

Work-Based Learning (WBL) Preparation for Internship Placement Specific to: The Human Services Technology Program (Academic Year 2024 - 2025)

Introduction

The Human Services Technology Program, which consists of Associate in Applied Science majors and/or related certificates in Human Services Technology and Human Services Technology Concentration Substance Abuse, requires students to complete two fieldwork placements with a total of 320 work hours for degree-related major(s) or one fieldwork placement with a total of 160 work hours for certificates that contain WBL as part of the curriculum. Instead of clinical placements, students are enrolled in Work-Based Learning classes (fieldwork placement and seminar classes) in their last 2 semesters prior to graduation. In order to meet the criminal background check and professional standard requirements of several human services-related agencies and organizations, Gaston College's Human Services Technology Program requires all students preparing for WBL to undergo a criminal background check. Students in the Substance Abuse Concentration major are required to register with the North Carolina Addictions Specialist Professional Practice Board (NCASPPB), which includes a criminal background check as part of the registration process. **Fee information and other details are provided below.**

Work-Based Learning

Work-Based Learning (WBL) is a key component of the Human Services Technology Program. It is an academic program that provides a unique learning experience with a college-approved employer in an area directly related to the student's program of study. The program places a strong emphasis on integrating classroom learning with real-world work experience, preparing students for the challenges and opportunities they will encounter in their future careers.

The Work-Based Learning office offers a full range of career opportunities, helping students present themselves effectively as candidates and aiding them in finding part-time, full-time, temporary, and summer employment. In addition to current students, the placement office is available to service all prospective graduates and alumni of the college.

Student's Academic Requirement for Work-Based Learning Course

- Must have a 2.0 overall grade point average (GPA) or must receive WBL departmental approval and maintain that GPA while participating.
- Must meet the eligibility requirements for WBL in your curriculum area and be recommended for WBL.
- Must work a minimum of 160 hours to receive 1 credit hour or 320 hours to receive 2 credit hours toward fulfilling your graduation requirements.
- Must have completed 9 credit hours or departmental approval.
- **Department Approval Requirements** are listed below. Please note that the WBL placement requirements are specific to each certificate and degree that requires WBL placement.
 - **At-Risk Youth (certificate):** To be eligible for WBL 111 and WBL 115, students must be recommended for placement by the Human Services Technology Faculty and have completed the following courses: HSE 110 and one other HSE course in the major courses list.

- **HST (degree):** To be eligible for WBL 111 and WBL 115, students must be planning to graduate within the next two semesters, recommended for placement by the Human Services Technology Faculty, and have completed the following five courses: HSE 110, HSE 112, HSE 123, HSE 225, and PSY 150, or receive departmental approval to substitute course(s).
- **HST (certificate):** To be eligible for WBL 111 and WBL 115, students must be recommended for placement by the Human Services Technology Faculty and have completed the following courses: HSE 110 and one other HSE course in the major courses list.
- **SAB (degree):** To be eligible for WBL 111 and WBL 115, students must be planning to graduate within the next two semesters; register with the North Carolina Addictions Specialist Professional Practice Board (NCASPPB) prior; recommended for placement by the Human Services Technology Faculty, and have completed the following nine courses: HSE 110, HSE 112, HSE 123, HSE 225, PSY 150, SAB 110, SAB 135, SAB 210, and SAB 220, or receive departmental approval to substitute course(s).
- **Courses to Complete Prior to Fieldwork Placement.** It is strongly recommended that the courses listed below be taken in the semesters prior to your first work-based learning experience. *(Courses vary according to the certificate or degree. Look at the certificate or degree you are enrolled in to determine which course(s) apply to the WBL requirement specific to the certificate or degree.)* Be sure to keep the recommendations in mind when scheduling your courses.
 - **HSE 110 Intro to Human Services**
 - **HSE 112 Group Process I**
 - **HSE 123 Interviewing Techniques**
 - **HSE 225 Crisis Intervention**
 - **SAB 110 Substance Abuse Overview**
 - **SAB 135 Addictive Process**
 - **SAB 210 Sub Abuse Counseling**
 - **SAB 220 Group Techniques/Therapy**
 - **PSY 150 General Psychology**

Benefits to the Students

- Build job qualifications for future employment
- Earn college credit while working
- Increase self-confidence
- Reaffirm career choices
- Boost GPA
- Obtain financial support
- Gain professional experience
- Network with prospective employers

Human Services Technology Fieldwork Placement

Students are required to participate in two WBL field placements to gain practical experience in the human services field by working in a community agency or organization. The Human Services Technology Program requires a criminal background check as part of the WBL process. (This includes all degrees and certificates that contain WBL in the curriculum.)

Placement opportunities to match student interests will be coordinated by the Work-Based Learning Department following a student referral by the Human Services Technology Program Faculty. The WBL experiences will begin no earlier than your last two semesters. **The Human Services Technology Program Faculty will meet with the student when the student is being considered for a referral. An Orientation Session will be held to prepare students for WBL following referral approval. It is the student's responsibility to monitor their progress and inform the Human Services Technology Program Faculty the semester before they believe they will be eligible for placement at a WBL site.**

Students majoring in Human Services Technology

All certificates and degrees that require WBL in our program are required to undergo a criminal background check. (This is our department policy.) However, please **do not complete** a criminal background check until you have received approval for WBL.

The criminal background check must be conducted via Complio, with the exception of the substance abuse concentration, which requires a separate background check (paragraph below). The current cost is \$30 (subject to change). When the time comes for consideration for the WBL component of the curriculum and approval has been granted, you will receive instructions to proceed to Complio to place the order.

Students majoring in the Substance Abuse Concentration

Students must register with the [North Carolina Addictions Specialist Professional Practice Board \(NCASPPB\)](#) prior to the fieldwork placement to allow sufficient time for the registration to be processed by the NCSAPPB. This is an outside credentialing organization. Details are available in the [Alcohol and Drug Counselor \(formerly referred as CSAC\) brochure](#). The current fees (subject to change) for the registration process include a \$25 application fee, a \$200 registration fee, and a \$38 background check fee, which includes fingerprinting. Three (3) hours of ethics are also required for registration. You need to contact the Human Services Technology Faculty in your second semester to assist you with the registration process.