**Departmental Syllabus for course ####   
Assessment Skills for Alcohol and Other Drug Addiction**

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| Department: XXXXXX | Effective Date: XXXXXX |

Course Number and Title: Assessment Skill of Alcohol and Other Drug Addiction  
Credit Hours: XXX - Hrs/wk lec.: X Hrs/wk lab: X (may be via distance learning)

Instructor: X Office: X Phone Number: X Email: X Web Address: X

**I. Course Description**

This course examines procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems, and needs which will be used in the development of a treatment plan. This course prepares the student to appropriately explain assessment results and individual rights to clients. The attention of this course will be focused on objective observation, the accurate recording of data, interviewing, record keeping, and testing.

**II. Required Background**

Prerequisite: XXXXXX

**III. Texts, Other Reference Materials**

* **Required**: Lukas, Susan. (1993). *Where to Start and What to Ask*. New York, NY: W. W. Norton & Company. (ISBN: 0-393-70152-2)
* **Required**: O'Connell, David F. (1998). *Dual Disorders: Essentials for Assessment and Treatment*. Binghamton, NY: The Haworth Press, Inc. (ISBN: 0-7890-0401-1)

**Additional texts and/or reference materials, determined appropriate by the program coordinator, may be required by the course instructor.**

**Optional references may include:**

* Inciardi, James A. (1994). *Screening and Assessment for Alcohol and Other Drug Abuse Among Adults in the Criminal Justice System*. DHHS (TIP) Series 7.
* Kimmel, W.A. (1999) Reprinted. *Need, Demand, and Problem Assessment for Substance Abuse Services*. Rockville, MD: DHHS (TAP) Series 3.
* McLellan, T. & Dembo, R. (1995) Reprinted. *Screening and Assessment of Alcohol-and Other Drug-Abusing Adolescents*. DHHS (TIP) Series 3.
* Winters, Ken C. & Zenilman, Jonathan M. (1994). *Simple Screening Instruments for Outreach for Alcohol and Other Drug Abuse and Infectious Diseases*. DHHS (TIP) Series 11.
* Allen, John P. and Wilson, Veronica B., (2003) Revised, Assessing Alcohol Problems: A Guide for Clinicians and Researdhers, 2nd ed., NIH Publication

**IV. Methods of Instruction**

**Instruction, as determined by the instructor, may consist of:**

* Lecture/Discussion
* Demonstrations
* Student Participation/Reports
* Role Playing/Student Involvement
* Internet assignments and postings

**V. Course Content**

* Art of Interviewing
* Basic Principles of Human Nature
* Interviewer's Attitudes
* Purposes of Interviewing
* Techniques of Interviewing
* Criteria for Effective Interviewing
* Essential Conditions of Good Interviewing
* Basic Principles of Psychological Testing
* Review of Selected Personality, Intelligence, and Visual Motor tests
* Defining Normality

**VI. Learning Outcomes**

**The student should be able to gather information about client strengths, weakness,**

**problems and needs, and explain assessment results to clients.**

**Performance Objectives:** Upon successful completion of this course, the student will be able to:

* 1. Explain the basics of currently used diagnostic assessment tools/instruments.
  2. Demonstrate appropriate and professional written descriptions of behavior as they apply to addictions.
  3. Gather relevant history from client including, alcohol and other drug use/disorders using appropriate interview techniques.
  4. Identify methods and procedures for obtaining corroborative information from significant secondary sources regarding clients, alcohol and other drug use/disorders and psychosocial history.
  5. Identify appropriate assessment tools.
  6. Explain to the client the rationale for the use of assessment techniques/instruments in order to facilitate understanding.
  7. Outline and apply client's rights, confidentiality, and ethical issues to the consumer with a substance use disorder.
  8. Demonstrate knowledge of the importance of proper assessment which complies with requirements of funding source.

Additional objectives may be added by the course instructor.

**Measurement of student competency or learning outcome may include:**

* Written Examination
* Demonstrations/Interviews (at least two)
* Class participation
* Comprehensive Final Examination
* Internet assignments/postings

Additional measurement criteria may be used at the discretion of the instructor.

**SCANS Competencies:** See attached for a list of competencies related to the workplace as outlined by the XXXX Higher Education Coordinating Board.

**VII. Course requirements and grade computation.**

A. College Requirements:

A written, comprehensive final examination, not to exceed two and one-half hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations or measures are given/utilized at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to postpone the examination. **A student absent without permission from a final examination maybe graded “F.”** Postponed examinations result in a grade of “I”, incomplete. The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an “F.” (see current XXXX College Bulletin, or Faculty Handbook)

B. Departmental Requirement:

Examinations, to include the comprehensive final exam, may consist of essay and/or objective questions, oral examination methods and/or performance measures.

C. Instructor Requirements:

To be determined by the assigned instructor.

**VIII. College Policies:**

A. XXXX College does not discriminate on the basis of race, religion, color, national origin, sex, age, sexual orientation, or disability with respect to access, employment programs or services.

B. Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus. (**The instructor may set standard for children in the classroom as they determine appropriate.)**

C. ADA Statement: “As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of XXXXXXX, (location and phone number)

D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify XXXXXXX, (location and phone number)

E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting

in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. For additional information refer to the “Student Code of Conduct” in the XXXXXX College Bulletin.

F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. (College Academic Council, 01/ 2000)

**(The instructor may set additional requirements determined to be appropriate.)**

G. XXXX College Attendance Policy: Regular and punctual attendance at all classes and laboratories, day and/or evening, is required. A student absent for any reason is responsible for all work missed. **Both tardiness and early departure from class are forms of absenteeism.** **The instructor establishes the policy with regard to each.** Absences of each student are recorded without exception. **The counting of absences begins on the first day of class.** A student absent the equivalent of two weeks of instruction in a 16-week semester may be dropped by the instructor. If a student is dropped from a class for excessive absences, the instructor will record a grade of “W’ (withdraw). **It is the student’s responsibility to ensure that the withdrawals have been submitted.**

H. XXXXXX College is a smoke free campus.

I. XXXX College Important Phone Numbers:

Dept. of Public Safety Emergency number (to report an emergency): XXXXXX

Dept. of Public Safety number (for information and filing reports): XXXXXX

Weather number (information during bad weather): XXXXXX

1. Students must also abide by the policies, procedures and rules set forth in the “Student Code of Conduct” and all other policies set forth in the current XXXXXXX College Bulletin, and any additional policies, procedures, and rules determined appropriate by the instructor.