

Midland College Syllabus

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2019 - 2020

DAAC 2341

Counseling Alcohol and Other Drug Addictions

3 Lecture hours

Instructor Information:

Instructor: Stephanie Shelton

Phone: (432) 685-4729

Office Hours: MWF 12-2; T/TH 1:30-6:30 pm

Office: AHSF 175

Email: sshelton@midland.edu

Notice: Student 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 will be reported as never attended and dropped from the course.

Course Description:

Advanced examination of skills, confidentiality, and ethical guidelines applied in the counseling, treatment, and recovery of substance use disorders.

Text, References, and Supplies:

Egan, Gerard, The Skilled Helper, 10th edition. Brooks Cole, 2010.

Student Learning Outcomes:

Explain the concepts of substance use disorder counseling and recovery; identify issues of confidentiality and ethics as applied to the client; and demonstrate the skills and techniques of counseling in treatment planning.

Student Contributions & Classroom Policies:

Students will be expected to comply with the policies outlined in the Midland College Student Handbook. Instructor policies concerning attendance and academic behavior are consistent with the policies in the student handbook. <http://www.midland.edu/students/enrollment/catalog.php>
Logging onto Canvas and completing course material is required in order to be successful in this class.

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. <http://catalog.midland.edu/content.php?catoid=6&navoid=673>

Students will be evaluated based on the results of examinations given throughout the semester. A tentative schedule showing the due dates of all quizzes, activities and exams is below. Students are expected to meet all deadlines. There are NO make-ups for missed quizzes, activities and exams.

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.” <http://catalog.midland.edu/content.php?catoid=6&navoid=673>

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 this course is what you will get out of it. It is ultimately the student’s responsibility to conduct a realistic self-appraisal of what you personally need to master and how you can best attain it to successfully complete this course. **Challenge yourself to grow both individually and professionally.**

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. 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.**

You are responsible for all work covered in class, even if absent. In the case you are absent; it is **your responsibility** to contact another student to obtain material missed.

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

Midland College does not tolerate scholastic dishonesty or academic misconduct in any form. Please read the MC Student Handbook on this subject.
<http://catalog.midland.edu/content.php?catoid=6&navoid=673>

Evaluation of Students:

The students final grade will be calculated by using the following format:

Assignments& Participation	40%	90-100 = A
Attendance	30%	80-89 = B
Mid-term Exam	20%	70-79 = C
Final Exam	10%	60-69 = D

Student Issues:

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

1. Visit with your instructor and explain the issue you are experiencing 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.

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:	Stephanie Shelton	175 AHSF	(432) 685-4729
Division Secretary:	Ms. Angelina Dolaptchieva	176 MHAB	(432) 685-6829
Division Clerk:	Ms. Adelle Dowling	174 MHAB	(432) 685-6830

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