



School of Health & Human Services

Mental Health and Substance Use Program Policy

DATE(S):		
1.	Next Policy Review:	2028-06-01
2.	Admissions & Standards Committee Approval:	2023-11-28
3.	Education Council Approval:	2023-12-12
4.	Effective:	2024-01-01
5.	Previous Revision(s):	New

CREDENTIAL(S):	
Certificate	Mental Health and Substance Use (MHSU) Certificate

PROGRAM OUTCOMES

Upon successful completion of this program, students will be able to:

1. Demonstrate professionalism in practice consistent with the code of ethics and standards of practice of their respective disciplines
2. Use effective interpersonal skills including active listening, collaboration, self-awareness and conflict resolution within multi-faceted roles and contexts
3. Understand and respect cultural differences and multiple ways of knowing
4. Practice with an ethic of inclusivity
5. Establish and maintain wellness strategies to assure work/life balance both personally and professionally
6. Engage in critical thinking, problem solving and reflective practice

Students in the Human Services Programs are subject to the overall policies affecting all students at Selkirk College, with the following additions. College policies may be viewed online at the College website (policies.selkirk.ca).

PART I: ADMISSIONS

A. ADMISSION REQUIREMENTS

- a) BC High school graduate or equivalent; **or**
- b) Academic mature student category: 19 years or older at the start of the student's first academic term

1. ACADEMIC REQUIREMENTS:

- a) English Studies 12 or equivalent*, with a minimum of 60% or higher

2. SPECIFIC ACADEMIC REQUIREMENTS FOR THOSE WHO ARE SECOND LANGUAGE LEARNERS

As English is the language of study in BC, those students who are Second Language Learners must meet **one of the** English language proficiency assessments outlined in *Policy 8611* at an appropriate level to be accepted into this program.

3. PRE-PRACTICUM REQUIREMENTS

- a) Applicants must be able to demonstrate compliance with Public Health Officer's orders with respect to applicable vaccine requirements (must have completed before practicum if the practice area requires it).
- b) Ministry of Justice Criminal Record Check (must be completed before starting practicum)

B. APPLICATION PROCESS

General Application Process

Before an applicant's file is completed, the following must be received:

- a) Selkirk College application form
- b) Official copy of secondary and post-secondary transcripts
- c) A current criminal record check from the Ministry of Justice must be completed within 90 days of practicum start date. Some types of criminal records may limit or prohibit acceptance in field placement; acceptance into field placement is a requirement for program promotion.

C. ADVANCE OR TRANSFER CREDIT AND PRIOR LEARNING ASSESSMENT

A student who has successfully completed any of the required college/university courses (or equivalent) may be given advance credit:

- a) Application for advance or transfer credit must be made prior to entry into the program as per Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit, and approval obtained from the Registrar.
- b) A student who applies for advanced standing from another program will be considered on an individual basis.
- c) A student who wishes to prove proficiency in part or all a course's content must apply for Prior Learning Assessment (PLA). The School Chair, in consultation with program instructors will determine whether PLA credit is granted.

D. RE-ENTRY INSTRUCTION:

- 1. An application is required for enrolment in program courses in subsequent years.
- 2. Normally, students who must interrupt their program may apply for re-admission, within one year of departure, on the basis of the following priorities:
 - a) Students in good standing who interrupted their program for illness or other personal reasons.
 - b) Students who failed to meet program requirements for promotion.
 - c) Students transferring from another program within BC.

3. Students who fail to complete a semester successfully may apply to re-enter and repeat the incomplete semester when it is next offered.
4. Normally, a student returning in one year or less will retain full credit for all courses previously completed. After more than one year's absence, students may be required to update or repeat courses previously completed. A grade of "C" or credit granted in each repeated course is required for re-entry.
5. Students who withdraw for medical or psychological reasons will provide evidence to the School Chair from a licensed practitioner regarding the suitability of his/her return to the program.
6. Students must complete the program in its entirety within 60 calendar months from the time of initial entry into the program.
7. Students who have successfully completed their Selkirk College Human Services certificate within the previous year are considered to be a re-entry student.
8. Re-entry full-time students who have successfully completed their previous year are given priority over part time students.

PART II: ASSESSMENT, PROMOTION AND GRADUATION

A. ASSESSMENT

1. Grading

Grading for theory courses will be as per the Standard Academic and Career Grading Table as defined in Selkirk College *Policy 8612 Grading*. Grading for practicum courses will be as per the Competency Based Grades as defined in Selkirk College *Policy 8612 Grading*.

2. Types of Assessments

a) Assignments

- (i) Students are evaluated and graded in each subject or course topic as indicated in the respective course outline.
- (ii) Assignments are due on the date stated on course or assignment outlines. A student may request one extension per course. The request must be made to the instructor no less than 24 hours before the due date. If the instructor grants permission for the extension the revised due date will be determined by the instructor in consultation with the student.
- (iii) Under extenuating circumstances further requests for extensions may be granted after consultation with the instructor and the appropriate student success support staff. Students will be expected to articulate a plan outlining how they intend to complete their work in a timely manner.
- (iv) A penalty of 10% per day may be assessed against late assignments. All assignments should be handed in by the last day of classes in order to achieve a passing grade and advance to the practicum.
- (v) Students may, at the discretion of the instructor, rewrite a maximum of one assignment per course. Rewrites must be submitted for marking within 14 calendar days of the return of the original assignment to the student. Rewritten assignments will receive a maximum grade of 75%.

- (vi) Students are expected to write tests on the designated dates. If, for legitimate absences, the student misses a test, they must write the test as soon as possible with the permission of the instructor.
- b) Examinations
 - (i) Exams, labs, projects, assignments, and other evaluative activities are weighted and averaged as indicated in the respective course outline.
 - (ii) No single evaluative event shall be worth more than 50% of the final grade.
 - (iii) For courses involving practicum placements (SSW 168) evaluation occurs on a continuous basis and graded CRG or NCG as per the Competency Based Selkirk Grading Table in Selkirk College *Policy 8612 Grading*. All practicum activities may be considered evaluative events. Informal verbal and/or written feedback is regularly provided by the instructor and practicum supervisors. Depending on the length of the course there may be one or more performance appraisals or evaluations.

B. PROMOTION

1. In order to progress to the next module, the following requirements must be met.
 - a) Completion of all courses in the module with a minimum overall cumulative GPA of 2.00 and a grade of a "C" or better in all module courses.
2. Promotion to practicum will be determined by the following criteria:
 - a) A grade of "C" or better in all required courses as defined in Part II, C, Graduation Requirements.
 - b) Some types of criminal records may limit or prohibit a student's acceptance in field placement agencies. Ability to be accepted into field placement is a requirement for admission and promotion.
3. A student's performance will be reviewed by program faculty when:
 - a) Grades in one or more courses fall below a "C".
 - b) Unacceptable behaviour, inappropriate interpersonal skills, and/or patterns of absence are displayed.
 - c) On probation.
4. Considerations for practicum placement:
 - a) To avoid a conflict of interest, students are expected to inform instructors of agencies where family and/or personal connections exist.
 - b) Practicum placements will be arranged by a program placement coordinator.
 - c) Agency staff will be informed if a student has refused to sign a waiver authorizing the College to share personal information about the student with agency staff.
5. Students will not be placed in practicum based on the following:
 - a) The student has not demonstrated readiness for practicum placement.

- b) Two agencies refuse to accept the student in practicum placement.
 - c) The student lacks means of transportation.
6. Practicum evaluation will be based on:
- a) A review of the student's performance in relation to stated course competencies.
 - b) A joint review comprised of college instructor, agency supervisor and student.
 - c) Completed practicum assignments.

C. GRADUATION

- 1. Credentials:
Certificate
- 2. Requirements: (see *Policy 8617: Graduation*)

In order to graduate with a Mental Health and Substance Use certificate a student must meet all program requirements with a cumulative GPA of 2.00 or better.

In order to graduate with Honors students must meet all program requirements with no grades less than a B- and a cumulative GPA of 3.5 or higher.

MENTAL HEALTH AND SUBSTANCE USE (MHSU) CERTIFICATE								
Module 1			Module 2			Practicum (Module 3)		
Course	Name	CR	Course	Name	CR	Course	Name	CR
ADD 384	Addictions Theory and Practice	3	SSW 157	Group Skills	3	SSW 168	Field work II	5
HSER 257	Mental Health Issues: Practical Responses	3	HSER 255	Professional Foundations for Human Services	3			
HSER 258	Fundamentals of Change I	3	HSER 259	Fundamentals of Change II	3			
Module Credits		9			9			5
Total Program Credits								23
Total Year Credits								23

PART III STUDENT CONDUCT (See also *College Policy 3400: Student Code of Conduct*)

A. ATTENDANCE

1. Student attendance in class supports their progression toward meeting the course learning outcomes and contributes to the learning community as a whole. They will gain valuable insights and opportunities that would not be possible without the conversations and activities they will participate in. If a student finds themselves in a situation where they aren't able to complete class requirements or engage in online activities, they will need to contact the relevant instructor so that they can collaborate on a plan for continued student success. When students miss class activities, the chances of successfully meeting the learning outcomes may be reduced and/or prevent the student from passing the class.
2. If 2 or more classes are missed, the instructor will check in with the student to ensure they are set up with appropriate resources and to collaborate on a plan for success. Plans will be documented on record of advisement or learning plan forms.
3. Students missing any course activities are responsible for the work they have missed and must make up activities/assignments as required.
4. Students are responsible to inform the instructor in advance of any absences.
5. Students participating in on-line classes are expected to access and read all materials posted on their course site. If any aspect of the course has not been opened and/or participated in the student may be considered absent for that class.
6. A student who must be absent from a practice or simulated learning experience is responsible for notifying the instructor at least one hour prior to the scheduled time of the experience. Missed hours may be rescheduled if learning outcomes are not being met.

B. PROFESSIONAL REQUIREMENTS

1. Codes of Ethics and Competencies

Students are expected to know, understand and abide by any applicable Codes of Ethics.

2. Guidelines for Professional Conduct

Students are expected to consistently demonstrate professional conduct based on the following guidelines:

- a) exercise personal discipline, accountability, and judgement,
- b) accept personal responsibility for continued competency and learning,
- c) assist and serve the public, client or patient and place them before oneself,
- d) recognize the dignity and worth of all persons in any level of society,
- e) assist others in learning,
- f) recognize one's own limitations and areas for development, and
- g) maintain confidentiality of information appropriate to the purpose and trust given when that information is acquired.

Professional Conduct will be measured by one's professional abilities, personal integrity, and the attitude one demonstrates in relationship with others.

3. Students who violate these professional standards may be required to withdraw from their program.
4. Students may be required to withdraw when ethical, medical, or other reasons interfere with the satisfactory completion of their program.

C. RESPONSIBILITIES IN FIELD PRACTICUM PLACEMENTS

1. The selection of practicum placements is the responsibility of the program faculty. Students will not actively seek practicum sites.
2. Students will not provide transportation for clients while on practicum.
3. Students will not administer medications to clients while on practicum.
4. Students without supervision of agency staff will not be responsible for clients when off agency premises unless college instructor approval is given prior to the event.

Part IV COLLEGE POLICIES RELEVANT TO ACADEMIC AND STUDENT AFFAIRS:

Policy 3400: Student Code of Conduct

Policy 6010: Human Rights, Harassment, & Discrimination

Policy 6030: Sexual Violence Prevention & Response

Policy 6550: Protection of Privacy

Policy 8400: Student Appeals

Policy 8600: Pre-Admissions Basic Skills Assessment

Policy 8611: Admission

Policy 8612: Grading

Policy 8613: Evaluation of Student Learning

Policy 8614: Advanced Standing – Course Challenge, PLA, Transfer Credit

Policy 8615: Standards of Academic Progress

Policy 8616: Student Withdrawals and Refunds

Policy 8617: Credentials and Graduation

Policy 8618: Cheating and Plagiarism

Policy 8619: Student Probation

Policy 8620: Interdisciplinary Studies