**Special Topics Alcohol/Drug Use**

**Syllabus/Course Information**

**Fall** XXX

|  |  |  |  |
| --- | --- | --- | --- |
| **INSTRUCTOR:**  | XXX |  **E-MAIL:**  | XXX |
|  **OFFICE:**  | XXX |  **PHONE:** | XXX |
|  **OFFICE HOURS:** |  **Monday** XXX**Tuesday** XXX**Wednesday** XXX**Thursday** XXX**Friday** XXX |

**A. Communicating with your instructor:**

The preferred method of communicating with your instructor is through the mail element of My Blackboard. I usually respond within 24 hours Monday-Thursday and by the next business day Friday-Sunday. If you need an appointment you may call XXX at XXX.

**B. Course Description**:

This is a Blackboard course (internet). There are no scheduled on campus class meetings. This course is designed to enhance the student’s understanding of selected topics in the area of addiction counseling, including the preparation for the licensed chemical dependency counselor examination process. The selected topic will be designed to give insight into the complex fields of druguse disorders, compulsive behaviors, treatment, recovery and prevention or how to prepare for the licensure examination. The course is richly supported with scholarly articles and links to provide a variety of perspectives on addiction and treatment topics. The course meets alcohol and drug specific course content required by the (state agency) for Licensed Chemical Dependency Counselor (LCDC) requirements.

MyBlackboard courses will be available at noon on the first day of class. Every student who enrolls after this day will be added by the next day at noon. If a student is having a problem, please contact XXX College Distance Education Department at XXXor email address for help. Include your first and last name, student ID number and a description of the problem. Students will not be penalized if there is an interruption in MyBlackboard service and the instructor is notified of such an issue by the Distance Education Department. WEBACCESS, Passwords or Computer Labs- contact the IT Dept. Help Desk at XXX.

The student username and password will be the following:

USERNAME: Your username is your **WebAccess username**

PASSWORD: college

**C. Course Goals and Objectives:**

This course concentrates on a topic in the area of substance use or substance use disorders that is selected by the student and is approved by the instructor. Topics could include the pharmacology and neurochemistry of alcohol, and drugs, and other behaviors, or the student can use the course as a review course for the licensed chemical dependency counselor licensure exam. The objectives on topics selected by the student will be determined by the instructor and student prior to agreement to participate in this course. If the selection for the course is preparation for the licensed chemical dependency licensure, the objectives are:

1. Guide the student to the content of the written examination of the licensure exam, subject domains, review of subject domains and test taking strategies.

2. Guide the student to the content of the oral examination, summarize the written case protocol, review the 12 core functions and necessary global criteria required to meet each of the 12 core functions.

3. Provide practice exams for the student in subject domains and familiarize the student with multiple choice questions similar to those found on the licensure examination.

4. Provide study guidance in the area of assessment, counseling, case management, client and family education, professional responsibility as well as provide a reading guide for test preparation.

**D. Methodology:**

This is a Blackboard course (internet). Couse consists of on-line communications, the discussion board, practiced tests and personal feedback. Examinations are on-line examinations through My Blackboard. Materials on the internet consist of:

1. Syllabus
2. The written examination
3. Progressive relaxation and anxiety reduction hierarchy
4. Testing topics with review questions, journal articles and practice tests
5. assessment
6. counseling
7. case-management
8. education
9. professional responsibility
10. practice exams questions for general alcohol and drug knowledge

**E. Prerequisites**:

XXX

**F. Class Attendance Policy:**

MyBlackboard (internet) students are required to contact their instructor at least one time every two weeks and provide status update and to make regular posting on the discussion board of their course. Failure to contact the instructor on a regular basis for the course in which the student is officially registered will result in a failing (F) grade. Students are expected to complete their examinations by posted due dates.

**G. Textbooks**:

A Modified Preparation Curriculum for The Licensed Chemical Dependency Counselor. This manual will be provided to you by the department. Please contact the department and make arrangements to pick up your copy for the course. Your online class examinations will be based on material in this manual.

**H. Additional Materials:**

All of the required and recommended readings can be accessed to download <http://store.samhsa.gov/> or by accessing SAMSHA’s National Clearinghouse for Alcohol and Drug Information, 11426 Rockville Pike, Rockville, MD 20852 or by calling 1-800-729-6686. Requests for selected TIP’s and TAP’s can be obtained from this site. Requests for the Licensed Chemical Counselor Handbook may be downloaded from http:// XXX

**I. Assignments, Exams and Grading Summary:**

There are six (6) exams. Your final grade will be the average of your six exams and submitted notes.

 Must be completed by:

Exam 1, 2, 3 XXX

Exam 4, 5, 6 XXX

Notes on your readings due XXX

**J. Grading Scale:**

|  |  |
| --- | --- |
| **Points** | **Grade** |
|  100-90 | A |
| 89-80 | B |
| 79-70 | C |
|  69-60 | D |
| 59 or less | F |

 ***I.…..Incomplete.*** *No Incompletes or “I” grades will be given except for extreme circumstances. If an “I” grade is assigned and the course work is not completed by the pre-arranged time limit, this grade will convert to an “F”.*

***W….Withdrawal.*** *Students who file withdrawal requests by the published deadline will receive a grade of W.* *It is recommended that the student talk to the instructor before withdrawing. If a decision is made to withdraw, the student must start the process at the Enrollment Services Center, room A-100 or call them for information at 281-756-3531, by the deadline. Failure to withdraw may result in a grade of F.*

**K. Late Course Work Policy:**

If you choose not to take your exams by the requested completion date there will be a 5 point deduction from your score *per exam* for late entries.

In order to receive a grade and credit for this course, the student must complete all exams and assignments by (date). Failure to complete the course work will result in and “F”.

**L. Exam Policy:**

Student is allowed one attempt per exam. Exams are short answer and student is allowed 50 minutes.

**M. Classroom Protocol:**

It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. Policies governing the classroom are provided in the ACC student Handbook and students who repeatedly violate one or more of these policies will be subject to disciplinary action.

**N. Disclaimer:**

The instructor reserves the right to modify this syllabus as needed and will notify the students of any changes using the MyBlackboard e-mail or announcements.

**O*.* Expectations:**

1. *Students are expected to obtain the recommended readings and send the instructor an e-mail by the second week of class stating that they have read this syllabus and schedule and understand what is expected of them. Include your first and last name and student ID number in the e-mail.*
2. *Students are expected to allocate a minimum of 10 hours per week on textbook readings, interacting with course materials, participating in class discussions via a discussion thread, and completing assignments, quizzes and exams.*
3. *Students are expected to use the computers in the* XXX *computer Labs or have a workable computer that can access the course website/MyBlackBoard. Having a slow Internet connection or a disruption in Internet access service at home or any other technical problems on the student’s side are NOT acceptable excuses for late work.*

**P. ACADEMIC SUCCESS AND SUPPORT SERVICES:**

1. Computers are available for use by all registered students in any of the 23 ACC/PCC computer labs, including the Cyber Lab, room A-173. ***Please call*** 281-756- 3544 for more information about all ACC computer labs.

2. The Library website: [http://www. XXX](http://www.alvincollege.edu/library/default.htm)

3. The Learning Lab and Writing Center, A-235, is for help with writing assignments, tutoring, exams, and additional computer access: http://www. XXX

4. MyBlackboard -Any technical problems or issues with MyBlackboard should be directed to the Distance Education Department at XXX. Include your first and last name, student ID number and a description of the problem. Students will not be penalized if there is an interruption in MyBlackboard service and the instructor is notified of such an issue by the Distance Education Department.

5. WEBACCESS, Passwords or Computer Labs- contact the IT Dept. Help Desk at 281- 756-3544.

**Q. AMERICANS WITH DISABILITIES ACT**:

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register with the Office of Disability Services, A 136, (281)756-3533. Instructors are not able to provide accommodations until the proper process has been followed.

**R. CODE OF ACADEMIC INTEGRITY AND HONESTY**:

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

**S. Behavioral Intervention Team (BIT) – Letting someone know:**

The Behavioral Intervention Team (BIT) at Alvin Community College is committed to improving community safety through a proactive, collaborative, coordinated, objective and thoughtful approach to the prevention, identification, assessment, intervention and management of situations that pose, or may reasonably pose, a threat to the safety and well-being to the campus community.

College faculty, staff, students and community members may communicate concerns to the BIT by email, BIT@XXXXX , or through an electronic reporting option located on the BIT page of the college website, [www.XXXXXXt](http://www.XXXXXXt).