

Human Services Associate Program Western Technical College

Supplemental Information

- **Course Sequence and Delivery.** The Human Services Associate (HSA) program is offered over four or five terms, which includes the General Studies courses, one summer term, and two Field Study courses where you will practice your skills within the community. You may choose a daytime class cohort, or an evening class cohort. We ask that you stay within your chosen day or evening cohorts as the class sequences vary between the two. You may choose to take General Studies courses prior to formal entry into the program. While this results in extending the length of time to complete your degree, it will decrease the workload while taking the Human Services Associate-specific courses.

Program core courses that can be taken ahead include:

- DisAbilities (10520118)
 - Intro to Addiction and Substance Use Disorders (10520107)
 - Intro to Gerontology (10520150)
 - Public Health Issues in HS (10520110)
- **Reliable Transportation.** You will need reliable transportation to complete the requirements of fieldwork courses. The program utilizes fieldwork sites in the La Crosse and surrounding areas. Students are responsible for their own expenses for transportation related to fieldwork site assignments.
 - **Fieldwork.** Fieldwork is an integral part of the curriculum of the Human Services Associate Program at Western Technical College. It is during the fieldwork component of the program that the student is given the opportunity to apply knowledge and skills learned in the classroom/laboratory settings to actual clients. This is completed under the supervision of a fieldwork preceptor who is employed by the fieldwork site. Through field study experiences, students have an opportunity to work with a variety of client types.
 - **Background check process.** Human Service employees are often required to complete background checks upon hire. Since you will be completing two field experiences and service-learning projects in the community, students in the Human Services Associate program are required to complete a background check while enrolled in Introduction to Human Services and Community Recourses classes.
 - Please see the instructions within the link below for Viewpoint screening to complete your background check. enter their web site by going to this link: https://www.westerntc.edu/sites/default/files/programs/documents/Viewpoint_Background_Check_Instructions.pdf. To process your background check, you will need an electronic payment of \$25. If you are unable to pay the fee, please speak with your instructor or your advisor. **Students cannot enter Professional Practice class without having their background check complete.**
 - **Positive Background Check.** It is very important that you be honest when completing the background check form. Some facilities may automatically refuse a student they perceive to be less than truthful on the form. ***If your background check reveals a past experience with the law, you will be asked to meet with the Associate Dean or designee to discuss the results of the background***

check, and discuss difficulties that might arise securing a field placement. You will be asked to read and sign the Disclosure of Possible Bar from Practicum Experiences waiver. Fieldwork sites have the right to refuse clinical placement to any student based on the background check results. If you are unable to secure a placement, you will not be able to graduate from the program. It will be your decision as to whether or not you will begin/continue in the program. If you want to continue your education beyond the Human Services Associate degree (e.g., AODA, BA in Social Work, etc.), you should contact the appropriate state licensing board to ensure you are license-or certification-eligible.

- **Arrests and Charges after Background Check Completed.** If you are arrested or have new charges following the completion of your background check, you must report them to Joan Miksis, Associate Dean of the Human Service Associate program (608.785.9275), within five (5) working days. Failure to do so may result in dismissal from the program.
- **Immunizations.** Vaccines can protect both you and the people you come in contact within your home, at work or in the community. Immunizations provide preventative measures to reduce your risk of contracting serious diseases that affect your health. To protect both you and your clients during your fieldwork courses, Western strongly suggests that you obtain a TB Test and the following immunizations after careful consultation with your healthcare provider regarding risks and side effects: TDap, MMR, Varicella, Hepatitis B, and influenza.
- **Body Art and Piercings.** In the Health & Public Safety Division, a student may display no body art or piercing that might be considered offensive. Most employment settings have policies that are generally broad; however, they do reserve the right to deny employment and student clinical/practicum/fieldwork placement if body art or piercings are found to be offensive to those in that setting.
 - The wearing and displaying of jewelry in the health care or public safety setting is generally limited to wrist watches and wedding rings or small non-dangling earrings. The purpose of this limitation is related to infection control, safety and public perception of the employees while they are on duty.
- **Program Faculty.** If you have specific questions about the program or your particular situation, please contact the HSA program faculty directly.

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