Online Course
Course work will be completed over the Internet

Instructor: Gloria H. Jackson, M.A., HS-BCP, L.C.D.C.

Contact Information:
Office: N208
Phone: 972-860-7624 or 972-860-7156
Email address: gjackson@dcccd.edu
Hours Available: MWF: 9:00 -10:00 AM
TR: 7:00 - 8:00 AM

Course Description (from Eastfield Catalog):

DAAC 2341 Counseling Alcohol and Other Drug Addictions (3) This is a WECM Course Number.
Special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Development and utilization of advanced treatment planning and management. Includes review of confidentiality and ethical issues. (3 Lec.)

Textbooks and Other Course Materials:

ISBN. # 978-1-4129-7921-4

Recommended Website:
https://ncadistore.samhsa.gov/
http://www.addictionarena.com/journals/
www.recoverymonth.gov
www.facesandvoicesofrecovery.org
Student Learning Outcomes

1. Students will develop a working knowledge base on at least 5 theoretical approaches to addiction treatment.

2. The student will identify the 5 basic skills necessary to develop a therapeutic relationship.

3. The student will be exposed to a variety of ethical and professional case studies in addiction treatment to guide them in developing a working knowledge about the issues.

4. The student will examine and discuss their values, beliefs, and culture, which could impact their therapeutic relationships with others.

5. The student will review and practice counseling strategies by using YouTube and role plays.

Evaluation Procedures:

Grading Rubric:

- Grammatical Structure: (eg., subject-verb agreement) 20%
- Mechanic: (eg., capitalization, spelling) 20%
- Format: (eg., content appropriateness, organization, and development of theme) 50%
- References: (APA Style, in citing external sources) 10%

  - [http://www.apastyle.org/](http://www.apastyle.org/)
  - Example: Purdue University APA Style

The Core Rules of NETIQUETTE


ALL ASSIGNMENTS are due online in the designated Assignment Folder by 10pm on Deadline dates. In the event of an emergency it is your responsibility to contact me by email.

1. Each student must review the “Netiquette” website and take a quiz. The quiz is located under the “Netiquette Quiz” Tab. In order to be certified for classes, you must complete this quiz.

Due: July 11, 2012 @ 10:00PM
2. **Group Presentation:**

   Each student will be required to present an assigned chapter by using Power Points and You Tube Videos. If there are two or more presenters for the chapter, the sections of the chapters must be identified for credit and grading purposes. Power point must show name of all members that contribute to final presentation.

   **Due:** See Chapters Schedules (Submit to Discussion Board 1 week PRIOR)

3. **Read and complete a typed, one-page summary about how this book applies to your personal life: “Who Moved My Cheese” By: Spencer Johnson. (APA Style)**

   **Due:** July 14, 2012 @ 10:00PM (Submit to Assignment Tab)

4. **MID-TERM: Bio-Social Interview #1**

   Each student is required to view the You Tube and complete a detail psychosocial assessment and a clinical summary.

   Please adhere to the outline and format in completing this assignment listed on page 261-263 of the text book. Check grammar and spelling. Information must be completed in chronological order that include the Diagnosis.

   **Due:** July 17, 2012 @ 10:00PM (Submit to Assignment Tab)

5. **Counselor Interview:** You will visit one treatment facility and interview a credentialed counselor (LCDC, LPC, and LMSW). You will then present your findings to the class and submit a one page typed summary of your findings. This cannot be a place where you are currently performing an internship/ practicum. Details on what questions to ask, and suggested facilities will be discussed in class. (APA Style)

   **Suggested Questions:**
   - Types of treatment modalities
   - Identify staff credentials
   - Identify the admission criteria
• Length of stay of client
• Describe a client’s day in treatment,
• Identify referral resources
• What is the discharge process
• What are some of your ethical challenges?

Due: July 24, 2012 @ 10:00PM (Submit to Assignment Tab)

6. Each student will be required to attend AA, NA or Recovery Group. A one-page typed summary of your experience should be uploaded to Assignment Tab. (APA Style)

Due: July 31, 2012 @ 10:00PM (Submit to Assignment Tab)

7. FINAL EXAM: Bio-Social Interview #2
   a) Each student is required to view the You Tube and complete a detail psychosocial assessment and a clinical summary.
   b) Please adhere to the outline and format in completing this assignment listed on page 261-263 of the text book. Check grammar and spelling. Information must be completed in chronological order that include the Diagnosis.

   DUE: August 7, 2012 @ 10:00PM (Submit under Assignments Tab)
   **If you fail to take the test you will receive a zero.**
   **No Exceptions....

   Grades
   A= 90-100 Cheese=100
   B= 80-89 Counselor Interview= 100
   C= 70-79 Chapter/PP= 100
   D= 60-69 Mid Term= 100
   F= 59- OR BELOW AA/NA= 100
   Final =100

   ★ All grades are divided equally 6.
   ★ Late Papers and Assignments -20 points for grade, after 24 hours= 0
Course Outline:

ALL ASSIGNMENTS are due online in the designated Assignment Folder by 11AM on Deadline dates

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>DUE DATES</th>
<th>CHAPTERS</th>
<th>PRESENTERS</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>July 10</td>
<td>Introduction and Syllabus</td>
<td>Chapter 1</td>
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<td>Week 1</td>
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<td>Week 4</td>
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<td>Finals Week</td>
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- All presentations must be presented on Power Point.

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>ASSIGNMENT</th>
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<tbody>
<tr>
<td>July 11, 2012 @ 10:00pm</td>
<td>&quot;Netiquette Quiz&quot;  To be submitted online under the Netiquette Quiz Tab</td>
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<tr>
<td>July 14, 2012 @ 10:00pm</td>
<td>&quot;Who Moved My Cheese&quot; Paper To be submitted online in the Assignments tab.</td>
</tr>
<tr>
<td>July 17, 2012 @ 10:00pm</td>
<td>&quot;Mid-Term&quot; To be submitted online in the Assignments tab</td>
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<tr>
<td>July 24, 2012 @ 10:00pm</td>
<td>&quot;Counselor Interview&quot; Paper To be submitted online in the Assignments tab</td>
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<tr>
<td>July 31, 2012 @ 10:00pm</td>
<td>&quot;AA/NA or Recovery&quot; Summary To be submitted online in the Assignments tab</td>
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<tr>
<td>August 7, 2012 @ 10:00pm</td>
<td>&quot;Final Exam' To be submitted online in the Assignments tab</td>
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Obtaining Course Grades Using eConnect

All students are required to obtain a dcccd.net mail account. Final Grade Reports are no longer mailed. Convenient access is available online at https://econnect.dcccd.edu/eConnect/eConnect. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Eastfield College Email Policy

Faculty and students must have and use a DCCCD account for all correspondence relating to academic coursework. For information on setting up a DCCCD student email account go to: http://www.dcccd.edu/netmail/home.html

Attendance Policy:

Attendance on Tuesday lectures is mandatory. A significant portion of this course comes from the lectures and class discussions. Students missing more than one class lecture lose 10 points off the final grade.

Financial Aid Statement

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Financial Aid Statement for Distance Learning Classes

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

Repeating This Course: (Third Attempt to Enroll in a Course)

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/
**Academic Honesty Statement**

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct [published in the DCCCD Catalog at](http://www1.dcccd.edu/cat0506/ss/code.cfm)

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

**Food and Drink Policy**

Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

**ADA Statement**

Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efcdso@dcccd.edu. For more information: [http://www.eastfieldcollege.edu/SSI/DSO/index.html](http://www.eastfieldcollege.edu/SSI/DSO/index.html)

**Religious Holidays**

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Withdrawal Policy**

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by--------------- Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.
STOP BEFORE YOU DROP

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

Family Educational Rights and Privacy Act of 1974 (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

DCCCD Emergency Operating Procedures
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

Classroom Etiquette
Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, cell phones, electronic games, radios, MP3/ IPod players, or other devices must be turned off when you enter the classroom. Disruption of class by latecomers, noisy devices or inconsiderate behavior will not be tolerated. Repeated violations will be penalized and may result in expulsion from class.
Instructions on How to Access Online Course Material

1. Start by going to the website: http://www.eastfieldcollege.com

2. Look for the link “ecampus” on the upper right corner of the page and click it.

3. That will take you to the next page. Click the link “Access ecampus”

4. That will take you to your main log in page.

5. Enter a lower case “e” followed by your student ID # for both the username and password (for example: e123456). Then press enter on your keyboard or click on the login button. After your first log in you can change your password. If your welcome page does not appear or you get an “error” page after repeated tries, then contact technical support at 972-669-6402 or 1-866-974-7169.

6. The courses you have registered for should appear on the login page. If not click on the blue “courses” tab. If your course does not appear on the login page or under the blue tab, then contact our Social Science Division Secretary, Leslie Johnson at 972-860-7156.

7. Click on your appropriate course.

DCCCD Technical Support Center
Student Assistance
If you require technical assistance, you may access our customer service center via phone or Web
Web: Technical Support
Phone: 1-866-374-7169

THE INSTRUCTOR RESERVES THE RIGHT TO AMEND THIS SYLLABUS AS NECESSARY.
The National Steering Committee on Addiction Counseling Standards adopted the Addiction Counseling Competencies: The Knowledge, Skills, and Attitudes of Professional Practice document identifies the knowledge and attitudes that underlie competent practice not just for counselors but for addiction specialists in other disciplines as well. These foundations as articulated in Addiction Counseling Competencies include:

Understanding Addiction

Treatment Knowledge

Application to Practice

Professional Readiness

EASTFIELD COLLEGE
SCANS STATEMENT:
AN EXPLANATION FOR STUDENTS

WHAT ARE SCANS SKILLS?
The SCANS Skills are those entry-level job skills that employers need in the high-performance work place. SCANS skills are the predictors of success in the workplace.

WHO DEFINED THE SKILLS?
Surveying employers and educators who represented or taught many types of occupations, the U.S. Departments of Labor and Education identified the most important skills and competencies needed by successful workers.

EASTFIELD COLLEGE AND SCANS
Eastfield College is committed to the preparation of its students for success in the workplace.

All Eastfield College courses provide learning experiences and outcomes that result in mastery of SCANS skills. Although each course will not contain every SCANS skill, each course will identify the specific SCANS skills and competencies experienced in that course.

By completing an entire program of study (degree, certificate, or transfer), each student will have the opportunity to master all SCANS skills and competencies.

SCANS SKILLS
Secretary’s Commission on Achieving Necessary Skills

FOUNDATION SKILLS

(F1) READING – locates, understands and interprets written information

(F2) WRITING – communicates thoughts, ideas, information in writing

Basic
ARITHMETIC – performs basic computations
Skills

MATHEMATICS – chooses appropriate mathematical techniques

LISTENING – receives, interprets, and responds to verbal messages and cues

SPEAKING – organizes ideas and communicates orally

CREATIVE THINKING – generates new ideas

DECISION MAKING – specifies goals and constraints, chooses best alternatives thinking

PROBLEM SOLVING – recognizes problem and devises/implements a Skills solution

MENTAL VERBALIZATION – thinking about what something will be

KNOWING HOW TO LEARN – uses efficient learning techniques

SPEAKING – organizes ideas and communicates orally

CREATIVE THINKING – generates new ideas

DECISION MAKING – specifies goals and constraints, chooses best alternatives thinking

PROBLEM SOLVING – recognizes problem and devises/implements a Skills solution

MENTAL VERBALIZATION – thinking about what something will be

KNOWING HOW TO LEARN – uses efficient learning techniques

*Not a SCANS SKILLS presented in this course

WORKPLACE COMPETENCIES

MANAGES TIME – sets relevant, goal related activities, ranks and allocates time

MANAGES MONEY – uses or prepares budgets, keeps detailed records

MANAGES MATERIAL – acquires, stores, and distributes materials, Supplies, etc.

MANAGES HUMAN RESOURCES – assesses skills and distributes work

ACQUIRES INFORMATION – identifies need for data, obtains and evaluates Information

ORGANIZES INFORMATION – organizes, processes, and Manages maintains information

INTERPRETS INFORMATION – selects, analyzes info – communicates results

USES COMPUTERS – to acquire, organize, analyze, and communicate information

PARTICIPATES AS A MEMBER OF A TEAM – contributes to group effort

TEACHES OTHERS – helps others learn needed knowledge and skills

SERVES CLIENTS/CUSTOMERS – works to satisfy client/customer Skills expectations

EXERCISES LEADERSHIP – communicates ideas to justify position and lead others
(C13) NEGOTIATES – works toward agreements involving an exchange of resources
(C14) WORKS WITH DIVERSITY – works well with people from diverse backgrounds
(C15) UNDERSTANDS SYSTEMS – social, organizational, and technological systems
(C16) MONITORS SYSTEMS – distinguishes trends, predicts impact of systems
(C17) IMPROVES SYSTEMS – makes suggestions to modify existing systems
(C18) SELECTS TECHNOLOGY – judges which technology will produce desired results
(C19) APPLIES TECHNOLOGY – understands procedure for setup and use of technology machines
(C20) MAINTAINS TECHNOLOGY – prevents, identifies, or solves technological problems