



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

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**DAAC 2267- Substance Abuse Practicum**

CRN 57888 - Fall 2010

Coleman Campus - Room | 5:00 - 6:00 am | Thursday  
2 hour lecture course / 300 hours per semester/ 16 weeks

**Professor:** Dr. Rick Parrott

**Professor Contact Information:** 713-718-5533

**Office location and hours:** 1900 Pressler Dr. Houston, TX. 77030. / 4:00 - 6:00 p.m.

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

**Prerequisites:** DAAC 1304; CMSW 1313; DAAC 1417; DAAC 1319; DAAC 2343.

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

**Student Learning Outcomes:**

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 12 Core Functions.
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 assessment reports, progress notes and other relevant materials in patients' records.
4. Demonstrate core competencies in each of the 12 core function areas.
5. Examine and perform self analysis in the areas of theory, techniques and attitudes toward self and others.

## **SCANS or Core Curriculum Statement and Other Standards**

### C2. Allocates Money

Description: Uses and prepares budgets, including cost and revenue forecasts, keeps detailed records to track budget performance, and makes appropriate adjustments.

Objective: Students will learn where the practicum site gets its funding and how its money is spent.

Description of Module: Using an Agency Information Form, student will get information about referral resources, funding sources, how clients pay for services, how money is allocated for capital improvements, and who is in the chain of command.

Evaluation: Students will submit completed Agency Information Forms by week #13 of the semester.

### C-6 Organizes and Maintains Information.

Description: Organizes material on a computer disk in various folders and maintains information in a way to obtain ready access to it.

Objective: Students will organize their material on a computer disk and create a filing system in this way.

Module: At the end of the semester students will present their computer disks demonstrating their electronic filing system. The disks will be evaluated by the professor.

### C11. Serves Clients and Customers

Description: Works and communicates with clients and customers to satisfy their expectancies.

Objective: Students will actively listen to clients to avoid misunderstandings and to identify needs.

Description of Module: Students will communicate in a positive manner especially when handling complaints or conflict and will efficiently obtain additional resources to satisfy client needs.

Evaluation: Students will consult site supervisor to determine the needs of the clients and to work through conflicts as they occur.

### F3. Arithmetic

Description: Perform basic computations, uses basic numerical concepts such as whole numbers and percentages in practical situations.

Objective: Students will keep a record of the number of hours spent at the practicum site

Description of Module: Students will keep a running total of hours spent at the practicum site in his/her journal.

Evaluation: Student reports the cumulated number of hours to the faculty advisor each week.

### F4. Mathematics

Description: Expresses mathematical ideas and concepts orally and in writing and understands the role of chance in the occurrence and prediction of events.

Objective: Students will keep a record of hours spent in specific skills, achieving a goal of completion by the end of the semester.

Description of Module: Students will use forms to record hours spent in specific required skills with the goal of completing a specified amount of time within the semester.

Evaluation: These forms will be submitted to the faculty advisor and will be kept in the students' files.

### F9. Problem Solving

Description: Recognizes that a problem exists; identifies possible reasons for the discrepancy; devises and implements a plan of action to resolve it; evaluates and monitors progress; and revises plan as indicated by findings.

Objective: Students will use the core functions of assessment and treatment planning to work with chemically dependent clients at the practicum site

Description of Module: Students will learn how to do an assessment with a chemically dependent client and how to develop a treatment plan by identifying the problems revealed by the assessment.

Evaluation: Students will reevaluate the treatment plan during a weekly review to assess if the plan needs revision.

F15. Social

Description: Demonstrating understanding, friendliness, adaptability, empathy, and politeness in new and ongoing settings; asserts self in familiar and unfamiliar social situations; relates well to others; responds appropriately as the situation requires; and takes interest in what others say and do.

Objective: Students will learn to use basic counseling skills in working with clients at practicum sites.

Description of Module: Students will relate to clients and staff at the practicum site, using basic counseling skills.

Evaluation: Students will meet weekly with the site supervisor to discuss how to relate with clients and how to meet the individual social needs of the client.

F16. Self-Management

Description: Assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals; monitor progress toward goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non-defensively; and is a “self-starter.”

Objective: Students will learn to utilize the KSAs (Knowledge, Skills, and Attitudes of the Chemical Dependency Counselor.)

Description of Module: Students will set goals as described in the Learning Contract.

Evaluation: These goals will be recorded on a contract form that will be kept in the student’s file.

**16 WEEK CALENDAR**

**WEEK ONE**

Introduction

**WEEK TWO**

Motivational Interviewing Exam I

**WEEK THREE**

Motivational Interviewing Exam II

Educational Contract due

**WEEK FOUR**

Motivational Interviewing Exam III

**WEEK FIVE**

Case Studies

**WEEK SIX**

Case Studies

**WEEK SEVEN**

Case Studies

**WEEK EIGHT**

Case Studies

**WEEK NINE**

Case Studies

**WEEK TEN**

Case Studies

**WEEK ELEVEN**

Case Studies

**WEEK TWELVE**

Case Studies

**WEEK THIRTEEN**

Case Studies

**WEEK FOURTEEN**

Discussion Questions Close

Case Studies

**WEEK FIFTEEN**

Case Studies

**WEEK SIXTEEN**

Submission of documented practicum hours.

**Instructional Methods**

Readings, case studies, service-learning, learning communities, exams, lecture/discussion, simulations, discussion questions, on-site practical experience, supervision, & observations.

**Student Assignments**

Grade recommendation from site supervisor; Assigned signature sheets; KSA; Motivational Interviewing Quizzes; 3 case studies; 1 Discussion question; and 14 Book Exams.

Practicum Site: The site supervisor's principal role is to bridge the gap between theoretical and practical concepts by engaging in a close relationship with the student in understanding the responsibilities of professionalism. The supervisor is expected to evaluate the student by providing weekly supervision. Additionally, the supervisor will complete a final evaluation of the student and submit a grade recommendation.

Assigned Signature Sheets: This consists of submitting, on their due dates, the following forms: Proposed Agency Agreement Form; Drug Screen Results; Ethics; Educational Contract; Time Sheet; Supervision Log; Student Evaluation; and Agency Evaluation. Students who have neither completed nor submitted their criminal background and drug screen will not be able to accrue their practicum hours until such documentation is submitted.

Knowledge Skills Attitude (KSA): The establishment of a supervisory relationship is to insure that the practicum student is grasping the basic counseling skills and acquiring case management competency in preparation for professional readiness. This will be measured by the student's attitude toward authority, autonomy, eagerness and receptivity toward receiving feedback by Dr. Parrott and their site supervisor. Dr. Parrott will focus on "How does the student make

the best use of the supervisory hour? and How open is the student to modifying ways of handling their emotions and counselor traps (countertransferences) in order to permit new learning?"

Case Study: Each student is expected to present a case study by staying and following one case so that Dr. Parrott can track what is happening with the student's interventions. The required minimum is three (3) times to present the same case. Students who choose not to participate will be graded accordingly.

Discussion Questions: Students are expected to post and monitor discussion questions based on knowledge and skill experienced at their site. To receive full credit, posted questions are to be substantive and grammatically correct that: (1) clearly supports a position, (2) reflects critical thinking, and (3) demonstrates management of their postings by maintaining a working dialogue with the class throughout the semester.

Examinations: Fourteen multiple choice timed exams will be available online reflecting the required reading. The two lowest test scores will be dropped, resulting in 12 scores computed for the exam requirement.

In this class exams are open-book. When you submit an exam, you are acknowledging that: "You have neither given nor received help while taking an exam, nor have you witnessed anyone else do so."

Important Notice: Students who have maintained successful completion of a previous practicum are exempted from the textbook exams. Exempted students will add the 10% weight to the final oral exam instead of 5%.

### **Assessments**

Grade recommendation from site supervisor.....	40%
Assigned signature sheets.....	15%
KSA (Class Supervision).....	10%
2 case studies.....	25%
1 Discussion question monitoring.....	10%

### **Instructional Materials**

Required Textbook: Sweitzer, H. F. & King, M. A. (2004). The successful internship: Transformation and empowerment in experiential learning. 2<sup>nd</sup> Ed. Canada: Thomson; Brooks/Cole. ISBN: 0-534-55879-8. Discussion Questions; Case Study Format; Web Sites; Handouts of various learning materials.

### **HCC Policy Statement - ADA**

A student with a documented disability (e.g., physical, learning, psychiatric, visual, hearing, etc.) needing reasonable accommodations may contact the Disability Support Service Counselor at: 713-718-7631 at the beginning of each semester. Faculty is authorized to provide accommodations only to those with the approved letter. Furthermore, it is the student's responsibility to make special accommodations with the practicum site.

### **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.

### **HCC Policy Statement on Student Attendance, 3-peaters, Withdrawal Deadline:**

Attendance: Students are expected to sign their initials on the Classroom Attendance Sheet provided by Dr. Parrott. Failure to do so may constitute an absence for that day. If you fail to sign the Classroom Attendance Sheet and were in class, then the burden of proof is the student's responsibility.

Students who miss more than 6 clock hours (2 absences) will result in a subtraction of points from their final grade: 5 points for each additional tardy and 10 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 to class is equivalent to one complete absence.

Students who stop attending class and do not officially withdraw themselves may either receive an F or a W for the course.

Students with perfect attendance will receive 1 extra credit point.

Repeating a Course: Students are not permitted to submit work from previous semesters. If a student is repeating this course, reduplicated work will receive a 0 without the privilege to redo. If reduplicated work is submitted a 2<sup>nd</sup> time, the student may receive an F for academic dishonesty.

### **HCC 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 SIX 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 21 April 2011 at 4:30pm.

### **Repeating the Course Fee**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### **Classroom Behavior**

As your professor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your professor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your professor achieve this critical goal.

### **Use of Camera and/or Recording Devices**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and professor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the professor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

### **Professor Requirements**

Ethics: Maintaining ethical boundaries and following the Ethical Standards of the Licensed Chemical Dependency Counselor is the practicum student’s legal and professional responsibility. If a practicum student is suspected of breach of Standards,



the site supervisor is to bring it to the attention of Dr. Parrott. If a practicum student is found guilty of unethical practice, then that student may receive an F for the course.

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 more stable with available staff. They also have the necessary software. All registered HCCS students are welcome to use any HCCS computer lab at any HCCS campus.

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

AskOnline. For writing assignments only, you can now submit papers to AskOnline. Your work will be reviewed by HCC tutors with 24-hour turnaround.

Human Service Program Tutor. Larry Kegler and Dan Lorch are the Department's tutors. They can be contacted at: 713-718-5510; or [larry.kegler@hccs.edu](mailto:larry.kegler@hccs.edu).

Personal Counseling. I promote the full development of personal and professional capacities and strongly recommend students to be involved in their own personal psychotherapy. HCCS offers free counseling through UT EAP @ 713-500-3327.

Incomplete: An "I" (Incomplete) is a conditional and temporary grade given when a student is passing the course, but for reasons beyond their control, have not completed a relatively small part of the course requirements.

Inform your professor immediately of your reason for not being able to complete the course. I usually approve of an Incomplete when 3/4th of the semester is over. If approved then fill out a "Request for Incomplete Form" found in room 415.

The student is expected to make arrangements with their professor to complete unfinished work. Take note that an incomplete extends through the next full semester. At the end of that extension the "I" will automatically convert into an "F."

Private Consultation with Dr. Parrott: I will be of assistance and available of which students are welcome to drop by my office. To secure a visit, I recommend scheduling a private office consult or a phone consult you can make either by Blackboard e-mail, phone or in-person.

Cellular Phones: I request all cellular phones to be on silent mode. Unless it is an emergency, I prefer students to remain in class and respond to calls either during a break or until class is dismissed.

Chat Rooms: Chat rooms are available and can offer the opportunity to meet with other students for live conversations on an as-needed-basis. When a chat is scheduled, follow the log on procedures.

Extra Credit: I promote the full development of personal and professional capacities and, therefore, strongly recommend students to be involved in their own personal counseling.

I have a clinical social worker from U of H's Graduate College of Social Work who will provide individual counseling. Students can leave a message at 713-718-5549 requesting an appointment. For each appointment, students can receive .4 points which will be added to the final grade score. The Extra Credit Sign Sheet can be found in the Extra Credit Folder. At the end of the semester submit this form to Dr. Parrott.

International Students: Receiving a W or an F may affect 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 your Visa status.

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

Most Recent Up-Date: January 2011

Revisions: All previous syllabi are null and void.

### **Program/Discipline Requirements**

Grievances - a grievance is an actual incident which 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 settle it informally by discussing the problem with the person and reaching a workable solution. If the issue is resolved informally, then the process is terminated. However, if the issue is not resolved, the student may meet with Dr. Parrott or his/her faculty advisor. If the issue is still unresolved, then the student may discuss the matter with the Department Chair. If the student decides to terminate or ignore the process, this will be considered a final action that cannot be reversed via filing a formal grievance at a later date. If the student decides to file a formal grievance then a written statement can be submitted to the Department's Program Discipline Committee.

### **Grading**

Your professor will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course 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.

Grading Scale

90 - 100 = A

80 - 89 = B

70 - 79 = C

Below 60 = F