

2. The student must complete an application packet to the Human Services Technology Program. This application includes an essay by the student on her/his interest in and understanding of human services and her/his professional goals.

**Re-Admission of Returning Students:**

Any student who fails a HUST or ALHE course will not be able to continue onto the next semester of HUST courses. If this is the student's first failure, the student may re-apply to the HST Program and, if accepted, placement of the returning student will be determined after previous coursework has been evaluated by the program director. Courses more than two years old will have to be repeated. More than one "D" and/or "F" in HUST or ALHE courses will result in permanent dismissal from the program. (This may be two courses or failure of the same course twice.)

The HST program reserves the right to discontinue, at any time and as the result of a 3 step process, the enrollment of a HST student if, in the judgment of the Vice President for Academic Affairs, the HST faculty, and the Dean of the Business/Social Science Division, the student does not appear to have the necessary qualifications for a career as a HST.

**Additional Requirements:**

1. Proof of hepatitis B vaccination series, an up-to-date immunization record, and annual TB testing are required prior to enrolling in the first practicum experience.
2. A minimum grade point average of 2.0 is required in each Human Services course for graduation from the program. If a grade less than "C" is received the course must be repeated.
3. A fee of approximately \$17.50 is required to provide liability insurance coverage for the practicum and field work experiences, and is included in student fees.
4. The student is expected to provide transportation to and from any fieldwork site and/or arrange for living accommodations.
5. Prior to the first practicum experience, the student will be expected to successfully complete a CPR course (provided by the Division of Social Science faculty).
6. Prior to the first practicum experience, the student must sign a statement that she/he will maintain confidentiality in matters relating to clients.
7. To satisfactorily complete the curriculum and to develop the skills required of an entry level human services technician, the student must be able to:
  - a. complete required documentation in written or recorded format for effective job performance,
  - b. hear the spoken voice (with or without auditory aids) or "hear" through lip-reading or sign language,
  - c. be independently mobile with or without the aid of assistive devices.
8. Graduates of the program must demonstrate their ability to communicate effectively in a variety of settings; to function in a warm, empathic, non-judgmental fashion with a diversity of clientele; and to recognize ethical and professional limitations in their relationship with clients.
9. Students must successfully pass both the Clinical placement (50%) and the Practicum/Field Placement Seminar coursework (50%) of HUST 2150, HUST 2210, HUST 2310, HUST 2220 or HUST 2320. Failure of either applicable portion of the clinical placement or seminar coursework will result in an "F" for the course.

**For additional policies that apply to this program, please refer to Academic Regulations, Section R, Background Check**