Human Services Program:
Previous Relevant Experience Assessment Requirements and Application

The Council for Standards in Human Service Education (CSHSE) requires a total of 350 hours of internship experience to be completed before graduation from the UA’S Human Services program. We recognize that a bachelor’s degree in applied sciences requires significant field experience with seasoned mentors who can model and supervise interns as they develop professionally, for graduates to be workplace ready and/or ready for the rigors of graduate school.

To meet this internship requirement, we invite our students to apply for up to 215 hours utilizing previous relevant experiences. An additional 3 internship units (135 hours) will be completed by enrolling in the Human Services Internship course (HUSV493), during the senior year.

**Previous relevant experience** is considered learning gained outside a traditional academic environment, that is, learning and knowledge students acquire while working, participating in employer training programs, internship, and externship experiences, precepting, volunteering, community service, and hands-on professional development.

For those students that cannot meet the previous relevant experiences criteria, alternative arrangements must be discussed with the Human Services Internship Team, to enroll in up to 5 internship units (HUSV 393) in the junior year.

We will do our best to make this process simple and consider all previous relevant experiences that can be formally verified, and that can reasonably be applied to the Human Services program internship requirements.

The following considerations are applied to previous relevant experience assessments:

- Students must provide **verifiable** evidence of previous relevant experience in the form of training, education, certification, or work experience. Portfolios may be accepted in some situations.
- All previous relevant experience must satisfy a **documented learning process** versus experience alone.
- Previous relevant cannot duplicate work from previous or concurrent UA coursework and/or transfer coursework.
- Credits for previous relevant experience cannot replace requirements expected for establishing UA residency.
- No letter grade will be assigned for previous relevant experience or considered in the student GPA.

To meet the internship requirement, all previous relevant experiences must have a demonstrable Human Services focus.

All previous relevant experience assessment decisions are made by the Human Services program faculty in accordance with industry standards, with verification by the Applied Science Department Head, and the College of Applied Science & Technology Dean.
Table 1: Common Sources of Previous Relevant Experience

<table>
<thead>
<tr>
<th>Previous Practicum or Internship</th>
<th>Required Evidence:</th>
<th>Formal verification of practicum/internship placement, duties performed, dates and number of hours, and supervisor contact details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Externship</td>
<td>Required Evidence:</td>
<td>Formal verification of externship placement, duties performed, dates and number of hours, and supervisor contact details.</td>
</tr>
<tr>
<td>Service Learning/Volunteer Work</td>
<td>Required Evidence:</td>
<td>Formal verification of service learning/volunteer work, duties performed, dates and number of hours, and supervisor contact details.</td>
</tr>
<tr>
<td>Professional Conferences, Workshops, and/or Seminars Related to Human Services</td>
<td>Required Evidence:</td>
<td>Formal certificates of completion/attendance (to include name, date, location, hours of attendance, and website of event), summary of event (including relevance to Human Services), and summary of learning experiences.</td>
</tr>
<tr>
<td>In-service/Professional Training, Licenses, Certifications</td>
<td>Required Evidence:</td>
<td>Official copy of training, license, certification, and summary of relevance to human services.</td>
</tr>
<tr>
<td>Human Services Work Experience</td>
<td>Required Evidence:</td>
<td>Detailed description of employer/organization, dates, description of work duties and responsibilities, hours worked, months/years with organization. Details to be verified and signed by HR representative of the organization. Work experience must be supported with documented evidence of specialized trainings and/or a detailed summary of training events (including relevance to Human Services), and summary of learning experiences.</td>
</tr>
<tr>
<td>Military Training</td>
<td>Required Evidence:</td>
<td>Official record/transcript of training(s)</td>
</tr>
<tr>
<td>Mentored Independent Study and/or Preceptorship</td>
<td>Required Evidence:</td>
<td>Formal verification of independent study/preceptorship, duties performed, dates and number of hours, supervisor contact details, formal report resulting from independent study, and/or formal summary of preceptorship.</td>
</tr>
<tr>
<td>Other Hands-on Experiences in the Field of Human Services</td>
<td>Required Evidence:</td>
<td>Previous relevant experiences not specifically mentioned will be considered on an individual basis. The required evidence will depend on the nature of the experience(s) being assessed.</td>
</tr>
</tbody>
</table>
Before starting the previous relevant experiences submission process – Please meet with one member of the Internship Team – either Dr. Jenny Rea or Dr. Marie Wallace. Upon meeting, a previous relevant experience assessment form will be provided to you to complete and return for approval.

Please be prepared to enter the following information:

- Name
- Address
- Email
- Student ID# (SID)
- Phone
- Name of UA Advisor

You will then be prompted to enter your previous relevant experiences.

- List all prior experiences within the previous 8 years that you believe will qualify to demonstrate learning in placement areas such as practicum, internship, volunteer work, and work experiences (refer to Table 1: Common Sources of Previous Relevant Experience.) Typically, only learning completed within the past 8 years will be considered for assessment.

- For each previous relevant experience provide the name of the supervisor or mentor you worked under and the contact person to verify your duties and hours. Attach all appropriate supporting documentation to help review and assess each previous relevant experience.

- Verify that all information provided is true and accurate and complies with the UA Student Code of Conduct (Section F: Prohibited Conduct), and that you understand that final decisions on qualifying hours to fulfill previous relevant experiences can only be made by the Human Services Program Internship Coordinator and Human Services Program Director.

For each Previous Relevant Experience, you will be asked to provide the following information:

- Placement Name
- Placement Location (Full address)
- Placement Website
- Dates of Service
- Supervisor Name and/or Contact Person
- Phone number and email address of appropriate contact person
- Duties and Responsibilities
- A brief explanation of how this experience fulfills the criteria of an applied Human Services Previous Relevant Experience
- Total number of hours requested for this learning experience
- Supporting documentation

For questions and clarification please contact:
Human Services Program Director
Dr. Marie Wallace
Imwallace@arizona.edu

Human Services Internship Coordinator
Dr. Jenny Rea
reajk@arizona.edu