



Health & Human Services Division
Lansing Community College
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Human Services (HUSE) Advising Guide

Admission for Fall-Summer semesters

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GENERAL PROGRAM INFO

The Human Services (HUSE) program is an open enrollment program designed to provide students with skills needed to enter the human services field as well as to further their education and professional development. For persons already employed in the field, it provides an opportunity to strengthen knowledge and skills to work more effectively with others and opens new job opportunities. The program assists students planning to transfer to four-year colleges and universities in many human services areas. All students receive an education in addiction, aging, family, and human services. Students demonstrate their learned professional skills during a ten hour a week, consecutive two-semester, supervised practicum in a human services agency when working on the Certificate of Achievement and the Associate Degree. More information on this program and careers visit the [program website \(www.lcc.edu/academics/health-and-human-service-careers/human-services\)](http://www.lcc.edu/academics/health-and-human-service-careers/human-services).

Human service professionals hold positions in group homes and halfway houses; mental health and correctional centers; family, child, and youth service agencies; and various community and nonprofit organizations. Positions are found within programs concerned with addiction, family services, domestic violence, and aging. Roles include helping others obtain services, organize or lead group activities, assist clients in mastering everyday living skills, monitor and keep records, or oversee group home residents. Job titles may include: social service technician, case management aide, community outreach worker, residential counselor, eligibility specialist or mental health technician.

GETTING STARTED

You must be an LCC student to be eligible for this program. With limited seats available in each course, enrollment is on a first-come-first-serve basis. Follow these steps to get started:

1. **APPLY TO LCC:** If you are not currently and have never been an LCC student, [apply to the college \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/). Applying is FREE! Then follow the steps on the [Get Started at LCC site \(www.lcc.edu/get-started/\)](http://www.lcc.edu/get-started/).
2. **GET PLACEMENT LEVELS:** Before you can register for classes, all students need to establish their skill-levels in Reading, Writing, and Math (placement levels). Visit LCC's [Placement Testing site \(www.lcc.edu/services/testing/placement/\)](http://www.lcc.edu/services/testing/placement/) for more information.
 - a. **Current LCC students** can find their placement levels by logging into their [MyLCC account \(my.lcc.edu/\)](http://my.lcc.edu/) and looking in the "Profile" tab.
 - b. **First-time college students** can get placement levels by taking Assessment tests in Reading, Writing and Math. Tests are free to complete. They can also get placement levels based off of their High School GPA, AP courses, or ACT / SAT scores. For more information, check out the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html).

*First-time college students will need to **attend a College orientation** before enrolling in classes. More information is on the [Getting Started website \(www.lcc.edu/admissions/first-time.html\)](http://www.lcc.edu/admissions/first-time.html).
 - c. **Guest/Transfer students** may be able to receive placement levels based on courses completed at another college. To do this, attach copies of your transcript(s) to the [Assessment Waiver Form \(www.lcc.edu/services/testing/waiver.html\)](http://www.lcc.edu/services/testing/waiver.html). Know that the waiver form does not grant transfer credit. Official transcripts must be sent directly to LCC's Registrar's Office for transfer credit to be awarded.
3. **REGISTER FOR CLASSES:** LCC has 3 semesters – Fall, Spring, and Summer. Students can view class offerings and enroll in courses using the Banner system. Go to LCC's Registration site to view Academic Calendars and for instructions on how to sign-up for classes (www.lcc.edu/admissions-financial-aid/registrar/registration/index.html).

***When searching for a course in Banner, HUSE classes are in the "Human Services" subject area, SOWK are in the "Social Work subject area, and GERO classes are in the "Gerontology" subject area.**

ACADEMIC ADVISORS are available in the Gannon building StarZone.

To schedule an appointment visit the [academic advising website \(www.lcc.edu/advising\)](http://www.lcc.edu/advising).

PROGRAM LAYOUT

Human Services Associate Degree (#0915)

The associate degree is generalist in nature, with all students acquiring an education in addiction, aging, and family. This degree is part of an enhanced career pathway into the profession. The education provides the opportunity to learn the history of human services, the necessity for a Code of Ethics, structure of community agencies, the programs and services provided, and the populations served. A consecutive two-semester practicum enhances the student's education and skills.

Certificate of Achievement (#1201)

This Certificate of Achievement provides the essential values, knowledge, and skills to promote client and community well-being. It is designed as the second certificate in an enhanced career pathway into human services. A consecutive two-semester practicum enhances the student's education and skills.

Certificate of Completion (#1199)

This Certificate of Completion provides the essential values, knowledge, and skills to promote client and community well-being. It is designed as the first certificate in an enhanced career pathway into human services leading directly to the Certificate of Achievement and the Associate Degree in Human Services.

*All of the Human Services Program Certificates and Associate Degree outcomes are aligned with the National Organization of Human Services (NOHS) Ethical Standards for Human Service Professionals. GERO coursework is aligned with the Academy for Gerontology in Higher Education (AGHE) competencies. SOWK coursework is aligned with the Council on Social Work Education (CSWE) competencies

PROGRAM COST

The cost for the HUSE, SOWK & GERO courses vary; students can use the [Tuition Cost Estimator \(www.lcc.edu/tuition-and-costs/tuition-estimator.html\)](http://www.lcc.edu/tuition-and-costs/tuition-estimator.html) for an estimate of the tuition and fee charges. There may be additional costs for textbooks, supplies and exam fees.



PRACTICUM EXPERIENCE

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

Practicum Requirements:

Addiction: Completion of HUSE 242 and SOWK 101 are required prior to practicum.

Aging: Completion of GERO 100, 1 credit of gerontology seminars (GERO 164-191), and one course from PSYC 209, PSYC 210 or PSYC 250 are required prior to practicum when working with older adults.

Children and Families: Completion of HUSE 110 and SOWK 101 or a pre-approved program specialization course are required for a practicum placement in an agency providing services to children and families.

***Additional requirements for all subject areas:**

- Application to practicum
- Students need to meet practicum requirements by the end of summer semester prior to practicum
- Practicum starts every academic year in fall semester, continuing through spring semester of the next year in the same agency
- Background checks as described later in this document
- Completion of GERO 100, HUSE 100, HUSE 105, HUSE 242, and two specialization courses appropriate to the area of agency placement, along with ENGL 121
- A minimum grade of a 2.5 or higher is required in all GERO, HUSE, SOWK, and specialization courses
- A minimum grade of a 2.0 or higher is required in all general education courses
- A minimum overall grade point average (GPA) of 2.5 or higher is required

Application to Practicum:

Students apply to practicum in January each year (the Tuesday after MKL Day). The completed application packet is due by March 1st of each year. Packets are available in Room 108 of the Health and Human Services Building (HHS) on main campus and by sending an e-mail to the Human Services Program Director at mckay6@star.lcc.edu. Complete instructions are included in the application materials.

- All background checks, and if needed, other testing, documentation, etc. must be completed by the due date before the placement process can begin.

- Completed application packets are reviewed, the student is sent an e-mail to their LCC e-mail informing them of the application status.
- Attendance is mandatory at two practicum orientations, held in April and August each year.
- It is important to note, there is no guarantee of a practicum placement.
- Departmental approval is required before registering for HUSE 282 and HUSE 284.

CRIMINAL BACKGROUND CHECK

Human Service agencies comply with Public Health Code Act 368, amended by Act 303 September 3, 2002; therefore, practicum students are subject to criminal background policies and checks by the potential practicum agency. Agencies may require additional checks such as Department of Health and Human Services (DHHS) Central Registry, fingerprinting, drug/alcohol screening, and/or other checks/testing before consideration of placement and/or during placement in their agency.

Students are required to adhere to the policies and procedures set forth by the agency, and may be dismissed from practicum and/or the program at any time for noncompliance. All costs related to these additional requirements are to be paid for by the student.

Students are required to disclose any information which may negatively alter their previously submitted background checks and/or practicum application within 72 hours of the incident to the Human Services Program Director (517) 483-1972. Failure to self-disclose adverse information may be considered grounds for removal from the agency, and/or practicum and/or the program.

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

TRANSFER INFORMATION

The curriculum is designed to satisfy the Michigan Transfer Agreement (MTA) between two-year and four-year institutions in Michigan. Not all courses in this program transfer to all colleges. This degree is designed for students to enter the workforce as pre-professionals and for students who intend to transfer to a four-year college or university to pursue a baccalaureate degree. Students completing the Health and Human Service Career Community Required Courses; Program of Study Required Courses, Limited Choice – MTA Humanities and Fine Arts courses; and PFHW 123 and PSYC 200 with a 2.0 grade or higher will satisfy the Michigan Transfer Agreement (MTA) between two-year and four-year institutions in Michigan.

CHOSEN/PREFERRED NAME

LCC has adopted a policy providing all members of the campus community the opportunity to use their chosen or preferred name in records and communications across the campus. A chosen/preferred name refers to a first name which is different than the legal first name.

Students may request this option via their LCC profile. The student's Chosen/Preferred Name may be used in many contexts, including class rosters, ID Cards (by request), Desire to Learn (D2L) course sites, and more. However, LCC is legally required to use a student's Legal Name for some things. This includes at all clinical and externship sites, on immunization and medical records, official transcripts, diplomas, financial aid records, and more. More information is available on LCC's [Chosen Name and Pronoun Initiative site](http://www.lcc.edu/diversity/chosen-name.html) (<http://www.lcc.edu/diversity/chosen-name.html>).

NON-DISCRIMINATION STATEMENT

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

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Employee Title IX Coordinator, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; HR Director of Total Compensation & Employment, 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Associate Dean, Center for Student Support, 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Director of Student Compliance, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-9632, Director of Athletics, Deputy Title IX Coordinator, Gannon Building, 411 N. Grand Ave., Lansing, MI 48933, 517-483-1622, U.S. Department of Education's Office of Civil Rights, Michigan Department of Civil Rights.

The nondiscrimination policy and grievance procedures can be located at [LCC's Board Policies](http://www.lcc.edu/about/board-of-trustees/policies.html) (www.lcc.edu/about/board-of-trustees/policies.html) website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Title IX and Sexual Misconduct Resources](http://www.lcc.edu/consumer-information/sexual-misconduct.html) (www.lcc.edu/consumer-information/sexual-misconduct.html) website.

CONTACT INFORMATION

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Check out all of the Health Career [Advising Guides](http://lcc.edu/hhs/advising-guides.html) (lcc.edu/hhs/advising-guides.html)