

## **Human Services Department**

### **Policy on Student Readiness for Field/Internship Placement**

Students requesting placement at a field/internship site, working with vulnerable populations, must meet the following prior to placement:

1. Maintain a minimum of a 2.0 GPA
2. Completed all prerequisites for the course
3. Completed Sexual Harassment/Workforce Violence Workshop
4. Maintained punctuality in prior classes
5. History of submitting assignments on time
6. Demonstrated:
  - a. good interpersonal skills-interacting with others collegially, professionally and with respect
  - b. emotional maturity
  - c. professional boundaries at City Tech
  - d. stable physical and mental health
7. Be free of interpersonal conflicts and/or able to highly resolve conflicts with insight and action
8. Does not have any disciplinary actions at the College or elsewhere
9. Complies with the spirit and the letter of the Human Services Code of Ethics
10. Acceptance of feedback from HUS faculty
11. Knowledge of executing basic clinical concepts, including empathy
12. Acknowledgement and willingness to work on self, with an ongoing plan for improvement

If a student is deemed not ready for field/internship placement, the Chair, Internship Coordinator and other faculty will meet with the student to inform him/her/hir/zir as to their concerns about his/her/hir/zir placement in an agency that serves vulnerable populations. Recommendations to the student for improvement may be suggested by faculty for future placement readiness. This can include delay of the internship, completion of counseling or other requirements that can aid the student in readiness for internship in the field of human services. The College has a responsibility to recognize and not place students who are deemed 'unfit for the profession' and the Accreditation on Human Service Education requires the HUS Department to have policies and procedures for students who do not meet the general criteria for placement. In some cases, the Department may suggest the student consider changing to a non-clinical field/major.

Note: Passing courses does not automatically make a student ready for field-internship placement.