COURSE INFORMATION

- RHAB 4675 AODA Competencies
- Spring 2018
- Section 810, 820 3 hours
- Tuesday, Thursday - Blended
- 12:30 – 1:50 PM
- CHEM 253
- **Prerequisites:** RHAB 4175 and RHAB 4450

CONTACT INFORMATION

- Professor Paula Heller Garland
- 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

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

ABOUT YOUR TA

Joel Finegan, Teaching Assistant, is a 2013 graduate of the University of North Texas. Joel is currently pursuing a Master of Science in Rehabilitation Counseling.

Prior to being a TA, Joel had several years of experience working with and serving people with disabilities. Previously, he was a Residential Coordinator at the Denton State Supported Living Center and worked as a Certified Supported Employment Specialist and Job Placement Specialist in the private sector.

Joel is excited to be helping undergraduate students achieve their educational goals this year as a Teaching Assistant.

To reach him, email: JoelFinegan@my.unt.edu or stop by his office in Chilton Hall, 218.

COURSE MATERIALS

Textbook 1

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

Textbook 2
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.

**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 will:

1. Be familiar with Texas facility and 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 records in Texas and comprehend the importance of complete and accurate charting;
4. Will have designed an accurate SUD treatment plan based on a thorough assessment;
5. Recognize fundamental concepts of SUD treatment in Texas, including diagnosis and levels of care;
6. Be aware of and demonstrate knowledge of clinical language;
7. Recall the 4 domains of SUD treatment, as defined by IC&RC;
8. Be familiar with Texas and National professional addiction associations and the importance of membership.

**Course Organization**

This course is organized into weekly lesson plans with specific topics for each week. Each week 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 Details and Schedule.
How Students Should Proceed Each Week for Class Activities
Open the Weekly Learning Module to read:

- Learning Objectives
- Curriculum Content
- Readings and Resources
- Assignments

COMMUNICATIONS
Information about the communication tools in the course:
- Announcements
- Email
- Discussions
- Curriculum Content
- Video and audio recordings

Interaction with Instructor When emailing Professor Heller Garland, please use your UNT email. In the subject line, place RHAB 4675. Communicate professionally, be specific about your request, and copy Joel Finegan.

ASSESSMENTS & GRADING
- Each assignment will contain specific instructions.
- Use only Blackboard. Assignments will not be accepted if emailed.
- Follow expectations given in each assignment for completing and turning in all work.

GRADING

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<th>LETTER GRADE</th>
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<td>A</td>
<td>425 - 500</td>
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<td>B</td>
<td>325 - 424</td>
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Assignment Policy
Each assignment provides the date due. Assignments are found within the weekly module folders.

Instructor Responsibilities and Feedback
Professor Heller Garland and Joel Finegan, TA will respond to email, sent in the manner requested, within 24-48 hours during the week, 48-72 hours during weekend.

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

Class Participation
Attendance and participation is expected. Points will be given for both.

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 is encouraged. However, there will be no tolerance for name-calling, condemnation, or other forms of aggression.

Letter of Recommendation from Professor
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:
  - Names, dates, and grades of courses taken with Professor Heller Garland;
  - Indicate to whom the letter is to be written or the form to be sent;
  - Instructions for submitting the letter or returning the form;
  - The intention of the letter (is this for graduate school or a job?)

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
- Hardware and software necessary to use Bb Learn: http://www.unt.edu/helpdesk/bblearn/
- Browser requirements: http://kb.blackboard.com/pages/viewpage.action?pageId=84639794
- Computer and Internet Literacy: http://clt.odu.edu/oso/index.php?src=pe_comp_lit
- Necessary plug-ins:  http://goo.gl/1lsVF
- Internet Access with compatible web browser

**Minimum Technical Skills Needed:**
- Using Blackboard
- Creating and submitting files using word
- Copying and pasting
- Downloading documents
- Creating and submitting scanned documents or photographs of documents

If you have not used Blackboard or taken an online course, consider contacting UNT support for tutorials.

**Student Support**
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

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.
Incompletes
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)

Copyright Notice
Some or all of the materials in this course 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: helpdesk@unt.edu or 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 selling 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
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 on-line 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:
1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. 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 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

RESOURCES
Links to Academic Support Services, such as Office of Disability Accommodation, Counseling and Testing Services, UNT Libraries, Online Tutoring, UNT Writing
Lab and Math Tutor Lab can be located within Blackboard Learn on the “Academic Support” tab.
- Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/
- UNT Portal: http://my.unt.edu
- UNT Blackboard Student Resources: Technical Support: https://ecampussupport.unt.edu/index.cfm?M=Student_Resources
- UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services/for-special-audiences/offcampus/information-for-off-campus-users
- UNT Computing and Information Technology Center: http://citc.unt.edu/services-solutions/students