

## Midland College Syllabus

2021-2022

DAAC 2167

Practicum II

1 Semester Credit Hour/10 Lab Hours

### Instructor Information:

Instructor: Stephanie Shelton

Office: AHSF 175

Phone: (432) 685-4729

Email: [sshelton@midland.edu](mailto:sshelton@midland.edu)

**Office Hours:** MW 12-2, T-1-6 and by appt

**Notice:** Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically related activity may be reported as never attended and dropped from the course.

### Course Description:

Lecture concerning the practical observation, training, and experiences in the workplace will be conducted. The 12 Core Functions of the Substance Abuse Counselor and the KSAs are introduced and processed. The lecture component relates the workplace observation, training, and experiences to the student's general and technical course of study through processing the application of the 12 Core Functions of the substance abuse counselor. Classroom lectures will prepare the student for written testing, the TCBAAP registration process, and beginning work in a treatment facility. In addition, these workplace experiences will be processed in the classroom in correlation with the 12 Core Functions and the KSAs.

\*The course may be repeated if topics and learning outcomes vary in length.

### Required Texts:

1. Texas Department of State Health Services, Licensed Chemical Dependency Counselor Program, revised Sept., 2008.
  - This document can be printed at [Texas Department of State Health Services, Licensed Chemical Dependency Counselor Program, revised Sept., 2008](#)
2. Herdman, John W., *Global Criteria: The 12 Core Functions Of The Substance Abuse Counselor*, 6th edition
  - ISBN: 978-0-9768341-5-1.
3. Erford, Publisher: Pearson, *35 Tech. Every Counselor Should Know*, 10<sup>th</sup> edition, ISBN: 978-0-013-170282-0.
4. *The Licensed Chemical Dependency Counselor Written Exam: A Preparation Curriculum*. Prepared under the Center for Substance Abuse Treatment State Systems Technical Assistance Project.
  - \*This document can be printed at [The Licensed Chemical Dependency Counselor Written Exam: A Preparation Curriculum](#)
5. Please refer to the Department of State Health Services website at [Texas State Department of State Health Services](#) for licensure requirements

**Student Learning Outcomes:**

Upon successful completion of this course the student will be able to:

1. Demonstrate familiarity with the 12 Core Functions
2. Demonstrate familiarity with the KSA Global Domains
3. Demonstrate proficiency with the KSA Introduction to Transdisciplinary Foundations
4. Complete 150 hours supervised Practicum work hours at an approved worksite
5. Begin preparation for registration with Texas Department of State Health Services as Counselor Intern (described in the Handbook of Rules section 150.24)
6. Demonstrate ethical and professional behavior as defined by the instructor, the ADAC Program Director, and the ethical implications as stated by the Department of State Health Services in the Licensed Chemical Dependency Counselor Handbook.

Students will meet the above goals by:

1. Attending all classes.
2. Participating in discussions and activities.
3. Contacting the instructor prior to an absence in and providing appropriate documentation for the absence to be excused.
4. Applying theory, concepts, and skills required by the counseling profession, which includes the 12 Core Functions.
5. Demonstrating legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the counseling profession.

**Student Contributions, Responsibilities and Class Policies:**

Logging onto Canvas and completing course material is required in order to be successful in this class. Students will be evaluated based on the results of examinations given throughout the semester. A tentative schedule showing the due dates of all quizzes, activities and exams is below. Students are expected to meet all deadlines. There are NO make-ups for missed quizzes, activities and exams.

**Confidentiality:**

These classes prepare you for a career in counseling. Some class discussions will deal with confidential material. Privileged information that is shared in class may under NO CIRCUMSTANCES be repeated or shared outside of the classroom (Canvas is considered a classroom in this case). In regards to written materials, your OWN feelings, opinions, and/or insights may be shared. You are training to be professionals, act as a professional and use professional **ethics**! If you question whether classroom information should be shared, **do not** share.

Discussions “glorifying” substance abuse will not be tolerated. After the first warning, the instructor may remove the student from the class for such behavior.

**Attendance Policy:**

It is the responsibility of the students to know the policies and procedures associated with absences. These policies are set by instructors. Excused absences may include, but are not limited to, illness, severe weather, and death in the family. Instructors will determine whether or not an absence is excused. Please visit the Midland College Catalog Absence from practicum site at MC or offsite may not exceed 2 absences and those require notice in advance to both the instructor and practicum site supervisor. It is important to be on time and stay the full length of the set time unless approval is given by instructors or supervisors.

**Withdrawal Policy:**

Students who have enrolled in a Texas public institution of higher education as a first-time freshman in fall 2007 or later are permitted to drop no more than six courses during the entire undergraduate career. This limit includes all transfer work taken at a Texas institution of higher education and to second baccalaureate degrees. This statute was enacted by the State of Texas in spring 2007 (Texas Education Code 51.907). Any course that a student drops after Census Day is counted toward the six course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.” Please visit the [Midland College Catalog](#)

**Scholastic Dishonesty:**

Midland College does not tolerate scholastic dishonesty or academic misconduct in any form. Please read the MC Student Handbook on this subject. Please visit the [Midland College Catalog](#)

**Course Schedule:**

See Attached

**Evaluation of Students:**

The student will be evaluated in accordance with the following criteria:

1. The display of professional and ethical behavior as determined by the instructor and the ethical code in the counseling profession. Visit with the instructor to address questions regarding behavioral expectations.
2. Attendance is expected; excused absences will be given at the instructor’s discretion based on providing appropriate documentation for the absence to be excused.
3. Assignments and exams submitted in a timely manner; if additional time is needed, please visit with the instructor.

Assignments	Percentage of Grade	Grade Range
Attendance	25%	90-100 A
Assessment & research	30%	89-80 B
Treatment Plans	35%	79-70 C
Professional and Ethical Behavior	10%	69-60 D
		59-0 F

**Student Issues:**

If you experience any problem in this course, the protocol to follow in order to get your needs met and your complaint heard follows: Visit with your instructor and explain your difficulty in order to find a solution.

1. If a solution is not found, visit with the ADAC Program director.
2. If your difficulty STILL has not been remedied, call the Dean and make an appointment for your issue to be heard.

3. The last day for withdrawal is published in the catalog and the current course schedule. To drop a course, the student must complete an official withdrawal form with Student Services.

#### **ADA Statement:**

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit [www.midland.edu/accommodation](http://www.midland.edu/accommodation) and complete the Application for Accommodations Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a "Notice for Accommodations" letter be sent instructors outlining reasonable accommodations.

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Wendy Kane, Dean of Student Life **3600 N. Garfield, Midland, TX 79705**, Title [9@midland.edu](mailto:9@midland.edu) ; **Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, [nmorgan@midland.edu](mailto:nmorgan@midland.edu)**. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or call **1 (800) 421-3481**.

#### **Spanish**

Midland College no discrimina por motivos de raza, color, nacionalidad, sexo, discapacidad, o edad en sus programas o actividades. Las siguientes personas han sido designadas para responder a cualquier pregunta o duda sobre estas políticas no discriminatorias: Wendy Kane, Dean of Student Life **3600 N. Garfield, Midland, TX 79705**, Title [9@midland.edu](mailto:9@midland.edu) ; **Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, [nmorgan@midland.edu](mailto:nmorgan@midland.edu)**. Para más información sobre estas políticas no discriminatorias , visite <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> o llame al 1 (800) 421-3481.

#### **Division Information:**

Division Dean:	Dr. David Hopkins	175 MHAB	(432) 685-6805
Department Chair:	Ms. Stephanie Shelton	175 AHSF	(432) 685-4729
Division Secretary:	Ms. Angelina Dolaptchieva	176MHAB	(432) 685-6830
Division Clerk:	Ms. Adelle Dowling	176 MHAB	(432) 685-6829

COVID: Students and faculty are encouraged but not required to wear face masks. Those reporting exposure to covid are asked to fill out the appropriate form on line and necessary parties will be contacted. Identities and diagnosis cannot be revealed. Students are encouraged to stay in contact with instructors so that appropriate arrangements can be made.

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