



CENTRAL OHIO TECHNICAL COLLEGE

HUMAN SERVICES PROGRAM

PRACTICUM HANDBOOK

Revised 9/2021

TABLE OF CONTENTS

SECTION 1: INTRODUCTION AND RESPONSIBILITIES

INTRODUCTION AND PROGRAM REVIEW	3
PURPOSE OF THE PRACTICUM	4
RESPONSIBILITIES OF THE PRACTICUM STUDENT	6
RESPONSIBILITIES OF THE PRACTICUM AGENCY	7
RESPONSIBILITIES OF COTC	8
COOPERATIVE RESPONSIBILITIES OF COTC AND PRACTICUM AGENCY	10

SECTION 2: PRACTICUM POLICES AND EXPECTATIONS

PRACTICUM PREREQUISITES	11
STUDENT REQUESTS FOR PRACTICUM PLACEMENT	11
PRACTICUM GUIDELINES	11
BCI RECORDS CHECK	12
PRACTICUM AT EMPLOYMENT SITE	13
PROFESSIONAL CONDUCT IN PRACTICUM	13
LEGAL CHARGES DURING PRACTICUM	13
PRACTICUM PLACEMENT PROCESS	14
PRACTICUM HOURS AND CHEMICAL DEPENDENCY LICENSURE REQUIREMENTS	14

SECTION 3 : PRACTICUM FORMS

STUDENT INFORMATION RELEASE AUTHORIZATION	16
STATEMENT OF CONFIDENTIALITY AND ETHICAL RESPONSIBILITY	17
STATEMENT REGARDING PENDING OR PRIOR ARRESTS	18
DRUG FREE/CRIMINAL CHARGES ACKNOWLEDGEMENT	19
STATEMENT REGARDING SOBRIETY/RECOVERY	20
HEALTH AWARENESS STATEMENT	21
EMERGENCY CONTACT & HEALTH INFORMATION	22
PRACTICUM AGREEMENT	23
PRACTICUM PLACEMENT REQUEST FORM	24

SECTION 4: PRACTICUM SEMINAR COURSE & PAPERWORK

PRACTICUM SEMINAR COURSE	25
PRACTICUM COURSE PAPERWORK	26
VISITING FACULTY INSTRUCTIONS	27
AGENCY ORIENTATION CHECKLIST	28
TIME SHEETS	29

SECTION 1

INTRODUCTION AND RESPONSIBILITIES

The Associate Degree of Applied Science in Human Services at Central Ohio Technical College received final approval from the Ohio Board of Regents to begin in the Fall of 1996. The purpose of this program is to prepare qualified individuals for entry-level positions in a wide variety of social service settings. The Human Services Program provides quality education in this field concerned with social welfare, social problems, family systems and interventions. The program provides a foundation in generalist human services, which will prepare students for challenging work in a variety of social service settings. Entry-level courses in the helping professions such as psychology, cultural diversity, sociology, social problems, and interpersonal skills will be offered. Specialty classes will include substance abuse, case management, counseling skills, group dynamics, crisis intervention, and gerontology.

In practicum, students will be provided opportunities for personal and professional growth through knowledge-based learning, experiential processes, and community involvement through 280 hours of practical experience under direct supervision of professionals in local agencies.

The Human Services Program has been designed to meet the course work standards of the State of Ohio Counselor, Social Worker, and Marriage and Family Therapist Board registry as a Social Work Assistant. Graduates will have also met the educational requirements for the Chemical Dependency Counselor Assistant and a portion of the educational requirements for the Chemical Dependency Counselor I certification through the Ohio Chemical Dependency Professionals Board. A representative sample of job titles which graduating students should be qualified to pursue includes: Social Work Assistant, Family Services Worker, Chemical Dependency Counselor, Case Manager, Victim Advocate Assistant, MR/DD Adult Services Worker, Residential Treatment Facility Worker, Intake Specialist, and Job Coach.

Program Statement of Purpose

The purpose of this program is to prepare qualified individuals for entry-level positions in a wide variety of social service settings serving individuals, families, groups and communities by providing opportunities for personal and professional growth through knowledge-based learning, experiential processes, community involvement, and practical experience under direct supervision of professionals in local agencies.

Program Objectives

To accomplish the stated purpose of the Human Services Program, the following student learning outcomes have been developed.

Upon successful completion of the Human Services Program, the students will be able to:

- 1.Demonstrate an understanding of the role of the human services worker in a variety of social service settings.
- 2.Examine current social issues and their impact on society, including substance abuse & dependence.
- 3.Compare and contrast a variety of family systems
- 4.Apply interpersonal skills in helping relationships, including crisis intervention and group dynamics.
- 5.Apply case management skills, including documentation, assessment, treatment planning, and the ability to make appropriate referrals.
- 6.Demonstrate the ability to adhere to professional, ethical standards, including confidentiality, sensitivity when working with diverse populations and responsibility for professional growth

PURPOSE OF THE PRACTICUM

The purpose of the Practicum in Human Services at Central Ohio Technical College is to provide students with a supervised work experience at a community agency. Practicum students observe and actively participate in the operation of that particular community agency. This provides students with:

1. Direct knowledge of social service agencies and work requirements;
2. Professional growth and development;
3. Opportunity to transfer classroom learning to the work experience; and
4. Potential job placement and/or references.

The Practicum is a team experience. Those persons involved as team members include the Practicum Student; the Human Service Practicum Faculty, including the Practicum Coordinator and/or Program Director and Visiting Faculty, who are COTC faculty members and who act as liaison between the Practicum Student and the Practicum agency personnel; and the person primarily responsible for supervising the student at the Practicum agency, who is referred to as the Site Supervisor.

Students must meet all prerequisites and obtain final permission from the Practicum Coordinator and/or Program Director of the Human Services Program before placement at a particular community agency. The student, the Practicum Coordinator, and/or the Program Director work closely together to determine the student's career goals and appropriate location for the practicum experience which will best meet the student's needs. Although every effort will be made to place the student in the site he/she requests, there is no guarantee that this will be possible. Practicum Agencies are available based on which practicum course the student will be enrolled and on site availability during any given semester. Furthermore, it may be in the judgment of the Practicum Coordinator and/or Program Director that a certain type of experience in a particular Practicum agency will best match the student's strengths and capabilities. Therefore, the final decision for placement will be made by the Practicum Coordinator and/or Program Director. It is the responsibility of the student to behave as a professional and obtain the most they can from the practicum experience whatever placement they receive.

Generally, it is not recommended that a student complete a practicum experience at an agency in which they are employed. This can create confusion for the student, the student's co-workers and the clients served by the agency. However, a practicum placement will be allowed at a student's place of employment if the practicum activities and experiences are separate and different from the student's normal work activities. If a student would like a practicum experience at an agency where they are employed, they should let the practicum coordinator know. The practicum coordinator will then contact the site supervisor to determine the differentiation between the job role and the student role.

The practicum experience involves a total of 280 contact hours during the final year before a student graduates. Thus, a student spends ten (10) hours per week during two semesters of practicum in this valuable work experience.

In addition to the time spent at a particular community agency, the Practicum Student spends two (2) hours per week participating in the Practicum Seminar, which is facilitated by Human Service Practicum Faculty. Classroom instruction will focus on discussion of experiences encountered in the practicum setting. Students are required to complete a Practicum Journal and other exercises, which will outline experiences encountered at his/her Practicum agency and provide the basis for discussion in the Practicum Seminar.

Final evaluation of the Practicum Student's progress is also a team effort. The Site Supervisor completes a final evaluation form at the end of each semester and recommends a grade. This evaluation is reviewed by the student and the Site Supervisor as well as the Human Service Practicum Faculty. The Visiting Practicum Faculty also completes student evaluations that will be incorporated into the final grade. The student has the opportunity to self-evaluate his/her progress through the Practicum Exercises and weekly Practicum Seminar discussions. The final grade is determined by the Human Service Practicum Faculty, who takes the evaluations and the Practicum Student's input into consideration.

RESPONSIBILITIES OF THE PRACTICUM STUDENT

It is understood and agreed that the student enrolled in the Human Services Program at COTC and participating in the practicum experience shall:

- A. Initiate positive and active participation in the practicum experience in accordance with the Practicum agency requirements and COTC's Human Services Program requirements, including but not limited to the following:
 - 1. Becoming familiar with the Practicum agency's policies, procedures, personnel, and clients.
 - 2. Cooperating with Practicum agency personnel in providing appropriate care and/or education to clients.
 - 3. Collaborating with the Site Supervisor and the Practicum Coordinator in arranging a viable work schedule prior to the beginning of the semester in which the practicum experience is to commence.
 - 4. Arranging transportation to and from the Practicum agency.
 - 5. Attending the weekly Practicum Seminar at COTC, which is supervised by COTC faculty.
 - 6. Completing the necessary number of hours allotted for the practicum experience.
 - 7. Participating in weekly self-evaluations of performance in the practicum experience through journaling and Practicum Seminar exercises and discussion.
 - 8. Arranging site visits with assigned COTC Visiting Faculty once during the semester.
- B. Abide by all policies and procedures of the Practicum agency.
- C. Maintain professional standards for health, safety, appearance, and ethical conduct in accordance with the requirements of COTC's Human Services Program; the Practicum agency; any applicable accrediting bodies; and the NASW Code of Ethics or the ACA Code of Ethics.
- D. Maintain confidentiality with regard to information gained during the practicum experience or through seminar discussions to the extent dictated by federal and state law as well as the Code of Ethics of NASW or ACA.
- E. Notify the Site Supervisor in the event that the student, for reasons of emergency, will be late in arriving or not present on a scheduled placement day. **The student is to contact the Site Supervisor directly to inform him/her of lateness or absence with as much advance notice as possible.** The hours missed are to be rescheduled by the student in collaboration with the Site Supervisor and the Practicum Coordinator.
- F. Notify the Site Supervisor as well as the Practicum Coordinator of any concerns related to the practicum experience.

RESPONSIBILITIES OF THE PRACTICUM AGENCY

It is understood and agreed that the Practicum agency shall:

- A. Assume full and final responsibility for the care of its clients.
- B. Work collaboratively with COTC in designating a qualified, appropriately credentialed Site Supervisor employed by the Practicum agency with authority for providing instruction, supervision, and evaluation of the student(s) during the practicum experience as required by COTC. Designated Site Supervisors at the Practicum Agency will have at least a bachelor's degree or higher, or an associate's degree plus five or more years of work experience.
- C. Provide the student(s) with educationally appropriate practicum experiences, which will meet the student performance objectives as outlined in the practicum course syllabi.
- D. Provide the student(s) and Practicum Coordinator with reasonable use of the Practicum agency's facilities necessary to participate in the practicum experience. This includes but is not limited to the use of a private area for conferring with the student(s), as well as the use of the Practicum agency's kitchen, lounge, dressing room, lockers, restrooms, and/or other comfort facilities.
- E. Provide access to emergency medical care to a student enrolled in the Practicum agency for an injury sustained in the course of participation in the practicum experience. The student shall be responsible for payment of all costs of this care. The Practicum agency shall not have any further responsibilities for any injury or illness to a student/faculty, which may occur as a result of participation in the practicum experience.
- F. Notify the Practicum Coordinator and/or other authorized representative at COTC immediately of any incidents or accidents involving the student(s) in the course of participation in the practicum experience.
- G. Maintain the right to refuse access to the Practicum agency to COTC faculty, staff, and/or students who do not meet the Practicum agency's stated standards and policies for health, safety, appearance, and/or ethical conduct. This includes the right to dismiss current Practicum Students from the Practicum agency for the above-mentioned standards, policies, and/or conduct.
- H. Permit visitation of the Practicum agency by representatives of any accrediting bodies for purposes of evaluation of the Associate Degree Human Services program at COTC provided that advance notice of date and time is given.

RESPONSIBILITIES OF COTC

It is understood and agreed that COTC shall:

- A. Assume primary responsibility for the Human Services Program inclusive of curriculum planning and selection of course content, coordination of didactic and practicum components, appointment of faculty, processing admission applications, and awarding of degrees.
- B. Provide qualified instruction and guidance for students assigned to the Practicum agency for learning experiences in Human Services, including assignment of a faculty liaison (hereafter referred to as the Practicum Coordinator) between the student and the person primarily responsible for supervising the student at the Practicum agency (hereafter referred to as the Site Supervisor). The Practicum Coordinator's responsibilities will include but not be limited to the following:
 1. Assigning a Visiting Faculty who will attend at least one meetings per semester with the Practicum agency Supervisor and student(s) to discuss progress on the prearranged practicum objectives.
 2. Providing the Site Supervisor with materials to be used for evaluating student progress at the Practicum agency.
 3. Assuming final responsibility for grade assignment.
- C. Insure that all students are fingerprinted and a records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI). Copies of records check will be available upon request to the site.
- D. Obtain the following signed statements from all students prior to participation in the practicum experience and provide a copy of each to the Practicum agency upon request:
 1. Student Information Release Authorization
 2. Statement of Confidentiality
 3. Student Practicum Agreement
 4. Drug Exemption Statement
 5. Non-conviction Statement
 6. Hepatitis B Risk Statement
 7. Emergency Contact and Health Information
- E. Provide in-service education relative to the COTC Human Services Program to the Site Supervisor. In-service education will include but not be limited to orienting the Site Supervisor to the philosophy, purpose, objectives, and general curriculum plans of the Human Services Program.

- F. Adhere to the Practicum agency's policies and procedures during the practicum experience.
- G. Agree to maintain confidentiality with regard to all client and site staff information gained during the educational experience, to the extent dictated by federal and state law.
- H. Provide general liability insurance with a one million dollar (\$1,000,000) per occurrence, and two million dollar (\$2,000,000) annual aggregate. COTC agrees to be responsible for verifying this insurance and will provide copies of insurance certificates upon request of the Practicum agency.
- I. Pay any fees charged by appropriate accrediting bodies relevant to the Human Services Program at COTC.
- J. Inform all students/faculty of the risk of contracting Hepatitis B.

COOPERATIVE RESPONSIBILITIES OF COTC AND PRACTICUM AGENCY

The Practicum agency and COTC will work cooperatively on the following matters:

- A. Following criteria established by COTC and any accrediting bodies with regard to:
 - 1. Assignment of students to assure adequate planning and coverage of sound educational objectives.
 - 2. Evaluation of student practicum assignments with results to be used by COTC in the overall evaluation of the student.
- B. Neither COTC nor the Practicum agency will discriminate against any student for practicum experience because of race, color, creed, sex, national origin, handicap, age, marital status, or sexual preference. Both parties agree to comply with all applicable federal and state civil rights legislation.
- C. Both parties agree to comply with all applicable federal and state provisions governing the privacy of student records.
- D. Both parties agree that as soon as reasonably possible disagreements between the Site Supervisor, Practicum agency personnel, Practicum Coordinator, clients, and/or students will be brought to the attention of the appropriate administrator at COTC and at the Practicum agency for the purpose of prompt resolution. The Practicum agency will maintain the privilege of resolving any problem situation in favor of the client's welfare and restricting the student's involvement until the incident can be clarified and resolved.
- E. The Practicum agency can impose temporary or permanent withdrawal of the student from the Practicum agency with just cause. If student does not successfully complete a practicum experience due to performance, he/she will be placed on a behavioral contract prior to their next practicum placement. If a student is dismissed from two practicum experiences due to performance, he/she may be dismissed from the Human Services Program.

SECTION 2

PRACTICUM POLICIES & EXPECTATIONS

Practicum Prerequisites:

- Student is enrolled in the Human Services Program
- Student has received a C grade (2.00) or better in each of the following courses:
 - ENGL-110: Composition I
 - ENGL-111: Composition II
 - HSV-100: Principles of Social Work
 - HSV-110: Chemical Dependency I
 - HSV-120: Direct Practice Skills
 - HSV-141 Therapeutic Group Practice Skills
 - HSV-131: Case Management

Student Requests for Practicum Placement:

- Student must contact the Practicum Coordinator during the first four weeks of the semester prior to the semester in which the student intends to enroll in Practicum.
- At that time, the student will receive the “Important Information” handout for that specific semester which will include exact dates and deadlines for paperwork, registration and placement.
- Student is required to communicate with the practicum coordinator, sign all required paperwork in the Practicum Handbook and provide a copy of a BCI background check by week 11 of the semester prior to the requested practicum.
- Student not meeting these requirements cannot be guaranteed a practicum placement for the following semester.

Practicum Guidelines:

- Student must complete 140 hours at their practicum agency, for 2 semesters.
- Student may complete 10 hours prior to the official start date of the semester.
- Student may carry over 10 hours from Practicum I to Practicum II
- Primarily, students hours should comprise time spent physically at the practicum agency. In the event that practicum hours are to be completed from a remote location, students should email the Practicum Coordinator for approval. This may include attending meetings/working with clients via zoom, conducting research, project planning or any other assigned task.
- Student may not exceed 15 hours a week at the practicum agency, without permission from the Practicum Coordinator unless they are making up for previously missed hours or planning for upcoming missing hours.
- It is required that the student be at the practicum agency at a minimum of 14 weeks in the semester.
- Student may stay at the same agency for both semesters of practicum or request a new placement agency for the second practicum.

Bureau of Criminal Investigation (BCI) Records Check:

- In order to begin the placement process for practicum, the student must have a BCI Records check on file. It is recommended that student complete this process well in advance due to long processing time.
- It is the student responsibility to obtain the BCI and provide it to the Practicum Coordinator by the 11th week of the semester prior to when they would like to enroll in practicum. (Exact dates will be provided on the “Important Information” Handout for each specific semester.)
- Student understands that official registration for practicum cannot occur until the Practicum Coordinator receives their BCI report.
- Student understands that a new BCI records check is required if more than 1 year has elapsed since the date on the initial BCI.

Instructions/Options for Obtaining BCI Records Check:

***IF ASKED FOR A CODE FOR THE BCI, USE: “Other-Human Services Practicum”, OR 5153-111.*

- On Newark Campus:
 - Students should pay for the BCI background check online by logging into their MyCOTC portal, then under the Menu (top left of the screen), go to College Finances > Paying for College then under the "NEW Quick Pay Links". Select the BCI Background Check link and pay using a credit/debit card.
 - Student will receive an email confirmation that can be taken to Security to verify payment. Take a copy of the email (showing it electronically is permitted) and a valid Driver’s License or State ID to the security office located at 105 Warner Center for fingerprinting. No appointments are necessary.
 - At the security office, make arrangements to pick up the BCI in 3-5 business days. Once it has been picked up, scan and email it to the Practicum Coordinator at jarny@cotc.edu. It is the student’s responsibility to make sure the BCI gets to the Practicum Coordinator by the required deadline.
- Off Campus:
 - Student can secure a BCI background check from another private or public agency, but they are responsible for making sure it is a BCI Background Check authenticated by the Ohio Bureau of Criminal Identification and Investigation, using the code above.
 - The BCI should be mailed to student’s home address and then student should scan and email it to the Practicum Coordinator at jarny@cotc.edu.

Placing Students in Practicum with Criminal Backgrounds

In HSV-100 Principles of Social Work, students are provided with a List of Prohibited Offenses and sign a notification about potential barriers to practicum & licensure based on criminal history. In addition, beginning in January 2018, students are provided with the new list of Medicaid Disqualifying Offenses and the process for obtaining the Certificate of Qualification of Employment (CQE) through the Department of Rehabilitation and Corrections. More information can be found at <https://drc.ohio.gov/cqe>

If you have charges listed on your BCI background check, the Practicum Coordinator will make contact with agencies that may potentially accept you as a practicum student based upon previous

experience with the agency or by recognizing state law requirements. Student may only contact new agencies for him/herself to assist with the process if the Practicum Coordinator is unsuccessful with the agencies with which COTC has a contract. (See policy in COTC Human Services Program Policy Manual for additional details)

Practicum at Place of Employment

Practicum placement can occur at the student's place of employment if the job responsibilities differ from the student learner role. If the student requests practicum at the place of employment, the Practicum Coordinator will provide the student with a copy of the policy and a form to complete prior to beginning any practicum hours. The form requires written documentation outlining the specific tasks of the student's employment and the specific tasks of their practicum placement. The statement should be signed by the student and their practicum Site Supervisor and emailed to the Practicum Coordinator prior to the first day of the practicum placement. Ideally, the job supervisor and the student site supervisor are two different people.

The student may not be paid for any practicum hours at the agency. The Practicum Coordinator has the right to deny the request if there is not adequate differentiation between the two roles or supervision. (See policy in COTC Human Services Program Policy Manual for additional details)

Professional Conduct in Practicum

It is expected that students will demonstrate professional conduct in the Practicum Agencies at all times. This includes, but is not limited to following the NASW and NOHS Codes of Ethics, the Practicum Handbook, the Human Services Program Guide, and the COTC Code of Student Conduct.

Please note that a Practicum Agency has the right to dismiss a student from their practicum placement at any time, for any reason. If this occurs, the student will need to withdraw from the practicum course for that semester and meet with the Practicum Coordinator to discuss plans for future practicum.

Any behaviors by a student that are considered Prohibited Conduct under the Professional Standards and Expectations (located in Human Services Program Guide) and/or the COTC Code of Student Conduct may constitute the development of a Professional Conduct Agreement. Should there be concerns about your performance or behavior in practicum, the Practicum Coordinator will communicate with you. If necessary, the procedure for implementing a Professional Conduct Agreement will be followed. Subsequent Practicum agencies must be informed that the student has withdrawn, failed, and/or been dismissed from a previous Practicum agency and receive a copy of the Professional Conduct Agreement.

The Practicum Coordinator will work with the student with a Professional Conduct Agreement to make a reasonable attempt to place the student at a practicum agency. Should a reasonable number of Practicum agencies be contacted and none be willing to supervise the student in a Practicum experience, the student will have to wait an unspecified amount of time until a site becomes available. (See policy in COTC Human Services Program Guide for additional details)

Legal Charges During Practicum

If a student is charged with any new legal offense at any time after completion of their BCI and before completion of all practicums, they must notify the Practicum Coordinator immediately. Students should not complete any additional hours at their Practicum Agency until they have talked with the Practicum Coordinator. The Practicum Site Supervisor will be notified by the Practicum Coordinator and will decide if the student can be allowed to continue their practicum at the Practicum Agency. If a student is dismissed from their Practicum Agency, they will need to drop the Practicum Seminar Course for that semester as no new placement agencies will be available. Also, any new legal charges could necessitate the development of a Professional Conduct Agreement, in which case the procedure outlined above would be followed.

Practicum Placement Process: Contacting & Interviewing

- The Practicum Coordinator will facilitate all student practicum placements. Students should NOT contact any Practicum Agencies themselves, without prior approval from the Practicum Coordinator.
- Practicum agency placement is done by priority. Practicum II students will be placed in agencies first. For Practicum I students, once you have completed your paperwork and BCI, you will be notified that your file is complete and assigned a number for placement.
- Student's practicum agency assignment will be emailed to their COTC email address on or before a specified date for each semester. (Exact dates will be provided on the "Important Information" Handout for each specific semester.)
- Student understands that the Practicum agency may have additional requirements such as; CPR certification, TB testing, drug testing, additional background check, and other orientations. Some of these requirements may incur student costs. Student will be informed of such requirements at the time of placement and can choose to accept or decline the placement at that time.
- After receiving the placement information, student will need to make contact with their practicum agency supervisor to set up an interview. (Exact dates will be provided on the "Important Information" Handout for each specific semester.) All students must successfully interview and be selected for placement by the agency Site Supervisor.
- If an agency representative declines to provide a placement for the student after an interview, if the student declines an offer for a placement, or if both the agency and the student do not believe that the placement would be a good "fit", the student should contact the practicum coordinator immediately to discuss the reasons that the placement was not workable. Additional agencies will be identified by the practicum coordinator based on limited placement availability.

Practicum Hours and Chemical Dependency Licensure Requirements

Students who have obtained licensure from the Ohio Chemical Dependency Professionals Board may choose to use their practicum hours as supervised work experience to fulfill licensure requirements. Central Ohio Technical College and the Human Services Program will have no responsibility and/or liability for maintaining these supervision records. Sole responsibility for following required

processes is on the licensee/student. Additionally, practicum agencies are not required to provide this type of supervision to human services practicum students, but may do so if they choose, on an individual basis. Forms and additional information can be found on the Ohio Chemical Dependency Professionals Board website at <http://www.ocdp.oh.gov>.

SECTION 3

PRACTICUM FORMS

- The following forms should be reviewed by the practicum coordinator and signed by the student
 - 1. Student Information Release Authorization
 - 2. Statement of Confidentiality and Ethical Responsibility
 - 3. Statement Regarding Pending or Prior Arrests
 - 4. Drug-Free/Criminal Charges Agreement
 - 5. Statement Regarding Sobriety/Recovery
 - 6. Health Awareness Statement
 - 7. Emergency Contact/Health Information
 - 8. Practicum Agreement
 - 9. Practicum Placement Request Form

- The original copy of the forms will be retained by the Practicum Coordinator in the student's file.
- The Practicum Coordinator will provide a copy of the signed forms to the student if they make a request via email to jarny@cotc.edu .
- All forms will be made available to practicum agencies upon request.
- All forms must be signed before the student can begin a practicum placement.

**CENTRAL OHIO TECHNICAL COLLEGE
HUMAN SERVICES PROGRAM**

STUDENT INFORMATION RELEASE AUTHORIZATION

Student Name: _____

The Family Educational Rights and Privacy Act (FERPA) protects student confidentiality by placing certain restrictions on the disclosure of information contained in a student's education records. Completing and signing this form grants the Central Ohio Technical College Human Services Program permission to release your academic record, practicum paperwork, background check information and previous evaluations from practicum experiences to entities with whom you may interview and/or be placed for a practicum.

The purpose for the release of information is to assist entities to determine if they will interview and/or offer you a practicum opportunity as part of the Human Services program.

This request and authorization applies to:

- General demographic information including, but not limited to date of birth, social security number and
- All forms included in the Human Services Program Practicum Handbook
- Student's academic transcript
- Student's BCI Criminal Background check
- Other: _____

Authorization:

I authorize Central Ohio Technical College to release to entities that may be interested in interviewing me and/or offering me a practicum placement through the Central Ohio Technical College Human Services Program my education records and/or any information therein as identified above. I understand and acknowledge that (1) I have the right not to consent to the release of my education records, and (2) this release is valid until I notify the COTC Human Services practicum coordinator in writing that I wish to revoke it.

Student
Signature: _____ Date

Signed: _____

Practicum
Coordinator
Signature: _____ Date

Signed: _____

**CENTRAL OHIO TECHNICAL COLLEGE
HUMAN SERVICES PROGRAM**

STATEMENT OF CONFIDENTIALITY AND ETHICAL RESPONSIBILITY

CONFIDENTIALITY DEFINED:

Confidentiality entails the ethical and legal responsibility of Human Service providers to safeguard from unauthorized disclosures of any information given in the helping relationship. It implies that when clients reveal private information, the helper must not disclose this information except for compelling professional reasons.

SIGNATURE STATEMENT:

I hereby acknowledge that I am familiar with the NASW and NOHS Code of Ethics, particularly the sections related to maintaining confidentiality.

I understand that I am responsible for knowing and abiding by all ethical standards set forth for the Human Service professions, including maintaining confidentiality with regard to information gained during the practicum experience or through the practicum seminar course.

I understand that failure to maintain confidentiality will result in a minimum of the development of a Professional Conduct Agreement and may include dismissal from the practicum agency.

Student Signature

Date

CENTRAL OHIO TECHNICAL COLLEGE
HUMAN SERVICES PROGRAM

STATEMENT REGARDING PENDING OR PRIOR ARRESTS

Have you ever had any prior arrests or charges against you?

Yes No

If "Yes", please list type of charge, date charge occurred and disposition:

Have you ever been convicted of a felony?

Yes No

Do you have any current or pending charges against you?

Yes No

If "Yes", please list charge, date of charge and disposition:

Are you currently on probation?

Yes No

If "Yes", please explain for what charge and when probation will be completed:

Student Signature

Date

NOTE: Anyone refusing to complete this declaration **WILL NOT** be placed as a practicum student. Students must complete a BCI background check prior to placement. Practicum agencies reserve the right to refuse placement of a student due to their past criminal history.

**CENTRAL OHIO TECHNICAL COLLEGE
HUMAN SERVICES PROGRAM**

DRUG FREE/CRIMINAL CHARGES ACKNOWLEDGEMENT

I hereby declare that I, _____, am not purchasing, using, or selling illegal drug products now, nor will I purchase, use, or sell illegal drug products during my practicum experience through the Human Services Program at COTC.

I also agree that if I am charged with any new legal offense at any time after completion of their BCI and before completion of all practicums, I will notify the Practicum Coordinator immediately and will not complete any additional hours at my Practicum Agency until given permission by the Practicum Coordinator.

I understand that if I am dismissed from my Practicum Agency, I will need to drop the Practicum Seminar Course for that semester as no new placement agencies will be available. Also, any new legal charges could necessitate the development of a Professional Conduct Agreement, in which case the procedure in the Practicum Handbook would be followed.

Student Signature

Date

CENTRAL OHIO TECHNICAL COLLEGE
HUMAN SERVICES PROGRAM

STATEMENT OF SOBRIETY/RECOVERY

SUBSTANCE USE DISORDER DEFINED (2013, Diagnostic Criteria from DSM-5, American Psychiatric Association):

1. A problematic pattern of substance use, leading to clinically significant impairment or distress:
2. Two (or more) of the following occurring within a 12-month period
 - (1) The substance is often taken in larger amounts or over a longer period than was intended.
 - (2) There is a persistent desire or unsuccessful effort to cut down or control substance use.
 - (3) A great deal of time is spent in activities necessary to obtain substance, use the substance, or recover from its effect.
 - (4) Craving or a strong desire or urge to use substance.
 - (5) Recurrent substance use resulting in a failure to fulfill major role obligations at work, school or home.
 - (6) Continued substance abuse despite having persistent or recurrent social or interpersonal problems caused by or exacerbated by the effect of the substance.
 - (7) Important social, occupational, or recreational activities are given up or reduced because of substance use.
 - (8) Recurrent substance use in situations in which it is physically hazardous.
 - (9) Continued substance use despite knowledge of having a persistent or recurrent physical or psychological problem that is likely to have been caused or exacerbated by the substance.
 - (10) Tolerance, as defined by either or both of the following:
 - a. A need for markedly increased amounts of substance to achieve intoxication or desired effect.
 - b. Markedly diminished effect with continued use of the same amount of the substance.
 - (11) Withdrawal, as manifested by either of the following:
 - a. The characteristic substance withdrawal syndrome
 - b. Substances (or a closely related substance) is taken to relieve or avoid withdrawal

SIGNATURE STATEMENT:

I hereby acknowledge that I have obtained and read in its entirety and that I understand the contents of the Statement of Sobriety/Recovery, including the definitions provided by the Diagnostic Criteria from DSM-V.

Furthermore, I acknowledge that (please check the appropriate answer):

- I am an individual who has met the criteria for a Substance Use Disorder in the past and I have been in the process of recovery for LESS THAN ONE CALENDAR YEAR.*
- I am an individual who has met the criteria for a Substance Use Disorder in the past and I have been in the process of recovery for AT LEAST ONE CALENDAR YEAR or MORE.*
- I am an individual who does not at the present and has not in the past met the above criteria for a Substance Use Disorder.*

Student Signature

Date

**CENTRAL OHIO TECHNICAL COLLEGE
HUMAN SERVICES PROGRAM**

**HEALTH AWARENESS STATEMENT
REGARDING HEPATITIS B and HEPATITIS B VACCINE and
COVID-19 RELATED PROCEDURES**

Due to the nature of many Human Services jobs, it is typically suggested that Human Services workers receive the Hepatitis B Vaccine. Please go to the link provided below to review the Department of Health and Human Services Centers for Disease Control and Prevention Vaccine Information Statement regarding Hepatitis B and the Hepatitis B Vaccine so that you can make an informed decision for yourself.

[Link to CDC Website](https://www.cdc.gov/vaccines/hcp/vis/vis-statements/hep-b.html)
<https://www.cdc.gov/vaccines/hcp/vis/vis-statements/hep-b.html>

Students are required to follow the COTC COVID-19 Procedures for Students located at this link: <https://u.cotc.edu/covid19updates/safe-campus/procedures-for-students/>. These procedures apply at all times when students are on campus or at a practicum agency. Additionally, students must follow all safety protocols being implemented by their practicum agency. Students should self-monitor for COVID-19 symptoms (as indicated in the above link) each day before reporting to their practicum agency. If you believe you have symptoms or have been exposed to someone with a confirmed or suspected case of COVID-19, do not go to your practicum agency. Notify your site supervisor and the practicum coordinator immediately and then follow the guidance provided in the above link and seek advice from your healthcare provider.

By signing this form I hereby acknowledge that I have obtained a link to read more about Hepatitis B and the Hepatitis B vaccine and I understand that I am responsible for knowing and abiding by all procedures and recommendations contained in the link. I also agree to follow the COTC COVID-19 Procedures and all safety protocols required by the practicum agency.

Student Signature

Date

**CENTRAL OHIO TECHNICAL COLLEGE
HUMAN SERVICES PROGRAM**

EMERGENCY CONTACT & HEALTH INFORMATION

Student Name: _____

Phone: _____

Emergency Contact Person: _____

Name	Phone Number	Relationship to Student
------	--------------	-------------------------

PERSONAL HEALTH HISTORY:

1. Do you currently have any health concerns that could affect your participation in practicum?

Yes No

If yes, please explain: _____

2. Do you have any ongoing health concerns of which your practicum agency should be aware?

Yes No

If yes, please explain: _____

3. Are you currently taking any medications (prescription or nonprescription) that could affect your practicum participation?

Yes No

If yes, please list: _____

It is recommended that you remain up to date with all immunizations, including the influenza vaccine. Some practicum agencies require documentation of immunizations that must be provided by the student prior to a practicum placement at that site.

I hereby certify that the foregoing information is true and correct to the best of my knowledge. I acknowledge that I am responsible for maintaining my own health and for informing the appropriate Human Services faculty member of any limitations to practicum performance. I understand that I may need to provide documentation to the practicum agency regarding my immunization records and/or receive required immunizations according to the agency policies.

Student Signature

Date

**CENTRAL OHIO TECHNICAL COLLEGE
HUMAN SERVICES PROGRAM**

PRACTICUM AGREEMENT

I hereby acknowledge that I have obtained and read the Practicum Handbook in its entirety and understand its contents and forms.

I understand that I am responsible for knowing and abiding by all procedures and requirements contained in the Practicum Handbook as well as in the Human Services Program Guide and the COTC Code of Student Conduct. I agree to perform my responsibilities as identified in the Practicum Handbook and Human Services Program Guide and have reviewed these with the Practicum Coordinator. I also understand that I am responsible for knowing and abiding by the National Association of Social Workers Code of Ethics and the National Organization for Human Services Ethical Standards as well as my Practicum Agency's Policies & Procedures.

Further, I understand that no relationship of employer and employee is created by this educational affiliation agreement between the Practicum Agency and COTC. Students and/or faculty will not be expected to meet the staffing needs of the Practicum Agency. Students and/or faculty shall not be deemed to be employees, agents, or independent contractors of the Practicum Agency, and have no claim under the Agreement or otherwise, against the Practicum Agency for employee benefits, workers compensation coverage, insurance coverage, unemployment compensation coverage, retirement, payment of taxes or any other benefits of any kind.

Student Signature

Date

**CENTRAL OHIO TECHNICAL COLLEGE
HUMAN SERVICES PROGRAM**

PRACTICUM PLACEMENT REQUEST FORM

Name: _____

Address: _____

Phone: _____

COTC Email: _____

COTC Student ID Number: _____

Date of Birth: _____

Semester Requesting Placement (add year & select one): Au__ Sp__ Sm__

Location (circle campus where you will enroll in course):

Newark Knox Coshocton Pataskala

Please list sites that you are interested in being placed for your first practicum.

- List sites in order of preference.
- You are not required to list four sites, but the more you list the better I can match your requests.
- Please note that there is a priority system used in the matching process. I will try to match you to your requested sites, but cannot guarantee any specific placements.
- If you are unsure of a site for placement, please describe the type of placement and/or populations in which you are interested.
- If you would like to be placed at a site that is not on the list of agencies with whom we have affiliation agreements, please contact the Practicum Coordinator ASAP for instructions on how to initiate a new agreement.

Desired Practicum Agencies:

1. _____

2. _____

3. _____

4. _____

SECTION 4

PRACTICUM SEMINAR COURSE & PAPERWORK

Practicum Seminar Course

- The Practicum Seminar Course is considered a “hybrid” course.
- The class meets in the classroom (or via zoom) three times during the semester & the rest of the work is completed online.
- Student will be provided with the classroom meeting dates at the time they receive their practicum agency placements (class always meets the first week of the semester).
- The Student is responsible for actively participating in the practicum seminar course each week. Failure to attend/complete a minimum of 70% of the practicum seminar weekly discussions will result in a failing grade in the course. This is regardless of the evaluation the student receives from their site.
- Student will not be able to sign up for the practicum seminar course until they have completed all necessary paperwork/BCI and have been placed in an agency. The course typically opens for enrollment about 1 month prior to the start of the semester. (Exact dates will be provided on the “Important Information” Handout for each specific semester.)
- If student has received notification of practicum placement at an agency, they are guaranteed enrollment in the course, but should still register as soon as possible.
- Student must be enrolled in the practicum seminar course prior to completing any hours at the practicum agency.
- Register via COTCConnect in MyCOTC
 - HSV-285 Practicum I
 - HSV-286 Practicum II
 - If you have problems registering and it is after the date the course should be open, please email me immediately.
- The seminar course will open on Moodle approximately 1 week prior to the start of the semester. At that time, you will be able to review the course, access resources and start working on assignments.
- All work will be completed through the Moodle course and nothing will be accepted in paper form.
- The expectations of the course will be thoroughly outlined in the first week of the semester.

Practicum Course Paperwork

Each semester there are specific forms and paperwork that need to be submitted for practicum. Below is a basic list of requirements. There will be additional course assignments that will be outlined in the course syllabus, but the items below are standard for each semester.

- **Agency Orientation Checklist:** The Agency Orientation Checklist is due by week 2 of each semester, but is a great checklist to take to your interview with your Site Supervisor as it can provide you with discussion points. A copy of the Checklist is at the end of this section and will also be posted on Moodle.
- **Student Learning Objectives:** Learning objectives are to be completed by the student, signed by the student & site supervisor and turned into the Practicum Course Instructor by week 3 of each semester. Learning Objective forms and Tips are located in Moodle. Further instructions regarding how to write good objectives will be reviewed in the first week of the Practicum Seminar Course.
- **Time Sheets:** Time sheets are to be filled out by students and signed by Practicum agency Supervisors. Time sheets should be turned in to the Practicum Seminar Faculty at the end of each semester. There is one copy of a time sheet in this handbook in case you begin hours at your practicum agency prior to being able to access the course in Moodle.
- **Site Supervisor Evaluations:** It is the responsibility of the student to provide the Evaluation form to their Practicum Site Supervisor. Forms should be presented with ample time for supervisor to complete them. Supervisors should review the forms with students and students should comment and sign the evaluation as well. Evaluation forms should be turned in to the Practicum Seminar Faculty at the end of each semester. Site Supervisor Evaluation forms are located in Moodle.
- **Please Note:** It is suggested that students keep a copy of all completed documents for their records. Many Bachelors programs and some licensing agencies require documentation of practicum experiences.

A Note About Scanning:

You will need access to a scanner for assignments/paperwork this semester, as you will need to print, complete, sign, scan and drop paperwork into a drop box. Most "smart-phones" have apps that can scan if you do not have a scanner on a printer at home. I use a free app called "CamScanner" on my phone that works pretty well, and there are probably many others. Also, you can scan paperwork using the "notes" app on an iphone. Check out this video for tips:

<https://www.youtube.com/watch?v=zgUSYp4pwXo>. The most important thing is that the **documents as scanned as a pdf file (no picture/jpeg files will be accepted)**. When you scan, double check to verify that all pages are legible. If you have questions or concerns about this, please let me know as soon as possible (don't wait until assignments are due).

Visiting Faculty Instructions

- During each practicum semester, a Visiting Faculty member, designated by the Practicum Coordinator will meet with you and your Site Supervisor at your practicum agency or remotely via Zoom.
- The name and contact information for your Visiting Faculty will be posted on Moodle by the end of the first week of the semester.
- The student is responsible for contacting the Visiting Faculty and scheduling a meeting at your practicum agency. The deadlines for completing the visits will be provided by your practicum course instructor and outlined on your practicum course syllabus.
- It is **required** that you meet with your Visiting Faculty at your practicum agency two times throughout the semester. Failure to complete meetings will result in you not getting points for the visits as indicated in your course syllabus.
- Please give your Visiting Faculty adequate notice using their preferred method of contact should you need to reschedule a meeting. Also, please be flexible in scheduling your meetings as your Visiting Faculty are often trying to accommodate a large number of student visits into their schedules.
- The Visiting Faculty will bring the needed paperwork for your visits.
- It is your responsibility to provide your Visiting Faculty with a copy of your Learning Objectives at both visits.

CENTRAL OHIO TECHNICAL COLLEGE - HUMAN SERVICES PROGRAM

Agency Orientation Checklist

Student should complete the following checklist during their interview and first days at their practicum agency. The student & site supervisor should sign the form. Then, it should be scanned and submitted to the appropriate dropbox on Moodle by the due date listed in the syllabus.

In your initial interview, consider discussing:

- Who will be supervising you
- How often will you meet with your supervisor
- Types of tasks will you be performing
- Hours will you work
- Dress codes

Let your supervisor know:

- They will need to complete an evaluation of your performance (give copy of form) at the end of each semester.
- The visiting faculty will need have one meeting with you & your supervisor once around mid-term and again at the end of the semester
- You will need your time sheet signed each week

Ask your supervisor for:

- The agency Mission Statement, philosophy, history
- Copy of agency policies
- A map of the building
- A tour of the agency
- To introduce you to agency staff
- A schedule of when the two of you will meet each week

Make sure you know office procedures for:

- Reporting absences or changes in scheduling
- Using the telephone, voicemail instructions
- Mailboxes, supplies, copier, postage
- Staff meetings
- Computer access
- Security instructions

Do you need:

- ID Badge
- Parking instructions
- Office/building keys
- Computer access codes

Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

CENTRAL OHIO TECHNICAL COLLEGE - HUMAN SERVICES PROGRAM
Practicum Student Time Sheet

Practicum Student Name: _____

Practicum Agency Name: _____

	Date	Sign-In	Sign-Out	Hours		Date	Sign-In	Sign-Out	Hours
Sunday					Sunday				
Monday					Monday				
Tuesday					Tuesday				
Wednesday					Wednesday				
Thursday					Thursday				
Friday					Friday				
Saturday					Saturday				
Supervisor Initials: _____ Total Hours: _____					Supervisor Initials: _____ Total Hours: _____				
	Date	Sign-In	Sign-Out	Hours		Date	Sign-In	Sign-Out	Hours
Sunday					Sunday				
Monday					Monday				
Tuesday					Tuesday				
Wednesday					Wednesday				
Thursday					Thursday				
Friday					Friday				
Saturday					Saturday				
Supervisor Initials: _____ Total Hours: _____					Supervisor Initials: _____ Total Hours: _____				
	Date	Sign-In	Sign-Out	Hours	GRAND TOTAL HOURS: _____				
Sunday					SIGNATURE OF SITE SUPERVISOR: _____				
Monday					DATE: _____				
Tuesday					SIGNATURE OF PRACTICUM STUDENT: _____				
Wednesday					DATE: _____				
Thursday									
Friday									
Saturday									
Supervisor Initials: _____ Total Hours: _____									