Instructor Information

Roshonda Guest M.S., LPC-I, LCDC-I
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Email*: Roshondaguest@dccc.edu
Office hours: By Appointment
* Best method of communication

Course Description

Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, prevention, case management, and referral.

Textbooks and Other Course Materials:

Additional Requirements:
Continuous and reliable internet access during the entire semester is required for successful completion of this course. If you do not have continuous and reliable internet access please consider taking this course in a lecture or hybrid class setting.

Student Learning Objectives

Course Assignments

Upon completion of this course the student will be able to conduct and construct a client profile consisting of an initial screening, detailed psycho-social assessment, treatment plan, progress notes, and treatment summary.

All assignments are due by the designated due date. NO LATE WORK WILL BE ACCEPTED.

Evaluation and Scoring

Students will be evaluated on the following:

- **Weekly discussion questions** (Due Saturdays at midnight. New material will be available on Sundays at 8AM) You will be required complete weekly lessons. These will usually consist of reading several chapters and answering a related question in the designated weekly discussion forum. You must also respond to at least 2 other student postings. Completion of each weekly assignment is worth points.
- **Exams:** There will be four (4) exams covering the six (6) sections of the textbook. The exams will cover all assigned readings, lesson topics, and pertinent information. These will be a combination of True/False, multiple-choice, essay,
fill in the blank. Remember, all lesson topics are located in the “Lecture Notes” folder, which details important information from your textbook. **Due dates will be on the course calendar**

- **Case-Study:** You must complete a Case-Study using the primary character from a designated film. Your case study should contain 4 parts: Preliminary Intake, Assessment, Treatment Plan, & Progress Note. The forms to be used are in the Assignments folder.

### Discussion Questions 100

- (10 pts/week) Weekly discussion *10 weeks

### Exams 100

- (25 pts) Test 1- Section I & II
- (25 pts) Test 2- Section III
- (25 pts) Test 3- Section IV
- (25 pts) Test 4- Section V & VI

### Case Study 100

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**Grades and Points Conversion:**

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<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
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<tr>
<td>80 - 89</td>
<td>B</td>
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<tr>
<td>70 - 79</td>
<td>C</td>
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<td>60 - 69</td>
<td>D</td>
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<tr>
<td>59 or below</td>
<td>F</td>
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**Course and School Policies**

### Attendance

This is an online course and your attendance is determined by your weekly posts into the discussion forum. This is not a self-paced course. You must check in weekly in order to complete the assignments for the respective week.

### 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.

### 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

**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

**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 **April 16, 2015**. 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.

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.