



# ADVISING WORKSHEET

TRANSFER INSTITUTION(S):

## BACHELOR OF SCIENCE IN HUMAN SERVICES General Bulletin 2021-2022

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Montana State University Billings  
 Advising and Career Services  
 Phone: 406-657-2240  
 Fax: 406-657-2302  
 advising@msubillings.edu  
[www.msubillings.edu/advise/](http://www.msubillings.edu/advise/)

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

**GENERAL EDUCATION REQUIREMENTS – SEE ATTACHED PAGE FOR SPECIFIC COURSES**

| General Education Category   | Course # | Credits | Grade | Semester | Equivalent |
|--|----------|---------|-------|----------|------------|
| <b>Category I: Global Academic Skills</b> (9 credits)<br>A. Mathematics (3 credits)<br>B. English (3 credits)<br>C. Communication & Information Literacy (3 credits) |          |         |       |          |            |
|  |          |         |       |          |            |
|  |          |         |       |          |            |
| <b>Category II: Natural Sciences</b> (7 credits)<br>2 lectures (6 credits) & 1 lab (1 credit)<br>(1 life science & 1 physical science & 1 lab)                       |          |         |       |          |            |
|  |          |         |       |          |            |
|  |          |         |       |          |            |
| <b>Category III: Social Sciences and History</b> (6 credits)<br>A. Social Science (3 credits)<br>B. History (3 credits)  |          |         |       |          |            |
|  |          |         |       |          |            |
| <b>Category IV: Cultural Diversity</b> (3 credits)   |          |         |       |          |            |
| <b>Category V: Arts &amp; Humanities</b> (6 credits)<br>A. Fine Arts (3 credits)<br>B. Humanities (3 credits)  |          |         |       |          |            |
|  |          |         |       |          |            |

A minimum grade of "C-" required in all General Education courses.

*Note: Certain degrees may require a minimum grade of "C" in General Education courses.*

Reviewed:

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# GENERAL EDUCATION REQUIREMENTS

## Category I: Global Academic Skills 9 credits

Students are required to take one course from each subcategory

### Subcategory A - Mathematics 3 credits

|      |     |                                       |   |
|------|-----|---------------------------------------|---|
| M    | 105 | Contemporary Mathematics              | 3 |
| M    | 114 | Extended Technical Mathematics        | 3 |
| M    | 121 | College Algebra                       | 3 |
| M    | 122 | College Trigonometry                  | 3 |
| M    | 130 | Mathematics for Elementary Teachers I | 3 |
| M    | 140 | College Math for Healthcare           | 3 |
| M    | 143 | Finite Mathematics                    | 4 |
| M    | 161 | Survey of Calculus                    | 3 |
| M    | 171 | Calculus I                            | 4 |
| STAT | 141 | Introduction to Statistical Concepts  | 3 |
| STAT | 216 | Introduction to Statistics            | 4 |

### Subcategory B - English 3 credits

|      |     |                                   |   |
|------|-----|-----------------------------------|---|
| WRIT | 101 | College Writing I                 | 3 |
| WRIT | 121 | Introduction to Technical Writing | 3 |
| WRIT | 122 | Introduction to Business Writing  | 3 |
| WRIT | 201 | College Writing II                | 3 |
| WRIT | 220 | Business & Professional Writing   | 3 |
| WRIT | 221 | Intermediate Technical Writing    | 3 |

### Subcategory C - Communication & Information Literacy 3 credits

|      |     |   |   |
|------|-----|---|---|
| BMIS | 150 | Cyber Security and Electronic Communication | 3 |
| COMX | 111 | Introduction to Public Speaking             | 3 |
| COMX | 115 | Introduction to Interpersonal Communication | 3 |
| LSCI | 125 | Research in the Information Age             | 3 |

## Category II: Natural Sciences 6 cr. lecture & 1 cr. lab

Students are required to take one course from each subcategory and at least one corresponding lab or Integrated Sciences

### Subcategory A – Life Sciences 3-4 credits

|      |     |   |   |
|------|-----|---|---|
| BIOB | 101 | Discover Biology                                      | 3 |
| BIOB | 102 | Discover Biology Lab                                  | 1 |
| BIOB | 121 | Fundamentals of Biology for Allied Health             | 3 |
| BIOB | 122 | Fund of Biology: Evolution, Ecology, and Biodiversity | 3 |
| BIOB | 123 | Fund of Biology: The Nature of Nutrition              | 3 |
| BIOB | 160 | Principles of Living Systems                          | 3 |
| BIOB | 161 | Principles of Living Systems Lab                      | 1 |

### Subcategory B – Physical Sciences 3-4 credits

|      |     |   |   |
|------|-----|---|---|
| ASTR | 110 | Introduction to Astronomy                   | 3 |
| ASTR | 111 | Introduction to Astronomy Lab               | 1 |
| CHMY | 121 | Introduction to General Chemistry           | 3 |
| CHMY | 122 | Introduction to General Chemistry Lab       | 1 |
| CHMY | 141 | College Chemistry I                         | 3 |
| CHMY | 142 | College Chemistry Laboratory I              | 1 |
| GEO  | 101 | Introduction to Physical Geology            | 3 |
| GEO  | 102 | Introduction to Physical Geology Laboratory | 1 |
| GPHY | 262 | Spatial Sciences Technology & Applications  | 3 |
| GPHY | 263 | Spatial Sciences & Technology Lab           | 1 |
| PHSX | 103 | Our Physical World                          | 3 |
| PHSX | 104 | Our Physical World Lab                      | 1 |
| PHSX | 205 | College Physics I                           | 3 |
| PHSX | 206 | College Physics I Lab                       | 1 |

Integrated Sciences

|      |                    |                     |            |
|------|--------------------|---------------------|------------|
| SCIN | 101, 102, 103, 104 | Integrated Sciences | 3, 1, 3, 1 |
|------|--------------------|---------------------|------------|

## Category III: Social Sciences and history 6 credits

Students are required to take one course from each subcategory

### Subcategory A – Social Sciences 3 credits

|      |     |  |   |
|------|-----|--|---|
| ANTY | 217 | Physical Anthropology & Archeology     | 3 |
| BGEN | 105 | Introduction to Business               | 3 |
| COMX | 106 | Communicating in a Dynamic Workplace   | 3 |
| ECNS | 201 | Principles of Microeconomics           | 3 |
| ECNS | 202 | Principles of Macroeconomics           | 3 |
| EDU  | 105 | Education and Democracy                | 3 |
| HTH  | 110 | Personal Health and Wellness           | 3 |
| PSCI | 210 | Introduction to American Government    | 3 |
| PSCI | 220 | Introduction to Comparative Government | 3 |
| PSYX | 100 | Introduction to Psychology             | 3 |
| SOCI | 101 | Introduction to Sociology              | 3 |
| SOCI | 201 | Social Problems                        | 3 |

### Subcategory B - History 3 credits

|      |     |   |   |
|------|-----|---|---|
| HSTA | 101 | American History I                      | 3 |
| HSTA | 102 | American History II                     | 3 |
| HSTR | 101 | Western Civilization I                  | 3 |
| HSTR | 102 | Western Civilization II                 | 3 |
| PSCI | 230 | Introduction to International Relations | 3 |

## Category IV: Cultural Diversity 3 credits

|      |     |  |   |
|------|-----|--|---|
| ANTY | 220 | Culture and Society                      | 3 |
| ARTH | 160 | Global Visual Culture                    | 3 |
| COMX | 212 | Intro to Intercultural Communication     | 3 |
| GPHY | 121 | Human Geography                          | 3 |
| HTH  | 270 | Global Health Issues                     | 3 |
| LIT  | 230 | World Literature Survey                  | 3 |
| MUSI | 207 | World Music                              | 3 |
| NASX | 105 | Introduction to Native American Studies  | 3 |
| NASX | 205 | Native Americans in Contemporary Society | 3 |
| PHL  | 271 | Indian Philosophies and Religions        | 3 |
| PHL  | 272 | Chinese Philosophies and Religions       | 3 |
| REHA | 201 | Introduction to Diversity in Counseling  | 3 |
| RLST | 170 | The Religious Quest                      | 3 |
| SPNS | 150 | The Hispanic Tradition                   | 3 |
| WGSS | 274 | Women, Culture, and Society              | 3 |

## Category V: Arts & Humanities 6 credits

Students are required to take one course from each subcategory

### Subcategory A – Fine Arts 3 credits

|      |     |                                     |   |
|------|-----|-------------------------------------|---|
| ARTZ | 101 | Art Fundamentals                    | 3 |
| ARTZ | 105 | Visual Language-Drawing             | 3 |
| ARTZ | 106 | Visual Language-2-D Foundations     | 3 |
| ARTZ | 108 | Visual Language-3-D Foundations     | 3 |
| ARTZ | 131 | Ceramics for Non-majors             | 3 |
| CRWR | 240 | Intro Creative Writing Workshop     | 3 |
| FILM | 160 | Introduction to World Cinema        | 3 |
| LIT  | 270 | Film & Literature                   | 3 |
| MART | 260 | Computer Presentation and Animation | 3 |
| MUSI | 101 | Enjoyment of Music                  | 3 |
| MUSI | 114 | Band: MSUB Symphonic                | 1 |
| MUSI | 131 | Jazz Ensemble I: MSUB               | 1 |
| MUSI | 147 | Choral Ensemble: University Chorus  | 1 |
| PHOT | 154 | Exploring Digital Photography       | 3 |
| THTR | 101 | Introduction to Theatre             | 3 |
| THTR | 120 | Introduction to Acting I            | 3 |

### Subcategory B - Humanities 3 credits

|      |     |                                |   |
|------|-----|--------------------------------|---|
| ARTH | 150 | Introduction to Art History    | 3 |
| HONR | 111 | Perspectives and Understanding | 3 |
| LIT  | 110 | Introduction to Literature     | 3 |
| LIT  | 213 | Montana Literature             | 3 |
| PHL  | 110 | Introduction to Ethics         | 3 |
| PHL  | 111 | Philosophies of Life           | 3 |
| PHL  | 254 | People and Politics            | 3 |

| Course   |      | Credits  | Grade | Semester | Equivalent |
|--|------|--|-------|----------|------------|
| <i>A minimum grade of C- or better is required in all major coursework</i> |      |  |       |          |            |
| <b>Core Requirements</b>   |      |  |       |          |            |
| HS   | 201  | Survey of Human Services   | 3     |          |            |
| HS   | 335  | Introduction to Counseling   | 3     |          |            |
| HS   | 345  | Legal, Ethical and Professional Issues in Human Services               | 3     |          |            |
| HS   | 394  | Professional Seminar I in the Human Services                           | 1     |          |            |
| HS   | 395  | Supervised Field Experience I in Human Services                        | 3     |          |            |
| HS   | 481  | Abuse, Neglect in the Family and the Helping Process in Human Services | 3     |          |            |
| HS   | 494A | Professional Seminar II in Human Services                              | 1     |          |            |
| HS   | 494B | Professional Seminar III in Human Services                             | 1     |          |            |
| HS   | 495A | Supervised Field Experience II in Human Services                       | 3     |          |            |
| HS   | 495B | Supervised Field Experience III in Human Services                      | 3     |          |            |
| *REHA  | 201  | Introduction to Diversity in Counseling                                | 3     |          |            |

\*May satisfy General Education requirements.

**Mathematics and Science Requirements** – The Degree Program in Human Services requires three (3) semester credit hours in Mathematics and three (3) semester credit hours in Sciences in addition to the General Education Math/Science requirements.

|  |   |  |  |  |
|--|---|--|--|--|
| <b>Science Course</b> - should relate to some aspect of the human condition; select in consultation with advisor   | 3 |  |  |  |
| <b>Math Course</b> (choose one)<br>STAT 141 Introduction to Statistical Concepts<br>PSYX 222 Psychological Statistics<br>REHA 406 Assessment in Human Service and Addiction Programs<br>An equivalent course selected in consultation with the student's advisor | 3 |  |  |  |

**Professional Skills Development for the Human Services**

Choose four (4) courses from below for a total of 12 credits.

|      |     |   |   |  |  |
|------|-----|---|---|--|--|
| REHA | 216 | Psycho-Social Aspects of Rehabilitation and Addiction | 3 |  |  |
| REHA | 301 | Principles of Counseling and Group Theory             | 3 |  |  |
| REHA | 406 | Assessment in Human Service and Addiction Programs    | 3 |  |  |
| REHA | 418 | Counseling for Loss and Bereavement                   | 3 |  |  |
| REHA | 425 | Psychiatric Rehabilitation and Co-Occurring Disorders | 3 |  |  |
| REHA | 453 | Case Management and Community Resources               | 3 |  |  |

**Human Services Concentrations** – One (1) major concentration and two (2) minor concentrations. A minimum of four (4) courses must be completed in the major concentration chosen, and at least three (3) courses must be selected from the two (2) minor concentration areas for a minimum total of thirty (30) credits. A course selected in one concentration cannot be used to satisfy the requirements in another concentration, skills development, General Education or core requirements. Certain courses in each concentration have prerequisites; students should check course descriptions for prerequisite requirements.

**1. Mental Health Systems and Applied Psychology**

|      |     |                                     |   |  |  |
|------|-----|-------------------------------------|---|--|--|
| PSYX | 294 | Seminar                             | 3 |  |  |
| PSYX | 330 | Child Development                   | 3 |  |  |
| PSYX | 340 | Abnormal Psychology                 | 3 |  |  |
| PSYX | 360 | Social Psychology                   | 3 |  |  |
| PSYX | 378 | Introduction to Clinical Psychology | 3 |  |  |
| PSYX | 382 | Forensic Psychology                 | 3 |  |  |
| PSYX | 494 | Seminar                             | 3 |  |  |

**2. Chemical Addictions and Treatment in Human Services**

|      |     |  |   |  |  |  |
|------|-----|--|---|--|--|--|
| HS   | 385 | Behavioral Pharmacology and Human Services               | 3 |  |  |  |
| HS   | 483 | Introduction to Addiction Counseling                     | 3 |  |  |  |
| HTH  | 411 | Alcohol, Tobacco and Other Drug Prevention               | 3 |  |  |  |
| REHA | 406 | Assessment in Human Service and Addiction Programs       | 3 |  |  |  |
| REHA | 494 | Seminar: Gambling Assessment and Treatment               | 3 |  |  |  |
| REHA | 499 | Capstone: Addiction Treatment Planning and Documentation | 3 |  |  |  |

**3. Social Issues Across the Lifespan**

|      |     |  |   |  |  |  |
|------|-----|--|---|--|--|--|
| EDEC | 310 | Child in the Family                                  | 3 |  |  |  |
| EDEC | 430 | Social/Emotional Development in Young Children       | 3 |  |  |  |
| NASX | 205 | Native Americans in Contemporary Society             | 3 |  |  |  |
| NASX | 332 | Montana Indians: Cultures, Histories, Current Issues | 3 |  |  |  |
| NASX | 406 | History of American Indian Women                     | 3 |  |  |  |
| SOCI | 201 | Social Problems                                      | 3 |  |  |  |
| SOCI | 327 | Sociology of Deviance                                | 3 |  |  |  |
| SOCI | 330 | Juvenile Delinquency                                 | 3 |  |  |  |
| SOCI | 380 | Sociology of Health and Medicine                     | 3 |  |  |  |
| SOCI | 382 | Social Psychology and Social Structure               | 3 |  |  |  |
| SOCI | 431 | Sociology of Gender Roles                            | 3 |  |  |  |

**Restricted Electives: Select two courses with advisor approval**

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

**Electives**

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**BACHELOR OF SCIENCE DEGREE IN HUMAN SERVICES**

| Categories                         | Credits | Earned | Remaining |
|------------------------------------|---------|--------|-----------|
| General Education Requirements     | 31      | ___    | ___       |
| Core Requirements                  | 27      | ___    | ___       |
| Math & Science Requirements        | 6       | ___    | ___       |
| Professional Skills Requirement    | 12      | ___    | ___       |
| Human Services Concentration Areas | 30      | ___    | ___       |
| Restricted Electives               | 6       | ___    | ___       |
| Electives (may vary)               | 8       | ___    | ___       |
| Total                              | 120     | ___    | ___       |

**It is the student's responsibility to know and meet the requirements for graduation. A minimum of 36 credits must be upper division classes (300 and above).**

**NOTES**

All students desiring admission to the Human Services Program are required to file an application for admission. The application must be completed during the semester following the completion of 40 semester hours of credit, or in the case of a transfer student, during the first semester of residence after the student has attained sophomore level.

1. A minimum of 40 semester credits are to be completed prior to admission to the Human Services Program.
2. A minimum cumulative grade point average of 2.00 is required in all courses completed.
3. All applicants must complete the General Education Category Requirements at Montana State University-Billings, or at another regionally accredited institution of higher education, earning a minimum grade point average of 2.00. Courses taken on a pass/no pass or credit/noncredit basis will not be accepted to fulfill the requirements. Students should consult with their academic advisor.
4. A minimum grade of B in HS 345.
5. The application should be accompanied by a background check and a working copy of the student's transcript. The application should be submitted to the faculty advisor for review and approval and signed by the advisor.
6. No internship can be completed without prior acceptance to the HS or REHA programs..

Students not accepted are encouraged to apply for admission during the next application period. It is the responsibility of each student to ensure that a completed application is submitted by the deadline. It is suggested that applications be submitted at least three (3) weeks prior to the end of the semester during which application is made. If admission to the Human Services or Rehabilitation Programs is denied, the applicant may appeal the decision to the Rehabilitation & Human Services Committee of the Department. The Department Chair serves as chair of the appeals committee.