Program Information Report

Human Services, Pre-Education & Public Safety

Human Services (AAHUST)
Associate in Arts Degree
Program Effective Term: Winter 2025

High Demand Occupation   High Skill Occupation   High Wage Occupation

This program prepares students for a job as a substance abuse, hospice, case, psychiatric, or social services aide in settings such as schools, rehabilitation centers, and mental health clinics or as a staff member in a community/neighborhood center. The program provides skills students will need to work on a one-to-one basis or in groups to help people cope with problems. The program also prepares students to transfer to a bachelor's degree program where they will continue developing skills for a career in the field of social work. The program transfers to Eastern Michigan University and Madonna University.

Articulation:
Eastern Michigan University, BSW*;
Madonna University, BSW;
Wayne State University, BSW.

*Students should meet with an EMU Department of Social Work advisor before applying for admission to EMU's program.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: https://www.wccnet.edu/learn/transfer-wcc-credits/articulation-agreements.php .

Continuing Eligibility Requirements:
Faculty will review students' eligibility for the program on an ongoing basis.

1. Students must maintain satisfactory academic class performance, as evidenced by a minimum cumulative GPA of 2.0.
2. Students must earn a "C" or better in all HSW courses.
3. To enroll in the Human Services field internships, students must have completed prerequisite courses with a "C" or better.
4. Students must maintain at least an 80% rate of attendance in class and in an internship placement.
5. Students must honor any agreement entered into with an agency serving as an internship site.
6. Students must maintain ethical behavior as defined in the National Organization for Human Service Education's "Ethical Standards of Human Services Professionals."
7. Students should be aware that internship sites might conduct background checks on applicants to determine if they have been convicted of a crime or are addicted to drugs or alcohol.

First Semester		(14 credits)
ENG 111	Composition I	4
HSW 100	Introduction to Human Services	3
SOC 100	Principles of Sociology	3
Elective	Any science course with a lab.#	4

Second Semester		(16 credits)
HSW 200	Interviewing and Assessment	3
PSY 100	Introduction to Psychology	3
SOC 205	Race and Ethnic Relations	3
SOC 220	Group Dynamics and Counseling	3
Elective	Restricted Math Elective(s)*	4

Third Semester		(17 credits)
HSW 229	Human Services Success Skills	1
PSY 206	Life Span Developmental Psychology	4
PSY 210	Behavior Modification	3
PSY 257	Abnormal Psychology	3
SOC 225	Family Social Work	3
Elective	Arts/Human. Elective(s)**	3

Fourth Semester		(13 credits)
COM 101 or	Fundamentals of Speaking	

COM 102	Interpersonal Communication	3
HSW 230 or	Field Internship and Seminar I	
HSW 235	Experience Seminar	1-3
Elective	Nat. Sci. Elective(s) 2	3
Elective	Arts/Human. Elective(s)***	3
Elective	Elective(s) to reach a minimum 60 credits	3

Minimum Credits Required for the Program: **60**

Notes:

#Consult with a program advisor if transferring to any institution other than EMU.

*Select one of the following courses: MTH 125, MTH 125X, MTH 160, MTH 160X, MTH 176, or MTH 191. Transfer students should check with their selected school to confirm the math and/or credit requirements.

**Select one of the following courses: ART 143, ART 150, DAN 180, DRA 180, ENG 181, ENG 213, ENG 214, ENG 242, FLM 150, HUM 175, MUS 180.

***Select another course in a different discipline from the Humanities section of the MTA list.

If transferring to Madonna University, follow the curricular guide for that university. See a program advisor for details.

Transfer

Human Services (AAHUST)
Associate in Arts Degree
Program Effective Term: Winter 2025

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First Semester		(14 credits)
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HSW 100	Introduction to Human Services	3
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Elective	Elective(s) to reach a minimum 60 credits	3

Minimum Credits Required for the Program: **60**

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PROGRAM CHANGE FORM

Program Code: AAHUST	Current Program Name: Human Services	Effective Term: W25
Division Code: HSB	Department: Behavioral Sciences	

Directions:

1. Attach the current program listing from the WCC catalog or website and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using CurricUNET, but should be submitted at the same time as the program change form.

4. If changes affect the program assessment plan or if program outcomes are updated, please submit a Program Assessment Plan Change form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the Curriculum and Assessment Program Information page.

Requested Changes:

☐ Remove course(s): _____
X Add course(s): MTH125X & MTH 160X_____
☐ Program title (new title is _____)
☐ Description
☐ Advisors
☐ Program admission requirements
☐ Continuing eligibility requirements

☐ Program outcomes (may also result from removing or adding a course)*
☐ Program assessment plan*
☐ Accreditation information
☐ Other _____

==Show all changes on the catalog page you attach.==

Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum & Assessment for more information.

* Please submit a Program Assessment Plan Change form.

Rationale for proposed changes:

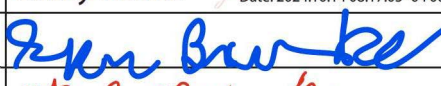New math classes that have been introduced to support students with lower math scores.

Financial/staffing/equipment/space implications:

N/A

List departments that have been consulted regarding their use of this program.
Behavioral Science Department

Signatures:

Reviewer	Print Name	Signature		Date
Initiator	Kristy Norris	*Kristy Norris*	Digitally signed by Kristy Norris Date: 2024.10.14 08:17:05 -04'00'	10/14/2024
Department Chair	Starr Burke	*[signature]*		
Division Dean/Administrator	Anne Nichols	*Anne Nichols*		10/19/24

==*Please return completed form to the Office of Curriculum & Assessment, SC 257 or by e-mail to curriculum.assessment@wccnet.edu* Once reviewed by the appropriate faculty committees we will secure the signature of the VPI.==

Reviewer	Print Name	Signature	Date

PROGRAM CHANGE FORM

Curriculum Committee Chair	Randy Van Wagnen	Randy Van Wagnen	Digitally signed by Randy Van Wagnen Date: 2024.10.18 09:06:52 -04'00'	
Assessment Committee Chair	Jessica Hale	Jessica Hale	Digitally signed by Jessica Hale Date: 2024.10.18 13:41:43 -04'00'	
Executive Vice President for Instruction	Dr. Brandon Tucker	Brandon Roderick Tucker	Digitally signed by Brandon Roderick Tucker Date: 2024.10.19 13:04:10 -04'00'	

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Reviewed by C&A Committees 10/17/24

Human Services, Pre-Education & Public Safety

Human Services (AAHUST)
Associate in Arts Degree
Program Effective Term: Fall 2022

High Demand Occupation   High Skill Occupation   High Wage Occupation

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Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: https://www.wccnet.edu/learn/transfer-wcc-credits/articulation-agreements.php .

Continuing Eligibility Requirements:
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First Semester		(14 credits)
ENG 111	Composition I	4
HSW 100	Introduction to Human Services	3
SOC 100	Principles of Sociology	3
	Any science course with a lab.#	4

Second Semester		(16 credits)
HSW 200	Interviewing and Assessment	3
PSY 100	Introduction to Psychology	3
SOC 205	Race and Ethnic Relations	3
SOC 220	Group Dynamics and Counseling	3
	Restricted Math Elective(s)*	4

Third Semester		(17 credits)
HSW 229	Human Services Success Skills	1
PSY 206	Life Span Developmental Psychology	4
PSY 210	Behavior Modification	3
PSY 257	Abnormal Psychology	3
SOC 225	Family Social Work	3
	Arts/Human. Elective(s)**	3

Fourth Semester		(13 credits)
	Arts/Human. Elective(s)***	3
	Nat. Sci. Elective(s) 2	3

COM 101 or	Fundamentals of Speaking	
COM 102	Interpersonal Communication	3
HSW 230 or	Field Internship and Seminar I	
HSW 235	Experience Seminar	1-3
	Elective(s) to reach a minimum 60 credits	3

Minimum Credits Required for the Program: **60**

Notes:

#Consult with a program advisor if transferring to any institution other than EMU.

*Select one of the following courses: MTH 125, MTH 160, MTH 176, or MTH 191. Transfer students should check with their selected school to confirm the math and/or credit requirements.

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WASHTENAW COMMUNITY COLLEGE

PROGRAM CHANGE FORM

Program Code: AAHUST	**Current Program Name:** Human Services	**Effective Term:** Fall 2023
Division Code: HSS	**Department:** Behavioral Sciences	

Directions:

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2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using CurricUNET, but should be submitted at the same time as the program change form.

4. If changes affect the program assessment plan or if program outcomes are updated, please submit a Program Assessment Plan Change form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the Curriculum and Assessment Program Information page.

Requested Changes:

☐ Remove course(s): _____
☒ Add course(s): __HSW 235: Experience Seminar
☐ Program title (new title is _____)
☐ Description
☐ Advisors
☐
☐ Program admission requirements
   Continuing eligibility requirements

Show all changes on the catalog page you attach.

☐ Program outcomes (may also result from removing or adding a course)*
☐ Program assessment plan*
☐ Accreditation information
☒ Other Reference to the application process has been removed from the program description effective Fall 2021.

Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum & Assessment for more information.

 * Please submit a Program Assessment Plan Change form.

Rationale for proposed changes:

 Many students are transitioning from our current program without completing the current HSW 230 course, because they currently have professions in the field. Because they are already working professionals in the field, students are not interested, or able, to complete the 180-field placement experience. To encourage degree completion, the program has developed an alternative learning opportunity for students actively working in the field of helping (paid or unpaid). Students who able to demonstrate current work in the field are approved to complete the HSW 235 class rather than complete the HSW 230 class. This one credit class will require that students are actively working in the field. Students will be applying theoretical lenses to their current employment, elevating their learning experience while also working on composing an APA style research paper.

Also, upon reviewing the catalog description, there is still reference to an admission process. We removed the admission process when we added the HSW 229 class several years ago.

Financial/staffing/equipment/space implications:
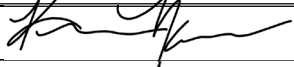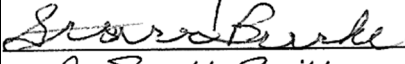 N/A

PROGRAM CHANGE FORM

Signatures:

Reviewer	Print Name	Signature	Date
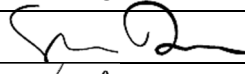
List departments that have been consulted regarding their use of this program.			
Behavioral Science, Curriculum and Development, and Advisory Committee			

Initiator	Kristy Norris	*[signature]*	2/21/2022
Department Chair	Starr Burke	*Starr Burke*	2/22/2022
Division Dean/Administrator	Scott Britten	*R. Scott Britten*	5-24-22

==**Please return completed form to the Office of Curriculum & Assessment, SC 257**==
==**or by e-mail to curriculum.assessment@wccnet.edu**==
Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President.

Reviewer	Print Name	Signature	Date
Curriculum Committee Chair	Randy Van Wagnen	R Van Wagnen	08-22-22
Assessment Committee Chair	Shawn Deron	*[signature]*	8/25/2022
Interim Vice President for Instruction	Victor Vega	*[signature]*	8/26/2022

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Reviewed by C&A Committees 8/4/22

Human Services, Pre-Education & Public Safety

Human Services (AAHUST)
Associate in Arts Degree
Program Effective Term: Fall 2022

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PSY 100	Introduction to Psychology	3
SOC 205	Race and Ethnic Relations	3
SOC 220	Group Dynamics and Counseling	3
	Restricted Math Elective(s)*	4

Third Semester		(17 credits)
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PSY 206	Life Span Developmental Psychology	4
PSY 210	Behavior Modification	3
PSY 257	Abnormal Psychology	3
SOC 225	Family Social Work	3
	Arts/Human. Elective(s)**	3

Fourth Semester		(13 credits)
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COM 101 or	Fundamentals of Speaking	
COM 102	Interpersonal Communication	3
HSW 230	Field Internship and Seminar I	3
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Applying for Admission to the Program:
The faculty and administration reserve the right to admit and retain only those students who, in their judgment, possess academic and personal suitability for the Human Services Program. Suitability criteria are listed below and also can be found in the Human Services Student Handbook.

Applications to the program must be made during the semester that students are enrolled in HSW 100 (Introduction to Human Services). Interested students who are enrolled in the course will be invited to submit a written request for an admission interview.

Program Admission Requirements:
Applicants must have the following:
   -Academic Math Level of 2
   -Academic Reading and Writing Levels of 6

Applicants must enroll in HSW 100 and complete the course with a grade of "C" or better.

Applicants must meet the following suitability criteria:
  - Has a cumulative GPA of 2.0 in all WCC courses
  - Demonstrates honesty in dealings with other students and faculty
  - Demonstrates behavior conforming to the National Organization for Human Service Education's "Ethical Standards of Human Service Professionals" (printed in the program handbook)
  - Presents in an appropriate and professional manner in the interview
  - Demonstrates evidence of being able to relate to clients in a helpful manner
  - Applicants must submit a letter of recommendation from a non-family member who knows them well such as a minister, employer, or teacher.

Continuing Eligibility Requirements:
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Program Information Report

<mark>Transfer</mark>

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Faculty will review students' eligibility for the program on an ongoing basis.

1. Students must maintain satisfactory academic class performance, as evidenced by a minimum cumulative GPA of 2.0.
2. Students must earn a "C" or better in all HSW courses.
3. To enroll in the Human Services field internships, students must have completed prerequisite courses with a "C" or better.
4. Students must maintain at least an 80% rate of attendance in class and in an internship placement.
5. Students must honor any agreement entered into with an agency serving as an internship site.
6. Students must maintain ethical behavior as defined in the National Organization for Human Service Education's "Ethical Standards of Human Services Professionals."
7. Students should be aware that internship sites might conduct background checks on applicants to determine if they have been convicted of a crime or are addicted to drugs or alcohol.

First Semester		**(14 credits)**
ENG 111	Composition I	4
HSW 100	Introduction to Human Services	3
SOC 100	Principles of Sociology	3
	Any science course with a lab.#	4

Second Semester		**(16 credits)**
HSW 200	Interviewing and Assessment	3
PSY 100	Introduction to Psychology	3
SOC 205	Race and Ethnic Relations	3
SOC 220	Group Dynamics and Counseling	3
	Restricted Math Elective(s)*	4

Third Semester		**(17 credits)**
HSW 229	Human Services Success Skills	1
PSY 206	Life Span Developmental Psychology	4
PSY 210	Behavior Modification	3
PSY 257	Abnormal Psychology	3
SOC 225	Family Social Work	3
	Arts/Human. Elective(s)**	3

Fourth Semester		**(13 credits)**
	Arts/Human. Elective(s)***	3
	Nat. Sci. Elective(s) 2	3
COM 101 or	Fundamentals of Speaking	
COM 102	Interpersonal Communication	3
HSW 230	Field Internship and Seminar I	3
	Elective(s) to reach a minimum 60 credits	1

Minimum Credits Required for the Program: **60**

Notes:

#Consult with a program advisor if transferring to any institution other than EMU.

*Select one of the following courses: MTH 125, MTH 160, MTH 176, MTH 181 or MTH 191. Transfer students should check with their selected school to confirm the math and/or credit requirements.

**Select one of the following courses: ART 143, ART 150, DAN 180, DRA 180, ENG 181, ENG 213, ENG 214, ENG 224 or ENG 242, HUM 150, HUM 175, HUM 221, MUS 180.

***Select another course in a different discipline from the Humanities section of the MTA list. Do not choose any courses in bold; they don't meet WCC General Education requirements.

If transferring to Madonna University, follow the curricular guide for that university. See a program advisor for details.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: HSW   **Program Name:** Human Services

Effective Term: Fall 2020

Division Code: Hum, Soc, & Behv **Department:** Behavioral Sciences

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Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☐ Remove course(s): _____
☐ Add course(s): _____
☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☐ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☒ Other _Change BIO 101 or 102 requirement_

Show all changes on the **attached page from the catalog.** _to Any Science w/ Lab. w/ a note to consult w/ program advisor if transferring to an institution other than EMU._

Rationale for proposed changes or discontinuation:

Our degree requirements largely line up with the expectations at EMU because they are our primary transfer institution. The EMU BSW program has removed the BIO requirement for graduation. It would be helpful if our students could choose from any science/lab class rather than constraining them to BIO 101 or 102.

Change BIO 101 or 102 requirement to "Any Science w/ Lab w/ a note to consult with program advisor if transferring to an institution other than EMU.

Financial/staffing/equipment/space implications: N/A

List departments that have been consulted regarding their use of this program.
Joy in Curriculum/Assessment and Dave Evoy, our EMU contact

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Kristy Norris		4/10/2020
Department Chair	Starr Burke	Starr Burke (per email 4/10/20)	4/10/20
Division Dean/Administrator	Scott Britten	Scott Britten	4/22/20

Please submit completed form to the Office of Curriculum and Assessment (SC 257).
Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President.

Vice President for Instruction	Kimberly Hurns		5/8/20
President	Rose B. Bellanca		

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Reviewed by C&A Committees 5/7/20

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AAHUST   **Program Name: Human Service Transfer Program**   **Effective Term: Winter 2011**

Division Code: MNB   **Department:** BEH

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
X Remove course(s): MTH 160_____
X Add course(s): Choose from MTH 125, MTH 160, MTH 176, MTH 181, MTH 191_____
☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

Show all changes on the <u>attached page from the catalog</u>.

X Program admission requirements CHANGE TO MATH LEVEL 2
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
X Other <u>It needs to be noted that students must check the program requirements at transfer schools to make sure they meet the math requirements of that school.</u>

Rationale for proposed changes or discontinuation:

The majority of our students transfer to Eastern Michigan University (EMU) and EMU has changed their mathematics requirements from statistics to a general math course. This has prompted the AAHUST program to modify its requirements to allow students a greater freedom in choosing which mathematics course they take. It is important that students looking at schools other than EMU be aware that mathematics requirements may vary by school.

Financial/staffing/equipment/space implications:

N/A

List departments that have been consulted regarding their use of this program.

BEH and the HSW advisory committee

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Kristy Norris	*[signature]*	4-13-11
Department Chair	Starr Burke	*[signature]*	4-14-11
Division Dean/Administrator	Martha Showalter	*[signature]*	4/14/11
Vice President for Instruction	Stuart Blacklaw	*[signature]*	4-18-11
President	Larry Whitworth	*[signature]*	4/18/11

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

General Education Requirements (33 Credits)

ENG 111	Composition I		4
ENG 226	Composition II		3
COM 101 or	Fundamentals of Speaking		
COM 102	Interpersonal Communication		3
~~MTH 160~~	~~Basic Statistics~~		4
MTH	Restricted Math Course***		4
BIO 101 or	Concepts of Biology		
BIO 102	Human Biology		4
PSY 100	Introduction to Psychology		3
SOC 100	Principles of Sociology		3
Arts/Hum.	Restricted Elective(s)*		3
Arts/Hum.	Elective(s)**		3
Computer Lit.	Elective(s)		3

Major/Area Requirements (28 Credits)

HSW 100	Introduction to Human Services	3
HSW 200	Interviewing and Assessment	3
HSW 230	Field Internship and Seminar I	3
PSY 206	Life Span Developmental Psychology	4
PSY 210	Behavior Modification	3
PSY 257	Abnormal Psychology	3
SOC 205	Race and Ethnic Relations	3
SOC 220	Group Dynamics and Counseling	3
SOC 225	Family Social Work	3

Minimum Credits Required for the Program: 61 Credits

Footnotes:
*Select one of the following courses: ART 143, ART 150, DAN 180, ENG 213, ENG 214, ENG 224, or ENG 242.
**Select another course from the Humanities section of the MACRAO list. Do not choose any Communication (COM) courses. Do not choose any courses in bold, they don't meet WCC General Education requirements.

*** Select one of the following courses: MTH 125, MTH 160, MTH 176, MTH 181, MTH 191. Make sure to check with chosen transfer school to confirm their math and/or credit requirements.

If transferring to Madonna University, follow the curricular guide for that university. See a program advisor for details.

Program Information Report

Transfer and University Parallel Programs

If your goal is to continue your education toward a baccalaureate degree, then transfer and university parallel programs is the track for you. Complete the first two years of study in a supportive environment with small classes and personal attention.

Business (AABAS)
Computer Science: Programming in Java (See Information Technology)
Criminal Justice (AACJ)
Education, Early Childhood (AAECE)
Education, Elementary (AAELEM)
Education, Secondary (AASECO)
Environmental Science (ASENVS)
Exercise Science (ASESCI)
General Studies in Math and Natural Sciences (ASGSMS)
Human Services (AAHUST)
Information Systems: Programming in C++ (See Information Technology)
Internet Professional (AAINP)
Liberal Arts Transfer (AALAT)
Math and Science (ASMSAS)
  1. Pre-Medicine Concentration (BMED) or (CMED)
  2. Computer Science Concentration (COMS)
  3. Mathematics Concentration (MATH)
  4. Physics/Pre-Engineering Concentration (PHYS)

Before beginning any transfer program, a student should consult with an academic advisor or counselor to obtain a program articulation agreement, or a transfer guide. Early in the program, the student should contact an undergraduate advisor at the transfer college for specific admission and curriculum requirements and, if available, an unofficial transfer-credit evaluation.

Copies of articulation agreements and transfer guides are available in the Counseling Office on the second floor of the Student Center Building. Computers with access to the Internet Web sites of four-year colleges and universities are also available there.

Social Work

This program prepares you to transfer to a bachelor's degree program in social work.

Program Information Report

Human Services (AAHUST)
Associate in Arts Degree
Program Effective Term: Fall 2011

This program prepares students for a job as a substance abuse, hospice, case, psychiatric, or social services aide in settings such as schools, rehabilitation centers, and mental health clinics or as a staff member in a community/neighborhood center. The program provides skills students will need to work on a one-to-one basis or in groups to help people cope with problems. The program also prepares students to transfer to a bachelor's degree program where they will continue developing skills for a career in the field of social work. The program transfers to Eastern Michigan University and Madonna University.

Articulation:
Madonna University, BSW degree
Eastern Michigan University, BSW degree*

*Students should meet with an EMU Department of Social Work advisor before applying for admission to EMU's program. This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site:
http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges.

Applying for Admission to the Program:
The faculty and administration reserve the right to admit and retain only those students who, in their judgment, possess academic and personal suitability for the Human Services Program. Suitability criteria are listed below and also can be found in the Human Services Student Handbook.

Applications to the program must be made during the semester that students are enrolled in HSW 100 (Introduction to Human Services). Interested students who are enrolled in the course will be invited to submit a written request for an admission interview.

Program Admission Requirements:
Applicants must have the following:
  -Academic Math Level of 2
  -Academic Reading and Writing Levels of 6

Applicants must enroll in HSW 100 and complete the course with a grade of "C" or better.

Applicants must meet the following suitability criteria:
  - Has a cumulative GPA of 2.0 in all WCC courses
  - Demonstrates honesty in dealings with other students and faculty
  - Demonstrates behavior conforming to the National Organization for Human Service Education's "Ethical Standards of Human Service Professionals" (printed in the program handbook)
  - Presents in an appropriate and professional manner in the interview
  - Demonstrates evidence of being able to relate to clients in a helpful manner
  - Applicants must submit a letter of recommendation from a non-family member who knows them well such as a minister, employer, or teacher.

Continuing Eligibility Requirements:
Faculty will review students' eligibility for the program on an ongoing basis.

1. Students must maintain satisfactory academic class performance, as evidenced by a minimum cumulative GPA of 2.0.
2. Students must earn a "C" or better in all HSW courses.
3. To enroll in the Human Services field internships, students must have completed HSW 100, HSW 150, and HSW 200 with a "C" or better.
4. Students must maintain at least an 80% rate of attendance in class and in an internship placement.
5. Students must honor any agreement entered into with an agency serving as an internship site.
6. Students must maintain ethical behavior as defined in the National Organization for Human Service Education's "Ethical Standards of Human Services Professionals."
7. Students should be aware that internship sites might conduct background checks on applicants to determine if they have been convicted of a crime or are addicted to drugs or alcohol.

General Education Requirements		(62 credits)
ENG 111	Composition I	4
ENG 226	Composition II	3
COM 101 or	Fundamentals of Speaking	
COM 102	Interpersonal Communication	3
Math	Restriced Elective(s)*	4
BIO 101 or	Concepts of Biology	

Program Information Report

BIO 102	Human Biology	4
PSY 100	Introduction to Psychology	3
SOC 100	Principles of Sociology	3
Arts/Human.	Restricted Elective(s)**	3
Arts/Human.	Elective(s)***	3
Computer Lit.	Elective(s)	3

Major Area Requirements		(28 Credits)
HSW 100	Introduction to Human Services	3
HSW 200	Interviewing and Assessment	3
HSW 230	Field Internship and Seminar I	3
PSY 206	Life Span Developmental Psychology	4
PSY 210	Behavior Modification	3
PSY 257	Abnormal Psychology	3
SOC 205	Race and Ethnic Relations	3
SOC 220	Group Dynamics and Counseling	3
SOC 225	Family Social Work	3

Minimum Credits Required for the Program: 61

Notes:

*Select one of the following courses: MTH 125, MTH 160, MTH 176, MTH 181 or MTH 191. Transfer students should check with their selected school to confirm the math and/or credit requirements.

**Select one of the following courses: ART 143, ART 150, DAN 180, ENG 213, ENG 214, ENG 224 or ENG 242.

***Select another course from the Humanities section of the MACRAO list. Do not choose any Communication (COM) courses. Do not choose any courses in bold, they don't meet WCC General Education requirements.

If transferring to Madonna University, follow the curricular guide for that university. See a program advisor for details.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AAHUST

Program Name: Human Services Transfer

Effective Term: Fall 2007

Division Code: MNB

Department: Behavioral Sciences

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review

X Remove course(s): __
CIS 100: Intro to Software Applications

X Add course(s): __
"General elective"

☐ Program title (title was _____)

☐ Description

☐ Type of award

☐ Advisors

☐ Articulation information

☐ Program admission requirements

☐ Continuing eligibility requirements

☐ Program outcomes

☐ Accreditation information

☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)

☐ Other _____

Show all changes on the <u>attached page from the catalog</u>.

Rationale for proposed changes or discontinuation:

Eastern Michigan University has in the past stipulated that a basic computer course be taken as a general education requirement. Since most students who complete the WCC Human Services Program intend to transfer to EMU, we have until now required that program students take CIS 100 in order to integrate our program with that of EMU. EMU has done away with their computer literacy requirement as of Fall 2007; accordingly, there is no further need for us to make CIS 100 a program requirement. CIS 100 will be replaced by a "general elective" course as a program requirement.

Financial/staffing/equipment/space implications:

Not applicable

List departments that have been consulted regarding their use of this program.

Behavioral Sciences

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Chris M. Siehl	*Chris M Siehl*	11/19/07
Department Chair	Starr Burke	*Starr Burke*	1/19/07
Division Dean/Administrator	Martha Showalter	*M Showalter*	11/19/07
Vice President for Instruction	Roger Palay	*Roger M. Palay*	12/10/07
President	Larry Whitworth	*Larry C Whitworth*	12/11/07

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Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to <u>sjohn@wccnet.edu</u> for posting on the website.

Transfer and University Parallel Programs
Social Work

Human Services (AAHUST)
Associate in Arts Degree
Program Effective Term: Fall 2008

This program prepares students for a job as a substance abuse, hospice, case, psychiatric, or social services aide in settings such as schools, rehabilitation centers, and mental health clinics or as a staff member in a community/neighborhood center. The program provides skills students will need to work on a one-to-one basis or in groups to help people cope with problems. The program also prepares students to transfer to a bachelor's degree program where they will continue developing skills for a career in the field of social work. The program transfers to Eastern Michigan University and Madonna University. Specific course requirements for EMU and Madonna are listed in the footnotes. For more details, copies of the articulation agreements may be obtained from the counseling office or a program advisor.

Articulation:
Madonna University, BSW degree
Eastern Michigan University, BSW degree*

*Students should meet with an EMU Department of Social Work advisor before applying for admission to EMU's program. This program meets MACRAO. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: http://www.wccnet.edu/departments/curriculum/articulation.php?levelone=colleges.

Applying for Admission to the Program:
The faculty and administration reserve the right to admit and retain only those students who, in their judgment, possess academic and personal suitability for the Human Services Program. Suitability criteria are listed below and also can be found in the Human Services Student Handbook.

Applications to the program must be made during the semester that students are enrolled in HSW 100 (Introduction to Human Services). Interested students who are enrolled in the course will be invited to submit a written request for an admission interview.

Program Admission Requirements:
Applicants must have the following:
  -Academic Math Level of 3
  -Academic Reading and Writing Levels of 6

Applicants must enroll in HSW 100 and complete the course with a grade of "C" or better.

Applicants must meet the following suitability criteria:
  - Has a cumulative GPA of 2.0 in all WCC courses
  - Demonstrates honesty in dealings with other students and faculty
  - Demonstrates behavior conforming to the National Organization for Human Service Education's "Ethical Standards of Human Service Professionals" (printed in the program handbook)
  - Presents in an appropriate and professional manner in the interview
  - Demonstrates evidence of being able to relate to clients in a helpful manner
  - Applicants must submit a letter of recommendation from a non-family member who knows them well such as a minister, employer, or teacher.

Continuing Eligibility Requirements:
Faculty will review students' eligibility for the program on an ongoing basis.

1. Students must maintain satisfactory academic class performance, as evidenced by a minimum cumulative GPA of 2.0.
2. Students must earn a "C" or better in all HSW courses.
3. To enroll in the Human Services field internships, students must have completed HSW 100, HSW 150, and HSW 200 with a "C" or better.
4. Students must maintain at least an 80% rate of attendance in class and in an internship placement.
5. Students must honor any agreement entered into with an agency serving as an internship site.
6. Students must maintain ethical behavior as defined in the National Organization for Human Service Education's "Ethical Standards of Human Services Professionals."
7. Students should be aware that internship sites might conduct background checks on applicants to determine if they have been convicted of a crime or are addicted to drugs or alcohol.

Program Information Report

General Education Requirements		(30 credits)
ENG 111	Composition I	4
ENG 226	Composition II	3
COM 101 or	Fundamentals of Speaking	
COM 102	Interpersonal Communication	3
MTH 160	Basic Statistics	4
BIO 101 or	Concepts of Biology	
BIO 102	Human Biology	4
PSY 100	Introductory Psychology	3
SOC 100	Principles of Sociology	3
Arts/Human.	Restricted Elective(s)*	3
Arts/Human.	Elective(s)**	3

Major/Area Requirements		(31 credits)
HSW 100	Introduction to Human Services	3
HSW 200	Interviewing and Assessment	3
HSW 230	Field Internship and Seminar I	3
PSY 206	Life Span Developmental Psychology	4
PSY 210	Behavior Modification	3
PSY 257	Abnormal Psychology	3
SOC 205	Race and Ethnic Relations	3
SOC 220	Group Dynamics and Counseling	3
SOC 225	Family Social Work	3
Elective	Complete an additional course as a free elective.	3

Minimum Credits Required for the Program: **61**

Notes:

Select one of the following courses: ART 143, ART 150, DAN 180, ENG 213, ENG 214, ENG 224, or ENG 242.
**Select another course from the Humanities section of the MACRAO list. Do not choose any Communication (COM) courses. Do not choose any courses in bold, they don't meet WCC General Education requirements.*

If transferring to Madonna University, follow the curricular guide for that university. See a program advisor for details.

Students must meet the Computer and Information Literacy Graduation Requirement. See General Education Graduation Requirements in the WCC Bulletin.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: AAHUST_____

Program Name: Human Services Transfer_____

Effective Term:
~~Spring/Summer~~
Fall 2006

Division Code: __MNB____

Department: ____Behavioral Sciences_____

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☒ Remove course(s): HSW 232 (currently listed as "optional"; remove from "program requirements" list)_____
☐ Add course(s): _____
☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

Show all changes on the <u>attached page from the catalog.</u>

☐ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☒ Other (1) <u>Remove line that says "Complete one course from: COM 102, ENG 250 or PLS 112"</u>
(2) Replace "COM 101" with: "COM 101 or COM 102"
(3) Change "Minimum Credits Required for the Program: 64 credits" to "61 credits"

Rationale for proposed changes or discontinuation: *6/16/06 HSW 150 changed to SOC 220*
These changes reflect changes in the articulation agreement with EMU. *fr*

Financial/staffing/equipment/space implications:
None

List departments that have been consulted regarding their use of this program.
Behavioral Sciences

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Chris M. Siehl	*Chris M Siehl*	2/24/2006
Department Chair	Starr Burke	*Starr Burke*	3/6/2006
Division Dean/Administrator	Martha Showalter	*M. Showalter*	3/8/06
Vice President for Instruction	Roger Palay	*Roger M. Palay*	3/23/06

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University Transfer Programs

Human Services (AAHUST)
Associate in Arts Degree

Program Effective Term: Fall 2006

This program prepares students for a job as a substance abuse, hospice, case, psychiatric, or social services aide in settings such as schools, rehabilitation centers, and mental health clinics or as a staff member in a community/neighborhood center. The program provides skills students will need to work on a one-to-one basis or in groups to help people cope with problems. The program also prepares students to transfer to a bachelor's degree program where they will continue developing skills for a career in the field of social work. The program transfers to Eastern Michigan University and Madonna University. Specific course requirements for EMU and Madonna are listed in the footnotes. For more details, copies of the articulation agreements may be obtained from the counseling office or a program advisor.

Articulation:
This program has articulation agreements with the following institutions:
- Eastern Michigan University, College of Health and Human Services, Bachelor of Arts or Science in Social Work. Students should meet with an EMU Department of Social Work advisor before applying for admission to EMU's program.
- Madonna University, College of Social Sciences, BSW in Social Work
- Meets MACRAO plus EMU's and Madonna's additional requirements. Students must have their transcripts certified for MACRAO completion by the WCC Student Records Office.

Applying for Admission to the Program
The faculty and administration reserve the right to admit and retain only those students who, in their judgment, possess academic and personal suitability for the Human Services Program. Suitability criteria are listed below and also can be found in the Human Services Student Handbook.

Applications to the program must be made during the semester that students are enrolled in HSW 100 (Introduction to Human Services). Interested students who are enrolled in the course will be invited to submit a written request for an admission interview.

Program Admission Requirements:
Applicants must have the following minimum COMPASS scores or complete the equivalent courses:

-COMPASS Algebra score of 46 or MTH 097 with a "C" or better
-College Level COMPASS scores in reading and writing.
Applicants must enroll in HSW 100 and complete the course with a grade of "C" or better.

Applicants must meet the following suitability criteria:

- Has a cumulative GPA of 2.0 in all WCC courses
- Demonstrates honesty in dealings with other students and faculty
- Demonstrates behavior conforming to the National Organization for Human Service Education's "Ethical Standards of Human Service Professionals" (printed in the program handbook)
- Presents in an appropriate and professional manner in the interview
- Demonstrates evidence of being able to relate to clients in a helpful manner
- Applicants must submit a letter of recommendation from a non-family member who knows them well such as a minister, employer, or teacher.

Continuing Eligibility Requirements:
Students must demonstrate basic computer literacy skills by successfully passing the Computer and Information Literacy Test. The test may be taken at any point during the program, but must be completed before graduating.

Faculty will review students' eligibility for the program on an ongoing basis.

1. Students must maintain satisfactory academic class performance, as evidenced by a minimum cumulative GPA of 2.0.

2. Students must earn a "C" or better in all HSW courses.
3. To enroll in the Human Services field internships, students must have completed HSW 100, HSW 150, and HSW 200 with a "C" or better.
4. Students must maintain at least an 80% rate of attendance in class and in an internship placement.
5. Students must honor any agreement entered into with an agency serving as an internship site.
6. Students must maintain ethical behavior as defined in the National Organization for Human Service Education's "Ethical Standards of Human Services Professionals."
7. Students should be aware that internship sites might conduct background checks on applicants to determine if they have been convicted of a crime or are addicted to drugs or alcohol.

General Education Requirements (30 credits)

ENG 111	Composition I	4
ENG 226	Composition II	3
COM 101 or	Fundamentals of Speaking	
COM 102	Interpersonal Communication	3
MTH 160	Basic Statistics	4
BIO 101* or	Concepts Of Biology	
BIO 102	Human Biology	4
PSY 100	Introductory Psychology	3
SOC 100	Principles of Sociology	3
Arts/Human.	Elective(s)**	6

Major/Area Requirements (28 credits)

HSW 100	Introduction to Human Services	3
HSW 150	Helping Approaches for Groups	3
HSW 200	Interviewing and Assessment	3
HSW 230	Field Internship and Seminar I	3
PSY 206	Life Span Developmental Psychology	4
PSY 210	Behavior Modification	3
PSY 257	Abnormal Psychology	3
SOC 205	Race and Ethnic Relations	3
SOC 225	Family Social Work	3

Required Support Courses (3 credits)

CIS 100	Introduction to Software Applications	3
	Total Credit Hours	**61**

Minimum Credits Required for the Program   **61**

Notes:
*If transferring to Madonna University, select BIO 101.

**If transferring to EMU choose one cross-cultural elective: ART 143, ART 150, or ENG 214; and select ENG 181 as your second Arts and Humanities elective.

If transferring to Madonna, select ART 150 and HUM 145.

Students who are not transferring to EMU or Madonna should choose from the list: ART 130, 143, 150, ENG 160, 170, 181, 200, 211, 212, 213, 214, 222, 223, 224, HUM 101, 102, 145, MUS 140, 180, PHL 101, 102, 205, 250, GRM 111, 122, and any FRN or SPN course 3 credits or above.

<div style="border:1px solid black">

Program Approval Document

Associate Degree
in
HUMAN SERVICES TRANSFER

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Prepared by
Nan Holmes, Faculty, Behavioral Sciences Department
Chris Siehl, Faculty, Behavioral Sciences Department
Richard Galant, Dean, Division of Humanities and Social Sciences

Washtenaw Community College
June 8, 1998

WASHTENAW COMMUNITY COLLEGE
AUTHORIZATION FOR NEW TRACK FOR AN EXISTING PROGRAM

1. Program Track Title: Human Services Transfer   **Program Code:** HUST

2. Division HSS   **3. Department** BEH   **CIP Code** 51.1502

4. Type of Program: [X] A.A.   [ ] A.S.   [ ] A.A.S.   [ ] A.T.S.

[ ] Advanced Certificate   [ ] Mastery Certificate   [ ] Achievement Certificate   [ ] Certificate of Completion

5. Will this program track be Perkins funded? [X] yes   [ ] no   **6. Effective Term** 1998-99

7. Program Track Description (for Catalog, brochures, etc.:
The transfer track of the Human Services Program is designed for students who wish to transfer to a senior-level college to complete a bachelor's degree. All Human Services courses required in the base program are included in the transfer track, so students in this track will also be prepared for immediate career entry as a Human Services Worker. Support course requirements have been modified to meet the MACRAO general education requirement for a bachelor's degree. Students who complete this program will earn an Associate in Arts degree and fulfill the course requirements of the Human Services Program Articulation Agreement between WCC and Eastern Michigan University. Students wishing to transfer to EMU should refer to the articulation agreement for other requirements. Students wishing to transfer to other 4-year institutions should check with an advisor to confirm the transferability of courses to the desired institution.

8. Advisors: Nan Holmes and Chris Siehl

9. Admissions Criteria:	10. Criteria for Continuing Program Eligibility:
One year of high school algebra or MTH 097	

11. Attach the Course Requirements Sheet and a Program Approval Document [PAD], which includes the following:
A. Justification for Track   D. Descriptions of New Courses)   F. Licensure/Accreditation, if applicable
B. Cost Analysis   E. Analysis of Affected Instructional Units   G. Articulations
C. Enrollment Projections

Approval Recommended:	Print Name	Signature	Date
Program Initiator	Nan Holmes	Nan Holmes RPH Nau Holmes	5/15/98
Department Chair/Area Director	Michael Kollen	Michael Kollen RPH	5/15/98
Dean	Richard Galant	Richard L. Galant	5-15-98
VP, Instruction/Student Services	Dr. Guy Altieri		6/13/98
President	Dr. Gunder Myran		6/18/98
Date of Board Approval		June 23, 1998	

COURSE REQUIREMENTS

Course	Title	Credit	Pre-requisites
Fall:			
CIS 100	Introduction to Computers	3	
ENG 111	Composition I	4	
HSW 100	Introduction to Human Services	3	
Humanities	Humanities Restricted Elective	3	
PSY 100	Introduction to Psychology	3	
		16	
Winter:			
ENG 122	Composition II	3	ENG 111
HSC 147	Growth and Development	4	ENG 100 or 111
HSW 200	Interviewing and Assessment	3	HSW 100 or permission
Humanities	Humanities Restricted Elective	3	
SOC 100	Principles of Sociology	3	
		16	
Fall:			
ENG 181	African American Literature	3	
HSW 210	Behavior Modification	3	HSW 100 or PSY 100
HSW 230	Field Internship and Seminar I	3	HSW 100 & 200 with GPA of 2.0;
MTH 160	Basic Statistics	4	MTH 097
PSY 257	Abnormal Psychology	3	PSY 100
		16	
Winter:			
BIO 101 or	Elective: Concepts of Biology or		
BIO 102	Human Biology	4	
COM 102 or	Elective: Interpersonal Communication or	3	ENG 122 or permission
ENG 225	Advanced Communication I	3	HSW 100 & 200
HSW 220	Helping Approaches for Groups	3	Consent; HSW 230; GPA of 2.0 in
HSW 232	Field Internship and Seminar II	3	all HSW courses
SOC 205	Race and Ethnic Relations	3	
SWK 251*	At EMU optional	0-1	
	*(can be taken after transfer to EMU; not required for students transferring to other institutions)	16-17	
	Restricted Humanities Electives: ART 130; FRN/SPN 111, 120, 122, 213, 224; ENG 160,170, 200, 211, 212, 213, 224; HUM 101, 150; MUS 180, 183; PHL 200		
	Total Credits:	**64-65**	

	Courses	Credits		Courses	Credits
Total from the base program:	15	48	**Total added for the track:**	5	16

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Human Services Transfer Track
May 15,1998

A. Justification for Program Track:

The vast majority of current and past students in the Human Services Program report that they want to transfer to a senior-level college and receive a bachelor's degree. This new program track will meet that significant need. This new track gives students the opportunity to receive an Associate in Arts Degree plus fulfill transfer requirements and program requirements at senior-level colleges.

B. Cost Analysis:

There is no additional cost associated with this program because students in this track will utilize existing courses. No new courses need to be developed.

C. Enrollment Projections

Total enrollment in HSW 100 for fall and winter semesters of 1997-98 was 94 students. HSW 100 is the initial Human Services course and has been an effective indicator for future enrollment. Projected enrollment for the next several years is approximately 90 students per year.

D. Course Descriptions of New Courses Developed for Track

No new courses were developed for the Human Services Transfer Track. All of the existing specialty courses in the base program have been accepted for transfer by Eastern Michigan University. The only courses added for this track are support courses. Existing courses that meet the Michigan Association of College Registrars and Admissions Officers (MACROA) Transfer Agreement have been substituted for the support courses in the career entry track.

E. Analysis of Affected Instructional Units

This new track represents several changes in support courses, in the instructional units of English, Biology, and Sociology. A small but positive impact will occur with these departmental courses with a slight increase in enrollment.

F. Licensure/Accreditation (if applicable)

The Human Services instructors are members of the National Organization of Human Service Educators (N.O.H.S.E.) and its affiliate, the Council for Standards in Human Service Education (C.S.H.S.E.). The curriculum and internship program has been set following the guidelines established by C.S.H.S.E. The instructors anticipate applying for formal program approval in three to five years.

In September 1997, the Human Services instructors applied to the Social Work Board of Examiners of the State of Michigan to have the Human Services program approved for fulfilling the requirements for the Social Work Technician registration. This approval would qualify program students to easily obtain this level of certification upon completion of the program. To date we are waiting to hear from the Board.

The department is currently applying for Michigan State Board of Education approval which will make the program and certain students eligible for financial assistance through Perkins funds.

G. Articulations

The Human Services faculty have successfully negotiated an articulation agreement with the Social Work program at Eastern Michigan University. Plans are underway to also articulate this program to Madonna University, Wayne State University, and Marygrove College.