COURSE INFORMATION

- RHAB 4675 AODA Competencies
- Fall 2018
- Section 810, 820 3 hours
- Online
- **Prerequisites:** RHAB 4175 and RHAB 4450

CONTACT INFORMATION

- Professor Heller Garland, Senior Lecturer
- **Location:** Chilton Hall, 218
- **Phone:** (940) 369-5186
- **Office hours:** face to face and online – Wednesday 11:00 AM – 1:00 PM or by appointment
- **Email:** Paula.Heller-Garland@UNT.edu
- Teaching Assistant: Joel Finegan
- **Joel’s email:** Joel.Finegan@UNT.edu

ABOUT YOUR PROFESSOR AND TA

Professor

**Professor Heller Garland** has been an addiction professional since 1993. She has worked in treatment as a clinician, administrator, and educator. She served as former President of the state Texas Association of Addiction Professions. She is currently Senior Lecturer at The University of North Texas in the Department of Rehabilitation and Health Service in the College of Health and Public Service. Professor Heller Garland is Coordinator of Addiction Studies and Faculty Advisor to Eagle Peer Recovery at UNT.

Professor Heller Garland is passionate about addiction treatment and recovery. In August 2016 she was inducted into the Texas Counselor Hall of Fame. When she is not teaching, she enjoys conducting workshops, traveling, and spending time with her family.

Her office is located in Chilton Hall, 218. She is available for appointments on Wednesdays 11:00 AM - 1:30 PM and other days by appointment. One of the most effective ways to reach her is email: Paula.Heller-Garland@UNT.edu
Teaching Assistant

Joel Finegan is a 2013 graduate of The University of North Texas, currently pursuing a Master of Science in Rehabilitation Counseling. He has several years of experience serving and working with people with disabilities as a Residential Coordinator at the Denton State Supported Living Center, and as a Certified Supported Employment Specialist and Job Placement Specialist in the private sector.

He’s excited to be helping undergraduate students achieve their educational goals this year as a Teaching Assistant!

COURSE MATERIALS

Required

Available, for no charge, from the Substance Abuse and Mental Health Administration (SAMHSA) using this weblink Options are available to download as a pdf, view online, or request a hard copy.

The SAMHSA website provides thousands of other publications, at no cost, through their website

The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

Recommended

Direct web link to purchase the book through the publisher, Guilford Press and their contact information for other questions link

Because this book has not been updated since the release of the DSM 5, it can often be found online as a pdf

COURSE DESCRIPTION

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.

COURSE OBJECTIVES & OUTCOMES

Upon successful completion of the course, students mastering content will:

1. Be familiar with Texas LCDC rules;
2. Be able to discuss ethical standards governing addiction counseling in Texas, including the scope of practice for LCDC;
3. Identify accepted principles for development and maintenance of SUD treatment plans in Texas and comprehend the importance of complete and accurate charting;
4. Have demonstrated competence through developing one lesson appropriate to facilitate in SUD treatment;
5. Recognize fundamental concepts of SUD treatment in Texas, including diagnosis, levels of care, and Medication Assisted Treatment/Recovery;
6. Describe stigma and demonstrate ability to locate legislative representatives;
7. Be aware of and demonstrate knowledge of current clinical language;
8. Recall the 4 domains of SUD treatment, as defined by IC&RC;
9. Be familiar with Texas and National professional addiction associations and reputable sources for resources; and
10. Recall the history of addiction and recovery, adequately define “recovery”, and explain at least 4 pathways to recovery; and
11. Apply understanding of cultural influences on recovery.

COURSE ORGANIZATION

This course is organized into modules. Each module begins on Tuesday and ends at 11:59 pm Monday. All assignments will be due no later than Monday of each week. All materials will be offered in multiple formats for accessibility purposes.

WHAT SHOULD STUDENTS DO FIRST?

Review the “Start Here” section of the course on Blackboard. Read the Syllabus, Assignment Schedule, and explore the Learning Modules.

INTERACTION WITH INSTRUCTOR AND/OR TA

When emailing Professor Heller Garland, please use your UNT email. In the subject line, place RHAB 3000. Communicate professionally, be specific about your request, and copy Joel Finegan. Your email may not be seen or responded to if it does not meet these criteria.

ASSESSMENTS & GRADING

- Each assignment will contain specific instructions.
- Use only Blackboard.
- Assignments will not be accepted if emailed.
- Follow expectations given in each assignment.

COURSE ASSIGNMENTS

<table>
<thead>
<tr>
<th>Number</th>
<th>Assignment</th>
<th>Points Each</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Discussion Boards</td>
<td>10</td>
<td>140</td>
</tr>
<tr>
<td></td>
<td>Grade</td>
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<td>Final Letter Grade</td>
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<tr>
<td>Quizzes</td>
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<td>90</td>
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<tr>
<td>Final Quiz</td>
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<tr>
<td>Recovery Support Paper</td>
<td>50</td>
<td>50</td>
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<tr>
<td>Cultural Event Report</td>
<td>60</td>
<td>60</td>
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<tr>
<td>Recovery Plan Slides</td>
<td>60</td>
<td>60</td>
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</table>

**GRADE CALCULATIONS**

Course grades are based on total point value, not averages.

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<thead>
<tr>
<th>Points Total</th>
<th>Final Letter Grade</th>
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<tbody>
<tr>
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<td>225 – 324</td>
<td>C</td>
</tr>
<tr>
<td>125 – 224</td>
<td>D</td>
</tr>
<tr>
<td>223 – 0</td>
<td>F</td>
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</tbody>
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**ASSIGNMENT POLICIES**

Each assignment provides the date due. Assignments are found in each module folder.

Instructor Responsibilities and Feedback

Professor Heller Garland and Joel Finegan, TA will respond to email, sent in the manner requested, within 48 - 72 hours. Weekends may be a bit longer.

**LATE WORK**

Assignments are deducted 25% per each day late, without exception.

Please do not ask for extensions. Please do not ask for extra credit.

**WORKING AHEAD**

If modules and assignments are open, you may work ahead; however, turning in an assignment early does not grant you the opportunity to re-do the assignment should you score lower than desired.

**LETTER OF RECOMMENDATIONS**

Should you desire a letter of recommendation from Professor Heller Garland you must:

- have completed at least two courses with her;
- have met with her in person or by phone;
- submit a request by email at least 14 days prior to the date the letter is recommended that includes:
PARTICIPATION

Students are required to login regularly to the online class site. Students are also required to participate in all class activities.

VIRTUAL CLASSROOM CITIZENSHIP

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

It is the belief of this instructor that the only way to grow is to interact and exchange ideas with people dissimilar to us. Student interaction throughout this course, just as in on campus courses is encouraged. However, there will be no tolerance for name-calling, condemnation, or other forms of aggression through the keyboard.

TECHNICAL REQUIREMENTS/ASSISTANCE

The following information has been provided to assist you in preparation for the technological aspect of the course.

UIT Help Desk: [http://www.unt.edu/helpdesk/index.htm](http://www.unt.edu/helpdesk/index.htm)

Hardware and software necessary to use Bb Learn: [http://www.unt.edu/helpdesk/bblearn/](http://www.unt.edu/helpdesk/bblearn/)


Necessary plug-ins: [http://goo.gl/1lsVF](http://goo.gl/1lsVF)

MINIMUM TECHNICAL SKILLS NEEDED

- Knowledge of using Blackboard
- Ability to use email with attachments
- Ability to create and submit files:
  - Word documents;
  - Pdf’s; and
  - Jpeg.
- Ability to copy and paste
- Ability to download documents
- Ability to create and submit scanned documents or photographs of documents

If you have not used Blackboard or taken an online course, consider contacting UNT support for tutorials.
You must have access to the internet and Blackboard the entirety of this course.

The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:
Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130
Regular hours are maintained to provide support to students.
Please refer to the website: http://www.unt.edu/helpdesk/hours.htm for updated hours.

ACCESS AND LOG IN INFORMATION

This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Blackboard Learn. To get started with the course, please go to: https://learn.unt.edu

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu. Student Resources

As a student, you will have access to:
- Student Orientation via Blackboard Learn. It is recommended that you become familiar with the tools and tutorials within the Orientation to better equip you in navigating the course.
- Blackboard’s on Demand Learning Center for Students. It is recommended that you become familiar with the tools and tutorials to better equip you to navigate the course.
- From within Blackboard, you will have access to the “UNT Helpdesk” tab which provides student resources and Help Desk Information.

WHAT MAKES A SUCCESSFUL ONLINE STUDENT?

Students are expected to complete the course within the session time frame. A grade of Incomplete will only be given if the student is (a) passing the course, (b) has completed 75% of the course requirement, (c) has very compelling special circumstances, and (d) provides adequate documentation. I will require that the course requirements be fulfilled by the end of the following semester.

According to UNT policy: An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements.
These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student, and department chair; and also entered on the grade roster by the instructor. (http://essc.unt.edu/registrar/incomplete.htm  p. 1)

If you fail to complete the course requirements by the end of the subsequent semester the grade of Incomplete will be replaced with an “F”. I strongly urge you to complete the course. If you find you are falling behind, or not passing, I recommend you consider withdrawing from the class so that your record and GPA is not negatively affected.

Please communicate with me if you find yourself having any difficulties with keeping up with the assignments or are not doing well on the quizzes.

COPYRIGHT NOTICE

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies.

Additional copyright information may be located at: http://copyright.unt.edu/content/unt-copyright-policies

Information about the University of Texas’ Attendance Policy may be found at: http://policy.unt.edu/policy/15-2-5

ADMINISTRATIVE WITHDRAWAL

Contact Student Affairs to discuss.

SYLLABUS CHANGE POLICY

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

POLICY ON SERVER UNAVAILABILITY OR OTHER TECHNICAL DIFFICULTIES

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty, which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation.

Students should immediately report any problems to the instructor and also contact the

UNT Student Help Desk
Email: helpdesk@unt.edu
Phone: 940.565.2324.
The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

UNT POLICIES

Student Conduct and Discipline

The primary concern of the University of North Texas is the student. The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the university have been formulated into a student code of conduct and discipline. Enrollment at the University of North Texas is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. Additional information can be found in the Code of Student Conduct.

Academic Honesty Policy

Policies regarding student conduct and academic honesty posted by the University Center for Student Rights and Responsibilities in the Student Handbook apply to this class. As stated in the Policy: http://www.unt.edu/csrr/student_conduct/misconduct.html, misconduct for which students are subject to discipline falls into the following categories:
A. Acts of Dishonesty, including but not limited to:
   1. Academic dishonesty - cheating. The term "cheating" includes, but is not limited to:
      a. use of any unauthorized assistance in taking quizzes, tests, or examinations;
      b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
      c. the acquisition, without permission, of tests, notes or other academic material belonging to a faculty or staff member of the University;
      d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s);
      e. any other act designed to give a student an unfair advantage.
   2. Academic Dishonesty — plagiarism. The term "plagiarism" includes, but is not limited to:
      a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and/or
      b. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the
serving of term papers or other academic materials. Discipline may range from not having an assignment accepted for credit to expulsion from the course. For more information regarding policies regarding student conduct, please visit: http://www.unt.edu/csrr/student_conduct/index.html

ADA POLICY

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.

For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda

You may also contact them by phone at 940.565.4323.

ADD/DROP/INCOMPLETE POLICIES

Please refer to the Office of the Registrar regarding the following policies:

- Add/Drop Policy
- Incomplete Policy

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at http://www.oea.gov/index.php/links/electronic-code-offederal-regulations

The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document: http://www.gpo.gov/fdsys/pkg/CFR-2012-title8vol1/xml/CFR-2012-title8-vol1-sec214-2.xml

The paragraph reads: (G) For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or
quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An online or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F–1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

- Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the

UNT International Student and Scholar Services Office
telephone 940-565-2195
email: internationaladvising@unt.edu

HELPFUL LINKS

Computer Labs
Portal
Technical Support
UNT Library
Information for Off-Campus Users UNT Computing and Information Technology Center