

**COLLEGE OF DUPAGE
HUMAN SERVICES PROGRAM
APPLICATION PACKET**

SUMMARY OF ADMISSION CRITERIA

To be considered for admission to the Human Services program as a degree or certificate seeking student, the applicant must fulfill the following criteria:

1. Be admitted to College of DuPage
2. Complete the admission application
3. Complete the essay required for admission into the program
4. Schedule a 1/2-hour meeting with a full-time Human Services faculty adviser
5. Maintain a grade point average of 2.5 while a student in the program
6. Sign and submit the application packet to the program's administrative assistant

Human Services Admission Packet Information

As a student in the Human Services program, I acknowledge that I have read the formal acceptance information and will adhere to the ethics and guidelines of the program.

1. Students entering any Degree/Certificate Program must be advised by one of the three full-time faculty professors:
 - ***Dr. Rita Bobrowski*** – *Human Services, Program Coordinator/Professor*
(630) 942-2024
 - ***Frank Salvatini*** – *Addictions Counseling, Coordinator, Assist. Professor*
(630) 942-2043
 - ***Dr. Maryann Krieglstein*** – *Domestic Violence, Human Services Assist. Professor*
(630) 942-2103
2. Students applying for admission into the program must read the Ethical Guidelines of Human Service Professionals (included in this application packet).
3. Students applying for admission must sign the attached signature sheet affirming that they have read these guidelines and will adhere to them.
4. Students anticipating a fieldwork internship must secure their internship site at least one semester prior the anticipated start date.
5. Students must be recommended for a fieldwork internship by one of the three full-time faculty professors. This professor will then sign the permit for registration to Fieldwork 2251 or 2252.
6. Students are expected to behave in a professional manner both in class and at off-campus learning sites (such as Human Services agencies and internship sites.) Students who have had serious problems with full- or part-time faculty due to tardiness, excessive absences, other evidence of poor time-management skills or poor interpersonal skills are required to remediate their behaviors prior to the fieldwork internship and provide documentation that they have rectified these behaviors to their Human Services adviser. Failure to remediate can result in dismissal from the Human Services program.

7. Serious non-professional behaviors in a classroom situation will be documented by all Human Services faculty and be placed in the student's file. Students have the right to view their file at any time under the guidance of a full-time faculty member. Non-professional behaviors can include, but are not limited to:
 - a. Disruptive behavior in class
 - b. Inappropriate or unprofessional behavior during class or at other locations where the student is representing the college
 - c. Verbal or physical abuse to instructors or peers
 - d. Illegal activities such as drug use, gambling, etc.
8. Students experiencing any problems with full- or part time faculty members are expected to resolve the issue professionally. We expect that there will be communication with the professor first. If the issue is not satisfactorily resolved, the student may contact the program coordinator and request a meeting with the coordinator and professor in an attempt to achieve resolution. Students must then abide by the decision of the program coordinator.
9. Prior to the first clinical experience, students must sign a statement that he/she will maintain confidentiality in matters relating to clients and the fieldwork internship.
10. To successfully complete the program, students must develop writing skills required of an entry-level Human Services professional. The student must be able to complete the required documentation in written or computerized format.
11. Graduates of the Human Services Program must be able to communicate effectively in a variety of settings with supervisors and clients representative of multi-cultural backgrounds. We expect our graduates to exemplify the qualities and standards stipulated by the Council on Standards in Human Services Education.

HUMAN SERVICES PROGRAM APPLICATION

Thank you for your interest by applying for acceptance into the Human Services program. We ask that you PRINT the following information:

NAME: _____

ADDRESS: _____

PHONE #: _____

E-MAIL ADDRESS: _____

By providing the Human Services department with your e-mail address, you are agreeing to allow your name to be added to our e-mail contact list. We will use your e-mail address for official class communication and updates with in the Human Services program ONLY. If you do not wish to be a part of this list, please leave that space blank.

Please mark the following: I INTEND TO PURSUE:

DEGREE _____

OR

CERTIFICATE _____

Please check the area that you are presently interested in (marking the specialty area does NOT imply that you must stay in this area):

Addictions _____

Domestic Violence _____

Corrections _____

Gerontology _____

Developmental Disabilities _____

Human Services Generalist _____

Residential Child Care _____

Psychiatric Rehabilitation _____

Human Services Program, College of DuPage.

Last Modified: Jan 5, 2007th

RLB/ AJ

Essay criteria:

In the space below, please write a brief essay. While length of the essay is not specified, you must address each of the following issues:

1. Your understanding of the profession of Human Services
1. Why you think Human Services is an appropriate profession for you
2. Your educational and professional goals
3. The qualities you possess that would help you accomplish your educational goals

I have read the above information and all information in the Human Services Application packet. I further understand that failure to comply with the requirements of the program may result in cancellation of my application.

Signature _____ Date: _____

Name: _____

**COLLEGE OF DUPAGE
HUMAN SERVICES PROGRAM
APPLICATION CHECK LIST:**

NAME: _____

DATE OF APPLICATION: _____

PROGRAM: _____

PLEASE VERIFY THAT THE FOLLOWING DOCUMENTS HAVE BEEN
SUBMITTED TO THE HUMAN SERVICES PROGRAM AND THE INTERVIEW
COMPLETED:

1. Human Services Application: _____
2. Essay _____
3. Interview with program coordinator or addictions coordinator

Date

Adviser Signature

Please return this form with your application after you have met with an adviser. Please keep a copy of the application, this form and your essay for your records.