



OLD DOMINION UNIVERSITY HUMAN SERVICES PROGRAM HANDBOOK

For Main Campus and Online HMSV Programs



Council for Standards in Human Service Education

Assuring the quality, consistency, and relevance of human service education through research based standards and a peer review, accreditation process

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OLD DOMINION UNIVERSITY
Department of Counseling and Human Services
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HUMAN SERVICES PROGRAM HANDBOOK
Main Campus and Online Students

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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.

WHAT IS HUMAN SERVICES

As defined by the **National Organization for Human Services**, the field of Human Services is broadly defined, uniquely approaching the objective of meeting human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations. The Human Services profession is one which promotes improved service delivery systems by addressing not only the quality of direct services, but also by seeking to improve accessibility, accountability, and coordination among professionals and agencies in service delivery.

Human Service Practitioners

"Human services practitioner" is a generic term for people who hold professional and paraprofessional jobs in such diverse settings as group homes and halfway houses; correctional, vocational rehabilitation and community mental health centers; family, child, and youth service agencies, and programs concerned with alcoholism, drug abuse, family violence, and aging. Depending on the employment setting and the kinds of clients served there, job titles and duties vary a great deal.

The primary purpose of the human service practitioner is to assist individuals and communities to function as effectively as possible in the major domains of living. A strong desire to help others is an important consideration for a job as a human services practitioner. Individuals who show patience, understanding, and caring in their dealings with others are highly valued by employers. Other important personal traits include communication skills, a strong sense of responsibility, and the ability to manage time effectively.

Where Human Service Practitioners Work?

Working conditions vary. Human services practitioners in human service agencies generally spend part of the time in the office and the rest of the time in the field. Most work a 40-hour week. Some evening and weekend work may be necessary, but compensatory time off is usually granted.

Human services practitioners in community-based settings move around a great deal in the course of a workweek. They may be inside one day and outdoors on a field visit the next. They, too, work a standard 40-hour week.

Human services practitioners in residential settings generally work in shifts. Because residents of group homes need supervision in the evening and at night, 7 days a week, evening and weekend hours are required.

Despite differences in what they are called and what they do, human services practitioners generally perform under the direction of professional staff. Those employed in mental health settings, for example, may be assigned to assist a treatment team made up of social workers, psychologists, and other human services professionals. The amount of responsibility these practitioners assume and the degree of supervision they receive vary a great deal. Some practitioners are on their own most of the time and have little direct supervision; others work under close direction.

Human services practitioners in community, residential care, or institutional settings provide direct services such as leading a group, organizing an activity, or offering individual counseling. They may handle some administrative support tasks, too. Specific job duties reflect organizational policy and staffing patterns, as well as the practitioner's educational preparation and experience.

Because so many human services jobs involve direct contact with people who are impaired and therefore vulnerable to exploitation, employers try to be selective in hiring. Applicants are screened for appropriate personal qualifications. Relevant academic preparation is generally required, and volunteer or work experience is preferred.

Examples of Occupational Titles of Human Service Practitioners

Case Worker	Case Monitor Parole Officer
Family Support Worker	Child Advocate
Youth Worker	Gerontology Aide
Social Service Liaison	Juvenile Court Liaison
Residential Counselor	Home Health Aide
Behavioral Management Aide	Group Home Worker
Case Management Aide	Child Abuse Worker
Eligibility Counselor	Crisis Intervention Counselor
Alcohol Counselor	Mental Health Aide
Adult Day Care Worker	Community Organizer
Drug Abuse Counselor	Intake Interviewer
Life Skills Instructor	Community Outreach Worker
Client Advocate	Social Work Assistant
Neighborhood Worker	Community Action Worker
Social Service Aide	Psychological Aide
Group Activities Aide	Halfway House Counselor
Social Service Technician	Assistant Case Manager
Therapeutic Assistant	Rehabilitation Case Worker
Probation Officer	Residential Manager

MISSION OF ODU HUMAN SERVICES 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 and Professional Studies 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.

ODU HUMAN SERVICES PROGRAM 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.

ODU HUMAN SERVICES 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 (for those majoring in human services, a grade of C or better (not C-) must be earned in all HMSV courses):

COURSE DESCRIPTIONS

HMSV 339. Interpersonal Relations. 3 Credits.

Students will learn concepts and theories of interpersonal relationships. Development of skills necessary for effective communication will be stressed. Prerequisites: ENGL 211C or ENGL 221C or ENGL 231C.

HMSV 341. Introduction to Human Services. 3 Credits.

Students will learn about human services, the helping process, and the role and function of the human service worker. Students will be exposed to local and state human services facilities. A grade of C or better is required. Prerequisites: ENGL 211C or ENGL 221C or ENGL 231C.

HMSV 343. Human Services Methods. 3 Credits.

Presents theories and techniques used by human services workers in a variety of settings. A grade of C or better is required. Prerequisite: A grade of C or better in ENGL 211C or ENGL 221C or ENGL 231C. Pre- or corequisite: HMSV 341 with a grade of C or better.

HMSV 344. Career Development and Appraisal. 3 Credits.

Focuses on career development throughout the life span with emphasis on vocational theories, interventions, assessments, and socioeconomic factors. Pre- or corequisite: HMSV 341 with a grade of C or higher.

HMSV 346. Diversity Issues in Human Services. 3 Credits.

This course serves as an introduction to multicultural helping. The influence of socio-identities (e.g., race, ethnicity, religion, gender, socioeconomic status, sexual orientation) on individuals' functioning, concerns, and the helping process will be explored. Pre- or corequisite: HMSV 341 with a grade of C or higher.

HMSV 368. Field Observation in Human Services. 3 Credits.

Students will visit and examine human services systems such as mental health, substance abuse, criminal justice, education, rehabilitation, and professional associations to facilitate decision-making in selecting an internship and to gain a complex understanding of the roles of the human services professional. A grade of C or better is required. Prerequisites: HMSV 341 with a grade a C or higher, and HMSV 343 with a grade of C or higher.

HMSV 397. Independent Study. 3-6 Credits.

Individual study under the supervision of an undergraduate faculty member. Prerequisites: Approval of Human Services Program Director and Counseling and Human Services Department Chair.

HMSV 440W. Program Development, Implementation, and Funding. 3 Credits.

This course presents models and practices in evaluating, monitoring, and implementing human services programs. The course includes an overview of funding, creating budgets and monitoring expenditures for programs. This is an upper-level writing intensive class. A grade of C or better is required. Prerequisites: HMSV 341 with a C or better, HMSV 343 with a C or better, and ENGL 211C or ENGL 221C or ENGL 231C with a C or better.

HMSV 494 (formally 441). Entrepreneurship in Human Services and Non-Profit Fundraising. 3 Credits.

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. Prerequisites: HMSV 341 with a grade of C or higher and HMSV 343 with a grade of C or higher.

HMSV 444. Psycho-educational Groups. 3 Credits.

This course combines lectures and experiential learning about psycho-educational groups. Principles and practices for developing and leading psycho-educational groups are emphasized. Prerequisite: HMSV 341 with a grade of C or higher and HMSV 343 with a grade of C or higher.

HMSV 447. Introduction to Substance Abuse. 3 Credits.

This course develops the professional identity of the student as a practitioner of substance abuse services while introducing the student to the signs and symptoms of substance abuse, the recovery process and relapse prevention methods. Prerequisites: HMSV 341 with a grade of C or better and HMSV 343 with a grade of C or better.

HMSV 448. Interventions and Advocacy with Children. 3 Credits.

This course provides an overview of how human service workers assist children in a variety of settings. Emphasis will be placed upon advocacy, supportive work, and short-term crisis intervention. Prerequisites: A grade of C or higher in HMSV 341 and HMSV 343.

HMSV 449. Crisis Intervention, Prevention and Ethics. 3 Credits.

This course explores effective crisis intervention, examines prevention strategies, and develops students' ethical decision making within human service practice. Prerequisite: HMSV 341 with a grade of C or higher and HMSV 343 with a grade of C or higher.

HMSV 452. Substance Abuse Treatment and Research. 3 Credits.

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. Prerequisites: HMSV 341 with a grade of C or better, HMSV 343 with a grade of C or better and HMSV 447 with a grade of C or better.

HMSV 491. Family Guidance. 3 Credits.

This course provides a study of the family as a system and an introduction to a variety of issues confronting the family, including child abuse, substance abuse and addiction, spouse abuse, and others that produce more than usual stress in the family. Available community resources for helping families will be examined. Prerequisites: HMSV 341 and HMSV 343 with a grade of C or higher.

HMSV 495. Topics in Human Services. 1-6 Credits.

The study of selected topics in human services. Prerequisites: senior standing or permission of the instructor.

HMSV 468. Internship in Human Services. 12 Credits.

This course involves field placement in a human services setting. Approximately 400 hours are devoted to field placement, group seminars and individual supervision. A grade of "C" or better must be earned to complete the human services major (qualifies as a CAP experience). Prerequisites: Completion of all coursework including General Education requirements, core courses, major courses, and elective courses; a grade of C or better in all prior HMSV courses and program approval is required. Pre- or corequisite: HMSV 339, HMSV 341, HMSV 343, HMSV 344, HMSV 346, HMSV 368, HMSV 440W, HMSV 441, HMSV 444, HMSV 447, HMSV 448, HMSV 449, HMSV 452, and HMSV 491.

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.

To obtain advising at ODUOnline:

Online undergraduate students have an advisor based on their degree program.

Visit <https://online.odu.edu/academics/advising-and-degree-planning>

To Schedule an appointment, send your request to: DLEDadvising@odu.edu

To obtain advising at CARC:

Walk-ins are welcome pending staff availability.

To guarantee availability, please make an appointment. Our Booking Policy:

Visit <http://carc.setmore.com/> to view our updated list of advisors' availability

Before your appointment, please review your DegreeWorks and have a plan for the upcoming semester(s).

Try to book an appointment with your assigned advisor.

For phone appointments, please provide your phone number on the "Your Info" page.

Location:

Career and Advising Resource Center

Education Building Room 1107

Corner of 43rd Street and Hampton Blvd.

Norfolk, VA 23529

Telephone: (757) 683-3523 or (757) 683-5423

Main Office Line: (757) 683-4789

Hours and Services

Fall/Spring semesters: Open 9am-5p.m., Monday through Friday for appointments, walk-ins, phone, and email advising

Summer semesters: Open 9am-5p.m., Monday through Friday for appointments, walk-ins, phone, and email advising

Note: Summer daily schedule subject to change during Preview

We are open during finals week, one week after final exams, and one week before classes begin. Please call or email our office to schedule an appointment.

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 25 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 many human service-related agencies require background checks for internship and for future employment. Those with a criminal record may find it difficult to find an internship or 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 potential 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, typically 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 ALL HMSV courses (beginning fall 2017) 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:**
 - March 15 for fall internship of the current year
 - July 15 for spring internship of following year
 - November 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.**

Course Number	Prerequisites
HMSV 339	<i>Prerequisite: ENGL 211C, 221C, or 231C</i>
HMSV 341	<i>Prerequisite: ENGL 211C, 221C, or 231C</i>
HMSV 343	<i>Co-requisite: HMSV 341</i>
HMSV 344	<i>Co-requisite: HMSV 341 and 343W.</i>
HMSV 346	<i>Co-requisite: HMSV 341 and 343W.</i>
HMSV 368	<i>Prerequisites: HMSV 341 and 343W</i>
HMSV 440W	<i>Prerequisites: HMSV 341 and 343W</i>
HMSV 441 OR HMSV 452*	<i>Prerequisites: HMSV 341 and 343W (and HMSV 447 for 452)</i>
HMSV 444	<i>Prerequisites: HMSV 341 and 343W</i>
HMSV 447 OR HMSV 448	<i>Prerequisites: HMSV 341 and 343W</i>
HMSV 449	<i>Prerequisites: HMSV 341 and 343W</i>
HMSV 491	<i>Prerequisites: HMSV 341 and 343W</i>
HMSV 468	<i>Prerequisites: completion of all coursework (i.e., general education, core, minor or other upper level general education requirements, major, and elective courses) and permission of the HMSV Internship Coordinator.</i>

All students majoring in human services must earn a minimum grade of C or better (not C-) in all HMSV courses. A C or better (not C-) must be earned in all 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 343

HMSV 346

Course for minor or elective

Semester 2:

HMSV 368

HMSV 440W

HMSV 444

HMSV 344

HMSV 449

Semester 3:

HMSV 441 or 452

HMSV 447 or 448

HMSV 491

Course for minor or elective

Course for minor or elective

Semester 4:

HMSV 468: Internship

Additional elective credits may be needed to meet the minimum of 120 credits required to graduate with the bachelor's degree at Old Dominion University.

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/HUMANSERVICESINTERNSHIP.SHTML](http://education.odu.edu/chs/academics/human_services/humanservicesinternship.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:

- March 15th app due for fall internship.
- July 15th app due for spring internship.
- November 15th app due for summer internship.

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 ALL HMSV courses (**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 7: To demonstrate knowledge of the National Organization for Human Services (NOHS) Code of Ethics by incorporating them in practice. The NOHS Code of Ethics are available [here](http://www.nationalhumanservices.org/index.php?option=com_content&view=article&id=43). Or you may find them at the following:

http://www.nationalhumanservices.org/index.php?option=com_content&view=article&id=43

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.

PLEASE NOTE THE FOLLOWING:

- The internship site supervisor's grade may count for up to 40% of the student's final grade.
- Students must adhere to cell phone usage policies established at each internship site. Failure to abide by these policies is a violation of the ODU student conduct policy.
- Students removed from internship sites due to failure to meet internship roles and responsibilities will likely lose all hours completed up to that point and will likely be required to complete all 400 hours at a new site if permitted to continue internship elsewhere.
- Internship is a culminating experience. Please note that you may pass all classes up to the point of internship and still not be permitted to graduate with a degree in human services if you do not pass internship due to not demonstrating skill proficiency and professionalism in internship.

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.

HUMAN SERVICES DOUBLE MAJOR OPTIONS

Human services majors can elect to double major in the areas listed below. Combining interest areas between two majors allows more versatility for students' future through enhanced opportunities to pursue graduate school and strengthening employability. In addition, several of these double major opportunities include specialized certificates to further demonstrate students' commitment and leadership in their field of choice.

Human Services and Sociology

The Department of Counseling and Human Services and the Department of Sociology and Criminal Justice have created an opportunity for undergraduate students to major in both human services and criminal justice. Both majors can be earned within the 120 credit hours required for an undergraduate degree. Within this double major, students have an opportunity to pursue a concentration in addiction prevention and treatment. Students who select the addiction prevention and treatment concentration will graduate with a certificate in addiction prevention and treatment.

Human Services and Criminal Justice

The Department of Counseling and Human Services and the Department of Sociology and Criminal Justice have created an opportunity for undergraduate students to major in both human services and criminal justice. Both majors can be earned within the 120 credit hours required for an undergraduate degree. Within this double major, students have an opportunity to pursue a concentration in addiction prevention and treatment. Students who select the addiction prevention and treatment concentration will graduate with a certificate in addiction prevention and treatment.

Human Services and Interdisciplinary Studies- Leadership

The Department of Counseling and Human Services and the Department of Interdisciplinary Studies have created an opportunity for undergraduate students to major in both human services and interdisciplinary studies-leadership. Both majors can be earned within the 120 credit hours required for an undergraduate degree. Within this double major, students will be exposed to a number of fields of study to enhance their knowledge and skills in the area of leadership, professional writing, and technology, while engaging in human services coursework. In addition, students may pursue two specialized certificates within the double major – addiction prevention and treatment and professional leadership.

Students interested in these double major options should contact the Human Services Director for more information, HMSVupd@odu.edu

HUMAN SERVICES MINORS

The Department of Counseling and Human Services offers two minors: a minor in Human Services and a minor in Addiction Treatment and Prevention. Human services majors are not eligible to select either minor. Majors wishing for education in addictions studies, should consider pursuing the Substance Abuse Track as part of their major in Human Services.

Minor in Human Services

Code	Course List Title	Hours
Area I required:		12
HMSV 339	Interpersonal Relations	
HMSV 341	Introduction to Human Services	
HMSV 343	Human Services Methods	
HMSV 346	Diversity Issues in Human Services	
Select one from the following Area II courses:		3
HMSV 344	Career Development and Appraisal	
HMSV 447	Introduction to Substance Abuse	
HMSV 448	Interventions and Advocacy with Children	
HMSV 449	Crisis Intervention, Prevention and Ethics	
HMSV 491	Family Guidance	
Total Hours		15

For completion of a minor, a student must have a minimum overall cumulative grade point average of 2.00 in all courses required for the minor exclusive of prerequisite courses and complete a minimum of six hours in upper-level courses in the minor requirement through courses offered by Old Dominion University.

Minor in Addiction Prevention and Treatment

The Addiction Treatment and Prevention minor complements many academic programs and majors by providing knowledge and experience in the 12 core competency areas identified by the Substance Abuse and Mental Health Services Administration [SAMSHA] as vital to knowledge, skills and attitudes required for professional practice in addiction services. In addition to fulfilling core competency areas required for addiction services, courses in this minor may meet the didactic requirements for addiction credentialing, such as the Certified Substance Abuse Counselor* (CSAC) credential in Virginia. For completion of a minor, an undergraduate student must have a minimum grade point average of 2.00 in all courses required for the minor exclusive of prerequisite courses and complete a minimum of six hours in upper-level courses in the minor requirement through courses offered by Old Dominion University. .

*Students are strongly encouraged to contact their respective state board regarding didactic requirements for specific credentials.

Course List		
Code	Title	Hours
HMSV 341	Introduction to Human Services	3
HMSV 343	Human Services Methods	3
HMSV 368	Field Observation in Human Services	3
HMSV 444	Psycho-educational Groups	3
HMSV 447	Introduction to Substance Abuse	3
HMSV 452	Substance Abuse Treatment and Research	3
Total Hours		18

Certification in Addictions Prevention and Treatment

The certificate program consists of six courses in the human services program for a total of 18 credit hours. Students who wish to enroll in these courses are required to have a transcript analysis to ensure that the appropriate prerequisite requirements are met. Students' prior coursework will be evaluated by an advisor at the time of admission to the certificate program.

Course List		
Code	Title	Hours
HMSV 341	Introduction to Human Services	3
HMSV 343	Human Services Methods	3
HMSV 447	Introduction to Substance Abuse*	3
HMSV 452	Substance Abuse Treatment and Research*	3
HMSV 368	Field Observation in Human Services*	3
HMSV 449	Crisis Intervention, Prevention and Ethics*	3
Total Hours		18

* For completion of the certificate, students must have a minimum cumulative grade point average of 2.00 overall in all courses taken toward the certificate program, a grade of C or better in all prerequisite courses and courses applied to the certificate, and complete a minimum of six hours in upper-level courses required for the certificate through courses offered by Old Dominion University. Transfer courses require approval of the certificate coordinator.

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. In extenuating circumstances, such as a documented car accident or

documented death in the family, students may submit their request for an excused absence through the University Office of Student Outreach and Support. Upon approval by Student Outreach Services, faculty should work to accommodate the student regarding missed assignments, etc. The Office's information is: Student Outreach Services (S.O.S.) 2008 Webb Center • Norfolk, VA 23529 Telephone: (757) 683-3442 • Fax: (757) 683-5715

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 DEPARTMENT

- 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 sanction(s). For more information, please see Office of Student Judicial Affairs Web Site at: <http://www.odu.edu/oscai>

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.”

HUMAN SERVICES STUDENTS DISPOSITIONS AT OLD DOMINION UNIVERSITY

Human Services students at ODU are expected to demonstrate behaviors and dispositions characteristic of human services professionals. Students understand that they must adequately and consistently demonstrate these dispositions in order to maintain good standing in the Human Services program at Old Dominion University. The student shows a disposition toward and commitment to each of the following:

1. Attends functions when required (punctual)
2. Maintains a professional appearance
3. Solicits feedback from others
4. Adjusts behavior based on professional feedback
5. Communicates effectively orally (articulate, animated, few grammatical errors)
6. Communicates effectively in writing (clear organization of ideas, few misspelling and grammatical errors)
7. Demonstrates sensitivity to others’ feelings and opinions (e.g., diplomatic)
8. Demonstrates cultural competence and communicates respect for other cultures
9. Shows ability and disposition to act as an advocate and leader for equity for all in the community, including promoting systemic changes to remove barriers to client success
10. Participates with others in a collaborative manner
11. Treats others with respect
12. Provides information to all constituents in a professional and timely manner
13. Demonstrates a commitment to remain current in knowledge of subject area content
14. Participates in professional development activities that represent subject area currently or in the near future
15. Demonstrates effective decision-making and problem-solving skills

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 an undergraduate advisor or distance learning advisor for the HMSV program in the Career and Advising Resource Center to review the curriculum requirements (see information about advising on page 7).

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.

If a student has transferred from another four-year institution and has completed human services courses, the student should schedule a meeting with the human services program Director to review the syllabi, assignments, and transcripts from the completed courses to determine if they are equivalent and can be used as transfer credit.

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:

1. Minimum cumulative GPA of 3.25.
2. Minimum major GPA of 3.5.
3. Completion of at least two 300-400 level courses designated by the department to be honors courses.
4. Completion of at least 60 credit hours at Old Dominion University, 54 of which must be in grade-point graded courses.
5. Completion of a scholarly experience such as a research project with a human services faculty mentor. [HMSV 397](#) Independent Study: Guided Research in Human Services can be taken as an elective course and will qualify as a scholarly experience. Students enrolled in this course may conduct individual or group projects focused on research, literature review, or methodology development. All work is conducted under the supervision and evaluation of a program faculty member. Please contact Dr. Kristy Carlisle, kcarlisl@odu.edu, for more information regarding this course.

Contact the program director, Jennifer Simmons, jmsimmon@odu.edu, for more information about this opportunity.

LEADERS DESIGNATION

ODU's LeADERS program is a pathway connecting students to enriching courses and active learning experiences resulting in a competitive edge in their chosen careers. As human services majors and minors, students have the opportunity to participate in this program and receive recognition during commencement. Please view the below site and reach out to your academic advisor for more information.

<https://www.odu.edu/chip/leaders>

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:

Courses meeting requirement	Grade req	Credit awarded through prior work**					
ENGL 110C (first level)	C or better	AP	CP		MP	IB	
ENGL 111C (first level)	C or better	AP	CP		MP		
ENGL 126C (first level)	C or better						
ENGL 211C (second level)	C or better			DP	MP		
ENGL 221C (second level)	C or better			DP	MP		
ENGL 131C (second level)	C or better					XP	DN
ENGL 231C (second level)	C or better			DP	MP	XP	DN

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

<https://www.odu.edu/al/centers/writing-center>

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.

PROFESSIONAL AND STUDENT ORGANIZATIONS

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:

<https://www.odu.edu/life/gettinginvolved/studentorgs>

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 who qualify for this prestigious organization will receive a formal invitation from our TUA faculty representative.

CREDENTIALING IN ADDICTIONS

Effective the fall of 2015, the Human Services Program is an approved provider of addiction education leading to certification as a Substance Abuse Counselor (CSAC) and an Alcohol and Drug Counselor (CADC). Students enrolled in the following courses are encouraged to keep a copy of the syllabus for the following courses in order to justify approved education content as they begin the residency phase of their credentials post-graduation:

- HMSV 341: Introduction to Human Services
- HMSV 343: Human Services Methods
- HMSV 368: Field Observation
- HMSV 444: Psycho-educational Groups
- HMSV 447: Introduction to Substance Abuse
- HMSV 449: Crisis Interventions, Preventions, and Ethics
- HMSV 452: Substance Abuse Treatment and Research
- HMSV 491: Family Guidance
- HMSV 468: Internship

For additional information regarding HMSV approved educational courses, please direct all inquiries to the HMSV Addiction Track Coordinator.

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/tuition-aid/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/#studentoutr eachandsupportsos>