



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

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**DAAC 2267- Substance Use Practicum Syllabus**

**Semester and Course Reference Number (CRN):** Fall 2015: CRN: 77201

**Course Location/Times** Coleman Campus – Room 461 | 5:00 - 6:00 pm | Thursday

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

**Total Course Contact Hours:** 300 practicum hours per semester.

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

**Instructor Information**

My goal as a professor is to inspire you to learn and to challenge you to reach your fullest potential. The first messages I read are those sent through the course's email called "Quickmail." Please do not send emails to my HCC address because it creates confusion for me.

**My contact information is:** Dr. Rick Parrott 713-718-5533; 1900 Pressler Dr. Houston, TX. 77030; [rick.parrott@hccs.edu](mailto: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.

**My Teaching Philosophy**

I am pleased that you are in my class. Although you may look on this class as a stepping-stone to furthering you education, I hope you realize as the class proceeds you will be learning important lifelong skills that will 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 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.

### **Type of Instruction**

Practicum. 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 case discussion 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.

### **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 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 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.

**Required Books**

J. M. Karls and M.E. O’Keefe. (2008). Person-in-Environment System Manual, 2<sup>nd</sup> Ed. NASW Press. Washington DC.

American Psychiatric Association. (2013). Desk Reference to the DSM 5. American Psychatric Publishing, Washington, DC.

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

**Resource**

Sweitzer, H. F. & King, M. A. (2004). The successful internship: Transformation and empowerment in experiential learning.3<sup>rd</sup> Ed. Canada: Thomson; Brooks/Cole. ISBN: 978-0-495-38500-4.

**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).....	50%
Drug Screen .....	2%
Student/Supervisor Agreement Form.....	5%
Ethics Form.....	2%
Time Sheets.....	7%
Supervision Log.....	2%
Education Contract.....	10%
Student Behavior/Attitude.....	2%
Case study.....	20%

Assignments in this course with the exception of your Learning Contract will not be graded in the typical point fashion. Instead, you will be graded as pass/fail on each

assignment. The number of assignments that you pass will determine your course grade.

## **Student Assignments**

Student Evaluation (Site's recommended grade), Drug Screen, Student/Supervisor Agreement Form, Ethics Form, Weekly Time Sheets, Supervision Log, Education Contract, Student Behavior/Attitude, Two Case Studies.

## **Files**

The title of your files is very important because they will be filed electronically in your permanent Department files. Make sure that each document is labeled with your 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 with the name file as described will constitute a failing grade, despite the requirement of submitting the document.

## **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.

## **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 with the exception of the drug screen, which must be hand delivered in a sealed envelop. Each form is graded on a pass/fail basis.

## **Drug Screen**

Accepted drug screens are performed within 2 weeks before classes officially begin. See HCC semester calendar. If you do a drug screen after class begins, you will receive a fail. Despite a failing grade, you are still required to submit it. Practicum hours commence based on the date you submit your drug screen. Drug screens must consist of a minimum of 7 drug panels with 10 preferred. For confidential reasons, it must be hand delivered to Dr. Parrott in a sealed envelop with your name.

## **Student/Supervisor Agreement Form**

This form documents your agreement to do a practicum at a particular site. It is due the 1<sup>st</sup> day of class submitted as a PDF. Failure to submit it on the 1<sup>st</sup> day constitutes a failure.

## **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 1<sup>st</sup> day of class. Failure to submit it on the 1<sup>st</sup> day constitutes a failure.

## **Time Sheet**

This is documentation of your contact hours. You are to keep a weekly tally of your hours. You are to submit the final time sheet as a PDF with signatures due the last day of class.

## **Supervision Log**

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

## **Student Evaluation**

Your supervisor is to do a final evaluation of your work with a grade recommendation. This is due the last day with signatures as a PDF. Please note that this is a grade recommendation. Dr. Parrott has the final say.

## **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 on a point fashion. The highest grade is 100 with the option to remake. The highest score for a remake is 80. If you do not submit a contract you will receive a grade of 0 that will remain as your grade for this assignment despite the fact that you still have to turn in a contract.

There will be two submission links: Ed. Contract-1<sup>st</sup> Draft (submitted as a Word doc.) and Ed Contract-Final Draft (submitted in PDF). Only those students who submit their 1<sup>st</sup> draft on its due date have the privilege of a remake. Submit drafts in the 1<sup>st</sup> draft link until Dr. Parrott approves your contract. Once approved, obtain signatures and submit as a PDF.

## **Domains & Time Sheets**

All students are required to have “hands on” experience of the four domains for this practicum experience: Screening, Assessment, & Engagement; Treatment Planning, Collaboration, & Referral; Counseling; and Professional & Ethical Responsibilities. You are to document your practice of these domains in your Time Sheets. There should be a variation throughout the semester.

## **Case Study**

Students are expected to present a case study by selecting a case so that Dr. Parrott can track the student’s practicum experience in applying Domain 1 into practice and to give you feedback on your assessment and clinical skills. The required minimum is one (1) case to present. You will receive a 0 if you fail to present a case and/or if you are unable to demonstrate competence in screening, assessment, and diagnosing. Follow the instructions in the handout template given titled: “SU Assessment.”

## **Student Behavior/Attitude**

This will be measured by your attitude toward authority, autonomy, eagerness and receptivity toward receiving feedback from Dr. Parrott and your site supervisor. Dr. Parrott will focus on several aspects of practice, for example: “How do you make the best use of your case discussion? How open are you to modifying ways of handling your emotions and counselor traps (countertransferences) in order to permit new learning?”

## **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 Dr. Parrott 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.

Students who demonstrate an unprofessional attitude of disrespect, avoidance, unwillingness to collaborate, lack of self-efficacy and lack of autonomy or any other unprofessional behavior will not be endorsed for a practicum. The Student Classroom Behavior Measurement will 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.

### **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.

## **HCC POLICY STATEMENT ON STUDENT ATTENDANCE, REPEATERS, 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 2 credit-hour class meeting 1 hour per week, a student can be dropped after 3 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 will be administratively dropped from the course. Gradable is defined in the criteria stated in assignment rubrics and exams scores reflecting 60 or above. 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: 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 tardes 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 30 October 2015 at 4:30pm.

**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 2 hours of class instruction. Gradable is measured by the grading criteria explained in the assignments, exams, etc. It 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 or can be administratively withdrawn. An investigation by Dr. Parrott will determine the consequence.



## **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.

## **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 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. It is your responsibility to maintain contact with Dr. Parrott about your progress.

## **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 713-7188520 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.

Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities.

## **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.

### **Ask Online**

For writing assignments only, you can now submit papers to AskOnline. HCC tutors with 24-hour turnaround will review your work.

### **Personal Assistance**

MHN is an EAP program that offers several services to students: counseling, child/elder care, financial advising, legal services and identity theft services. Contact number is: (713)-500-3327.

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

## **PROGRAM / DISCIPLINE REQUIREMENTS**

### **Grievances**

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 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.

### **Discrimination**

Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be

directed to the Office of Institutional Equity, 713 718-8271 or [oiie@hccs.edu](mailto:oiie@hccs.edu). Additional information may be obtained online. Visit: <http://www.hccs.edu/district/departments/institutionalequity/>

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

A student with a documented disability (e.g., physical, learning, psychiatric, visual, hearing, etc.) needing reasonable accommodations may contact the HCC Disability Support Service Counselor 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.

## **STUDENT SERVICES & POLICIES**

### **Student HCC Web page**

To access this go to the HCCS website and search Student Rights.

### **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 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.

### **Syllabus Up-Dates and Revisions**

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

Most Recent Up-Date: 16 September 2015

Revisions: All previous syllabi are null and void.