COURSE INFORMATION

- RHAB 4375 Addiction Counseling Group
- Fall 2018
- Section 001 3 hours
- ENV 190
- Wednesday, 2:00 – 4:50 PM

CONTACT INFORMATION

- Professor Paula Heller Garland
- Location: Chilton Hall, 218
- Phone: (940) 369-5186
- Office hours: face to face and online – Wednesday 10:00 AM – 1:00 PM or by appointment
- Email: Paula.Heller-Garland@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.HellerGarland@UNT.edu

COURSE MATERIALS

Recommended/Optional:

*Group Exercises for Addiction Counseling*, Geri Miller

*Engage the Group, Engage the Brain*, Kay Colbert

Optional items to consider bringing to class:

- Throw Blanket
- Markers
- Small Poster Board
- Drawing or Art Paper
- Magazine
COURSE DESCRIPTION

This course explores the concepts of Group Counseling Skills for dealing with clients who have Substance Use Disorder in both residential and outpatient treatment settings. Students will also learn about the application of group processes and techniques to Addiction treatment and issues related to treating Substance Use Disorder in the group setting.

COURSE OBJECTIVES & OUTCOMES

Upon completion of this course, the student should be able to:
1. Review the major characteristics of the stages of a group.
2. Apply techniques in opening and closing group sessions.
3. Discuss the importance of focusing on the here-and-now interactions within a group.
4. Understand how past experiences can be worked with in the present.
5. Discuss the value of self-awareness in knowing your values and how they affect you as a group counselor.
6. Identify the major tasks of group leadership at each of the stages of a group.
7. Identify the major functions and roles of co-leaders.
8. Identify the roles and expectations of group members at the various stages of a group.
9. Discuss how group leaders can effectively work with issues of diversity in a group.
10. Discuss the importance of building a climate of trust in a group setting.
11. Discuss ways to formulate an agenda for a group session.
12. Apply specific skills that help members formulate personal goals in a group.
13. Identify the major characteristics of each of the stages of a group.
14. Discuss techniques used in dealing with challenging group situations and relate those to how one would adapt these techniques to one’s own style in working as a group leader.

COURSE ORGANIZATION

This course is organized into weekly modules. All materials will be offered in multiple formats for accessibility purposes.

What Should Students Do First?

Review the Course Syllabus and Schedule.

COMMUNICATIONS

Information about the communication tools in the course:
- Announcements
- Email
- Discussions
- In class discussions and announcements
- Video and audio recordings

INTERACTION WITH INSTRUCTOR

When emailing Professor Heller Garland, please use your UNT email and put RHAB 4375 in the subject line.

PARTICIPATION

Attendance and participation are evaluated in this course. The grade you receive in this course will directly correlate with the amount of time and effort you put forth.

Group counseling is very interactive. Your group will rely on your attendance and participation, so will your ultimate grade.

Pinterest:

I often pin items related to counseling and this course. If you have any desire to view them, you are welcome to. You can find me through this link: https://www.pinterest.com/paulahgarland/

This is optional and not required.

INSTRUCTOR RESPONSIBILITY

Professor Heller Garland will respond to email, sent in the manner requested, within 24-48 hours during the week, 48-72 hours during weekend.

LATE WORK

There will be a deduction of 25% per day late on all assignments, no exception. Much of the work in this course is completed in-class and turned in during class. If you miss class you will miss the assignment and it cannot be made up.

CLASSROOM CITIZENSHIP

Please be considerate of others.

CLASSROOM INFORMATION

- Confidentiality will be required of all who participate in this course. This will allow you to begin experiencing professional ethics.
• **Mobile Devices and laptops** may not be used in class in this course. You will be interactive, moving around and involved in experiential activities a majority of class time. Devices are to be silenced during class time.

• **Photography in class:** The instructor may take photographs on occasion during this course. Photos may be used for social media and department websites. If there is a reason you do not want to be photographed, convey this information to the instructor by email at the beginning of the semester.

### GRADING

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<th>LETTER GRADE</th>
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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?)
University-wide information:

**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/)
- **Browser requirements:** [http://kb.blackboard.com/pages/viewpage.action?pageId=84639794](http://kb.blackboard.com/pages/viewpage.action?pageId=84639794)
- **Computer and Internet Literacy:** [http://clt.odu.edu/oso/index.php?src=pe_comp_lit](http://clt.odu.edu/oso/index.php?src=pe_comp_lit)
- **Necessary plug-ins:** [http://goo.gl/1IsVF](http://goo.gl/1IsVF)
- **Internet Access with compatible web browser**
- **Word Processor**

**STUDENT SUPPORT**

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](http://www.unt.edu/helpdesk/hours.htm) for updated hours.

Should you encounter technical issues while attempting to submit an assignment:

- **Immediately** contact technical support services;
- Ask for a ticket number;
- Email Professor Heller Garland, providing the ticket number and details about the assignment issue.

**ACCESS & NAVIGATION**

**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](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](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](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 come talk to me if you find yourself having any difficulties with keeping up with the coursework.

### 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](http://copyright.unt.edu/content/unt-copyright-policies).

### UNIVERSITY POLICIES

**Attendance Policy**
Information about the University of Texas’ Attendance Policy may be found at:  

Administrative Withdrawal  
Contact the Dean’s office for withdrawal from the class.

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.

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 Policy
Please refer to the Office of the Registrar regarding the Add/Drop Policy.

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://citic.unt.edu/services-solutions/students