SPRING 2013
Syllabus: COUNSELING ALCOHOL AND OTHER DRUG ADDICTIONS
DAAC 2341.43401 – Online

INSTRUCTOR: Val Gonzales, PhD, LCDC, LPC
Email – vlgonzales@dcccd.edu
Office Phone: 972-860-7156 (leave message)

COURSE DESCRIPTION: 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)


RECOMMENDED WEBSITES: https://ncadstore.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. Students will identify 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.

COURSE REQUIREMENT:
Every course requirement must be observed promptly for successful course completion.
1. Read all textbook material as assigned in the syllabus and review all online materials.
2. Complete all required activities to reinforce understanding of course material and be prepared for regular quizzes and evaluation of competence.
3. Participate in required course discussions by responding promptly to posted lead questions in Discussion Board.
4. Check email regularly for announcement and pertinent messages.
5. Stay current with course assignments and discussions. Good time management is an essential skill for successful completion.
GRADING CRITERIA:

1. Participation/Attendance: Each student is expected to read all chapters in the text and to log in to class prepared to participate in discussion of current topic. Lead questions will be posted in Discussion Board regularly to facilitate this process. Prompt participation counts as student attendance. Late response to lead questions will be counted as absence from class. Any unexcused absence will incur a two-point deduction from final grade. Excusable absences are due to medical emergencies. Student is expected to submit a document of emergency with signature of medical professional attending, date of emergency, and reason for absence. (15 points)

2. Quizzes. A quiz will be given every other week based on current and assigned material. It is important that students are prepared for these quizzes as they constitute 25 points of the final grade. (25 pts)

3. Assignments: All assignments are due online in the designated Assignment Forum in Discussion Board by midnight of the due date as scheduled in Course calendar. As a matter of policy, no assignment will be received after the due date unless an emergency warrants the excuse.
   a. Netiquette Quiz – Each student must review the “Netiquette” Website and take a quiz to be certified for class. The quiz is located under the “Netiquette Quiz” tab. Due Date is 03 FEB 2013. The result of your quiz will not affect your final grade. Here is the Core Rules of NETIQUETTE link:
      http://www.albion.com/netiquette/corerules.html
   b. Personal Essay. You will submit a one-page minimum, single-spaced, personal essay about yourself and your career plans which includes the specific population and area in which you hope to work. You will also indicate what counseling theory at this point in time you are most closely aligned considering your personality and current perspective of addiction treatment. This essay is due on 05 FEB 2013. You are going to send this essay to Assignment in “Discussion Board.” (10 points)
   c. Counselor Interview: You will be required to visit one addiction treatment facility and interview a credentialed counselor (LCDC, LPC, LMSW, or RN). You will use the following as guide for your report on the interview: (a) identify staff credentials; (b) identify the levels of service provided by facility; (c) describe the underlying theoretical orientation for choosing the treatment approach applied; (d) provide brief summary/history of the facility; (e) indicate the specific population being served; (f) Description of discharge process; (g) specify any outcomes information regarding effectiveness of services; (h) identify at least two common ethical challenges; and (h) offer brief recommendation on how things can be improved from your perspective as observer. It is important that you follow this guideline so that you will not incur deduction of points. This facility cannot be the place where you are currently employed or currently performing an internship or practicum. A one-page minimum, single-spaced summary of your findings will be submitted on or before 23 APR 2013 and will be sent via Assignment in Discussion Board or as attachment to e-mail. Any late submission of this requirement will not be accepted. (20 points)
d. “Who Moved My Cheese” Summary. This is for those who wish to acquire extra credit. Read and complete a one-page, single-spaced typewritten summary about the book and how it applies to your personal life. Author: Spencer Johnson. (10 points)

4. Final Exam. A comprehensive final examination will be given at the end of the course period. This will cover all the material covered during the course period. The schedule of this exam is on 14 MAY 2013. (25 points)

5. Grading Policy
   Grades and Points
   A = 90-100 Points
   B = 80-89
   C = 70-79
   F = 69 below

   NOTE: No "Incomplete" or “D” mark will be given in this course. Unless otherwise specified, all documents submitted must be single-spaced, and with a 12 size font. A full 2 points will be deducted for a day of late submission.

6. Attendance and Dropping Policy
   a. Attendance is verified in two ways: Responding to the questions at the Discussion Board and taking the scheduled exams. Lack of entry in Discussion Board will be counted as absence. You are expected to put an entry regularly (daily or as scheduled) based on posted questions. Any unexcused absence from class will incur automatic deduction of 2 points from final grade! A late entry is counted as absence from class!
   b. The student is responsible to drop this class if unable to satisfy course requirements. Withdrawal from class must be initiated by the student. If you stop attending and you do not formally withdraw, you will receive a final grade based on the work you have submitted, possibly an "F." For your reference, last day to withdraw with a grade of "W" is 18 APRIL 2013.

7. Grade Computation. Student grade will be computed as follows:
   Attendance/ Participation ------ 15 pts
   Personal Essay ------------------ 15 pts.
   Quizzes ------------------------ 25 pts
   Facility Visit ------------------- 20 pts
   Final Exam --------------------- 25 pts

   Total -------------------------------- 100 pts

ACADEMIC DISHONESTY:
The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of this college. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your college catalog contains the entire Student Code of Conduct, which is also on the Internet.
LATE ASSIGNMENT STATEMENT:
All assignments are due on the date indicated on the course schedule. All assignments will lose two points for every class day they are turned in late. In the event of an emergency it is your responsibility to contact me, or the social science division, to avoid penalties.

DROP POLICY:
If you are unable to complete this course, you must drop or withdraw through the Admissions Office by April 18, 2013. You will not be dropped if you stop coming to class. It is your responsibility to drop a course or withdraw from the college. Failure to do so will result in a performance grade of “F” which will greatly affect your GPA. Sometimes students withdraw when help is possible. Please let me know if I can help you before you withdraw from this class. 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

ADA STATEMENT:
In accordance with the "Americans with Disabilities Act" and Section 504 of the Rehabilitation Act of 1973, any student who feels that he or she may need special assistance or accommodation because of an impairment or disabling condition needs to contact the Disability Services Office at 972-860-8348. It is the policy of this college to provide reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the Disability Services Office. Eastfield College will provide reasonable accommodations for qualified individuals who are students with disabilities. Because of legal implications, it is imperative that all students requesting academic accommodations first notify and provide appropriate documentation of their disabling condition to the Disability Services Office. Disability Services staff will evaluate this information and develop an individualized academic accommodation plan that will then be shared with the students' instructors.

GRADE REPORTING:
Grade reports are no longer mailed. Convenient access is available online or by telephone. Use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Web site address: http://econnecty.dcccd.edu/. Telephone number: 972-613-1818. You may also check grades through the Bb gradebook.
**DAAC 2341.43401 – SPRING 2013 Calendar**

*Note: Professor has discretion to revise this calendar when deemed necessary*

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Text Chapter</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>JAN 22</td>
<td>Class begins; Read Course Information; Print Syllabus for Reference; Post Self-Introduction in Discussion Board; Take Netiquette Quiz</td>
<td>Read Ch 1 &amp; 2</td>
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<tr>
<td>29</td>
<td>Post Discussion Board Response Ch 1 &amp; 2 Quiz # 1 (Ch 1 &amp; 2)</td>
<td>Read Ch 3</td>
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<td>FEB 03</td>
<td>Last Day to take Netiquette Quiz – Needed for class certification</td>
<td>Netiquette Quiz – Must for Certification</td>
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<td>04</td>
<td>Certify Class</td>
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<tr>
<td>05</td>
<td>Post Discussion Board Response Ch 3</td>
<td>Read Ch 4</td>
<td>Submit Personal Essay</td>
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<td>12</td>
<td>Post Discussion Board Response Ch 4 Quiz # 2 (Ch 3 &amp; 4)</td>
<td>Read Ch 5</td>
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<td>19</td>
<td>Post Discussion Board Response Ch 5</td>
<td>Read Ch 6</td>
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<td>26</td>
<td>Post Discussion Board Response Ch 6 Quiz # 3 (Ch 5 &amp; 6)</td>
<td>Read Ch 7</td>
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<td>5</td>
<td>Post Discussion Board Response Ch 7</td>
<td>Read Ch 8</td>
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<td>12</td>
<td>Post Discussion Board Response Ch 8 Quiz # 4 (Ch 7 &amp; 8)</td>
<td>Read 9 &amp; 10</td>
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<td>18-22</td>
<td><strong>SPRING BREAK</strong></td>
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<td>26</td>
<td>Post Discussion Board Response Ch 9 &amp; 10 Quiz # 5 (Ch 9 &amp; 10)</td>
<td>Read Ch 11</td>
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<td>APR 02</td>
<td>Post Discussion Board Response Ch 11</td>
<td>Read Ch 12</td>
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<td>9</td>
<td>Post Discussion Board Response Ch 12 Quiz # 6 (Ch 11 &amp; 12)</td>
<td>Read Ch 13</td>
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<td>16</td>
<td>Post Discussion Board Response Ch 13</td>
<td>Read Ch 14</td>
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<td>18</td>
<td>Last Day to Withdraw</td>
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<td>Last day to withdraw</td>
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<td>23</td>
<td>Post Discussion Board Response Ch 14 Quiz # 7 (Ch 13 &amp; 14)</td>
<td>Read Ch 15</td>
<td>Submit Counselor Interview</td>
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<td>30</td>
<td>Post Discussion Board Response Ch 15</td>
<td>Read Ch 16</td>
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<tr>
<td>MAY 07</td>
<td>Post Discussion Board Response Ch 16 Quiz # 8 (Ch 15 &amp; 16)</td>
<td>Review</td>
<td>Submit for Extra Credit</td>
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<td>14</td>
<td><strong>Final Exam</strong></td>
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<td>20</td>
<td>Submit Grades through eConnect to the Registrar’s Office</td>
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