

School of Health and Human Services

Human Services Program Policies

1. Community Support Worker (CSW) Citation
2. Classroom and Community Support Worker (CCSW) Certificate
Early Childhood Care and Education Basic (ECCE) Certificate
Social Service Worker (SSW) Certificate
3. Human Services (HSER) Diploma

APPROVAL:

1. Next Policy Review:	<u>June 2010</u>
2. Admissions & Standards Committee:	<u>June 2005 – Part II H1 September 2005</u>
3. Education Council Committee:	<u>December 2009</u>
4. Effective:	<u>September 2009</u>
5. Minor Revisions:	<u>October 2009</u>
6. Archive Date:	<u>October 2005</u>

HUMAN SERVICES PROGRAM OBJECTIVES

The Human Services program philosophy is based on a humanistic framework in which people are encouraged and supported in working towards personal fulfilment. We believe that in order to meet client needs within community agencies it is essential to produce graduates who have high ethical standards, values and skills. The Graduating students are expected to relate to others (clients, agency staff, fellow students and faculty) in a caring, purposeful manner to promote the well-being of all.

Goals:

1. To provide students with knowledge, competencies and professional attitudes which will prepare them for employment.
2. To cultivate behaviour that is collaborative, professional and consultative, and which values individuals and their differences.
3. To graduate students who have demonstrated the ability to meet the educational, social and special needs of individuals, families, groups and communities.
4. To provide an opportunity for students to ladder into diploma and relevant degree programs.

Students in the Human Services Program are subject to the overall policies affecting all students at Selkirk College, with the following additions listed below. College policies may be viewed on-line at the College website (www.selkirk.ca).

PART I: ADMISSIONS POLICIES

A. ADMISSION REQUIREMENTS

1. CITATION

a) Vocational

- (i) Applicants must be currently employed with a local community living agency.
- (ii) Applicant must possess a minimum of three years full-time work experience or equivalent in the field.

b) Academic

- (i) Applicants require English 12 or a minimum LPI score of level 4.

2. CERTIFICATE PROGRAMS

a) Academic

- (i) Applicants require BC high school graduation or equivalent.
- (ii) Applicants require completion of English 12 or equivalent with a Grade of "C" or better or minimum of LPI level 4.
- (iii) It is strongly recommended that ENGL 110 and PSYC 100 be successfully completed prior to entering the certificate programs.

b) General

- (i) **Previous Experience**
Certificate program applicants are required to provide a record of at least 60 hours paid or voluntary work experience with appropriate groups.
- (ii) **Personal Suitability**
Certificate program applicants are expected to provide evidence of personal suitability through reference information provided by the agency supervisor/referee of the required 60 hours work experience. All certificate applicants are required to provide two personal references indicating positive characteristics in each of the specified areas on the reference form. Applicants that hold or have held a Community Care Facilities license will be required to obtain one of their references from the Community Care Facilities Licensing Officer.

3. DIPLOMA PROGRAM

- a) Applicants for the Human Services Diploma program require a certificate in ECCE, CCSW, SSW or the equivalent, with a minimum grade of "C+" in each course and a GPA of 3.0 or School Chair approval. Applicants must have graduated with the certificate within the last five years. Those who graduated prior to five years would be required to meet School Chair approval based on evidence of work in the field of Human Services or Continuing Education. A "B" average is required for application into the Child and Youth Care (CYC) and Social Worker Degree Programs.
- b) Applicants with 30 University Transfer credits, work experience in a helping profession and meet the personal suitability requirements of the certificate programs will be considered on an

individual basis.

4. GENERAL

a) Health

Certificate program applicants must provide self reported health information on a Selkirk College provided form. If requested by a community partner students may be required to provide proof of absence of Tuberculosis prior to entering the partner's practicum site.

b) Criminal Records Checks

Criminal records checks are required prior to acceptance. If a criminal record is indicated, the student will be required to provide details of the police record. Some types of criminal records may limit or prohibit a student's acceptance in field placement agencies. Ability to be accepted into field placement is a requirement for admission and promotion.

5. MATURE STUDENTS

a) A "mature student" is at least 19 years of age and has been out of the school system for at least one year on or before the first day of classes of the program.

b) A mature student, with reasonable potential for success on the basis of work experience or other criteria may be admitted, notwithstanding some deficiency in prior formal education.

c) A mature student shall normally meet the specific program or course prerequisites.

B. SELECTION

Applications will be separated into two levels as identified in Selkirk College Policy 8610. Admissions and Standards namely "fully qualified" and "partially qualified".

1. Fully Qualified

The applicant meets all of the requirements stated in Part I, A, above.

2. Partially Qualified

The applicant is deficient in meeting some or all of the admission requirements stated in Part I,A, above.

3. Order of Selection

Selection and acceptance of applicants will proceed in the following order:

a) Within the fully qualified level, preference shall be given to those with earlier completed applications.

b) Within the partially qualified level, preference shall be given to those considered best qualified.

C. APPLICATION PROCEDURE

Before an applicant's file is completed, the following must be received.

1. CITATION

- a) A letter from the applicant's employer stating their position and employment history.
- b) Résumé
- c) Official copy of secondary and post-secondary transcripts.
- d) Two letters of reference.

2. CERTIFICATE PROGRAMS

- a) An official copy of all secondary and post secondary transcripts.
- b) Two completed Human Services reference forms.
- c) A 60 hour work experience form completed by a supervisor who has observed the applicant in a volunteer or paid work situation is required.
- d) Proof of a negative Tuberculosis test or of a clear chest x ray that is less than two years old for those who have been requested to have this from our community partners.
- e) A Human Services health information form.
- f) A current criminal record check.
- g) Current résumé.
- h) Personal statement of interest (250 words)

3. DIPLOMA PROGRAM

- a) An official copy of a transcript from a Human Service certificate program equivalent to the Selkirk College Human Service certificate programs. Applicants who have graduated from a Selkirk College Human Service certificate program must request their transcript be brought forward to their application file.
- b) An up to date résumé detailing work history and previous education.
- c) Two completed reference forms from people that can attest to the applicant's suitability to the human services field, unless the applicant has graduated from a Selkirk College Human Service certificate program in the past two years and is deemed suitable by that certificate's student review committee.
- d) A current criminal record check.
- e) Students who have completed 2 additional university transfer courses prior to starting the diploma program may request the dual diploma option completing the diploma with a SSW and CYC designation.

An orientation session is required and will be arranged by a program coordinator or designate.

D. STUDENTS OUTSIDE HUMAN SERVICES PROGRAMS

1. Human Services Program courses are available to students outside the programs after consultation with the coordinator or designate.
2. Certain admission requirements may apply.

E. PART TIME STUDIES IN HUMAN SERVICES PROGRAMS

1. Acceptance to an individual course does not constitute admission to the program. All program admissions will be considered according to Part I, A: Admissions Requirements.
2. The ECCE, CCSW, SSW programs and the Human Service Diploma may be completed on a part time basis depending on number of spaces available. Students choosing to complete a program on a part time basis must meet with a Program coordinator or designate at the time of acceptance to plan a course of studies.
3. Students who have been accepted for part time studies and are in good standing academically will normally be accepted upon re-application to the next term. Refer to Promotions re: academic requirements.
4. Only program students who have met all the prerequisites as outlined below are eligible for field work and practicum.
 - a) CCSW 156 and CCSW 155 are co- or pre-requisites to CCSW 195.
 - b) SSW students must take HSER 174 and 162 in the fall semester immediately before taking SSW 163 in winter semester and must take SSW 166, and 157 in conjunction with SSW 163 in the winter semester and immediately previous to taking SSW 168 in spring semester.
 - c) All prerequisite courses must be completed prior to starting the practicum. In extraordinary circumstances, following consultation and approval of coordinator or designate, a program student may take a practicum course in a semester other than that indicated in the calendar.

F. ADVANCE CREDIT

1. Transfer Credit (see Selkirk Policy 8610).

Specific Requirements for the Human Service programs include:

- a) Course equivalency will be determined by the Registrar in accordance with Selkirk College Policy 8610, Part I, Section 5.0.
- b) Transfer credit will be given for university transfer courses equivalent to Selkirk College courses, providing a grade of "C" or better was achieved.
- c) Applications for transfer credit from another ECCE, SSW or CCSW program will be considered on an individual basis.

2. PRIOR LEARNING ASSESSMENT (PLA) (see Selkirk Policy 8100)

- a) Advance credit in core program courses (i.e., SSW, ECCE, CCSW and HSER) may be granted by the program coordinator or designate after evaluation of the applicant's mastery of course objectives. See program specific guidelines for PLA.
- b) Not more than 75% of credits required in a program will be awarded through PLA.
- c) The college PLA Policy (8100) will be followed.
- d) Final Practicum in Human Service Programs will not normally be granted for PLA credit.

G. RE ENTRY

1. An application is required for enrolment in program courses in subsequent years.
2. Normally, students who must interrupt their program may apply for re admission, within one year of departure, on the basis of the following priorities:
 - a) Students in good standing who interrupted their program for illness or other personal reasons.
 - b) Students who failed to meet program requirements for promotion.
 - c) Students transferring from another program within BC.
3. Students who fail to complete a semester successfully may apply to re-enter and repeat the incomplete semester when it is next offered. (Normally, there is a period of 12 months between offerings of a course or semester.)
4. Normally, a student returning in one year or less will retain full credit for all courses previously completed. After more than one year's absence, students may be required to update or repeat courses previously completed. A grade of "C" or credit granted in each repeated course is required for re-entry.
5. Students who withdraw for medical or psychological reasons will provide evidence to the School Chair from a licensed practitioner regarding the suitability of his/her return to the program.
6. Students must complete the program in it's entirety within 60 calendar months from the time of initial entry into the program.

PART II: PROMOTION POLICIES

A. EVALUATION

a) Grading

Grading will be based on the categories defined in Selkirk College Policy B3002.1 (Admissions and Standards), Part II, Section 3.0 and 4.0.

Standard Grading Table for Selkirk College.

% Grade	Letter Grade	GPA Equivalent
95-100	A+	4.00
90-94	A	4.00
85-89	A-	3.67
80-84	B+	3.33
75-79	B	3.00
70-74	B-	2.67
65-69	C+	2.33
60-64	C	2.00
55-59	C-	1.67
50-54	P	1.00
0-49	F	0.00
Did Not Withdraw	DNW	0.00

2. Frequency of Evaluation

- a) A minimum of three evaluative events will occur as specified in course outlines.
- b) For courses involving practicum placements (ECCE 168, 169, 294: SSW 163, 168: CCSW 195, 196: HSER 270, 280) evaluation occurs on a continuous basis. All practicum activities may be considered evaluative events. Informal verbal and/or written feedback is regularly provided by the instructor and practicum supervisors. Depending on the length of the course, there may be one or more performance appraisals or evaluations.

3. Types of Evaluations

- a) Students are evaluated and graded in each subject or course topic as indicated in the respective course outline.
- b) Exams, labs, projects, assignments and other evaluative activities are weighted and averaged as indicated in the respective course outline.
- c) No single evaluative event shall be worth more than 50% of the final grade.

B. PROMOTION (See Policy 8610)

1. In order to progress to the next semester the following requirements must be met.
 - a) Completion of all courses in the semester with a minimum grade of "C".
2. Promotion to practicum will be determined by the following criteria:
 - a) A grade of "C" or better in all required courses as defined in Part II, J., Graduation Requirements.

- b) Some types of criminal records may limit or prohibit a student's acceptance in field placement agencies. Ability to be accepted into field placement is a requirement for admission and promotion.
3. A student's performance will be reviewed by program faculty when:
 - a) Grades in one or more courses fall below a "C".
 - b) Unacceptable behaviour, inappropriate interpersonal skills, and/or patterns of absence are displayed (as outlined in program policies).
 - c) On probation.
 4. Considerations for practicum placement:
 - a) Practicum placements are normally completed within the College region.
 - b) To avoid a conflict of interest, students are expected to inform instructors of agencies where family and/or personal connections exist.
 - c) Practicum placements will be arranged by a program instructor.
 - d) Agency staff will be informed if a student has refused to sign a waiver authorizing the College to share personal information about the student with agency staff.
 5. Students will not be placed in practicum based on the following:
 - a) The student has not demonstrated readiness for practicum placement.
 - b) Two agencies refuse to accept the student in practicum placement.
 - c) The student lacks means of transportation.
 6. Practicum evaluation will be based on:
 - a) A review of the student's performance in relation to stated course competencies.
 - b) A joint review comprised of college instructor, agency supervisor and student.
 - c) Completed practicum assignments.
 - d) Grading will be CRG/NCG.

C. PROBATION

1. Purpose of placement on probation:
 - a) To clarify areas of the student's performance which do not meet required standards.
 - b) To provide the student with the opportunity to meet required standards.
2. Criteria for placement on probation:
 - a) Criteria for placement on academic probation:
 - (i) A student may only be placed on academic probation during the first two-thirds of a

program term.

- (ii) Academic probation will be assigned for poor performance defined as:
 - (a) a grade of less than "C" in any SSW, CCSW, ECCE, or HSER course.
- b) Criteria for placement on behavioural probation:
 - (i) A student may only be placed on behavioural probation at any time during a term or semester.
 - (ii) Behavioural probation will be assigned for poor performance which includes but is not limited to:
 - (a) non-cooperation with field supervisor or instructor;
 - (b) not following expectations for performance as described in course outlines;
 - (c) treating clients, their families, field supervisor, College instructors and/or fellow classmates with disrespect;
 - (d) over involvement with personal needs that results in not meeting client and/or agency needs, and/or practicum expectations;
 - (e) dishonesty, incomplete reporting, lack of consideration and lack of initiative with regard to any field placement agency;
 - (f) exceeding the authority of the student as outlined in the practicum contract;
 - (g) disclosure of confidential information regarding clients, agency staff and/or fellow students to persons other than an assigned College instructor or practicum field supervisor;
 - (h) absenteeism (see Part II G 1).

Note: In cases of severe and/or frequent unacceptable conduct students may be excluded from an activity or dismissed from the program. The instructor involved and the Coordinator and/or Chair will make the recommendation to the Registrar.

3. Procedures:

- a) Prior to probation students will receive a warning letter from the instructor stating the reason(s) for concern: behaviour or academic issues.
- b) The reasons for and terms of probation will be discussed with the student. A letter of probation will be written, by the Chair specifying reasons for probationary status, criteria for required performance and conditions for removal from probation.
- c) The Chair will distribute copies of the probation letter to the student, relevant instructors, Dean and the College Registrar.

4. Removal from probation

- a) Performance as specified in the probation letter is required for removal from probation.

5. Failure to meet conditions of probation

- a) A student who fails to meet the requirements specified in a letter of probation will normally be required to withdraw.

6. Number of probationary periods

- a) Students will normally be limited to two (2) probationary periods per academic year. Exceptional cases will be considered on an individual basis.

D. EXCLUSION OR DISMISSAL (Selkirk College policy 8610)

1. An instructor may exclude a student from participating in a class, lab, field trip, practicum, etc., due to lateness, prior absences, inadequate preparation, failure to complete prerequisite assignments, or lack of participation in co-requisite courses.
2. An instructor, the Registrar or a Campus Administrator may exclude a student from participating in a class, lab, field trip, practicum, etc., if the student compromises the safety of others, assaults or abuses others, is destructive to property, disrupts the learning opportunities of others or behaves in a threatening or blatantly uncooperative manner towards students, College employees or other College members. The instructor shall report in writing to the School Chair the circumstances giving rise to the exclusion. All others should report in writing the incident(s) to their appropriate supervisor.
3. An instructor or other employee may recommend to his/her Coordinator and/or Chair that a student be completely excluded from a course/program if that student has missed instructional times, or failed to complete assigned work to such a degree that he/she could not compensate sufficiently to pass the course in the time available, or if the student has compromised the safety of others, assaults or abuses others, has been destructive to property, has disrupted the learning opportunities of others or has behaved in a threatening or blatantly uncooperative manner towards the instructor.
4. A student recommended for exclusion from a course/program will receive notification from and will be excluded by the Registrar on the written recommendation of the School Chair or Supervisor concerned. The student shall be notified of the appeal process by the Registrar.
5. A student may appeal his/her exclusion by following the appeals procedure specified by Selkirk College.
6. If in the opinion of the Registrar, Coordinator, Chair, or Campus Administrator, the seriousness of the situation merits suspension or dismissal from the College, a recommendation will be forwarded to the President. The President shall act in accordance with the College and Institute Act. If the President suspends or dismisses the student from the College the student shall be advised of his/her rights under Policy B3007 – Student Appeals Policy of the College.
7. A student excluded or dismissed under this section will receive notification from the registrar and be excluded by the Registrar on the written recommendation of the Coordinator and/or Chair concerned.

E. APPEAL

1. A student dissatisfied with a final grade or program decision (e.g., probation, exclusion or dismissal) may appeal the College's action by following this sequence:
 - a) Contact the course instructor in writing within five (5) working days.
 - b) Contact the School Chair in writing within five (5) working days.
 - c) Contact the appropriate Dean in writing within five (5) working days.

NOTE: A student ombudsperson may be available to assist you in this process.

If the issue has not been resolved, the student may then choose to:

- d) Appeal to the Student Appeals Committee by contacting the College Registrar (Student Appeals Policy B3007) within two (2) working days.
2. Students have five working days from the time they are notified of their final grades to appeal a grade.
3. From the time of official notification students have five working days to appeal probation, exclusion or dismissal.
4. Pending resolution of the Appeal a student will normally be permitted to attend classes except in the cases where, in the judgement of the Human Service program, the student has compromised the safety of others, has been destructive to property or has disrupted the learning opportunities of others.

F. ATTENDANCE

1. Students absent for 20% or more in a given course may be placed on behavioural probation (see College Policy B3002.1, item 14.1). If a student arrives more than 10 minutes late or leaves more than 10 minutes early, they may be recorded as absent.
2. Students absent from any courses are responsible for the work they have missed and must make up assignments as required.

G. STUDENT CONDUCT

1. Plagiarism and Cheating (*Selkirk College Policy B3002.1, Section 15.0*)
 - 15.1 *Honesty is expected and required of all students. The purpose of this section of the policy is to deal with honesty in the conduct of all examinations, essays, reports, and other assignments prepared or completed by students pursuant to the requirements of a Selkirk College program or course.*
 - 15.2 *Cheating is defined as dishonest or deceptive conduct or attempted conduct by which individuals or groups of individuals use or attempt to use unauthorized aids, assistance, materials and methods to represent others' academic work, training and standards as their own.*
 - 15.3 *Plagiarism is defined as the presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal, electronic media, etc.*
 - 15.4 *The submission of one's own work for credit in more than one course without the express knowledge of the instructors involved is forbidden.*
 - 15.5 *Selkirk College will not condone nor will it accept work submitted to obtain credit which was produced through cheating or plagiarism.*
 - a) *For a first offence the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade.*
 - b) *For a second offence, the student will be required to withdraw from the course.*
 - c) *For any further offence, the student will be required to withdraw from the college.*

- d) *A record of the foregoing will be kept in the student's official record.*
- e) *Depending on the nature of the offence, steps (a) and/or (b) above may be by-passed, following consultation of instructor, School Chair, and/or Registrar.*

H. ASSIGNMENTS AND EXAMINATIONS

1. Assignments are due on the date stated on course or assignment outlines. Requests for extensions on assignments may be granted, and must be made in writing no less than one day before the due date. Requests made later than this will be turned down except in the most unusual circumstances. The revised due date is to be negotiated between the instructor and the student. A penalty of 10% per calendar day will be assessed against late assignments. All assignments must be handed in by the last day of classes in order to achieve a passing grade and advance to the practicum.
2. All course assignments must be completed to achieve a passing grade.
3. All assignments must be typed.
4. Students may, at the discretion of the instructor, rewrite a maximum of one assignment per course. Rewrites must be submitted for marking within two (2) weeks of the return of the original assignment to the student. Rewritten assignments will receive a maximum grade of 75%.
5. Students are expected to write tests on the designated dates. If, for legitimate absences, the student misses a test, he/she must write the test as soon as possible with the permission of the instructor.

I. RESPONSIBILITIES IN FIELD PRACTICUM PLACEMENTS

1. The selection of practicum placements is the responsibility of the program faculty. Students will not actively seek practicum sites.
2. Students will not provide transportation for clients while on practicum.
3. Students will not administer medications to clients while on practicum.
4. Students without supervision of agency staff will not be responsible for clients when off agency premises unless college instructor approval is given prior to the event. ECCE students, without supervision of agency staff will not be responsible under any circumstance for children off agency premises.

J. GRADUATION

1. In order to graduate with a certificate from a Human Services Program a student must meet all program requirements with a grade of "C" or better.
2. Graduation requirements for CCSW citation:

Successful completion of 18 credits.

Course options to choose from to equal 18 credits:

CCSW	155	3
CCSW	156	3
CCSW	161	3
FAM	180	3
CCSW	170	2
CCSW	165	3
HSER	174	3

3. Graduation Requirements for basic certificates are as follows:

CCSW:

ENGL	110	3
PSYCH	100 & 101	3 / 3
CCSW	155	3
CCSW	156	3
CCSW	160	3
CCSW	179	1
SSW	161	3
FAM	180	3
CCSW	165	3
CCSW	170	2
HSER	174	3
CCSW	195	3.5
CCSW	196	5

Completion of a First Aid Course approved under the Community Care Facilities Act.

ECCE: (new revised ECCE program)

HSER	174	3
ENGL	110	3
ECCE	178	4
ECCE	179	4
ECCE	180	3
ECCE	186	3
ECCE	188	4
ECCE	189	4
PSYCH	100	3
PSYCH	240	3
ECCE	293	3
ECCE	193	3
ECCE	195	3.5
ECCE	294	5
ECCE	168	1.5
ECCE	169	1.5
HSER	258	3

Completion of First Aid Course approved under the Community Care Facilities Act (BC).

SSW:

ENGL	110 & 111	3 / 3
PSYCH	100/101	3 / 3
FAM	180	3
ADD	184	3
SSW	157	3
SSW	160	3
SSW	161	3
SSW	162	3
HSER	174	3
SSW	163	3.5
SSW	166	1
SSW	168	5

4. Graduating requirements for Diploma:

Graduation requirements for the CYC and SSW streams of the Human Services Diploma:

CYC STREAM:

HSER	254	3	
HSER	255	3	
HSER	258	3	
HSER	259	3	
HSER	264	3	
HSER	270	5	
Two Human Services methods courses			3 / 3
Two University Transfer elective courses			3 / 3
PSYCH	240	3	
PSYCH	241	3	
ENGL	111	3	

SSW STREAM:

HSER	254	3	
HSER	255	3	
HSER	259	3	
HSER	280	5	
HSER	281	3	
One H.S. methods courses			3
Three U.T. electives		3 / 3 / 3	
PSYCH	240	3	
PSYCH	241	3	
ENGL	111	3	
SSW	160-161 is required of all SSW stream grads		3 / 3