

Midland College Syllabus

2019-2020

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DAAC 2166

Practicum I

1 Semester Credit Hour/10 Lab Hours

Instructor Information:

Instructor: Daniela Espinoza

Office: AHSF 176

Phone: 432-686-4277

Email: despinoza@midland.edu

Office Hours: T 1-530 pm by appt.

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:

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*This class **must** be taken in conjunction with DAAC 2271: Core Functions.

Required Texts:

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 completion of this course the student will:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
2. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry

Student Contributions, Responsibilities and Class Policies:

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**.

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](#)

Attendance at the Practicum site is expected. Failure to complete the hours will result in the student receiving an “incomplete” or an “F” in the course at the discretion of the instructor.

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 it is what you will get out of it! It is your responsibility to conduct a realistic self-appraisal of what you personally need to master and how you can best attain it. **Challenge yourself to grow as an individual and a professional. Please respect the confidentiality of the classroom and discussions that are held.**

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](#)

Communication, Phone calls, Correspondence and Email:

Communication with your instructor and fellow students should be professional and respectful. As a college student in a professional training program communication in a professional and scholarly manner is expected. Texting language, street terms and slang, cursing, yelling, and poor formatting and grammar in documents should be avoided.

Conduct: In this course you will observe counseling sessions in a professional counseling center and may be allowed to co-counsel at your professors discretion. The Midland College Behavioral Health Center is located in PB6A. When observing sessions at the MCBHC it is required that confidentiality is maintained of all clients and respect of clients must be provided. Therefore, cell phones must be silenced, no talking should take place in the observation room as it is disruptive to sessions and peers, and students should not enter class or sessions late. When co-counseling with the professor, the practicum student is to listen attentively, should not interrupt the session, request permission from instructor before performing offering feedback during sessions, conduct yourself professionally (ex., do not curse, stretch, appear disinterested, arrive late, or have cell phone turned on during sessions, etc.).

Discussions “glorifying” substance abuse will not be tolerated. After the first warning, the instructor may remove the student from the class for such behavior.

Scholastic Dishonesty:

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:

Each student is expected to accrue 150 hours of practicum, which is half of the requirement for licensure. There are eight domains in which the Texas Department of State Health Services requires each student to perform the minimum 20 hours of service in each domain. Each student is expected to receive a *minimum* of 10 hours in each domain for this semester. The grade will consist of the number of hours you accrue and the number of hours accrued in each domain. If you accrue 150 hours, your grade will be 100%. The number of hours accrues will be divided into 150, which will determine the grade based on the grading scale below. Please make an appointment to speak with the instructor if you have additional questions or concerns.

Grading

Pass/Fail

A grade of 59.5% or above is considered passing, anything below 59.4 is considered failing. The percentages will be calculated by dividing the number of practicum hours accrued by 150. For example, if the student completed 98 hours their final score would be 65.3, which would be considered as a passing grade.

Complaint Process

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

1. Visit with your instructor and explain your difficulty 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.

The last day for withdrawal is published in the catalog and the current course schedule. To drop a course, the student must complete an official withdrawal form with Student Services.

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://wdcrobcop01.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://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> o llame al 1 (800) 421-3481.

Division Information:

Division Dean: Dr. Frank DeLaO 175 MHAB (432) 685-6812
Department Chair: Ms. Stephanie Shelton 175 AHSF (432) 685-4729
Division Secretary: Ms. Angleina Dolaptchieva 174 MHAB (432) 685-6830
Division Clerk: Ms. Adelle Dowling 176 MHAB (432) 685-6829

Contents

Midland College Syllabus 1

Instructor Information: 1

 Instructor: 1

 Phone: 1

 Office Hours: 1

Course Description: **Error! Bookmark not defined.**

Text, References and Supplies: 1

Student Learning Outcomes: 1

Student Contributions, Responsibilities and Class Policies: 2

Attendance Policy: 2

Withdrawal Policy: 3

Scholastic Dishonesty: 3

Course Schedule: 3

Evaluation of Students: 3

ADA Statement: 4