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|  |  | Spring 2015 Tuesday/Thursday 9:30 – 10:50 AM  Sage 356 |
| RHAB 4675  RHAB 4675 Alcohol and Other Drug Abuse Counseling Practice |  | Instructor: Paula Heller Garland E-Mail: paula.heller-garland@unt.edu Phone: (940) 369-5186 Office: Chilton Hall, Suite 218 Office Hours: Most M/W 9-1PM and by appointment |
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**Acceptable Student Behavior**

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [www.deanofstudents.unt.edu](http://www.deanofstudents.unt.edu)

**Inclement Weather**

In the event of inclement weather that requires the university to close course materials will be posted to Blackboard.

*The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student.*

*For additional information see the Office of Disability Accommodation website at* [*http://www.unt.edu/oda*](http://www.unt.edu/oda)*. You may also contact them by phone at 940.565.4323.*

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| **Overview** Focuses on familiarizing students with the core competencies necessary for effective interventions within addiction treatment settings and prepares students to apply these skills in alcohol and other drug abuse (AODA) counseling practice.  **Prerequisites:** RHAB 4175 and RHAB 4475 **Policies**  1. Each student in this course is expected to abide by the University of North Texas Code of **Academic Integrity**. Any work submitted by a student in this course for academic credit will be the student's own work. Cheating, dishonesty, plagiarism, and lack of integrity will not be tolerated. 2. Professional demeanor is expected at all times. Disruptive behavior, such as chronic tardiness, newspaper reading or carrying on conversations, is not tolerated. 3. **Cell phones, Ipods & Other electronic communication devices** may not be used at any time, in any way during class. This means students may not receive or send text messages in class. Cell phones are thus not to be handled or displayed during class. Handling a cell phone will be interpreted as use. Failure to abide by this policy will result in up to 5 points being deducted from the student’s grade at the discretion of the instructor and without notice. Because this class does require posting to Facebook, as directed, you will be informed at such time that is required in class. 4. **Laptop/notebook computers** are often distracting to other students. Those wishing to use such devices must sit in either the very back row of the class or the extreme front row farthest from the door. These devices may be used ONLY for taking notes in class. Any other use of such a device (e.g., reading material from other courses, web surfing, checking email) will result in the student’s loss of the privilege to use the device for the duration of the semester. This course is very interactive. When group practice is taking place, all computers are required to be stored. 5. **Work** turned in, may be retained by the instructor during the semester. 6. **Grades** are revealed and discussed in person only under laws protecting student confidentiality. Please make an appointment to discuss such issues. **Grades** will follow UNT standards. ***Late work will be deducted 10% per day***. No late work will be accepted after three days or without proper documentation. Late work is defined as any work turned in after midnight, the day it is due. If a quiz is missed, it is the student’s responsibility to collaborate with the instructor regarding a date and time for a make-up quiz. In order to make up a quiz you must provide a note from a doctor or other sufficient documentation of the absence. Please discuss any difficulties with the Instructor before you drop the course. Grades will be reported on a point system. The total points will determine your class letter grade 7. **Incompletes** (I's) can be given only if a student is "unable to complete their academic responsibilities" for medical (disease or injury) or legal reasons (jury duty, U.S. military service) or other "extraordinary” reasons for a significant period of time that can be documented in writing on letterhead with a verifiable signature. The university requires that 70% of the class be completed before an Incomplete can be considered. 8. **Make-up work** ***requires written documentation*** of the circumstances that led to an inability to complete the assignment. Any assignments turned in late will be deducted 10% for each day they are late. Late work will only be accepted through the third late day and no assignments will be graded past that time. This includes turning items in via email or Blackboard that are not turned in properly. 9. **Diversity Policy**: Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders or other ascribed statuses cannot be tolerated. 10. **Confidentiality Policy**: Information shared in this class by each individual is to be held in confidence. We will begin practicing counseling ethics by adhering confidentiality. 11. **Preparation:** Please prepare for class by reading the material in advance, be prepared to ask questions and discuss topics in class. This includes all electronic material. 12. **Writing**: All assignments and papers must be typed or word-processed. Please use the Times New Roman font with a size of 12. Also please double-space your work and use the coversheet. Assignments and reports that do not conform to these standards will be returned to the student for corrections and graded as late. |  | **Materials**  * Required: TAP 21 & 12 Core Functions. Both provided by PDF on Blackboard * Recommended: Perkinson, R. (2012). Chemical Dependency Counseling: A practical guide (4th edition). Thousand Oaks, CA: Sage. |

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| Client File | 115 Points |
| Attendance | 40 Points |
| LCDC Interview | 40 points |
| Referrals | 15 Points |
| DQ | 15 Points |
| Final Quiz | 100 Points |
| **Total Points Possible** | **325** |

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| A | 325 - 275 |
| B | 274 - 224 |
| C | 223 - 173 |
| D | 172 - 122 |
| F | 121 - 0 |