end of the semester?

No. Students should submit documentation throughout the semester to ensure timely verification and accurate recordkeeping.

Do all activities count toward the 50-hour requirement?

Only faculty-approved Human Services field observation and experiential learning activities will count toward the program-wide requirement.

Can I complete field observation hours before enrolling in a Human Services course?

No. Students must be enrolled in a Human Services course to complete Program-Wide Field Observation and Exploratory Activities.

What if my activity requires a supervisor's signature?

Obtain verification from the agency supervisor, faculty member, or designated staff member before submitting your documentation when required.

How will I know if my hours have been approved?

Your Etrieve submission will be reviewed by Human Services faculty. If additional information is needed, you will be contacted. Approved hours will be maintained as part of your program records.

Who should I contact if I have questions?

Questions regarding experiential learning requirements or Etrieve documentation should be directed to your Human Services instructor or the Academic Program Director.

APPENDIX

APPENDIX A

Human Services Program

Student Handbook Acknowledgement and Program Requirements Agreement

The Human Services Program Student Advisement & Experiential Learning Handbook has been developed to provide students with important information regarding program expectations, academic requirements, experiential learning activities, field observations, internship requirements, professional conduct, and graduation requirements.

By submitting this acknowledgement through Etrieve, I certify that I have received, reviewed, and understand the information contained in the Human Services Program Student Advisement A Experiential Learning Handbook.

I understand that it is my responsibility to become familiar with and comply with all Human Services Program policies and procedures.

Student Acknowledgement

By signing below, I acknowledge and understand the following:

- ☐ I have received and reviewed the Human Services Program Student Handbook.
- ☐ I understand that I am responsible for complying with all Human Services Program policies, procedures, and professional expectations.
- ☐ I understand that I must complete all required coursework for the Associate in Applied Science in Human Services.
- ☐ I understand that I am required to complete **50 Program-Wide Field Observation and Exploratory Hours** while enrolled in Human Services coursework.
- ☐ I understand that these hours must be documented using the Human Services Field Observation and Activity Tracking Form in Etrieve.
- ☐ I understand that only approved experiential learning activities will count toward the required field observation hours.
- ☐ I understand that I must complete the following course-specific experiential learning requirements:
 - HUS 102 – 10-hour Exploratory Activity
 - HUS 116 – 30-hour Internship Preparation Activities

- HUS 209 – 10-hour Case Management Observation Assignment
- HUS 250 – 150-hour Supervised Field Placement

☐ I understand that required documentation must be submitted through Etrieve by the deadlines established by my instructor.

☐ I understand that failure to submit required documentation may result in hours not being approved toward program completion.

☐ I understand that internship placement is contingent upon successful completion of prerequisite coursework and any agency-specific requirements, including, but not limited to, interviews, background checks, orientation, training, immunizations, drug screenings, or other onboarding requirements established by the internship site.

☐ I understand that I am expected to conduct myself in a professional and ethical manner throughout all classroom, experiential learning, volunteer, observation, and internship activities.

☐ I understand that I am responsible for maintaining confidentiality in accordance with professional and agency standards.

☐ I understand that I am responsible for monitoring my progress toward completion of all experiential learning requirements.

☐ I understand that questions regarding program requirements should be directed to my Human Services instructor or the Academic Program Director.

Student Certification

I certify that I have read, understand, and agree to comply with the policies, procedures, and expectations outlined in the Human Services Program Student Advisement & Experiential Learning Handbook.

I understand that this acknowledgement confirms my understanding of the program requirements and does not replace or modify any policies of Trident Technical College or the Human Services Program.

Student Name: _____

Student ID Number: _____

Semester of Entry: _____

Expected Graduation Semester: _____

Student Signature: _____

Date: _____

Etrieve Electronic Submission

Students submitting this form through Etrieve acknowledge that an electronic signature carries the same force and effect as a handwritten signature.

Submission of this acknowledgement confirms that the student has received, reviewed, and understands the Human Services Program Student Advisement & Experiential Learning Handbook and agrees to comply with all program requirements.

This acknowledgement must be submitted through Etrieve prior to participating in program-required field observation, experiential learning, and supervised field placement activities.

APPENDIX B

Human Services Program

Experiential/Exploratory Learning & Field Observation Timesheet/Tracking Form

Student Information

Student Name: _____

Student ID Number: _____

Semester Admitted: _____

Faculty Advisor: _____

Experiential Learning Hour Requirements

Requirement	Required Hours Completed
Program-Wide Field Observation & Exploratory Activities	50
HUS 102 Exploratory Activity	10
HUS 116 Internship Preparation Activities	30
HUS 209 Case Management Observation Assignment	10
HUS 250 Supervised Field Placement	150

Total Required Experiential Learning Hours: 250

APPENDIX B

Trident Technical College

Experiential/Exploratory Field Activity/Observation Tracking Form

Student Information

Student Name	
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Entry 1

Entry #1			
Organization / Place of Service			
Type of Service	☐ Community Outreach ☐ Education / Tutoring ☐ Disability Service Support ☐ Recovery Services ☐ Food & Hunger Relief ☐ Recreational / Craft Activities ☐ Other: _____		
Start Date		End Date	
Total Hours		Supervisor Name	
Summary of Activities			
Student Signature		Date Signed	
Supervisor Signature		Date Verified	

Entry 2

Entry #2	
Organization / Place of Service	
Type of Service	☐ Community Outreach ☐ Education / Tutoring ☐ Disability Service Support ☐ Recovery Services ☐ Food & Hunger Relief ☐ Recreational / Craft Activities ☐ Other: _____

Start Date		End Date	
Total Hours		Supervisor Name	
Summary of Activities			
Student Signature		Date Signed	
Supervisor Signature		Date Verified	

Entry 3

Entry #3			
Organization / Place of Service			
Type of Service	☐ Community Outreach ☐ Education / Tutoring ☐ Disability Service Support ☐ Recovery Services ☐ Food & Hunger Relief ☐ Recreational / Craft Activities ☐ Other: _____		
Start Date		End Date	
Total Hours		Supervisor Name	
Summary of Activities			
Student Signature		Date Signed	
Supervisor Signature		Date Verified	

Entry 4

Entry #4	
Organization / Place of Service	
Type of Service	☐ Community Outreach ☐ Education / Tutoring ☐ Disability Service Support ☐ Recovery Services ☐ Food & Hunger Relief ☐ Recreational / Craft Activities ☐ Other: _____

Start Date		End Date	
Total Hours		Supervisor Name	
Summary of Activities			
Student Signature		Date Signed	
Supervisor Signature		Date Verified	

Entry 5

Entry #5			
Organization / Place of Service			
Type of Service	☐ Community Outreach ☐ Education / Tutoring ☐ Disability Service Support ☐ Recovery Services ☐ Food & Hunger Relief ☐ Recreational / Craft Activities ☐ Other: _____		
Start Date		End Date	
Total Hours		Supervisor Name	
Summary of Activities			
Student Signature		Date Signed	
Supervisor Signature		Date Verified	

Entry 6

Entry #6	
Organization / Place of Service	
Type of Service	☐ Community Outreach ☐ Education / Tutoring ☐ Disability Service Support ☐ Recovery Services ☐ Food & Hunger Relief ☐ Recreational / Craft Activities ☐ Other: _____

Start Date		End Date	
Total Hours		Supervisor Name	
Summary of Activities			
Student Signature		Date Signed	
Supervisor Signature		Date Verified	

Hours Summary

Category	Total
Cumulative Hours	

All entries must be verified by a site supervisor. Falsification of volunteer hours may result in academic consequences.

APPENDIX C

ASSOCIATE IN APPLIED SCIENCE IN HUMAN SERVICES 2-Year Human Services Academic Plan

SEMESTER 1 - New HUS Student – Student Success HUS Navigator

Term 1	Semester/Term Offered	Term 2	Semester/Term offered
HUS 101 Introduction to Human Services (3 Credits)	Fall/Spring	HUS 102 Personal and Professional Development (3 Credits)	Fall/Spring
General Education Courses ENG 101 English Composition (3 Credits) or IDS 109 First Year Experience Seminar - 3 credits	All	General Education Courses ENG 101 English Composition (3 Credits) or IDS 109 First Year Experience Seminar - 3 credits	All
For Students with Existing Credit Choose from REQ HUM or REQ MAT or General Electives	All	For Students with Existing Credit Choose from REQ HUM or REQ MAT or General Electives	All

Minimum 12 credits

SEMESTER 2 – Completed HUS 101 and HUS 102 – Move to HUS Advisor

Term 1	Semester/Term Offered	Term 2	Semester/Term Offered
HUS 209 Case Management (3 Credits)	Spring/Summer	HUS 220 Diversity (3 Credits)	Spring/Summer
HUS 230 Interviewing (3 Credits)	Spring/Summer	HUS 235 Group Dynamics (3 Credits)	Spring/Summer

Minimum 12 credits

SEMESTER 3 – HUS Advisor

Term 1	Semester/Term Offered	Term 2	Semester/Term Offered
HUS 208 Alcohol and Drug Abuse (3 Credits)	Fall/Spring	PSY 201 Introduction to Psychology (3 Credits)	All
HUS 116 Orientation to Fieldwork Experience (2 credits)	Fall/Summer	Choose from REQ HUM or REQ MAT or General Electives (3/4 Credits)	All

Minimum 11/12 Credits

SEMESTER 4 – HUS Advisor

Term 1	Semesters/Term Offered	<u>Term 2</u>	Semesters/Term Offered
HUS 250 Supervised Field Placement 1 (4 Credits)	Fall/Spring	General Electives (3 credits)	All
Choose from REQ HUM or REQ MAT or General Electives (3/4 Credits)	All	HUS 231 Counseling Techniques (3 credits)	Fall/Summer

Minimum 13 credits

Semester 5 – HUS Advisor

Term 1	Semesters/Term Offered	Term 2	Semesters/Term Offered
HUS 270 Personal and Professional Development II (3 credits)	Spring	General Electives (3 Credits)	All
Choose from REQ HUM or REQ MAT or General Electives (3/4 Credits)	All	General Electives (3 Credits)	All

Minimum Credits 12 Credits

OTHER INFORMATION:

To graduate from the Human Services program, students must successfully complete a minimum of 250 hours of field-related experiential learning activities throughout the curriculum. These experiences include field observation, exploratory activities, additional approved field-related learning experiences, and a supervised field placement experience.

Students are required to complete 50 hours of field observation and exploratory activities embedded within designated Human Services courses prior to field placement. Students must also complete 50 additional approved field-related experiential learning hours as identified by the Human Services program. These experiences provide students with opportunities to explore human services agencies, develop professional skills, and apply human services knowledge in community-based settings.

Students must successfully complete a supervised field placement experience consisting of 150 hours during one semester. The field placement experience provides students with the opportunity to apply human services knowledge, skills, and professional competencies in approved community-based settings. Field placement assignments may include, but are not limited to, mental health services, youth services, social services, eldercare, corrections, disabilities, rehabilitation, addiction services, and other human services agencies.

Students must meet the receiving field placement agency's screening requirements prior to placement assignment. Requirements may include, but are not limited to, background screenings such as a South Carolina Law Enforcement Division (SLED) background check, drug screenings, immunization records, training requirements, and other agency-specific requirements. Requirements will vary based on the policies and procedures of individual field placement sites.

Admission Requirements

Admission into this program requires proof of high school graduation (or GED) and qualifying placement levels.

Total Credits to Graduate 60/61

APPENDIX D

Graduation Checklist

Before graduating, students should verify that they have completed:

- ✓ 60 credit hours required for the A.A.S. degree
- ✓ All required Human Services courses
- ✓ General education requirements
- ✓ Four Human Services electives
- ✓ 50 Program-Wide Field Observation and Exploratory Hours (completed while enrolled in Human Services courses)
- ✓ HUS 102 – 10-hour Exploratory Activity
- ✓ HUS 209 – 10-hour Case Management Observation Assignment
- ✓ HUS 116 – 30-hour Internship Preparation Activities
- ✓ HUS 250 – 150-hour Supervised Field Placement
- ✓ All required Etrieve documentation

Meeting these requirements will prepare students for graduation and entry into the Human Services profession.

APPENDIX E

Human Services Student Organization Champions for Change

CHAMPIONS
FOR CHANGE
HUMAN
SERVICES
PROGRAM
STUDENT
ORGANIZATION

HELPING
OTHERS IS LIFE'S
GREATEST JOY!!



Do you have a heart for people and helping others in need?

Would you like to build your leadership skills while meeting new people?

Would you like to make a difference in the lives of your community members?

Have you considered a career in Human Services?

Our club is only as good as our members and our members are the best!!! So, if this club sounds like you, Join Champions for Change today!!

Human Services Student Organization Profile:

We are the Human Services Student Organization. We are the individuals who go into the community and volunteer our time and services to help humanity.

We do many volunteer projects throughout the school year. All it takes to join our club is a desire to want to help others. For more information about the club and membership, please email Antonia Boone at Antonia.boone@tridenttech.edu, Dr. Geneva Fleming at Geneva.fleming@tridenttech.edu, or Dr. Crystal Wigfall at crystal.Wigfall@tridenttech.edu. Meeting link will be given after contact.

Upcoming Interest Meeting: 1st Meeting will be held virtually

Virtual HUS Student Organization Meeting:

Held During Student Activity Periods



