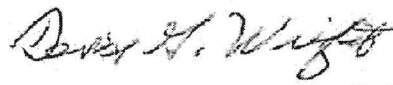


Section I, Important Dates and Endorsements Required

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Vice Provost for Academic Affairs' Office.

Term in which approved action will take place	Fall 2019
Provide an explanation below for the requested exception to the effective date.	
N/A	

Any exceptions to the term start date requires the signatures of the Academic Dean and Vice Provost for Academic Affairs prior to submission to the Dropbox.		
Dean	Signature	Date
N/A		
Vice Provost for Academic Affairs	Signature	Date
Dr. Eileen DeLuca		

Required Endorsements	Type in Name	Select Date
Department Chair or Program Coordinator/Director	Dr. Terry McVannel-Erwin	10/8/2018
Academic Dean or Vice Provost for Academic Affairs	Dr. Denis Wright 	10/8/2018 10/3/2018

Library Review: Has the Libraries' Collection Manager been contacted about the new program or certificate and discussed potential impacts to the libraries' collections?
The Libraries' Collection Manager has not been contacted about the new certificate. There are no potential impacts to the libraries' collections.

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
Dr. Terry McVannel-Erwin, Professor Pamela Peters, Professor Susan Patti

Section II, New Program or Certificate Information (must complete all items)

List new program or certificate.	Human Services Generalist, CCC
<p>Describe (below) the process by which the need for the new program or certificate was identified. Along with the summary, delineate the parties that have endorsed the new program such as Advisory Board, Faculty, and/or Ad Hoc Committees. Submit Minutes of meetings and endorsements along with this form.</p>	
<p>In March, 2014 the Human Services Assistant CCC and Youth Development CCC were approved by the FSW Curriculum Committee. These Certificates were offered by the FSW Social and Human Services Program for two academic years (2014-15 and 2015-16). During the 2015-16 academic year, the Florida Department of Education changed the Curriculum Framework and program length for the AS Degree and all certificates in Human Services. At that time, the faculty opted to offer only the new 60 credit AS degree in Social and Human Services (with Generalist, Addictions and Youth Development tracks) and the new 24 credit Addiction Services CCC. The Human Services Assistant CCC and Youth Development Services CCC were discontinued (see below).</p>	
<p>Previous Program Name/Length Human Services Assistant/27 credits</p>	<p>New Program Name/Length Human Services Generalist/18 credits</p>
<p>Youth Development/30 credits</p>	<p>Youth Development Services/18 credits</p>
<p>In a series of meetings and discussions with between Dr. Terry McVannel-Erwin, Social and Human Services Program Chair; Dr. Denis Wright, Dean, School of Health Professions; Cassie Steves, Student Success Advisor; Professor Pamela Peters; Professor Susan Patti; and current students in the Social and Human Services Program, it was decided that we would pursue Curriculum Committee approval for reinstatement of these certificates under the new FLDOE Curriculum Framework requirements. These certificates will be embedded in our current AS degree Human Services Generalist Track I and Youth Development Track III. (Our current Addiction Services CCC is embedded in our Addictions Track II).</p>	
<p>Provide a summary of the Salary Levels that graduates of this Program can expect to make.</p>	
<p>According to the Occupational Outlook Handbook, in May 2017 the median annual wages for social and human service assistants in the top industries in which they worked were as follows:</p> <p>Local government, excluding education and hospitals \$39,390</p>	

State government, excluding education and hospitals	\$36,970
Individual and family services	\$32,660
Community and vocational rehabilitation services	\$29,380
Nursing and residential care facilities	\$28,930
<p>The overall 2017 the Median Pay for Social and Human Service Assistants was \$33,120 per year/\$15.92 per hour. In addition, employment of Social and Human Service Assistants is projected to grow 16 percent from 2016 to 2026, much faster than the average for all occupations.</p>	
<p>Briefly describe the existing resources available needed to implement this new program.</p>	
<p>This College Credit Certificate will be embedded into the corresponding AS Degree track. All resources needed to implement this new certificate are already in place.</p>	
<p>Briefly describe the additional resources needed to implement this new program.</p>	
<p>No additional resources are needed to implement this new certificate.</p>	
<p>Briefly describe any Program Accreditation required for this program.</p>	
<p>No Program Accreditation is required for this certificate.</p>	
<p>Briefly describe any Industry Certification available for student to take during or following completion this program.</p>	
<p>There is no Industry Certification available for students to take during or following completion of this program.</p>	
<p>Project (below) the average enrollment for core courses.</p>	
<p>We project an enrollment of 25 students for core courses.</p>	
<p>Describe (below) how this projection was determined.</p>	
<p>Approximately 25 students are currently enrolled in our Addiction Services CCC. We anticipate similar interest in this certificate.</p>	
<p>List (below) similar programs or certificates at other colleges and universities.</p>	
<p>This certificate is offered across the U.S. It is offered in the state of Florida at the following colleges:</p> <ul style="list-style-type: none"> • Palm Beach State College offers the Human Services CCC • Pasco-Hernando State College offers the Human Services Assistant CCC 	

For AS and Certificate Programs: Attach a Copy of the related FLDOE Curriculum Frameworks. Copy and paste the "Standards" from the FLDOE framework (one standard per row). List the FSW course or courses in which that Standard is taught.

Program Title: Human Services Generalist	
Career Cluster: Human Services	
FLDOE Framework Standard	FSW Course
01.0 Understand the importance of legal, ethical, and professional responsibilities.	HUS 1001 Introduction to Human Services HUS 2200 Dynamics of Groups and Group Counseling HUS 2500 Issues and Ethics in Human Services
02.0 Understand the risk factors that lead to human services intervention.	HUS 1001 Introduction to Human Services HUS 1320 Theories and Foundations of Crisis Intervention HUS 1400 Alcoholism and Other Drug Abuse
03.0 Examine the theories utilized in human services.	HUS 1001 Introduction to Human Services HUS 1320 Theories and Foundations of Crisis Intervention HUS 2200 Dynamics of Groups and Group Counseling
04.0 Display an understanding of treatment knowledge.	HUS 1001 Introduction to Human Services HUS 1320 Theories and Foundations of Crisis Intervention HUS 1400 Alcoholism and Other Drug Abuse HUS 2200 Dynamics of Groups and Group Counseling
05.0 Demonstrate competencies of practice using various interventions.	HUS 1320 Theories and Foundations of Crisis Intervention HUS 2200 Dynamics of Groups and Group Counseling HUS 2302 Basic Counseling Skills

Include complete new catalog page as an attachment. Proposals without the new catalog page will not be reviewed by the committee.

Section III, Personnel and Resources Needed (add rows as necessary)

Faculty position(s) (List discipline)	Full time or adjunct?	Total annual expenses
No additional faculty required	N/A	\$0
Staff position(s) (List title)	Full time or part time?	Total annual expenses
No additional staff required	N/A	\$0
Describe (below) library resources needed to support this program or certificate. Explain rationale for response, even if answer is none.		
No additional library resources are needed to support this certificate. This certificate is embedded		

into an existing track.
Describe (below) the technology, facilities, laboratory, or other resources needed to support this program or certificate.
No additional technology, facilities, laboratory, or other resources are needed to support this certificate.
List (below) the estimated annual amount required for educational materials and supplies or other operating expenses for implementation of the new program or certificate.
No additional costs for required educational materials and supplies or other operating expenses for implementation of the new certificate.
Identify (below) the funding source to be used for personnel and operating expenses.
N/A

Section III, Justification for proposal

Provide justification (below) for this proposed curriculum action.
<p>The Human Services Generalist CCC will be embedded in our current AS degree Human Services Generalist Track II. This involves no additional faculty, personnel or resources; however, the certificate will offer our students a number of opportunities upon successful completion of the certificate.</p> <ul style="list-style-type: none"> • This college credit certificate will provide a short-term college investment with a high degree of academic rigor and relevance for those students interested in attaining the training required for immediate employment in the field of Social and Human Services. Moreover, the quality, consistency and relevancy of this college credit credential, along with our reputation as a program of integrity and rigor can potentially improve marketability and career opportunities for our students, validate skills, encourage interview selection, promote safe and effective practice, and increase median earnings. • By adding a college credit certificate, AA degree-seeking students will have a competitive edge in applying to Bachelor's Degree programs in related fields. Moreover, our graduates will have the training required to immediately begin working in the field of Social and Human Services while pursuing a Bachelor's degree. In turn, social and human service agencies that hire these students may encourage them to pursue a higher degree by assisting them with the cost of their education. • A college credit certificate would give graduates interested in pursuing a Bachelor's degree in a related field a solid foundation for their future studies. This would promote safe and effective

practice and highly qualified practitioners.

- There is clearly student interest and demand for the reinstatement of this certificate. When this certificate was not updated to meet the new Curriculum Framework Standards, students expressed disappointment and asked that the faculty consider reinstatement of this certificate.

**Florida Department of Education
Curriculum Framework**

Program Title: Human Services Generalist
Career Cluster: Human Services

CCC	
CIP Number	0451159905
Program Type	College Credit Certificate (CCC)
Program Length	18 credit hours
CTSO	HOSA (Future Health Professionals)
SOC Codes (all applicable)	21-1093 Social and Human Service Assistants
CTE Program Resources	http://www.fdoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml

Purpose

This certificate program is part of the Social and Human Services AS degree program (1451159901).

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS or AAS degree program and prepares students for entry into employment (Rule 6A-14.030, F.A.C.).

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of aspects of the Human Services career cluster.

The College Credit Certificate program is designed to be the first educational step to a professional career in Human Services as Human Service Assistants (SOC 21-1093), or other positions that are a part of the social services delivery. It will provide credit course work for those employed in human service occupations as well as those who seek to enter the profession without experience.

The College Credit Certificate will focus on broad introductory principles of human behavior specific to the good practices and techniques in human service. Course work will enable student's to employ effective communications and interpersonal skills, understand the legal and ethical responsibilities of human services and demonstrate computer literacy.

Students will demonstrate knowledge of the human services system, specifically how it affects practice and policy as well as the roles of human service workers in various settings. Students must be able to demonstrate knowledge of human development from birth to senescence, understand adaptive and maladaptive patterns of behavior and have an understanding of various treatment modalities and therapeutic interventions.

Students must develop effective interpersonal communication with clients, co-workers and supervisors. They must be able to demonstrate assessment, evaluation, problem solving and referral and crisis intervention skills as well as a working knowledge of legal and ethical issues related to human services.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Understand the importance of legal, ethical, and professional responsibilities.
- 02.0 Understand the risk factors that lead to human services intervention.
- 03.0 Examine the theories utilized in human services.
- 04.0 Display an understanding of treatment knowledge.
- 05.0 Demonstrate competencies of practice using various interventions.

Florida Department of Education
Student Performance Standards

Program Title: Human Services Generalist
 CIP Number: 0451159905
 Program Length: 18 credit hours
 SOC Code(s): 21-1093

This certificate program is part of the Social and Human Services AS degree program (1451159901). At the completion of this program, the student will be able to:

- 01.0 Understand the importance of legal, ethical, and professional responsibilities – the student will be able to:
 - 01.01 Demonstrate the use of procedures for accurate documentation and record keeping
 - 01.02 Understand the legal framework of the human services occupations including scope of practice legislation.
 - 01.03 Recognize practices that could result in malpractice, liability and/or negligence.
 - 01.04 Recognize and report abuse in accordance with the Florida law.
 - 01.05 Understand the appropriate use of self-disclosure.
 - 01.06 Analyze personal morals and values in relation to working in human services.
- 02.0 Understand the risk factors that lead to human services intervention.
- 03.0 Examine the theories utilized in human services.
- 04.0 Display an understanding of treatment knowledge.
- 05.0 Demonstrate competencies of practice using various interventions.

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Career and Technical Student Organization (CTSO)

HOSA (Future Health Professionals) is the intercurricular career and technical student organization(s) providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Additional Resources

For additional information regarding articulation agreements, Bright Futures Scholarships, Fine Arts/Practical Arts Credit and Equivalent Mathematics and Equally Rigorous Science Courses please refer to:

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stm>

Human Services Generalist, CCC

Mission

The mission of the Social and Human Services Program is to provide the highest quality education to future and current Human Service Professionals with a learning environment that supports the development of culturally competent, compassionate, and accountable professionals. The Program prepares graduates who are dedicated to the autonomy, dignity, and diversity of the people they serve.

Program Highlights

The Human Services Generalist College Credit Certificate (CCC) is a shorter program of study that consists of select courses from the Social and Human Services Associate in Science Program. The CCC is designed to prepare students for work with diverse populations in a variety of human services environments, to provide a foundation for AA students who wish to pursue a higher degree in a related field, or to provide supplemental training for persons previously or currently employed in the field of human services.

After successful completion of the Human Services Generalist CCC, the student will be able to perform the following:

1. Understand the importance of legal, ethical, and professional responsibilities.
2. Understand the risk factors that lead to human services intervention.
3. Examine the theories utilized in human services.
4. Display an understanding of treatment knowledge.
5. Demonstrate competencies of practice using various interventions.

Many courses in the Program are available fully online (no classroom attendance) or offered in a blended format (occasional classroom attendance). The Social and Human Services Program is an open enrollment program; no additional application is required. Students who enter the Human Services Generalist, CCC Program in the Fall semester can complete the program in 3 semesters. All courses must be completed with a grade of "C" or better.

Program of Study

-
- HUS 1001 – Introduction to Human Services **3 credits**
 - HUS 1400 – Alcoholism and Other Drug Abuse **3 credits**
 - HUS 1320 – Theories and Foundations of Crisis Intervention **3 credits**
 - HUS 2200 – Dynamics of Groups and Group Counseling **3 credits**
 - HUS 2302 – Basic Counseling Skills **3 credits**
 - HUS 2500 – Issues and Ethics in Human Services **3 credits**

Human Services Generalist, College Credit Certificate Total Requirements: 18 credits

Information is available on line at: www.fsw.edu/academics/ and on the School of Health Professions Home page at: www.fsw.edu/sohp