**FALL / XXX**

**Multicultural Counseling
course ###, XX lecture Hours
9:30 a.m. – 10:50 a.m.**

**HYBRID - (room ###)**

 **Class meets on Tuesdays only; other course work is completed over the Internet**

**Instructor: XXXXX**

**Contact Information:**

Office: **XXXXX**

Phone: **XXXXX**

Email address: **XXXXX**

Hours Available: **XXXXX**

**Course Description**
Characteristics of minorities and diverse populations encountered by counselors. Includes issues among those groups which affect the counseling process.

**Textbooks and Other Course Materials:**

**Diversity in Counseling by: Robert Brammer 2nd edition. Thomson/ Brooks/ Cole, 2011,** ISBN# 13: 9780840034533

**Recommended Website:** [**https://ncadistore.samhsa.gov/**](https://ncadistore.samhsa.gov/)

**Student Learning Outcomes**

1. Student will develop an understanding and appreciation of various cultures, through history analysis, social interaction, and participating in culture events throughout the semester.
2. The student will demonstrate knowledge of at least 3 assessment tools used to assess diverse clients.
3. The student will explore the theories that prejudice and discrimination are part of all social networks.
4. The students are encouraged to recognize the value of multicultural sensitivity/responsivness, knowledge and understanding about ethically and racially diverse individuals.

**Evaluation Procedures:**

**Grading Rubric:**

 Grammatical Structure: (eg., subject-verb agreement) *20%*

 Mechanic: (eg., capitalization, spelling) *20%*

 Format: (eg., content appropriatness, organization, and development of theme) *50%*

 References: (APA Style, in citing external sources) *10%*

* <http://owl.english.purdue.edu/owl/resource/560/10/>

**The Core Rules of *NETIQUETTE***

* <http://www.albion.com/netiquette/corerules.html>
1. ***Netiquette Quiz:*** Each student must review the “Netiquette” website and take a quiz to be ***certified for classes.*** The quiz is located under the “Netiquette Quiz” Tab.

***Due:* (Submit to Netiquette Quiz Tab)**

1. Students are required to read text and participate in class discussions. Each student is required to participate in a class group in presenting an assigned chapter. The group will present the chapter to class on scheduled day. All chapters must include power point, You Tube video and interaction class involvement. Each student must participate in completing and presenting the PowerPoint. Please identify individual contribution on power point by name of section.

**Due:**  **(Submit to Discussion Board)**

1. ***“Who Moved My Cheese” Summary:*** Each student is required to read “Who Moved My Cheese” by Spencer Johnson. Complete a typed, one-page summary about how this book applies to your personal life. **(APA Style)**

***Due:* (Submit to Assignment Tab)**

1. ***“The Blindside” Summary:*** Each student is required to review the movie **“The Blindside”** and complete a one-page summary of the impact diversity had on the community. **(APA Style)**

***Due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  (Submit to Assignment Tab)**

1. ***“The Color of Fear” Summary:*** Each student will provide a one page summary of “**The Color of Fear”. (APA Style)**

***Due:*  (Submit to Assignment Tab)**

1. ***Ethnic Group Experience:*** Each student will be required to participate in a cultural experience with an ethnic group different from your own. One page, reflection summary of your experience. **(APA Style)** (Share with Class)

***Due:*  (Submit to Assignment Tab)**

1. There will be two exams, Mid-Term and Final.

**Mid-term Exam***:*

**Final :**

**There will be no make-up exams**

 **8.** **Grades and Points:**

A= 90-100 100 pts. ………. Class Group Presentation

B= 80-89 100 pts. ………. Culture Experience

C= 70-79 100 pts. ……… Movie Assignments

D= 60-69 100 pts. ……… Mid-Term

F= 59- OR BELOW 100pts………… Color of Fear
 100 pts………... Final Exam

* **All grades are divided equally.**
* **Late Papers and Assignments -20 points for grade, after 24 hours= 0**

**\*\*\*LATE ASSIGNMENTS WILL BE –20 POINTS AFTER CLASS PERIOD. AFTER 24 HOURS, “0”. \*\*\***

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| --- | --- | --- | --- |
| WEEK | Date | CHAPTER | PRESENTERS |
| Week 1 | **8/28** | **Introduction Assignments of Topics**  | **Professor Jackson** |
| Week 2 | **9/4** | **Chapter 1** | **Professor Jackson** |
| Week 3 | **9/11** | **Chapter 2** |  |
| Week 4 | **9/18** | **Chapter 3** |  |
| Week 5 | **9/25** | **Chapter 4** |  |
| Week 6 | **10/2** | **Chapter 5** |  |
| Week 7 | **10/9** | **Chapter 6** |  |
| Week 8 | **10/16** | **Chapter 7** |  |
| Week 9 | **10/23** | **Chapter 8** |  |
| Week 10 | **10/30** | **Chapter 9** |  |
| Week 11 | **11/6** | **Chapter 10** |  |
| Week 12 | **11/13** | **Chapter 11** |  |
| Week 13 | **11/20** |  |  |
| Week 14 | **11/27** |  |  |
| Week 15 | **12/4** |  |  |
| Week 16 | **12/11** |  |  |

|  |  |
| --- | --- |
| DUE DATE | ASSIGNMENT |
| *September 4, 2012 @ 10:00pm* | ***“Netiquette Quiz”***(Submit to Netiquette Quiz Tab) |
| *September 18, 2012 @ 10:00pm* | ***“Who Moved My Cheese”*** Summary (Submit to Assignment Tab) |
| *October 9, 2012 @ 10:00pm* | ***“The Blindside”*** Summary (Submit to Assignment Tab) |
| *November 6, 2012 @ 10:00pm* | ***“The Color of Fear”*** Summary (Submit to Assignment Tab) |
| *November 27, 2012 @ 10:00pm* | ***” Ethnic Group Experience”*** Summary (Submit to Assignment Tab) |

 ***Course Schedule***

**All presentations must be presented on Power Point.**

**Obtaining Course Grades Using eConnect**

**All students are required to obtain a dcccd.net mail account.** Final Grade Reports are no longer mailed. Convenient access is available online at <https://econnect.dcccd.edu/eConnect/eConnect>.

Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your **Student Advising Report**, which is available in the Admissions Office.

**XXXXXXXX College Email Policy**

Faculty and students must have and use a XXXXX college account for all correspondence relating to academic coursework. For information on setting up a XXXX college student email account go to: <http://www.XXXX>

**Attendance Policy:**

Attendance on Tuesday lectures is mandatory. A significant portion of this course comes from the lectures and class discussions. Students missing more than one class ***lecture lose 10 points off*
*the final grade.***

**Financial Aid Statement**

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

**Financial Aid Statement for Distance Learning Classes**

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus.  Do not drop or stop attending any class without consulting the Financial Aid Office.  Changes in your enrollment level and failing grades may require that you repay financial aid funds.

**Repeating This Course: (Third Attempt to Enroll in a Course)**

 Effective for Fall Semester 2005, the XXXXXX Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the XXXXXX Colleges since the Fall 2002 Semester. ***See Third Attempt to Enroll in a Course at:*** <http://www.XXXXX>

**Academic Honesty Statement**

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

 As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the XXXXXX college Code of Student Conduct ***published in the*** XXXX college ***Catalog at***

<http://www1.dcccd.edu/cat0506/ss/code.cfm>

 Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. ***Cheating*** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. ***Plagiarism*** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.***Collusion*** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

**Food and Drink Policy**

Food, drinks, and tobacco products are prohibited in XXXX college classrooms.

**ADA Statement**

Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. 972.860.8348 or email efcdso@dcccd.edu. For more information: <http://www.eastfieldcollege.edu/SSI/DSO/index.html>

Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a reasonable time after the absence.

 **Withdrawal Policy**

 If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by XXXXX date. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at (telephone ## or email address), or contact the division office.

 **STOP BEFORE YOU DROP**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any (state name) public institution of higher learning, including all seven of the XXXX college. For more information, you may access:

<https://www.XXXX>

**Family Educational Rights and Privacy Act of 1974 (FERPA)**

**In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College** may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

XXXX college **Emergency Operating Procedures**
<http://XXXXX>

**Classroom Etiquette**

Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, cell phones, electronic games, radios, MP3/ IPod players, or other devices must be turned off when you enter the classroom. Disruption of class by latecomers, noisy devices or inconsiderate behavior will not be tolerated. Repeated violations will be penalized and may result in expulsion from class.

***THE INSTRUCTOR RESERVES THE RIGHT TO AMEND THIS SYLLABUS.***

**Instructions on How to Access Online Course Material**

1. Start by going to the website: <http://www.XXXXX>

2. Look for the link “ecampus” on the upper right corner of the page and click it.

3. That will take you to the next page. Click the link “Access ecampus”

4. That will take you to your main log in page.

5. Enter a lower case “e” followed by your student ID # for both the username and password (for example: e123456). Then press enter on your keyboard or click on the login button. After your first log in you can change your password. If your welcome page does not appear or you get an “error” page after repeated tries, then contact technical support at (telephone ####).

6. The courses you have registered for should appear on the login page. If not click on the blue “courses” tab. If your course does not appear on the login page or under the blue tab, then contact our Social Science Division Secretary at (telephone ####).

7. Click on your appropriate course.

**DCCCD Technical Support Center**

**Student Assistance**

If you require technical assistance, you may access our customer service center via phone or Web

**Web:**[Technical Support](http://d2.parature.com/ics/support/default.asp?deptID=8023)

**Phone:** (telephone ####).

<http://d2.parature.com/ics/support/default.asp?deptID=8023>

**XXXXX COLLEGE**

**KSA STATEMENT**

**STUDENT EXPLANATION**

The National Steering Committee on Addiction Counseling Standards adopted the Addiction Counseling Competencies: The Knowledge, Skills, and Attitudes of Professional Practice document identifies the knowledge and attitudes that underlie competent practice not just for counselors but for addiction specialists in other disciplines as well. These foundations as articulated in Addiction Counseling Competencies include:

Understanding Addiction

Treatment Knowledge

Application to Practice

Professional Readiness

XXXXXX College

SCANS STATEMENT:

AN EXPLANATION FOR STUDENTS

WHAT ARE SCANS SKILLS?

The SCANS Skills are those entry-level job skills that employers need in the high-performance work place. SCANS skills are the predictors of success in the workplace.

WHO DEFINED THE SKILLS?

Surveying employers and educators who represented or taught many types of occupations, the U.S. Departments of Labor and Education identified the most important skills and competencies needed by successful workers.

EASTFIELD COLLEGE AND SCANS

XXXXXX College is committed to the preparation of its students for success in the workplace.

All XXXXXX College courses provide learning experiences and outcomes that result in mastery of SCANS skills. Although each course will not contain every SCANS skill, each course will identify the specific SCANS skills and competencies experienced in that course.

By completing an entire program of study (degree, certificate, or transfer), each student will have the opportunity to master all SCANS skills and competencies.

SCANS SKILLS

Secretary’s Commission on Achieving Necessary Skills

FOUNDATION SKILLS

 (F1) READING – locates, understands and interprets written information

(F2) WRITING – communicates thoughts, ideas, information in writing

 Basic

 (F3)\* ARITHMETIC – performs basic computations

 Skills

(F4)\* MATHEMATICS – chooses appropriate mathematical techniques

(F5) LISTENING – receives, interprets, and responds to verbal messages and cues

 (F6)\* SPEAKING – organizes ideas and communicates orally

 (F7) CREATIVE THINKING – generates new ideas

(F8) DECISION MAKING – specifies goals and constraints, chooses best alternatives thinking

(F9) PROBLEM SOLVING – recognizes problem and devises/implements a Skills solution

(F10) MENTAL VERBALIZATION – thinking about what something will be

 (F11) KNOWING HOW TO LEARN – uses efficient learning techniques

 (F12) REASONING – discovers and applies underlying rules or principles

(F13) RESPONSIBILITY – exerts a high level of effort and perseveres toward goals Personal

(F14) SELF-ESTEEM – believes in one’s self and maintains a positive view of Qualities self

(F15) SOCIABILITY – demonstrates to others that you care about them

(F16) SELF-MANAGEMENT – assesses self accurately, sets goals, exhibits self control

 (F17) INEGRITY/HONESTY – chooses ethical courses of action

 \*Not a SCANS SKILLS presented in this course

WORKPLACE COMPETENCIES

(C1) MANAGES TIME – sets relevant, goal related activities, ranks and allocates time Manages

(C2) MANAGES MONEY – uses or prepares budgets, keeps detailed records Resources

(C3) MANAGES MATERIAL – acquires, stores, and distributes materials, Supplies, etc.

(C4) MANAGES HUMAN RESOURCES – assesses skills and distributes work

(C5) ACQUIRES INFORMATION – identifies need for data, obtains and evaluates Information

(C6) ORGANIZES INFORMATION – organizes, processes, and Manages maintains information

(C7) INTERPRETS INFORMATION – selects, analyzes info – communicates results

(C8) USES COMPUTERS – to acquire, organize, analyze, and communicate information

(C9) PARTICIPATES AS A MEMBER OF A TEAM – contributes to group effort Inter- Personal

(C10) TEACHES OTHERS – helps others learn needed knowledge and skills

(C11) SERVES CLIENTS/CUSTOMERS – works to satisfy client/customer Skills expectations

(C12) EXERCISES LEADERSHIP – communicates ideas to justify position and lead others

(C13) NEGOTIATES – works toward agreements involving an exchange of resources

(C14) WORKS WITH DIVERSITY – works well with people from diverse backgrounds

(C15) UNDERSTANDS SYSTEMS – social, organizational, and technological systems

(C16) MONITORS SYSTEMS – distinguishes trends, predicts impact Systems

(C17) IMPROVES SYSTEMS – makes suggestions to modify existing systems

(C18) SELECTS TECHNOLOGY – judges which technology will produce desired results

(C19) APPLIES TECHNOLOGY – understands procedure for setup and use of Technology machines

(C20) MAINTAINS TECHNOLOGY – prevents, identifies, or solves technological problems