

Midland College Syllabus

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2019-2020
DAAC 2271
Core Functions
2 Semester Credit Hours

Instructor Information:

Instructor: Daniela Espinoza

Phone: (432) 686-4277

Office Hours: Tuesdays 1-6 pm

Office: AHSF 176

Email: despinoza@midland.edu

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.

MANDATORY-State Requirements for Licensure:

Completion of Midland College degrees and/or certificates does not guarantee eligibility to take a certification/registry/licensure examination. The eligibility of each person is determined on an individual basis by the regulatory body of the specific discipline. If you have a conviction of a crime other than a minor traffic violation, physical or mental disability/illness, hospitalization/treatment for chemical dependency within the past five years, current intemperate use of drugs or alcohol or a previous denial of a licensure or action by a licensing authority, you will need to contact the specific regulatory body (http://www.dshs.texas.gov/lcdc/lcdc_rules.shtm) for an individual ruling. Some programs require a criminal background check and urine and drug screen.

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.

Text, References and Supplies:

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*, 10th 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](#)

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](#)

All students are required to come to class **prepared**, which means having assignments completed **prior to class**, not in class. All assignments shall be typed and presented in a professional manner and turned in **ON TIME**.

The student is ultimately responsible for his/her own learning and professional growth, what you put into this course is what you will get out of it. It is ultimately the student’s responsibility to conduct a realistic self-appraisal of what you personally need to master and how you can best attain it to successfully complete this course. **Challenge yourself to grow both individually and professionally.** 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
Exams	30%	89-80 B
Assignments (includes participation)	25%	79-70 C
Professional and Ethical Behavior	25%	69-60 D
		59-0 F

Student Issues:

If you experience any issue that needs addressing in this course, the protocol to follow in order to get your needs met and your issue heard follows:

1. Visit with your instructor and explain the issue you are experiencing in order to find a solution.
2. If a solution is not found, visit with the ADAC Program director.
3. If your difficulty STILL has not been remedied, call the Dean and make an appointment for your issue to be heard.

Scholastic Dishonesty:

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

ADA Statement:

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must place documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. More information can be found at the [Midland College Catalog](#), or by contacting the Midland College Disability Specialist at 685-4505.

Student Services will provide each student with a letter outlining any reasonable accommodations. The student must present the letter to the instructor at the beginning of the semester.

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: **Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu**; **Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, 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: **Tana Baker, Title IX Coordinator/Compliance Officer, 3600 N. Garfield, SSC 242, Midland, TX 79705, (432) 685-4781, tbaker@midland.edu; Natasha Morgan, Director Human Resources/Payroll, 3600 N. Garfield, PAD 104, Midland, TX 79705, (432) 685-4534, 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. Frank DeLa O	MHAB175	(432)685-6812
Department Chair:	Ms. Stephanie Shelton	AHSF 175	(432) 685-4729
Division Secretary:	Ms. Angleina Dolaptchieva	MHAB 176	(432) 685-6829
Division Clerk:	Ms. Adelle Dowling	MAHB174	(432) 685-6830

Contents

Midland College Syllabus	1
<i>Instructor Information:</i>	1
Instructor:	1
Phone:	1
Office Hours:	1
<i>Course Description:</i>	1
<i>Text, References and Supplies:</i>	1
Student Learning Outcomes:	1
Student Contributions, Responsibilities and Class Policies:	2
Attendance Policy:	3
Withdrawal Policy:	3
Scholastic Dishonesty:.....	Error! Bookmark not defined.
Course Schedule:.....	3
Evaluation of Students:	3
ADA Statement:	4

