**Departmental Syllabus for**

**Professional Development**

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| Department: XXX  | Effective Date: XXXReviewed: XXX |

Course Number and Title: Course ####, Professional Development

Credit Hours: X Hrs/wk lec.: XXX Hrs/wk lab: XXX (may be delivered via distance learning)

Instructor: XXX) Office: XXX Phone Number: XXX FAX: XXX Email: XXX Web Address: [http://www. XXX](http://www.alamo.edu/main.aspx?id=4822)

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**I. Course Description**

This course explores selected current events, skills, knowledge, and behaviors pertinent to the student’s occupational readiness and performance. Topics may include counselor portfolios, licensure test preparation, community service and other topics relevant to professional development. Students will be required to complete a written case presentation.

**II. Required Background**

Prerequisite: XXX

**III. Texts, Other Reference Materials**

* **Required**:
	+ Corey, C., Corey, M., & Callanan, P. (2011), Issues and Ethics in the Helping Professions, 8th ed., Brooks/Cole. (ISBN: 9780495812418)
	+ Students will be provided additional resource materials, and a workbook for use in this course.

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

**IV. Methods of Instruction**

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

* Lecture/Discussion
* Demonstrations
* Student Participation/Reports
* Role Playing/Student Involvement
* Video Presentations
* Internet assignments, discussions, and/or assessments

**V. Course Content**

* Counselor’s responsibility in their professional development
* Development of a professional portfolio

**VI. Learning outcomes**

The student will come to understand the importance and meaning of professional development in the substance use counselor field.

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

1. Explain professionalism.

2. Discuss the purpose of professional portfolios

3. Complete a written case presentation

Additional objectives may be added by the course instructor.

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

* Written Examination
* Practice Exercises/Demonstration
* Oral Presentation
* 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 (state name) 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 XXX 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. XXX 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. College Academic Council - April, 1998. (**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 DisABILITY Support Services, first floor, Moody Learning Center, Phone: (210) 486-0020.

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 Disability Support Services, first floor, Moody Learning Center, Phone: (210) 486-0020.

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 XXX 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. XXX 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. XXX College is a smoke free campus.

I. ACCD DPS Important Phone Numbers:

DPS Emergency number (to report an emergency): XXX

 DPS General number (for information and filing reports) XXX

 Weather number (information during bad weather) XXX

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 XXX College Bulletin, and any additional policies, procedures, and rules determined appropriate by the instructor.