



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

DAAC 2267- Substance Abuse Practicum

Semester with Course Reference Number (CRN) Spring 2013: CRN: 30499

Instructor contact information (phone number and email address) Dr. Rick Parrott 713-718-5533; 1900 Pressler Dr. Houston, TX. 77030 rick.parrott@hccs.edu

Office Location and Hours Tues.: 2:00-3:00pm; Weds. : 11:00-12:00pm; & Thurs.: 11-12:00pm & 4:00-5:00pm. Though these are my posted office hours, students are welcome to drop-by on an as-needed-basis.

Course Location/Times Coleman Campus – Room 467 | 5:00 - 6:00 pm | Thursday

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

Total Course Contact Hours : 16.00

Continuing Education Units (CEU): if applicable Does not apply.

Course Length (number of weeks) 16

Type of Instruction Hybrid

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 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 12 Core Functions.
5. Professional development through the acquisition of the Knowledge, Skills & Attitudes

Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

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 and/or Core Curriculum Competencies: If applicable

Identify issues of confidentiality and ethics and their application to the practicum setting

Describe leadership styles; demonstrate management skills

Define and use terminology related to direct practice

Cite examples of client documentation and use of record keeping skills.

Discuss cases

16 WEEK CALENDAR found in class in Eagle Online

Instructional Methods Web Enhanced

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

Professor Grading Criteria:

Grade recommendation from site supervisor.....	50%
Required signature sheets.....	10%
Domains (Class Supervision).....	20%
2 case studies.....	20%

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.

Student Assignments & Required Signatures_ To insure a successful practicum experience all documents require important signatures. Students must submit such documents on their specific due dates. Failure to submit on time will result in point subtraction from their final grade. The documents are: 1. Background Check, 2. Drug Screen, 3. Student/Supervisor Agreement Form, 4. Ethics Form, 5. Education Contract, 6. Time Sheets, 7. Supervision Log, and 8. Student Evaluation.

All practicum students are to develop the Ed Contract on their own by discussing the site supervisor's portion with your supervisor. No site supervisor is to do the contract for you. Make sure you discuss this with them. This assignment is based on a pass/fail basis, of which if you receive a "pass" this means your contract is ready to obtain signatures and submit the original to Dr. Parrott. If you receive a "fail" this is giving you feedback to make the necessary corrections and to re-submit it in the "Remake" assignment link. After making the necessary corrections you then can obtain signatures. Students who do not complete this contract and submit it on its due date will be penalized with a subtraction of five (5) points from your final grade and a two (2) point subtraction for all other documents.

Domains: 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 several aspects of practice, for example: “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 so that Dr. Parrott can tract student’s practicum experience as well as give feedback on skills. The required

minimum is two (2) times to present a case. Students who choose not to participate will receive a 0 for this requirement.

Student Discussions: In this class, Discussions are for students to interact with one another. You are free to post any observations, notes, remarks, commentaries, etc. This is not a graded assignment.

Instructional Materials

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

PROFESSOR'S REQUIREMENTS

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.

Students who demonstrate an attitude of disrespect, silent avoidance, unwillingness to collaborate, lack of self-efficacy and lack of autonomy or any other unprofessional behavior I will not endorse them for a practicum. A Student Classroom Behavior Measurement designed by Dr. Parrott will be utilized as an early alert procedure to inform a student of their classroom behavior. The form can be found in the class under its name.

HCC POLICY STATEMENT ON STUDENT ATTENDANCE, 3-PEATERS, WITHDRAWAL DEADLINE:

Attendance: 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 3 hours per week, a student can be dropped after 6 hours of absence.

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. Gradable is measured by the grading criteria explained in assignments, exams, etc. After the last day to withdraw, the student will receive an F.

Students 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. 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 3 clock hours (1 absence) will result in a subtraction of points from their final grade: 3 points for each additional tardy and 5 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.

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 25 March 2013 at 4:30pm.

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 2nd time, the student may receive an F for academic dishonesty.

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. 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 is the Department's tutor. He can be contacted at: 713-718-5535; or through the in-class email or through his HCC email: larry.kegler@hccs.edu

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 Dr. Parrott 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 schedule an appointment with Dr. Parrott to fill out the "Request for Incomplete Form."

An incomplete extends through the next full semester. At the end of that extension the "I" will automatically convert into an "F" if the student does not complete unfinished work.

Private Consultation with Dr. Parrott: I will be of assistance and available to students who are welcome to drop by my office. Students can also schedule an appointment.

Cellular Phones: I request all cellular phones to be on silent mode. If you are expecting an important call or if it is an emergency, please inform me. I prefer students to remain in class and respond to calls either during a break or until class is dismissed.

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.

The other option for extra credit is scheduling an appointment though UT EAP @ 713-500-3327. At UT, the maximum amount of sessions is six (6).

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 Visa status.

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 are asked to turn off your cell phone and other electronic devices, and 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

PROGRAM/DISCIPLINE REQUIREMENTS: IF APPLICABLE

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.

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.

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 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.

ACCESS STUDENT SERVICES POLICIES ON THEIR WEB SITE:

<http://hccs.edu/student-rights>

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: 7 January 2013
Revisions: All previous syllabi are null and void.