



# HUMAN SERVICES ADMINISTRATION & SUPERVISION

Career Studies Certificate (CSC)

## Advising Sheet – Suggested Course Sequence

Student Name \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

REQUIRED COURSES	CR.	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS	TERM THAT I PLAN TO TAKE OR ✓ TAKEN
BUS 111 Principles of Supervision <i>Offered Spring Only</i>	3			
BUS 200 Principles of Management	3		BUS 201	
MEN 102 Mental Health Skills Training II	3		HMS 227, MEN 198	
MEN 190 Coordinated Practice	3	MEN 102, MEN 190 and MEN 196 are corequisites	MEN 290. See Notes 1—6	
MEN 196 On-Site Training	3	MEN 190 and MEN 196 are corequisites	MEN 296. See Notes 1—6	
PSY 126 Psychology for Business and Industry	3			
<b>Total Minimum Credits to Complete</b>	<b>18</b>			

**NOTES**

1. Students must obtain a grade of “C” or better in the human services sequence courses (HMS 100, MEN 101 and MEN 102) in order to remain in the program.
2. MEN 102 must be successfully completed before enrolling in MEN 190 and MEN 196 (or MEN 290 and MEN 296).
3. Students entering the public or private sectors of human services will be subjected to criminal background and sex offender registry checks and a TB screening as a condition of their placement in a training/practicum site. Students will be expected to cover any costs incurred for these procedures. This may also be required as a condition of employment.
4. Students who are convicted felons or are on the sex offender registry in any state will not be able to secure internship sites. Students must be 18 years or older prior to securing an internship. If students are unable to secure an internships because of the above conditions, they will be unable to complete this certificate. This will prevent them from completing requirements for the Human Services certificate and in turn prevent graduation..
5. All students who plan to pursue a degree or certification in Human Services are required to complete a 100 hour internship. Students will secure their own internship sites prior to the start of their MEN 190 and MEN 196 classes (or their MEN 290 and MEN 296 classes). All internships must be approved by the Human Services and Mental Health Program Chair.
6. Students who are 18 years of age or younger will not be able to secure an internship. Should students be unable to secure an internship, they will be unable to complete the requirements of the Human Services degree and therefore be unable to graduate.
7. Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.

For more information on this major, contact the Division of Engineering, Business and Public Services. 804.706.5121 (Chester Campus, Godwin Hall, G108) or 804.594.1480 (Midlothian Campus, Hamel Hall, H206).