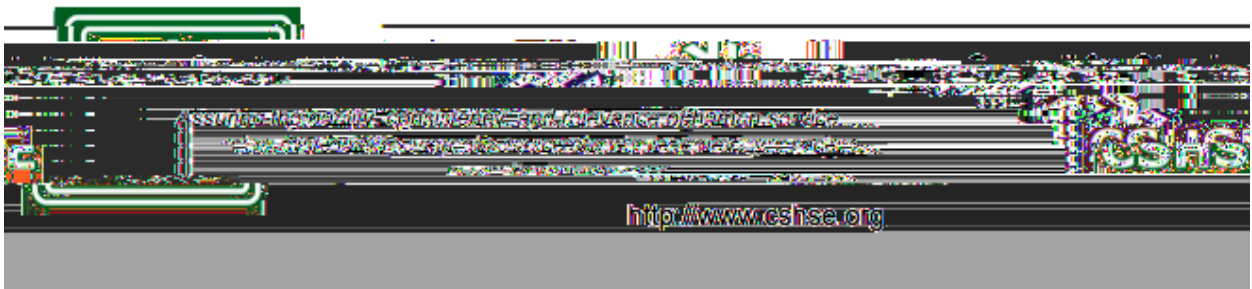


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For Main Campus and Online HMSV Programs



OLD DOMINION UNIVERSITY  
Department of Counseling and Human Services  
Last Edited Aug 2020



**HUMAN SERVICES PROGRAM HANDBOOK  
Main Campus and Online Students**

**Department of Counseling & Human Services  
Old Dominion University  
Norfolk, Virginia**

**Department Chair**



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









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.

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:**

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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**)





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

Course List		
Code	Title	Hours
<a href="#">HMSV 341</a>	Introduction to Human Services	3
HMSV 343	Human Services Methods	3
<a href="#">HMSV 368</a>	Field Observation in Human Services	3
<a href="#">HMSV 444</a>	Psycho-educational Groups	3
<a href="#">HMSV 447</a>	Introduction to Substance Abuse	3
<a href="#">HMSV 452</a>	Substance Abuse Treatment and Research	3
<b>Total Hours</b>		<b>18</b>

#### **Certification in Addictions Prevention and Treatment**

The certificate program consists of six courses in the human services program for a total of 18 credit

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-





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;

## **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.



### 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](mailto:kcarlisl@odu.edu), for more information





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**



## 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 **Hu5.42 2n9Q EMC /P A/CID 10>BDC q0.00000912 0 612 792 reW**

