

ATTENTION
Potential Practicum Students

APPENDIX B

Southern State Community College
Human and Social Services Program

Practicum Self-Assessment

Directions for Completion

This completed document must be submitted to the practicum faculty before your practicum site can be

3. List at least five (5) things about you that you consider to be your assets – your strongest points. Be very specific and personal; do not just say, “I think I have good casework skills,” but comments such as “I learn quickly” or “I can handle a lot of pressure” are much more meaningful responses.

4. List at least five (5) things about you that you consider to be your weak points – things you need to work on improving. Do not be general like “I need more training.” Be specific.

5. What kind of climate is necessary in a practicum placement for you to learn or to be really productive and so forth?

6. What do you want from a site supervisor?

7. What do you need from a site supervisor?

8.

9. What are your short-range goals?

10. What do you see yourself doing two to three years from now?

11. Is there anything that might interrupt your practicum experience during this semester?

12. Considering your responses to the previous questions and your current situation and desires, what kind of setting would you want for your practicum placement? List several types of agencies.

13. In question #12 you indicated the kind of agency setting you want. Is that the same as what you need for your development? If so, state this. If not, answer the question again substituting the word need for want.

14. Review your answers to all the previous questions. Is there anything you expect from your practicum placement that has not been covered? If so, list below and comment on each.

15. What are your specific goals for practicum?

16. List below your human services related job experience and volunteer work.

17. List below any previous work experience and volunteer work that is unrelated to the human services field.

I am aware that this information may be released to prospective practicum site agencies.

Signature _____ Date _____

APPENDIX E

Human and Social Services
Southern State Community College

**PRACTICUM
Site Approval Form**

Completed form must be submitted to practicum instructor for approval of practicum site.

Student's Name _____ Date _____

Planning to begin practicum experience: Semester _____ Year _____

Potential practicum site: _____

Address _____

City, State, Zip _____

Phone number: _____

Student's major: Human and Social Services (generalist) Chemical Dependency

NOTE: Students majoring in Chemical Dependency must complete the entire practicum experience at a chemical dependency counseling/treatment facility.

Is this site a chemical dependency counseling/treatment facility? Yes No

Faculty use only:

Requested site: approved not approved

Signature of Practicum Instructor: _____

Date: _____

NOTE: Requested practicum site has not been approved until indicated and signed by practicum instructor.

APPENDIX I

Southern State Community College Human and Social Services Program **Student Professional Liability Insurance Program**

Coverage Required:

Students enrolled in the Human and Social Services Technology program are required to purchase professional liability insurance before beginning the practicum experience. Contracts for student clinical experience with outside agencies and institutions require this insurance coverage before a student is allowed to participate in a practicum or clinical experience.

Why You Are Covered Under the Student Liability Insurance Program

Over the past several years, there have been a number of claims nationwide involving students. These claims include error, negligence, and omission. As a student, you have a definite personal responsibility for your own activities in your contact with clients, even though you are not yet licensed, registered, or otherwise accredited for your profession.

Coverage *

Payment is made by the insurance company on claims arising out of a “medical incident.” That is any act or omission in the furnishing of professional services. Coverage terminates upon graduation.

Cost

First-time students enrolled in their first practicum course pay a \$18 premium (subject to increase). The professional coverage extends from the beginning of the first semester of practicum for a one year period. At that time, another \$18 premium, (subject to increase) will be charged if all required practicums have not been completed.

Students must pay the premium to the College Business Office representative on any SSCC campus.

No refunds will be made for unexpired coverage due to drop-outs.

Limits of Professional Liability

Pay up to \$1,000,000 for each incident; up to \$3,000,000 aggregate.

You Are Not Covered for

1. Operation of a motor-driven vehicle
2. Engaging in an unrelated business or profession
3. Act, errors or omissions of any insured that are dishonest, criminal or malicious

*It is not possible in this format to include all of the benefits and limitations of the policies referred to in this summation. In the event of a loss or claim, the specific terms and limits of the policy will apply. For further information regarding these policies and actual benefits, limitations, exclusions or reductions, please contact the College Business Office.

APPENDIX J

**Southern State Community College
Waiver of Responsibility**

**Professional Experience
Human and Social Services Program**

The undersigned student acknowledges and agrees that:

1. He or she has undertaken practicum at a site (or sites) assigned by the College during the student's enrollment at Southern State community College, and that this experience is a requirement of the program.
2.
 - a. The student IS NOT covered under worker's compensation attributable to Southern State Community College on account of the program or the experience.
 - b. The student IS NOT covered by medical insurance attributable to Southern State Community College on account of the program or the experience.
 - c. The student IS covered by professional liability insurance attributable to Southern State Community College on account of the program or experience with limits and exclusions as noted on the descriptive page attached hereto.
3. While Southern State Community College has no knowledge of any condition with respect to the employment which could cause injury to the student while exercising reasonable care, Southern State Community College makes no other representations of any kind involving the experience.

Date

Student's Signature

Printed Name

Social Security Number