



**Human Service Technology Program
Coleman College for Health Sciences**

**DAAC 1319
Alcohol & Other Drugs**

CRN: 59353 Spring 2018
Coleman Campus – Room 461 | 1:00 pm - 3:50 pm | Wednesday
Credit Hours – 3.00-hour lecture | 48 hours | 16 weeks (Jan. 17 - May 9)

Syllabus

Professor

Dr. Rick Parrott LCSW, CFSW. My goal as a professor is to inspire you to learn and to challenge you to reach your fullest potential in this course.

My Teaching Philosophy

I am pleased that you are in my class. Although you may look at this class as a stepping-stone to furthering your education, I hope you recognize that as the class proceeds you will be learning important lifelong skills that may help you in other classes, your career, and your personal life.

I base my teaching principles on the theories of a learning-centered class consisting of the following basic principles:

- Promoting student-faculty interaction and involvement
- Encouraging cooperation among students
- Inspiring active learning and critical thinking
- Giving prompt feedback
- Emphasizing professionalism and appropriate time management
- Respecting diverse talents and learning styles

I encourage you to read this Syllabus and become familiar with all its sections. The syllabus describes and outlines the structure of the course, your obligations, explanations of how you will be evaluated and critical logistic and procedural information about this course. Registration in this course and acceptance of this syllabus constitutes a binding agreement between student and professor.

Professor Contact information

While you are in this class, you are to use the Canvas email to contact me throughout the semester. If you receive an Incomplete status, I am to be contacted exclusively through my HCC email.

The college address is: 1900 Presser Dr. Houston, TX. 77030. My HCCS email is: rick.parrott@hccs.edu . Phone #: 713-718-5533.

Office Location and Hours

Coleman College Campus, Suite 412, Room 410. Office Hours: 2:00p-4:30pm Mondays, Tuesdays and Thursdays.

Feel free to contact on any concerns you experience in this course. Drop-ins are welcomed on an as-needed-basis and/or schedule a private appointment.

Course Description

Provides an overview of causes and consequences of substance use and its disorder as they relate to the individual, family, community, and society addressing pharmacology, diagnosis, treatment and recovery.

Prerequisites

DAAC 1304; CMSW 1313; DAAC 1417.

Course Student Learning Outcomes (SLO)

1. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
2. Use specialized material, tools, procedures, regulations and laws within the political, economic, environmental, social and legal systems of the practicum site.
3. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communications skills.
4. Apply the Four Domains.
5. Professional development through the acquisition of the Knowledge, Skills & Attitudes

Learning Objectives

1. Demonstrate the practical use of Motivational Interviewing in an agency setting.
- 2.1. Employ counseling procedures, observe the code of ethics and state laws, and follow agency policies.
 - 2.2. Apply assessment & diagnostic tools, i.e. BIHIPS, ASI, SASSI and other relevant protocols.
- 3.1. Follow the code of ethics and use site supervisor for direction in developing professional identity.

3.2. Construct written screening, assessment reports, treatment plans, and other relevant materials in patients' records.

4. Examine and perform self-analysis in the areas of theory, techniques and attitudes toward self and others.

Instructional Methods

Web enhanced. MindTap is a study platform by the Cengage Publisher. Readings, case studies, service-learning, learning communities, exams, lecture/discussion, simulations, discussion questions, role play practical experience, live supervision, observations, and the use of personal experiences as a learning format.

INSTRUCTIONAL MATERIALS

Required Books

Doweiko H. Concepts of Chemical Dependency, 9th Ed. (2015). Cengage, Stamford, CT. ISBN: 978-1-305-08730-9.

American Psychiatric Association. (2013). Desk Reference to the DSM 5. American Psychiatric Publishing, Washington, DC. ISBN: 978-0-89042-556-5.

Recommended Book

Perkinson, R. Jongsma, A. Bruce, T. (2014). The Addiction Treatment Planner, 5th Ed. John Wiley & Sons, Inc., Hoboken, NJ.

CLASS TIME SCHEDULE

16 Week Calendar: Please refer to the Eagle Online's class calendar.

Class Time Schedule:

1:00pm - 1:50pm Lecture

1:50pm - 2:00pm Break

2:00pm - 2:50pm Lecture

2:50pm - 3:00pm Break

3:00pm - 3:50pm Lecture

PROFESSOR GRADING CRITERIA

Attendance.....	10%
Student Responsibilities and Behavior/Attitude.....	10%
Chapter Exams.....	12%
History Screening Report Paper.....	13%
Testing Report Paper.....	15%
Final Report Paper.....	20%
Master Treatment Plan.....	10%
Self-Help Meetings.....	10%

Your professor will administer assignments that you can use to determine how successful you are at achieving the course's learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your professor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

STUDENT ASSIGNMENTS & OBLIGATIONS

Files

All files are to be submitted digitally generated as a Word Document with the file extension being **doc or docx**. When submitting your file, title it with your first and last name with the name of the assignment e.g.: John Doe Assignment 1. Ten (10) points can be subtracted for files labeled incorrectly or submitted in another format. Late papers will not be accepted resulting in a score of 0. Submitting a portion of work with no effort in following the grading rubrics is considered failing. I recommend you have your work edited by utilizing Upswing: hccs.upswing.io.

Countertransference

Countertransference, a major focus of the design of this course, is defined as all the conscious and unconscious images, feelings, behaviors and impulses felt and experienced because of the course materials and lectures. As a major part of your learning, it is important for you to understand how to use your countertransference feelings as your training in the profession of counseling.

Class Confidentiality (10% of your grade)

Maintaining confidentiality is not only a professional responsibility but a requirement of this class measured by the Student Responsibilities and Behavior/Attitude rubric. In the natural progression of this class, students may self-disclose very private information. To protect those who self-disclose, students are not to record in any fashion or share any information outside of this class.

If you feel there has been a breach of your confidentiality, bring this to Dr. Parrott's attention who will investigate and conclude the results.

Those who are found guilty of any type of breach of confidentiality may be cited for academic dishonesty, asked not to return, and administratively dropped from this course. If the breach is after the drop date, then the student may receive an F for the course. A note of this violation will be posted in the student's record.

Chapter Exams (12% of your grade)

Multiple-choice timed exams will be online through Eagle Online reflecting the required readings. Check the calendar and exam link for dates.

Exams will be available after class for 48 hours. Exams are open-book. When you submit an exam, you are clearly acknowledging that: "I have neither given nor received help while taking an exam, nor have witnessed anyone else do so."

Process of Intervention

The process of a clinical assessment consists of screening, assessing, diagnosing and treatment planning. In selecting a person for your interviews, judiciously choose an adult i.e. a friend or a student peer, who has a legitimate address and phone number. No children, adolescents or homeless persons are to be interviewed. Do not select your spouse/partner or person you are romantically involved with by avoiding "dual relationships." The selection of a person to interview is solely for the purpose of this course to learn interviewing and assessment skills. You are not to provide any counseling unless you have a license to do so. Before you start your interview, explain the purpose of signing the required forms and make sure that the person's information is current & accurate. If you find a person to interview, you must use the person's real name and have him/her sign the Interview letter and Release of Information forms.

History Screening Report (13% of your grade)

This assessment process is a psychosocial account of a drug history. A template is provided for you. Rubrics for grading is found in the handout.

Testing Report Paper (15% of your grade)

The testing is the administration of all tests that measure the severity of the individual's substance use problem. A template is provided for you. Rubrics for grading is found in the handout.

Final Report Paper (20% of your grade)

The assessment process is an analysis of the severity of the individual's substance use problem. This is a clinical interview evaluating the individual's substance use pattern. A template is provided for you. Rubrics for grading is found in the handout.

Master Treatment Plan (10% of your grade)

The relationship between client and counselor is critical to recovery. Based on the data collected from your assessment, you are to develop a Recovery Plan, which is a collaborative formulation of the clinical plan to facilitate abstinence to substances. Rubrics for grading is found in the handout.

Self-Help Meetings (10% of your grade)

You are to attend five (5) different self-help meetings. They may be a combination of either an Alcohol Anonymous, Narcotic Anonymous, Moderation Management, Smart Recovery, Al-Anon, or Rational Recovery meeting. Point will be subtracted if you attend 5 12-step meetings. You are to write your experience for each meeting in separate papers. Save them all in a zip file. Follow directions in the handout.

PROFESSOR'S REQUIREMENTS

Student Responsibilities Grading Criteria (10% of your grade)

- 1) Read and submit required assignments.
- 2) Submit assignments complete, according to instruction, and on time—no late assignments are accepted.
- 3) Attend and be prepared for class by reading and completing assigned work.
- 4) Actively participate in lectures, discussions, and activities.
- 5) Provide constructive evaluations and feedback.
- 6) Cooperate with, support, and be respectful of your peers and professor.
- 7) Communicate with Dr. Parrott concerning any issue or difficulty, preferably before it becomes a significant problem.
- 8) Make a full effort on all assignments. I will do all I can to be fair and just, however; you earn your grades.
- 9) Maintain class confidentiality.
- 10) Adhere to the college's academic standards, guidelines and policies.

Student Behavior/Attitude Grading Criteria (10% of your grade)

Professional Boundaries: Student recognizes her/his capabilities & maintains appropriate limitations 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) & frustration tolerance in relationships with professors and peers.

Professionalism: Student behaves and wears appropriate dress, demonstrates cooperative and collaborative attitudes of professionalism toward professors and peers.

Students who do not demonstrate any one or combination of the above may not be endorsed for a 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 and attitude. 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.

Sometimes Dr. Parrott will ask you to use your cell phones for website searches, however; if you use your phone during class without consent, you can be asked to leave and return when class reconvenes. Your early departure will be recorded in the attendance.

HCC POLICY STATEMENT ON STUDENT ATTENDANCE, REPEATERS, WITHDRAWAL DEADLINE

Attendance (10% of your grade)

As per the HCCS Student Handbook, a professor has the authority to drop a student for excessive absences after accumulating absences more than 12.5% of the total hours of instruction, e.g. for a 3 credit-hour class meeting 3 hours per week, a student can be dropped after 6 hours of absences. This allows you to have a total of two excused absences for the entire semester.

Students who do not attend class two (2) weeks in a row or does not submit the equivalent of two weeks' worth of gradable work may be administratively dropped from the course. After the last day to withdraw, the student may receive an F.

I will check the attendance roll at the beginning of each class. You will be marked absent if you are not in class. If you arrive late and are marked absent, then notify Dr. Parrott before class is dismissed to adjust your attendance. If you fail to notify Dr. Parrott after class has been dismissed, your absence will remain.

Sleeping in class is unacceptable. If you are caught sleeping, you will be marked absent. That absence will remain on your class attendance.

Students who stop attending class and do not officially withdraw 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 must 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. Check the HCC calendar for the last day to withdraw.

It is Dr. Parrott’s discretion to administratively withdraw a student from the course if the student fails to submit two (2) weeks’ worth of gradable work, i.e. assignments, exams etc. or misses more than 6 hours of class instruction. Gradable is measured by the grading criteria explained in the assignments, exams, etc. If this occurs after the last day to withdraw, the student will receive an F.

Repeating a Course

Students are not permitted to submit work from previous semesters. A student who is repeating this course and submits reduplicated work will either receive a 0 for that assignment or an F for the course for academic dishonesty and can be administratively withdrawn from the course. An investigation and decision by The Discipline Committee will determine the consequence.

Computer Technical Difficulties

No accommodations will be granted because of technical difficulties unless the difficulty was a glitch in the college’s system. I recommend you use the HCCS’

computer lab because they are stable with available staff and software. All registered HCCS students are welcome to use any HCCS computer lab at any HCCS campus.

Incomplete

An Incomplete ("I") is a conditional and temporary grade given when a student is passing the course, but for some reason, is unable to complete the course requirements. An incomplete gives you an extended amount of time to complete your work. According to HCCS policy, you are given 6 months from the date of the end of that semester to complete your work. At the end of the semester, your transcript will show an "I" for the course. At the end of that extension if you do not complete your unfinished work, the "I" will automatically convert into an "F."

Schedule an appointment with Dr. Parrott to discuss your rationale in applying for an Incomplete and complete the details in the "Request for Incomplete Form."

International Students

Receiving a W or an F may effect the status of your Student Visa. Once a W is recorded on your transcript, it will not be changed to an F because of Visa consideration. International students may contact the International Student Office at 713-718-8520 for further information concerning Visa status.

Use of Camera / Recording Devices

Use of recording devices, such as camera phones, voice recorders etc., is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. This is an HCC policy.

ACADEMIC SUPPORT

Personal Development

I promote the full development of personal and professional capacities and therefore, strongly recommend students to be involved in their own personal counseling. If you are interested, I will gladly offer you some referrals.

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, Dr. Parrott suspects a student at risk of failing, the student's name will be referred to the Early Alert Initiative.

Tutoring

The HCC Tutoring Centers provide academic support to our diverse student population by creating an open atmosphere of learning for all students enrolled at HCC. Using a variety of tutoring techniques, we assist students across academic disciplines, addressing their individual needs in a constructive, safe, and welcoming environment. Our emphasis is on maximizing academic potential while promoting student success and retention. We are committed to helping students achieve their educational, personal, and career goals by empowering them to become confident, independent, lifelong learners.

Tutor for individual's subjects is offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, please refer to our website: www.hccs.edu/findatutor for times and locations. For more information about tutoring at HCC, please go to www.hccs.edu/tutoring. For 24/7 online tutoring, go to: <https://hccs.upswing.io>

Disaster Alert

Any student who faces challenges securing food or housing and believes this may affect their performance in the course is encouraged to contact the Dean of Students for support. Furthermore, if you feel comfortable discussing this issue I will be available.

Campus Carry

At HCC, the safety of our students, staff, and faculty is our 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/>.

PROGRAM / DISCIPLINE REQUIREMENTS

Procedure for Grievance and/or Grade Appeal

A grievance is an actual incident that can be substantiated and is regarded by the student as a just cause for protest. Persons whom a student can file against include a student, professor, administrator or staff member in the Department. The **first step** to resolve the issue is to discuss the problem with the person and reach a workable solution. If the issue is resolved informally, then the process is terminated. However, if the issue is not resolved, the following steps must be completed in the order as listed:

1. Student must contact Program Advisor.
2. Student must contact Professor.
3. Student must contact Program Director.

4. File a Grievance Appeal Form.

Please refer to Student Policies at: <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

Institutional Equity

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination based on sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance

Office of Institutional Equity & Diversity

3100 Main (713) 718-8271

Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

HCC Policy Statement - ADA

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 in room 101 of the Learning Success Center (LSC). The ADA Counselor 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.

Faculty is authorized to provide accommodations only to those with the approved letter.

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 bonus points added to your final score. Please refer to HCC Student Handbook: <http://northwest.hccs.edu/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.

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
Below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

STUDENT SERVICES & POLICIES

Texas HB 1508

The 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.

The following link you can check on criminal history for the LCDC:
https://www.dshs.texas.gov/plc_cheval.shtm

Student HCC Web page

To access this, go <http://northwest.hccs.edu/students/student-handbook/>

Student Association

If you wish to join the student association, contact Rich Rosing at, 713-718-5540 or email to richard.rosing@hccs.edu

Department Web page

To access this, go to <http://www.hccs.edu/programs/programs-a-z/human-service-technology/>

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.

Syllabus Up-Dates and Revisions

Dr. Parrott reserves the right to alter or amend this syllabus as needed in the best interest of the class.

Most Recent Up-Date: 18 January 2018

Revisions: All previous syllabi are null and void.

Registration in this course and acceptance of this syllabus constitutes a binding agreement between student and professor.

END OF SYLLABUS