WAUBONSEE
COMMUNITY COLLEGE

Health Professions and Public Service

Human Services Program
Student Internship Handbook

2026-2027

Effective August 17, 2026 – August 14, 2027)

Table of Contents

1.0 FACULTY AND STAFF 1

2.0 WELCOME 2

3.0 ACCREDITATIONS 2

4.0 PROGRAM PHILOSOPY AND GOALS 3

5.0 PROGRAM OUTCOMES 4

6.0 HUMAN SERVICES INTERNSHIPS AND FIELD EXPERIENCE 4

6.1 Internship Prerequisites 5

6.1.1 Active Enrollment 5

6.2 Internship Requirements 5

6.3 Supervisors and Schedule 6

6.4 Preparation 6

7.0 GENERAL COURSE REQUIREMENTS 6

7.1 Passing Grade 6

7.2 Attendance 7

7.3 Deadlines 7

7.4 Missed Information 7

7.5 Class Cancellations or Changes 7

7.6 Course-Specific Policies 7

8.0 HEALTH SCREENINGS AND REQUIREMENTS 8

8.1 Background Checks 8

8.1.1 Criminal Convictions and Waivers 8

8.1.2 Rule 2060 Requirements 8

8.1.3 Illinois Department of Public Health 9

8.2 COVID-19 9

8.3 Changes in Health Status 9

8.4 Pregnancy 9

8.5 Use of Prescribed Medication 9

8.5.1 Non-Prescription, and Illicit Drugs 10
8.5.2 Over-the-Counter Medications, Alcohol, and Cannabis 10
8.6 CPR Certification 10
8.7 Health and Liability Insurance 10
9.0 INTERNSHIPS EXPECTATIONS AND GUIDELINES 11
9.1 Dress Code/Grooming 12
9.2 Internship Evaluation 12
9.2.1 Impaired Students 13
9.3 Confidentiality 13
9.4 Professionalism 14
9.5 Internship Conflicts 14
9.6 Transportation to/from Internship Sites 14
10.0 STUDENT GRIEVANCES AND GRADE APPEALS 14
11.0 PERSONAL AND PROFESSIONAL LEGAL, MORAL, AND ETHICAL BEHAVIORS 14
12.0 PHYSICAL OR EMOTIONAL JEOPARDY 15
13.0 STUDENT RESPONSIBILITY TO REPORT 15
12.0 APPENDIX I – HOLD HARMLESS AGREEMENT 16
13.0 APPENDIX II – CRITICAL INCIDENT REPORT 19

Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Dr., Sugar Grove, IL 60554-9454.

1.0 FACULTY AND STAFF

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This Student Handbook supplements the Waubonsee Community College Catalog and the Waubonsee Community College Student Handbook. Signed acknowledgements of the receipt and understanding of this handbook constitute a contract between program students and faculty, staff, and administration during the effective period stated on the handbook cover page.

2.0 WELCOME

Welcome to the Human Services program at Waubonsee Community College. You will find information regarding your internship experience in this handbook. This handbook outlines the rules, policies, procedures and expectations for your internship.

Internships are essential learning experiences that contribute to your development as a Certified Alcohol and Other Drug Counselor (CADC) and represents a transition in your career as you move from student to professional. The experience provides the opportunity for you to apply the theoretical knowledge you have gained through your coursework in real world clinical settings. It is common to be nervous, excited, and to have moments of self-doubt. You will find that your Human Services instructors were once beginning counselors and there is a good chance that your fieldwork site supervisor once was an intern. All are here to help make this a successful experience for you and the clients you have the opportunity to counsel. Read the details in this handbook carefully, as you are responsible to follow these guidelines at all times.

Good luck to you during your academic and internship experiences and welcome to the Human Services profession. If you have any questions regarding the information contained in this booklet, please contact the Human Services faculty.

3.0 ACCREDITATIONS

Waubonsee Community College Human Services substance use and alcohol/drug counseling courses are accredited by the Illinois Certification Board (ICB), meeting the requirements to become a certified alcohol and other drug counselor at both the Preparatory and Advanced level in Illinois.

ICB's accreditation is an official endorsement of both Preparatory and Advanced AOD Counselor Training Programs based upon published standards and criteria. Accreditation assures that persons entering the field of substance use disorders have met the minimum requirements of training. Accreditation defines the competencies to be addressed in the training program. Finally, accreditation standards and procedures are intended to promote professional development in a sound learning environment.

This system is designed to benefit:

- The Client - Provide assurance that the AOD counselor has had the maximum opportunity to develop the skills, knowledge and ability to provide AOD services best suited to the individual client's needs.
- The Counselor - Ensure opportunity for AOD counselors to acquire and upgrade the skills, knowledge and ethical sensitivity necessary to reach and maintain the highest level of professional competence.
- The Profession - Stimulate the development and maintenance of a high quality and diverse system of training for AOD counselors throughout the state.
- The Public - Identify those AOD programs which deserve their confidence and support for providing relevant quality AOD training for counselors.

4.0 PROGRAM PHILOSOPY AND GOALS

The Human Services Program at Waubonsee Community College is designed to prepare students with the skills needed for a career focused on human behavior in today's society.

Human Services require empathetic and perceptive practitioners who can help reinforce and rebuild communities by helping people overcome mental, emotional, and physical challenges. Professionals become vital counselors and confidants for youth and adults in a variety of settings—from community organizations and schools to government agencies and medical facilities.

The program offers students certificate and degree options for individuals seeking to continue their education or pursue careers in human services. Waubonsee's trained instructors ensure graduates will be ready for employment in a variety of social service organizations. Curriculum focuses on key aspects of the helping professions, preparing students to work with individuals experiencing a variety of behavioral health challenges with an emphasis on substance use disorder. Students will explore and develop essential skills and approaches to assessment, counseling, crisis interventions and other important dynamics. On-site internship experiences at local agencies allow students to apply and develop their skills as they enter the profession.

In alignment with the college community and mission, the Human Service Program seeks to provide exceptional learning opportunities for accessible, equitable, and innovative education, and a foundation for professional development and lifelong learning. As part of this mission, faculty seek to educate students to be safe, caring, competent, and contributing members of the profession engaged in meeting the health needs of diverse populations. Program faculty are committed to shaping student futures to create lifetime connections through learning and professional development.

Alcohol and Drug Specialization

For students pursuing their certification as Alcohol and Other Drug Counselors in Illinois, the college recognizes that the knowledge and skill base of the alcohol and other drug counselor form the basis for the profession's statement that the AOD counselor is unique. This unique knowledge and skill base forms the basis for the alcohol and other drug counselor certification program developed and administered by ICB. The knowledge and skill base is presented in The Illinois Model For Certification Of Alcohol And Other Drug Counselors.

Consistent with the philosophy of the Illinois Certification Board, the following assumptions serve as the basis for courses leading to becoming a credentialed substance use disorder counselor. All students should:

1. Understand a variety of theories regarding the etiology of substance use disorders including the Disease Model of Substance Use Disorders.
2. Recognize the pervasive impact of substance use disorders on the individual from a bio-psycho-social-spiritual understanding.
3. Explain the role of self-help recovery support systems including Twelve Step programs, such as Alcoholics Anonymous (AA) Al-anon, Narcotics Anonymous (NA), etc., as well as alternatives to Twelve Step recovery support programs.
4. Explain the impact of substance use disorder on the family system of individuals with a substance use disorder.
5. Explain the role of harm reduction in the treatment and recovery process, and

6. Explain the use of medication in the treatment of SUD through the provision of Medication Assisted Treatment (MAT).

5.0 PROGRAM OUTCOMES

The goal of the Human Services program at Waubonsee Community College is to prepare students for a successful career as a human services professional through two pathways:

- Human Services Associate's Degree in Applied Science (Major Code 650A) ○ *Includes Addiction Counseling Certificate*
- Substance Use Disorder Counseling Certificate of Achievement (Major Code 652C)

Graduates of the Human Services AAS Degree Program can become Certified Alcohol and Other Drug Counselors (CADC) and enter the workforce more quickly by taking the ICB Certified Alcohol and Other Drug Counselor examination.

Graduates of the Preparatory Certificate can become Certified Alcohol and Other Drug Counselors (CADC) by obtaining one year of full—time relevant work experience following the successful completion of the program and passing the ICB Certified Alcohol and Other Drug Counselor examination.

Students who have completed Bachelor or Graduate degrees in Counseling, Psychology and Social Work may be able to complete the program more quickly pending a review of previous coursework on admission. Information on this option can be obtained from the Human Services program full-time faculty.

6.0 HUMAN SERVICES INTERNSHIPS AND FIELD EXPERIENCE

Students completing the Associates Degree or Certificate program are required to complete two internships while enrolled in the corresponding internship classes: HSV 230 and HSV 240. Each course requires the performance of 250 hours of individual field experience at a designated local agency, and required seminar hours in which students meet with the course instructor. Internship classes may not be taken concurrently.

- **HSV230 Addictions Counseling Seminar and Field Experience** I is designed to provide training and familiarity in a SUD treatment and intervention setting, combines a supervised field experience with an on-campus seminar. Students spend 250 hours experiencing on-the-job training at a licensed SUD agency. Classroom emphasis is on the provision of clinical supervision relevant to the practice setting, defining the role of the counselor in the context of the internship site; applying ethical standards to the delivery of services at the internship site, and identifying personal learning needs in order to enter the profession.
    - *Prereq: Completion of minimum of 21 credit hours of Human Services (HSV) courses, including HSV220 or HSV225, and the completion of the Internship Application*.

- **HSV240 Addictions Counseling Seminar and Field Experience** II continues the SUD counseling seminar and field experience. Students spend an additional 250 hours developing skills in on-the-job training, and they attend a weekly seminar for group supervision. Classroom emphasis is on the provision of clinical

services relative to the practice setting, developing individualized patient treatment plans, providing group and individual counseling services that correspond with the patient treatment plan, and adhering to state licensing standard in the performance of their duties as an intern.

- *Prereq: C or better in HSV230.*

The Illinois Certification Board requires that internships must be completed at an Illinois Division of Behavioral Health & Recovery (DBHR) licensed facility under the direct supervision of a Certified Alcohol and Drug Abuse counselor (CADC) or equivalent.

NOTE: Internships may be paid or unpaid. They CANNOT be completed at a student's place of employment.

6.1 Internship Prerequisites

Internship courses require registration permits, which are dependent on the following:

- Approval of the Human Services instructor.
- Positive recommendation of at least two Human Services instructors or college faculty.
- Successful completion of a minimum of 21 hours of HSV courses are required and must include the following courses: HSV110, 115, 120, 210, 220, and 225.
- A completed Internship Application.
- Student's overall level of functioning and preparedness
- Student's competence with technology skills for a professional setting

NOTE: Students are required to schedule an advisement session with the Human Services Instructor by mid-term of the semester prior to beginning their internship.

Further details can be found on the Internship Application form obtained from the Human Services Program Coordinator.

6.1.1 Active Enrollment

Students who have not been actively enrolled in AODA class work within the past five years will be required to repeat HSV210, 220, and 225 before beginning or resuming an internship experience. Students who can document paid employment in a Human Services or SUD treatment program may be granted a waiver of this requirement.

6.2 Internship Requirements

During their internship, students must attend and actively participate in the seminar class, complete the specified minimum number of internship hours and complete all requirements of the course as stated on the course syllabus. While enrolled in the Internship/Field Experience courses, students must complete **no less than 15 hours per week** at their internship site and actively participate in the seminar class. Students who do not satisfactorily complete their first internship will not be allowed to register for their second internship. Approval of the instructor is **always** required prior to registering for any internship class and will be based upon the submission and approval of the requirements listed above.

Students are interning at each facility based upon the agency's generosity and commitment to the Human Services field. Any issues of personal or professional disrespect toward your fieldwork site

supervisor, instructor, employees of the agency, patients/clients, interns or other professionals will result in your immediate removal from your internship with a resulting grade of "F."

6.3 Supervisors and Schedule

Students will work closely with fieldwork site supervisors who act as an extension of formal academic training to provide structure, direction, and feedback on performance and progress, and provide critical feedback to keep students focused on their professional role and the quality of services. In cooperation with their site supervisor, students will begin to apply the knowledge and skills acquired through their academic training. The willingness of site supervisors to serve in a supervisory capacity represents a significant commitment to assist you in attaining professional competence. The professional relationship established with between student and site supervisor will set the pace, direction, and tone for an internship. Students are encouraged to ask questions and inquire about the techniques or decisions your site supervisor makes.

Internships follow the Waubonsee Community College academic calendar and semester schedule. Internship hours must therefore be completed during the prescribed semester beginning and end dates. If there are extenuating circumstances that prevent completing the required number of hours within the semester, it is each student's responsibility to inform the course instructor and develop a completion plan.

6.4 Preparation

By enrolling in HSV Internship courses and pursing professional experience at an affiliated agency, students agree to:

- Follow the policies, procedures, and guidelines of the internship facility.
- Arrive prepared, demonstrate professionalism, and give responsible, safe clinical care.
    - A student whose written work or performance indicates a lack of preparation may be given an unsatisfactory evaluation.
- Perform clinical services only when a professional staff member is available for supervision, direction, and evaluation.

Under no circumstances are students to provide care or have any contact with agency clients other than during assigned and supervised internship hours. The student is responsible to seek the assistance of the fieldwork site supervisor or assigned professional staff member before proceeding with new, unfamiliar, or uncertain aspects of the client's care.

7.0 GENERAL COURSE REQUIREMENTS

7.1 Passing Grade

Students must receive a passing grade of C or better for each Internship course **based on individual course syllabi**. A NON-PASSING GRADE WILL CONSTITUTE A FAILURE OF THE COURSE. Grades of D, F, I, or

W are not considered passing grades. All of the individual course criteria and requirements must be met or a grade will not be awarded.

7.2 Attendance

Consistent attendance is required to demonstrate adequate professional performance. Every student is expected to be on time and to attend all classes and scheduled internship hours. If a student is unable to attend class/internship or will be late, proper notification (as determined by the course instructor and fieldwork site supervisor) must be made in advance**. Failure to make proper notification will result in a lowered grade.** Repeated attendance problems may result in withdrawal from the course.

7.3 Deadlines

Assignments are due on the date indicated by the instructor and syllabus to receive full credit. All assignments, homework, exams, quizzes, or tests must be submitted to meet course requirements per course policies that are set forth in the course syllabus.

7.4 Missed Information

Students are responsible for obtaining missed information, announcements and for submitting all assignments due. The ability for a student to make missed assignments and/or meetings is at the discretion of the course instructor. Failure to make prior arrangements may result in the lowering of the course grade.

7.5 Class Cancellations or Changes

Students should refer to instructors and syllabi regarding class cancellations. College closures will be announced via student emails and mywcc. Students may also check the WCC homepage for current announcements. Students will be notified of any change in course delivery or modality through the Waubonsee website, mywcc, and student email per college protocol. Students should always check with instructors to confirm procedure after changes are announced.

7.6 Course-Specific Policies

In addition to the general and specific course policies outlined in this handbook, students are required to follow the criteria outlined in the course syllabus and by the course instructor/clinical facility.

8.0 HEALTH SCREENINGS AND REQUIREMENTS

Student interns will be required to comply with all screening and background check requirements determined by the internship site. These may include, and are not limited to, medical, physical and health screening, tuberculosis tests, Immunization requirements, and drug testing. Special requirements related to pregnancy and changes in health status are noted below. Any changes in the student's health status during the internship should be shared with both the internship site and the Human Services faculty member when identified.

8.1 Background Checks

Students may be required to submit to a criminal background check as a condition of their internship. Where required, the results of the background check will be maintained by the internship site. The student/intern is responsible for any associated costs.

8.1.1 Criminal Convictions and Waivers

Illinois law states that a person with certain criminal convictions may not work as an SUD counselor or intern in a hospital or licensed SUD treatment program. This statement is not made to discourage students from pursuing a CADC, but to notify of these laws and to encourage those who might need it to begin the waiver process as early as possible. Students should be aware that waivers are NOT automatic or granted to everyone. A waiver does not change a criminal record; it only allows an employer to legally hire someone, despite a criminal record. Please note these regulations apply to convictions, even if jail time was not required.

Waivers may not be granted if any of the following is true:

- Still on probation or parole, or incarcerated;
- Victim was a minor, elder or disabled person;
- There are more than two similar crimes in the past five year;
- There are several violent crimes in the last five years; • Conviction includes charges of murder and/or sexual assault;
- There is less than two years in recovery.

A waiver may be granted if:

- All court costs and fines are paid and probation/parole satisfactorily completed;
- There are less than 3 convictions more than 5 years ago;
- The crime did not involve a minor, elderly or disabled person;
- There is document treatment for any substance use disorder diagnosis and an active ongoing recovery program in a twelve-step program.

Students that have been convicted of a crime are strongly encouraged to speak privately with the Human Services Training Program Coordinator as soon as possible.

8.1.2 Rule 2060 Requirements

SUPR requires that all employees (including interns) must not have had felony criminal convictions (or been discharged or released from parole) within a period of two years prior to employment. This includes an arrest for DUI if the intern will be working with DUI offenders.

SUPR historically has been willing to consider an exception if the crime did not involve great bodily harm, a minor or a sexual offense.

8.1.3 Illinois Department of Public Health

IDPH, the state agency that licenses hospitals in Illinois, does not allow hospitals to hire a person with a history of a felony conviction. IDPH also has a waiver process. Details are available from the human services faculty.

8.2 COVID-19

Students must honor internship facility policies for testing and vaccination requirement. Students may submit a request for medical or religious exemption to their internship site for consideration. The decision of the internship site is final.

8.3 Changes in Health Status

Health Professions and Public Service faculty and administration reserve the right to request a physical or mental examination following a change in health status. A student who has had surgery, childbirth, extended illness, an accident or trauma, or is newly diagnosed with a chronic illness, must obtain signed consent from a licensed physician/primary health care provider giving medical consent to attend internship activities **without limitations or restrictions**. Any changes in the student's health status during the internship should be shared with both the internship site and the Human Services faculty member when identified.

Waubonsee Community College assumes no responsibility and is not liable if there is a negative impact/outcome or injury sustained if the student has not been medically cleared or disclosed this information.

8.4 Pregnancy

In the event a student becomes pregnant during the program, they are advised to contact their physician/primary healthcare provider to obtain a medical release to continue in the course/program without limitations or restrictions. There are potential health risks to both the mother and the fetus while performing various activities at internship sites. Although we recognize the protected status of this information, students are encouraged to disclose pregnancies to the Program Director and/or primary faculty. This will allow the faculty to work with the student based on any restrictions placed by their physician. In the event a student is not able to continue in the program based on health risks, the faculty will work with the student to determine the best course of action related to their educational needs.

8.5 Use of Prescribed Medication

It is the student's responsibility to discuss with a licensed primary health care provider whether a medically prescribed drug may affect clinical performance. A student must report the use of such drugs or other substances which may impair clinical performance to the instructor. Failure to report the use of such drugs or substances or failure to provide proper evidence of medical authorization for use may result in the student's termination from the program. Proper evidence of medical authorization is a note signed by the physician stating that the student may participate in the program **without limitations or restrictions** and that the medication will not interfere in the student's performance.

8.5.1 Non-Prescription, and Illicit Drugs

It is the personal responsibility of the Human Services student to function safely and in a clinically appropriate manner at all times. The use of non-prescribed prescription medications or illicit drugs will result in immediate removal from all internship experiences, and the student will receive and "F" for the course. Readmission into the Human Services program will require petition and approval of the Human Services faculty committee.

8.5.2 Over-the-Counter Medications, Alcohol, and Cannabis

It is the personal responsibility of the Human Services student to function safely and in a clinically appropriate manner at all times. Students whose performance in the classroom or at the internship site is impaired by the use of over-the counter medications, alcohol, or cannabis products will be removed from the classroom or internship site. A student may not engage in any internship or classroom activity with the presence of alcohol or cannabis in their system. The course instructor/fieldwork site supervisor will document the incident and report it to the Human Services Fieldwork Instructor. Documentation the violation will be incorporated into the student's file. An Internship Conference will be conducted to determine the appropriateness of continuing of the internship experience.

NOTE: While the recreational use of marijuana (cannabis) is allowed for adults under Illinois law and the use of medical marijuana (cannabis) is allowed under Federal Law, **the Human Services Program follows the Waubonsee policy regarding the use of marijuana and cannabinoids. There is a zero tolerance for marijuana products on campus or participating in college sponsored program.** See the Waubonsee Community College Student Handbook for drug and cannabis policies.

8.6 CPR Certification

Students may be required to become certified in basic life safety techniques, i.e., CPR, First Aid, etc. as a requirement of their internship site. If required, it is the student's responsibility to obtain the necessary certificate(s) that meet the facility's request.

Waubonsee offers CPR and First Aid classes, BLS training and renewal classes. For more information, visit: https://www.waubonsee.edu/cpr

8.7 Health and Liability Insurance

Each student is required to carry a personal health insurance policy and provide documentation. Students are responsible for individual medical expenses, whether due to an injury at clinical or on campus, an illness requiring treatment, or a test or procedure required by the college and/or the health care facility. Students who are injured during an internship experience is responsible for personal health care costs.

Human Services students are covered by the college's professional liability insurance policy during the semester(s) that they are interning – **after** all tuition and fees for a course have been paid. Note that liability insurance is in effect from the semester start date until the last date of the semester.

9.0 INTERNSHIPS EXPECTATIONS AND GUIDELINES

Waubonsee Community College Health Profession and Public Service division acknowledges its responsibility to educate its students while maintaining the public trust. The rights, responsibilities, and conduct of all students are described in the Waubonsee Community College Student Handbook.

Human Services students have additional responsibilities, imposed by the standards of the profession and the need to ensure client safety during the educational process. Human Services students must adhere to the standards as set forth in the ICB Code of Ethics.

Students must always follow policies, procedures, and student affiliation guidelines of the internship agencies.

Responsibilities and expectations include, but are not limited to, the following:

- Arriving at internship assignments on time, dressed as required and with required equipment, and prepared to give safe, responsible patient care.
- Performing clinical services only when a professional staff member is available for supervision, direction, and evaluation.
- Seeking the assistance of the fieldwork site supervisor or assigned professional staff member before proceeding with new, unfamiliar, or uncertain aspects of the client's care.
- Maintaining personal conduct according to the professional, ethical, and legal standards of the profession, program, college, and community.
- Remaining accountable for one's own behavior. Behavior must not interfere with agency/staff/faculty relationships or activities.
- Act in a responsible, mature manner that reflects the qualities of courtesy, reliability, and responsible interpersonal skills.
- Maintaining personal conduct according to the professional, ethical, and legal standards of the profession and the community. Profanity, derogatory comments, and emotional responses, which inhibit learning or effective functioning, will not be permitted.
- Being physically and emotionally capable of effective, safe clinical performance. If the course instructor/fieldwork site supervisor determines that a student's behavior places a patient at risk for physical or psychological injury on any clinical day, then that student will be dismissed from the clinical area resulting in a clinical absence. Students may be removed from the learning setting if their presence disrupts the learning process for other students.
- Under no circumstances are students to provide care or have any contact with agency clients other than during assigned and supervised internship hours.
- Cell phones and pagers must be turned off during classroom and internship experiences.

- Notification of absence or lateness from internship experiences must be made directly to the course instructor **and** the fieldwork site supervisor in advance whenever possible.
- If a student is late without prior notification, the course instructor/fieldwork site supervisor has the option of not permitting that student to participate in activities for the day and/or dismissing the student from the clinical agency.
- Any issues of personal or professional disrespect toward your course instructor, fieldwork site supervisor, employees of the agency, patients/clients, interns or other professionals will result in your immediate removal from your internship with a resulting grade of "F."

Any violation of these established standards may result in the immediate removal from the clinical/laboratory/medical setting and/or the course. In addition, the student's actions may be subject to review by the Waubonsee Community College Student Conduct Board.

9.1 Dress Code/Grooming

Student apparel and grooming must conform to health, sanitation, and safety standards in effect at the internship site. Failure to comply with the dress code may result in dismissal from the internship. If a conflict exists between the above standards and the internship agency's dress code, the agency's dress code applies. At minimum, students agree to the following requirements:

- Excellent personal hygiene practices.
- Facial hair must be neat, clean, and well-trimmed.
- NO jeans, shorts, miniskirts, tank tops, halter-tops, sandals, flip-flops, or dirty tennis shoes.
- All smoking and tobacco use policies at internship sites must be observed.

9.2 Internship Evaluation

Throughout the clinical component of an internship, student performance and behavior are evaluated based criteria contained in the Human Services Internship Evaluation Packet. If a student's performance is deemed unsatisfactory or unacceptable by these standards, the Human Services Fieldwork Instructor will document and discuss the concerns with the student. Failure to achieve an overall satisfactory internship evaluation by the criteria in the evaluation packet will result in an internship failure and a final grade of "F" will be given for the course. Evaluation also consists of the following:

- **Internship Conferences:** Student progress towards meeting course/internship objectives will be discussed in individual conferences with the Human Services Fieldwork Instructor and/or during the seminar portion of the internship experience. Students will also participate in a self-evaluation as indicated in the course syllabus. Additional conferences may be held at the request of the student, fieldwork site supervisor, and/or course instructor.

- **Critical Incident Reports:** Unsatisfactory performance/behavior(s) will be documented by the Human Services Fieldwork Instructor on a Critical Incident Report (Appendix II). Documentation may include but not be limited to: data gathered from client records, direct observation, and/or interaction with student, client, staff member, course instructor, or fieldwork site supervisor.

  Unsatisfactory performance may include, but may not be limited to:

- unacceptable language skills (written and/or oral)
- failure to engage clients, develop positive clinical relationships, and/or respond to client diversity
- failure to organize self, material, and/or internship activities ○ failure to select and/or implement appropriate counseling strategies
- failure to seek out, respond appropriately, and/or participate in clinical supervision ○ reports of unacceptable feedback to/from clients
- lack of professional judgment, and physical and/or mental fitness ○ unacceptable dress/appearance, attendance, and/or punctuality ○ lack of or unacceptable interactions with clinical staff.

The Critical Incident Report will be prepared and reviewed with the student in a conference. The student will be informed of the objective criterion that needs improvement, measures recommended to correct the deficits, and the student's status in the course. The student will be provided an opportunity to respond and will be asked to sign the report. A signature acknowledges that the student has been advised of the instructor's concerns. The Critical Incident Report will become a part of the course evaluation instrument and will be placed in the student's file. The student will be given a copy. **Receiving one or more unsatisfactory incidence reports may affect the final course grade or result in dismissal from the internship.**

9.2.1 Impaired Students

If the course instructor or fieldwork site supervisor, or agency designee determines that the student's ability to function safely in the internship is impaired, the student will be immediately removed. The course instructor/fieldwork site supervisor will document the circumstances with a Critical Incident Report per the above designations.

9.3 Confidentiality

Students are required to abide by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Federal Regulations on the Confidentiality of Alcohol and Drug Abuse Patient Records (42 CFR Part 2), and the Illinois Mental Health Code. Furthermore, all students must abide by all applicable licensure and accreditation requirements of their fieldwork site

Students must act to protect confidentiality in all situations. Information related to patients, health team members, or agency-related incidents will be discussed with the Human Services Fieldwork Instructor in a private setting. Discussions regarding confidential information with peers will only take place in the classroom setting. Students will not discuss these issues with other patients, friends, family, or in public places.

Students cannot, under any circumstances, photocopy or electronically reproduce any portion of a client's chart or personal records for use other than appropriate internship activity. At no time shall a student remove any part of a clinical record from the internship site without the express permission of the fieldwork site supervisor. Students will refer to clients by using initials or fictitious names only on written work. **Any violations will be subject to disciplinary action.**

9.4 Professionalism

Students must adhere to standards of professional behavior required of all individuals working in the health care setting. These behaviors include, but are not limited to: genuine interest in assisting and serving the public, accountability for one's actions, honesty, integrity, maintaining client/agency confidentiality, concern for personal and public safety, ability to actively participate in a team atmosphere, and performing at a high level of ability and skill.

9.5 Internship Conflicts

Balancing issues such as family and employment with the demands of the Human Services program is often difficult. The student is expected to be alert in both class and at the internship site to achieve academic success and to ensure client safety. It is the responsibility of the student to seek out an internship conference to discuss possible conflicts before they become a problem.

9.6 Transportation to/from Internship Sites

Students are responsible for their transportation to and from internship sites, which may be located at a significant distance from the college. Students are subject to the parking regulations established by the agencies and are not considered to be part of the staff of the facility.

Neither the college nor agency is responsible for any personal injury or injury to property which may occur while a student is traveling to or from clinical experiences and related trips.

10.0 STUDENT GRIEVANCES AND GRADE APPEALS

The purpose of the student grievance procedure/grade appeal is to ensure students due process in the resolution of student complaints. The student grievance/grade appeal procedure is delineated in the Waubonsee Community College Student Handbook.

11.0 PERSONAL AND PROFESSIONAL LEGAL, MORAL, AND ETHICAL BEHAVIORS

Students enrolled in the Human Services Program are expected to display conduct in accordance to the legal, moral, and ethical standards of the Illinois Certification Board and the Waubonsee community:

- Each student is accountable for individual behavior and is expected to act in a responsible, mature manner that reflects the qualities of honesty, integrity, courtesy, reliability, and responsible interpersonal skills. Profanity, derogatory comments, and emotional responses which inhibit learning or effective functioning will not be permitted and may result in a lowering of a course grade. Such conduct may be referred to the Waubonsee Student Conduct Board for consideration.

- Harassment based on race, color, religion, gender, sexual orientation/identification, age, national origin, veteran's status, marital status, disability, or any other characteristic will not be permitted.
- Student behavior must not interfere with agency/staff/faculty relationships.
- Honesty is expected of all students both in the classroom and clinical setting. Acts of lying, cheating, plagiarism, forgery, alteration, and/or falsification of clinical/laboratory documents, written work, or academic records will not be permitted.

Failure to comply with the above legal, moral, and ethical standards may result in lowering of course grade, failure of the course, dismissal from the course and/or possible dismissal from the program. **Such conduct is in violation of the Waubonsee Code of Student Conduct as described in the Waubonsee Community College Student Handbook and will be referred to the Waubonsee Student Conduct Board.**

12.0 PHYSICAL OR EMOTIONAL JEOPARDY

Students who place peers, instructors, or patients in emotional and/or physical jeopardy may be dismissed from the lecture or clinical site and possibly dismissed from the course.

Physical or emotional jeopardy includes, but is not limited to the following intentional or unintentional actions toward peers/patients/instructors/clinical staff: causing individuals harm or injury, placing individuals risk for harm or injury, causing emotional distress, disregard for safety, placing individuals' physical or emotional health in jeopardy for own personal advancement or gain (e.g., falsifying documents, not reporting medication errors/incidents, failure to report patient status to the course instructor/fieldwork site supervisor).

Student incidents involving placing patients/peers/faculty/staff in physical or emotional jeopardy may be submitted to the Dean for Student Development and the Waubonsee Student Conduct Board.

13.0 STUDENT RESPONSIBILITY TO REPORT

It is the responsibility of all students who observe or have direct knowledge of a peer, faculty, or staff in a condition which impairs the ability to perform responsibilities or poses a hazard to the safety and welfare of others, to promptly report the incident to the instructor.

12.0 APPENDIX I – HOLD HARMLESS AGREEMENT



Division of Health Professions and Public Service Hold Harmless Agreement and Release

I,_____ *(student name),* the undersigned, am 18 years of age or older (if not 18, a parent must sign in the space provided for below) and therefore an adult according to the law of the state of Illinois, am participating in the following Field Experience and/or Clinical Education, offered by Waubonsee Community College ("College"). This agreement will remain in effect for the duration of my time as a student at the college.

I understand and recognize that I am responsible for my own well-being and the well-being of the other participants. I declare that I recognize that it is in my best interest, as well as that of the other participants, to follow the suggestions, guidelines, and/or rules of the activity supervisors, and/or coordinators and that, my participation in this activity is entirely voluntary.

If this activity involves off-campus travel, I understand that the College does not own or control the property nor any of the individuals, employees or volunteers who may be present. I also agree and understand that I am solely

responsible for any of my own personal equipment or property and the college shall not be held liable or responsible for any damage, destruction, theft, or any other action to such personal equipment or property.

I fully understand and appreciate the potential dangers, hazards and/or risks, directly and/or indirectly inherent in participating in this activity, which could also include the loss of life, serious loss of limb, or loss of property. I also understand the increased risk of life-safety issues related to the COVID-19 pandemic. I agree to utilize all available safety measures.

I also understand the inherent dangers involved in interstate travel and utilizing transportation on other roadways and may have accepted transportation with full knowledge and understanding of these risks. I understand that I am responsible for my own transportation. Also, I understand that the consumption of alcohol and/or use of drugs is strictly prohibited and could result in my dismissal from further participation in the activity.

I understand that any College personnel or agents also participating in this activity are not necessarily medically trained to care for any physical or medical problems that may occur during this activity. I further understand that the College does not carry medical or liability insurance for me while I am participating in this activity. By placing my signature below, I acknowledge to the College that I have adequate medical and hospitalization insurance for any injuries that I may incur as a result of participating in this activity.
I also understand the professional liability insurance held by the college is designed to protect the institution in the event of a negative patient outcome while performing only those skills authorized and within the scope of practice for each program of study.

In consideration for participation in the above activity, I, for myself, my executors, administrators, and assigns, do hereby release and forever discharge Waubonsee Community College, and its Board of Trustees, its respective entities, administrators, faculty members, employees, agents, and students from any claims that I might have myself with regard to damages, demands, or any actions whatsoever, including those based on negligence or failure to supervise, in any manner arising my participation in this activity.

Furthermore, in consideration for being allowed to participate in this activity, I agree to indemnify and hold the supervisor(s) and coordinator(s) of this activity, Waubonsee Community College, its Board of Trustees, agents, officers, and employees, and student volunteers harmless for any and all direct, indirect, special or consequential damages, or costs, legal and otherwise, which I may incur as a result of my participation in this activity, even if due to the negligence of Waubonsee Community College or any person serving in the aboveidentified capacities. I have read the above terms of this Agreement/Release, and I understand and voluntarily agree to the terms and conditions. This Agreement/Release shall be binding upon the heirs, administrators, executors, and assigns of the undersigned.

_____	_____	_____
Student Signature	X-Number	Date

As a parent/guardian on behalf of the above-named minor, I have read the above terms of this Agreement, and I understand and agree to the terms and conditions stated herein. I understand further and agree that the College

is not assuming a custodial or special relationship through this activity. This Agreement/Release shall be binding upon the heirs, administrators, executors, and assigns of the undersigned. I further agree to indemnify and hold Waubonsee Community College, its agents, officers and employees harmless against any injury, claim, or action brought against Waubonsee Community College, by or on behalf of the above-named Participant, including but not limited to an action brought by the Participant upon reaching the age of majority. I warrant that I am authorized to execute this Agreement and Release on behalf of the above-named minor.

_____ _____ _____ Parent/Guardian

Print/Signature Relationship to Student Date

13.0 APPENDIX II – CRITICAL INCIDENT REPORT



Human Services Program
Critical Incident Report

Student _____ X Number: _____

Internship Site _____

Date and Description of incident(s):

Unmet Standard, Objective, or Performance Criteria:

Plan for Improvement:

Student Status:

Faculty Signature_____ Date _____

Conference Comments:

Student Signature _____ Date_____

Waubonsee Community College
Human Services Internship Handbook
Acknowledgement of Receipt

This statement serves to acknowledge that I have received a copy of the Waubonsee Community College Human Services Internship Handbook.

I understand that I am responsible for the contents of this handbook. I further acknowledge that I am expected to adhere to the requirements, procedures and guidelines contained in this handbook.

_____
Print Name

_____
Signature

Date: _____,20____