



DAAC 1264

Prevention Practicum Syllabus CRN: 59321 Spring 2018

Course Semester Credit Hours (SCH) (lecture, lab) Credit Hours – 2.00

Total Course Contact Hours: 224 practicum hours per semester.

Course Length (number of weeks): Sixteen (16) Weeks. Coleman

Campus – Room 461 | 11:00 am – 12:00 pm |

Monday

Instructor: Katrina A. McCrary, MS, MAC, SAP LCDC

Instructor Contact Information: katrina.mccrary@hccs.edu (713) 718-2297

Office Location and Hours: Suite 412, room 414, 1900 Pressler Dr. Houston

Office hours are by appointment only. You can contact me via Canvas Inbox, by phone, or by e-mail. My preferred method of contact is e-mail.

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Email Policy

HCCS policy requires instructors and students to communicate only through the HCCS email system. If you have not activated your HCCS student email account, you can do so [here](http://www.hccs.edu/district/students/student-e-maileagle-id/) (<http://www.hccs.edu/district/students/student-e-maileagle-id/>).

I strive to respond to students within 24-48 hours, often much sooner. Please be mindful of due dates so that I am allowed enough time to respond to your questions about an assignment prior to it being due. Please note: On the weekends I do not check my e-mails as frequently, so response times will be longer if received on those days.

Type of Instruction

Practicum consists of hours at a practicum site in the community arranged between the student and the site. Students are also required to attend a one-hour weekly class with the practicum faculty at the college.

Course Description

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Course Prerequisite(s):

DAAC 1304; DAAC 2306; DAAC 2353

Course Goals

1. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Student Learning & Outcomes (SLO)

To develop basic competency in the 5 Prevention Domains:

1. Planning and Evaluation
2. Education and Skill Development
3. Community Organization
4. Public Policy and Environmental Change
5. Professional Growth and Responsibility

Learning Objectives

1. To develop a plan for each of the domains with their Practicum Supervisor.
2. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
3. The student will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

INSTRUCTIONAL MATERIALS

Resources

Sweitzer, H. F. & King, M. A. (2004). The successful internship: Transformation and empowerment in experiential learning. 3rd Ed. Canada: Thomson;;

Brooks/Cole. ISBN: 978-0-495-38500-4.

Hogan, J., Reed Gabrielsen, K, Luna, N., Grothaus, D. (2003) Substance Abuse Prevention. Alan & Bacon. Boston, MA.

Instructional Methods: Class consists of hours at a practicum site in the community arranged between the student and the site. Students are also required to attend a one hour weekly supervision with the practicum faculty at the school. Readings, case studies, service-learning, learning

communities, exams, lecture/discussion, simulations, discussion questions, on--site practical experience, supervision, & observations.

PROFESSOR GRADING CRITERIA

Student Evaluation (Site's recommended grade)	40%	Drug Screen
.....	2%	
Student/Supervisor Agreement Form.....	2%	Ethics
Form.....	2%	Weekly Time
Sheets.....	7%	Final Time
Sheet.....	5%	Supervision
Log.....	2%	Education
Contract.....	12%	
Project.....	20%	
Attendance	8%	

STUDENT ASSIGNMENTS

Student Assignments

Most assignments in this course will be graded on a pass/fail basis with the exception of your Education Contract which will be graded in the typical point fashion. Pass/Fail will be converted numerically: passing = 100 and Failing = 0.

Files

All files are to be submitted digitally generated either as a Word Document with the file extension being **doc** or **docx** or **PDF**. The title of your files is very important because they will be filed digitally in your permanent digital Department files. Please labeled files as follows: last name, first name, title of document, and course name, e.g. Doe John Student Evaluation DAAC 2267. All documents must be submitted in their appropriate links. Failure to submit pass/fail assignments with the name file as described will result in a failing grade as failure to follow directions. Despite the failing grade, you are required to submit the document for filing purposes. Ten points will be subtracted for those assignments with the typical point grading.

If a student either submits a file without signatures or fails to submit a required file or other reason that the file is not turned in will receive an "0" as your final grade even though the file is required and needs to be submitted. I recommend you have your work edited by utilizing Upswing.

Practicum Site

A practicum is the application of theory, concepts and skills in an agency setting. The site supervisor's principal role is to bridge the gap between theoretical and practical concepts by engaging in a close relationship with you in understanding the responsibilities of professionalism and the development of skills. The supervisor is expected to evaluate the student by providing weekly supervision and complete a final evaluation with a grade recommendation.

You are to seek a site BEFORE class starts. Take notice that some sites require certain documents and

training before they accept you.

Students are required to report conflicts experienced at their site as is supervisors are expected to contact Professor McCrary if you are practicing below expected proficiency.

Required Documents with Signatures

To insure a successful practicum experience the required documents are: 1. Drug Screen, 2. Student/Supervisor Agreement Form, 3. Ethics Form, 4. Time Sheets, 5. Supervision Log, and 6. Student Evaluation. These forms must be submitted in PDF

except for the drug screen, which must be hand delivered in a sealed envelope. Each form is graded on a pass/fail basis.

Drug Screen

Accepted drug screens are those obtained within 2 weeks before classes officially begin. (See HCC semester calendar.) Students can begin their practicum hours the day classes officially begin, however;; if a student does not have their drug screen dated BEFORE classes officially begin, then practicum hours will not count.

Late drug screen submittal: If you do not have a drug screen to submit on the 1st day of class, you will receive a "Fail" which will be recorded. Despite the failing grade, you are still required to submit it if you plan to continue the practicum. Keep in mind that your practicum hours will count based on the date you submit your late drug screen, not the date you had the drug screen done.

Drug screens must consist of a minimum of 7-- 10 drug panels. For confidential reasons, it must be hand delivered the 1st day of class to Professor McCrary in a sealed envelope with your name.

Student/Supervisor Agreement Form

This form documents your agreement to do a practicum at a particular site. It is due the 1st day of class submitted as a PDF. Failure to submit it on the 1st day constitutes a grade of "Fail."

Ethics Form

This form documents that you have read the Code of Ethics and are familiar with each section. You are to sign and submit it as a PDF on the 1st day of class. Failure to submit it on the 1st day constitutes a grade of "Fail." You are required to submit this form.

Time Sheet

This is documentation of your contact hours. You are to keep a weekly tally of your hours.

The final time sheet must have all cumulative hours and skills to be submitted as a PDF with signatures. It is due the last day of class.

Supervision Log

This document is an account of the amount of time you spent face--to--face with your supervisor. It is due the last day of class with signatures, submitted as a PDF.

Student Evaluation

Your supervisor is to submit an evaluation of your work with a grade recommendation. This is due the last day with signatures, submitted as a PDF.

Please note that this is a grade recommendation, Professor McCrary has the final say of your grade for this course. You will be evaluated on your overall performance as a practicum student based on the grading criteria and clinical proficiency (tasks outlined in the 4 Domains). If you fail to perform at an overall expected level of ability, Professor McCrary has the right to decide if you pass or fail this course.

Education Contract

All practicum students are to develop the Ed Contract on their own by discussing with your supervisor the specifics of your practicum. No site supervisor is to do the contract for you. This is the only assignment graded in a point fashion.

Students who submit their 1st draft on its due date have the privilege of a remake until Dr.

Parrott approves your contract. Each remake grade value is reduced. Once approved, obtain signatures, scan and save as a PDF in the Ed Contract--Final Record link.

Time Sheets

You are expected to have “hands on” experience practicing a combination of the 4 Domains that are required for this practicum. Documentation of your hours should show a variation of tasks throughout the semester. If you complete your hours early, you are expected to continue to document classroom hours.

Throughout the semester, keep a weekly tally of your hours and submit it as a Word doc.

Signatures are not required.

The Final Time Sheet is an accumulation of all your hours, with signatures, converted into a PDF due the last day of class. No other format will be accepted.

Case Study

You are expected to present one case study so that Professor McCrary can give you feedback on your developing skills. You will receive a 0 if you do not present a case. Grading is based on the following rubric:

Report writing: 1) Student demonstrates ability to construct and present an appropriate testing report;; 2) Tasks of Domain 1

PROFESSOR'S REQUIREMENTS

Student Responsibilities

Read, sign, and submit required forms.

Submit assignments complete, according to instruction, and on time—no late assignments are accepted.

Attend and be prepared for class by reading and completing all assigned work in advance. Actively participate in lectures, discussions, and activities.

Provide and consider constructive evaluations and feedback.

Cooperate with, support, and be respectful of your colleagues and the professor.

Communicate with Professor McCrary concerning any issue or difficulty, preferably before it becomes a significant problem.

Make a full effort on all assignments. I will do all I can to be fair, but you earn your grades. Adhere to the college's academic standards.

Student Behavior/Attitude

This will be measured by the following rubrics:

Professional Boundaries: Student recognizes the boundaries of her/his competencies & maintains appropriate boundaries with professors and peers.

Openness to Feedback: Student responds non--defensively & alters behavior in accordance with supervisory feedback.

Emotional Stability: Student demonstrates emotional stability (i.e., congruence between mood & affect) & self--control (i.e., impulse control) in relationships with professors and peers.

Professionalism: Student behaves in a professional manner towards professors and peers. (includes appropriates of dress & attitudes).

Students who demonstrate any one or combination of the above rubrics may not only fail this course but may not be endorsed for another practicum until such deficiencies are corrected.

The Student Classroom Behavior Measurement may be used as an early alert method to inform a student of their classroom behavior. The form can be found in the class under its name.

Cell Phones

I request you be considerate of others and respond to calls/texts either during a break or until class is dismissed by putting your cell phone on silent mode. If you use your phone during class, you will be asked to leave to return when class convenes. Your attendance will be marked as an early departure.

HCC POLICY STATEMENT ON STUDENT ATTENDANCE, REPEATERS, WITHDRAWAL DEADLINE

Attendance (8% of your grade)

As per the HCCS Student Handbook, a professor has the authority to drop a student for excessive absences after accumulating absences in excess of 12.5% of the total hours of instruction, e.g. for a 3 credit--hour class meeting 6 hours per week, a student can be dropped after 6 hours of absence.

Students who do not attend class two (2) weeks in a row or who do not submit the equivalent of two weeks' worth of gradable work can be administratively dropped from the course. Gradable is defined as the criteria stated in assignment rubrics and exams scores reflecting 60 or above. After the last day to withdraw, the student may receive an F.

You are expected to sign their initials on the Classroom Attendance Sheet provided by Dr. Parrott. Failure to do so will constitute an absence for that day.

Missing more than 6 clock hours (2 absences) will result in a subtraction of points from their final grade: 1 point for each additional tardy and 3 points for each additional absence. A tardy is defined either as arriving late after the class starting time or arriving late from a break or leaving class early. Three tardy's are equivalent to one complete absence. Students who stop attending themselves may either receive an F or a W for the course.

Withdrawal Policy:

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in Fall 2007, the Texas Legislature passed a law limiting students to no more than 6 total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, an Early Alert process by which your professor will "alert" you and counselors that you might fail a class because of excessive absences and/or poor academic performance. You should visit with your professor or academic counselor to learn about what, if any, HCCS interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, contact a counselor prior to withdrawing (dropping) the class before the withdrawal deadline to receive a "W" on your transcript. **Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.** The last day to officially withdraw is ***April 3, 2018.***

HCCS recognizes its responsibility not to discriminate against anyone who has a documented disability that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having an impairment. Specific policies enable students with documented disabilities who are otherwise qualified, to request accommodations, which would allow them equal access to the College under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act of 1990.

Obtaining reasonable accommodations is an interactive process. It begins with the student's disclosure of his/her disability directly with the ADA Counselor in Ability Services, which is located in room 101 of the Learning Success Center (LSC). The ADA Counselor, Brandy Lerman, may also be reached by phone at (713) 718-7376. Once accommodations are in place, instructors should receive a *new*, updated letter of accommodation within the first three days of **each** semester.

HCC Policy Statement: Academic Honesty

Plagiarism, cheating, and other forms of academic dishonesty are not only violations of the college system and the rules of this class, but are unethical and unprofessional. In this class, students found guilty of academic dishonesty will receive a 0 for that assignment or an F for the course. Individuals found guilty for unprofessional behavior will not be allowed to return to the class. If you are no longer allowed to return to the class then you may receive an F or a W for the course.

If you are aware of anyone behaving unethically and/or unprofessionally, both inside and outside of this class; then you are encouraged to bring it to my attention otherwise, **maintaining secrecy may subject you to the same consequence**. If you report unethical/unprofessional behavior, then your privacy will be protected and if the accused is found guilty, you will receive 2 extra credit points added to your final score. Please refer to HCC Student Handbook: <http://www.hccs.edu/hccs/current-students/student-handbook>. Violations will be documented in your student file and may subject you to a consequence such as denial for a practicum or dismissal from the program. Violators' names will be posted in this class.

Student Attendance, 3-Peaters, Withdrawal deadline

The state of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than 6 total course withdrawals throughout their education career at a Texas public college or universities. HCC charges a higher tuition for students registering for the third

or subsequent time. If you wish to be withdrawn from your class this can be done on line any time before withdraw due date or on a campus with a registrar. Pay special attention to the deadlines. At the end of the course if you have not officially withdrawn you will receive the grade you have earned. The last day to officially withdraw is 3 April 2017.

In addition to tuition there is a \$24. Fee for each HCCS distance education class.

As stated in the HCCS catalog students are expected to attend classes regularly. Students in DE courses must log into their Canvas course or they will be counted as absent. Although it is the responsibility of the student to drop a class for non-attendance, the instructor also has the authority to block a student from accessing Canvas, and or drop a student for excessive absences or failure to participate.

DE students who do not log into their Canvas course before the Official Day of Record will AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

HCC has instituted an Early Alert System by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences or poor academic performance. International Students. Please contact 713-718-8520 if you have any questions about your visa status.

HCC Student Services Information

Academic Support:

Early Alert. The HCC Early Alert Initiative is a college-wide effort to successfully retain students who are at risk of failing, withdrawing or dropping a course. This joint effort between Instruction and Student Services identifies students that are performing poorly in the classroom so that effective support services can be provided to the student. If for any reason Professor McCrary suspects a student at risk of failing, the student’s name will be referred to the Early Alert Initiative.

Upswing. For written assignments only, you can now submit papers to upswing. Your work will be reviewed by HCC tutors with 24-hour turnaround. Students are strongly urged to use these tutors to review for proper spelling and grammatical errors, as these will negatively affect your grade.

Classroom Conduct

I expect students to conduct themselves professionally in their communications with me, their classmates, and college staff and administration. Behavior inappropriate to the collegiate setting

(including but not limited to abusive/derogatory/threatening/harassing language directed at the instructor or towards other students, staff or administrators) will not be tolerated, and may result in removal from the course if severe and/or repeated.

Cellular Phones: Put cellular phones on silent mode. If you are either expecting an important call or an emergency, please step out of the class. If stepping out of the class becomes a repeated behavior (2 or more) then the student will receive a tardy for early departure. Please be considerate of others and respond to calls either during a break or until class is dismissed.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: www.edurisksolutions.org . Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

Formatting Assignments/Papers:

APA formatting- <http://library.hccs.edu/>

Psychology papers

Sample APA papers: <http://bcs.bedfordstmartins.com/resdoc5e/>

Paper submittal for review: <http://hccs.askonline.net/> this is a FREE service through HCC.

Submit your papers prior to sending them to me through Askonline tutors.

Student Association

If you wish to join the student association, contact Professor Kegler at, 713-•718-•5535 or email to larry.kegler@hccs.edu

Department Web page

To access this, go to the HCCS website and search Coleman and Human Services Technology Program.

HSTP Student Handbook: This is found at the Program website.

EGLS3-• Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student

feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the EGLS3 as part of the Houston Community College Student System online near the end of the term.

Hurricane Harvey and Campus Carry

“Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.”

“At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.”

HB 1508 Statement

Texas HB 1508 requires the following information be given to students. If you are applying for admission to a program that prepares an individual for an initial occupational license or certification and/or if you later decide to change to a program that prepares you for an initial occupational license or certification, in accordance with state law, please be advised of the following:

1. An individual who has been charged or convicted of an offense or who is on probation may not be eligible for issuance of an occupational license or certification upon completion of the educational program.
2. It is the responsibility of the individual to immediately report to the program any change in status that would affect that individual’s eligibility to apply for a license or certification.
3. Local, state or national licensing and certification authorities may issue additional guidelines related to criminal history. Applicants should contact their respective licensing or certification authority for more details.

Most health care programs require all students, admitted to the program, to submit to a national background check which may include fingerprinting. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license or certification. Questions related to eligibility requirements should be directed to the individual program and applicable licensing or certification authority.

Syllabus Up-Dates and Revisions: Professor McCrary reserves the right to alter or amend this syllabus as needed for the best interest of the students.

Most Recent Up-Date: 8 January 2018.
Revisions: All previous syllabi are null and void.