

PSYC1309 Spring 2014

Instructor Contact Information

Name	David M. Houston
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Instructor Office Hours

by appointment

Required Textbook(s)

Title	Author	Edition	ISBN
Global Criteria 12 core functions	John W Herdman Ph.D.,LADC		978-0-9768341-5-1

Textbooks can be purchased online or at the OC Campus Bookstore.

Course Description

Note to students:

The Drug and Alcohol Abuse Counseling (DAAC) courses required by Odessa College to complete the AA in Substance Abuse Counseling may or may NOT transfer to other institutions as academic courses. Students should check with institutions at which they plan to continue their education about the transferability of courses.

Assessment Skills of Alcohol and Drug addiction is a course designed to walk you through the core functions and skills you will need to become an effective counselor in this field. It is also noteworthy the state LCDC test is based out of the content in this book. We will actually do a case presentation as well as work on treatment planning. These are skills I have had CI and practicums come to me lacking. (But that is another story). We will walk a example client through all stages of treatment including discharge referral and after care.

Course Objectives

- 1) Students will be able to screen and assess a chemically dependent person.
- 2) Students will demonstrate an understanding and be able to create a treatment plan
- 3) Students will demonstrate an understanding of assessments used and have a basic understanding of how to interpret them.
- 4) Students will develop knowledge of the counselor role in different settings and understand boundaries specific to specific settings.

Schedule

Date (2014)	Module (Chapters)	Class Discussion	Assignment/Test
Week 1 January 23	Introductions and Counselor Roles	Personal introductions and certification paths	No assignment due
Week 2 January 29th	Chapter 2: Screening	What takes place During screening	Chapter 1 & 2 quiz
Week 3 February 6th	Chapter 3: Intake	Role play intake	
Week 4 February 13th	Chapter 4: Orientation	Role play orientation	Chapter 3 & 4 quiz
Week 5 February 20th	Chapter 5: assessment and diagnoses	Role play assessments	Quad 1- 4 Quiz
Week 6 February 27th	Chapter 5: assessment and diagnoses	Role play assessments	
Week 7 March 6th	Chapter 6: Treatment Planning	What goes into a treatment plan	Chapter 5 & 6 Quiz
Week 8 March 13th	Spring Break	Spring Break	Spring break
Week 9 March 20th	Chapter 7 & 8: Counseling and Case management	Counseling and Case Management	Term Project due
Week 10 March 27th	Chapter 10: Anger Management and Domestic Abuse	Anger management approaches	Quad 2 test on Chapters 5- 8
Week 11 April 3rd	Chapter 9: Crisis Intervention	Crisis Intervention	
Week 12 April 10 th	Chapter 10: Client education	Client education and collecting your own	Chapter 9 & 10 Quiz

Week 13 April 17th	Chapter 11: Referral	State/Local Resources for referrals	
Week 14 May 1	Chapter 14: Reports and Record keeping	Chapter 14: Reports and Record keeping	Quad Test Chapters 9-12
Final May 8 th & 15th	Review & Final Exam	Review & Final Exam	Final Exam. Review & Final Exam

Grading Criteria (points - grade range)

5 quizzes at 100 points each

3 quad test at 100 points each

1 final at 100 points

Term Project 100 points

Extra Credit Project 100 points

Letter	Point Range
A	950 - 1050
A-	900 - 950
B+	881 - 899
B	840 - 880
B-	800 - 839
C+	780 - 799
C	740 - 779
C-	700 - 739
D+	680 - 699
D	650 - 679
D-	625 - 649
F	0 - 625

Please note that Module 1 runs for the first 2 weeks of class and therefore overlaps with Module 2.

****Specific information on Project 1 and Project 2, as well as your two tests and final exam will be sent to you throughout the semester via Blackboard.****

Discussion Assignment Grading Guidelines

Important: Part of your grading will be based on class room participation and interaction as well as your term project. Missing more than 2 classes will require an instructor and advisor approval to continue.

Communication Policies:

Students should use the **General Discussion board** (accessible under all Modules) for all communication related to the course. This includes questions, comments, and requests for clarification. Please note, however, if the answer to a student question is to be found within the course web site, she will be returned to the site to continue to look for the answer to the question. Students must put their names and PSYC 1309 on all emails.

Computer skills:

Students should be able to navigate the Internet and conduct required research, create word processing documents and navigate the course web site. Students must also be able to use email, attach files and use various features of Blackboard.

Specific Policies and Procedures:

Attendance Policy: students are required to attend class each week as well as check in to the course at least once each week. The course entry page is the Announcements page. Students should also check their OC email accounts and the General Discussion Board at least 1 time each week. You should read all posts there.

If you have any specific questions, please feel free to email me as I check those regularly throughout the day and unless there are extenuating circumstances or it is the weekend, I will respond to you within 24 hours.

Do not use a texting style of communication/writing ("c u"; "ur") in group discussion nor in Writing Assignments. This is a college class, and academic writing is expected.

Late Submission Policy:

Late work is not accepted except under special circumstances. Acceptance of late work is up to the instructor's discretion. If you feel you have a unique situation/circumstance that prohibits your meeting a deadline, you should communicate it to me privately via email. Students are strongly encouraged to communicate any problems to the instructor in a timely manner.

Incomplete Policy:

A grade of "Incomplete" may be given only if (1) the student has passed all work completed, and (2) he/she has completed a minimum of 75% of the required coursework. A grade of "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. A contract between student and instructor must be signed.

Statement of Academic Dishonesty:

Ethics, Cheating and Plagiarism "Using someone else's ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness, is a serious offense known as plagiarism." "Ideas or phrasing" includes written or spoken material, of course, from whole papers and paragraphs to sentences, and, indeed, phrases. but it also includes statistics, lab results, art work, etc. "Someone else" can mean a professional source, such as a published writer or critic in a book,

magazine, encyclopedia, or journal; an electronic resource such as material we discover on the World Wide Web; another student at our school or anywhere else; a paper-writing "service" (online or otherwise), which offers to sell written papers for a fee." (statement taken from <http://webster.commnet.edu/mla/plagiarism.shtml>)

I do not tolerate cheating in any form. If you plagiarize an essay or cheat on an exam once, that assignment will receive a "0." If you plagiarize or cheat the second time, you will receive an "F" in the course.

Cutting and pasting any information from any Internet source is considered cyberplagiarism and will result on a 0 for the first offense and an F in the course for any subsequent offenses.

See the section on "Scholastic Dishonesty" in the updated Odessa College *Student Handbook*.

See: <http://www.riosalado.edu/library/tutorials/Pages/avoidingPlagiarism.aspx> for plagiarism and citation information.

Statement of Special Accommodations:

In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. Students with a disability should contact *ADA Accommodation/Support personnel* Becky Rivera-Weiss @ 432-335-6861 or brivera@odessa.edu

Student Support/Success Coaches:

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

Preparation for Computer Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer that you can use when/if your personal computer crashes.

Server problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

Complete Loss of Contact

If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call me at 432-934-6200, and explain the reason you cannot contact me and leave me a way to contact you.

Lost/Corrupt/Disappeared files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no “downtime” in regard to the timeline for submission.

Computer and System Requirements:

Please see <https://www.odessa.edu/OCGlobal/blackboard/requirements.htm>

Email: Students enrolled in Odessa College must use an Odessa College email address. Please go to <http://www.odessa.edu/gmail/>