

(First Class Begins Thurs. Feb. 13, 2014)
**Psych 67 - Counseling Techniques
For the Chemically Addicted** (Sec. 4777)
Spring 2014, WLAC Room GC 330
Thurs., 6:45 pm – 10:00 pm,
Instructor: Bruce Reinauer, M.A.
E-Mail Address: reinaubr@wlac.edu
Voice Mail: 310/287-4200, ext. 8026
Office Hours: Thursdays 6:30-6:45 pm &
10:00-10:15pm, Room GC 330

COURSE SYLLABUS

Counseling Techniques for the Chemically Addicted

Prerequisite: Psych 64

Required text: Chemical Dependency Counseling; A Practical Guide, Third Edition or Fourth Edition, by Robert R. Perkinson, published by Sage Publications.

Course Description and Learning Objectives: This Calif. Association for Alcohol/Drug Educators-approved applied skills course is designed to introduce and expose the student to the comprehensive range of approaches, skill sets, techniques and tools necessary for an introduction to counseling techniques for the chemically addicted. Major elements include ethics and confidentiality, interview and assessment techniques, behavioral observation and listening skills, dual diagnosis, crisis intervention and documentation processes.

Course Organization: The course is organized to acquaint the student with the basic tenets, principles, studies and experiences necessary for a full involvement with counseling techniques in the field of Drug and Alcohol Abuse and Addictive Disorders. The course consists of lectures, video and film presentations, discussions, individual and group learning experiences, occasional guest speakers, and creative research, both traditional and non-traditional.

Students with disabilities: In accordance with the Americans With Disabilities Act, students requesting accommodation must register with the Office of Disabled Students Programs & Services, located in HRLC 119. Please contact Dr. Adrienne Foster, director (310) 287-4450 for information and assistance. Students who believe they may need accommodations in this class are encouraged to contact Disabled Students Programs and Services as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Grading: As a student, your performance will be assessed on the basis of your completion of reading assignments, periodic exams, possible pop quizzes, completion of term project assignments, active participation in class discussions, groups and experiential assignments, the observation of at least one AA, NA, or other addictive disorder fellowship meeting, plus attendance. PLEASE NOTE: REPETITIVE TARDINESS and ABSENCES COULD RESULT IN YOUR BEING DROPPED FROM THE CLASS! TALKING IN CLASS WHEN IT IS NOT APPROPRIATE, AND VIOLATION OF THE RULES CONCERNING CELL PHONES AND BEEPERS COULD DEFINITELY AFFECT YOUR ABILITY TO DO WELL IN THE CLASS.

Grading Breakdown: Three scheduled exams will be given. Each exam will be worth 20% of your grade. Two Class Projects will be assigned, with specific guidelines for length, quality, sources, style, topic and due date and will each be worth 15% of your grade. Attendance will account for 10% of your grade. Your final grade in the class is determined by a mathematical calculation being applied to the above-stated formula. Occasionally, some students feel under pressure that they "have to get an "A", or "have to get a "B", for example. Your success in college is important, and your instructor will be available to talk with you about dealing with issues of self-pressure and the desire to excel in college, but these are YOUR issues, and they will have absolutely no effect on the stated grading formula.

Attendance: Please remember that EVERY class meeting is important. In order to be marked "present" on the role sheet, students will need to be present for the entire class session, from the very beginning of the class period until the instructor dismisses the class. You may be dropped if you are absent for 25% of the class.

Examinations will cover all assigned material presented in your text and class lectures. All exams will consist of multiple-choice questions, and may include definitions, short-answer and essay questions. Exams will begin promptly at the beginning of the class period. If you arrive late to class during an exam period, the exam still must be completed by the announced ending time. The instructor will verbally go over the test and answers immediately following this. You will not be allowed to take notes or access your cell phones during any part of this process. You will also need to provide your own Scantron answer forms in order to take the exams, so purchase 3 of these (Form 886-E) sometime before the first exam date. Otherwise, you will have to use precious exam time to make a special trip to the bookstore, if they are open, to purchase them before you can take each exam.

Make-Up Tests: West Los Angeles College has no facilities or personnel available to administer make-up tests. This means that there will be NO MAKE-UP TESTS given in this class. During the first class meeting you will be given a reading assignment, exam schedule and term project due date sheet. You will be made well aware of all important course dates. It is up to you to be responsible for attending to all of the important class dates, exam dates and deadlines.

Extra Credit: There is no extra credit available in this course. Please arrange your time and energy to keep up with the reading and writing assignments.

16-Week Semester Calendar: WLA College is on a 16-week semester calendar. In working terms, this means that the start and finish times scheduled for each class are absolute, not just general guidelines. Also, there is one break scheduled during each of our class meetings this semester. If you need to leave the classroom BRIEFLY during class, please do so quietly without disturbing people.

Reading Assignments: The reading assignments are to be completed by the dates indicated on the Reading Assignments and Exam Schedule. Please read each assignment before its respective class date. Although all the material from each chapter may not be covered in class due to time constraints, **you will be held accountable** for all of the information from the assigned chapters or assigned sections of chapters in the scheduled examinations.

Pop Quizzes: No pop quizzes are currently scheduled. However, if it appears that the majority of students in the class are not keeping up with the reading (i.e., not able to participate in the discussions due to lack of preparedness), pop quizzes might be initiated, with the grades averaged in with your other grades.

Absences and Tardiness: You have to stay in class for the entire class period in order to be marked "present". The College rules state that a student MAY be dropped from the class if they miss more than 25% of the course (4 absences). People occasionally get sick and/or have things that come up during the semester, causing them to miss class or have an occasional tardiness. If you miss a class or are late to class, you are still basically responsible for finding out what went on during that class session. So, what this really means is that you should exchange phone numbers with several other students in the class, in order to find out what happened that day and also to be able to look over their notes from that day. Habitual tardiness and/or habitual absences will definitely affect your performance in the class, and will probably affect your grades on exams, too, since you will have missed valuable learning experiences.

Withdrawal from the course: College regulations state that the instructor has the *option* of dropping any student from the course (before the drop deadline) for excessive absences. **Ultimately, it is the STUDENT'S responsibility to officially withdraw from the course (before the Drop Deadline) if the student wishes to exit the course without a grade being assigned. This is very important.**

Note-taking and Study Tips: You are responsible for keeping up with the reading assignments, taking notes during class on all lectures, discussions, films, videos, and special presentations. This doesn't mean that you have to write down everything that goes on every minute in class, but that you are basically responsible for assimilating the information we go over in class. PLEASE NOTE: YOU ARE RESPONSIBLE FOR KNOWING ABOUT THE LECTURE MATERIAL THAT HAS OCCURRED DURING EACH AND EVERY CLASS PERIOD, FROM THE VERY START OF EACH PERIOD THROUGH THE VERY END, REGARDLESS OF WHETHER YOU WERE PRESENT OR NOT. If you missed part or all of a class, look over some of the notes that other students have taken, either before or after class. Some of you will need to take more detailed notes than others. It is your responsibility to ask questions if you don't understand, and to ask the instructor to slow down and repeat information if you can't keep up with the pace.

Instructor Office and Conference Hours: Your Instructor is generally available for brief discussions, conferences and counseling before class, during the break and briefly after each class meeting. Other times are also available upon special arrangement.

Academic Dishonesty Policy: College study is the process of learning to be an independent scholar. All students are expected to do their own work. All forms of cheating and plagiarism are absolutely forbidden. This is the official policy of this class. Students found cheating will have their exam(s) and/or assignment(s) marked 0 for failure and may receive a failing grade for this course. Examples of cheating include, but are not limited to, the following:

- using unauthorized materials on exams
- copying other student exams
- submitting any assigned work that is not the student's own work
- copying other written materials without proper credit to the original author
- downloading from computer networks without citation

Incidents of cheating will be reported to both the Dean of Academic Affairs and the Vice-President of Student Services.

Beepers, Pagers and Cell Phones: If you bring any of these items into the classroom, they must be switched to SILENT MODE DURING THE ENTIRE CLASS PERIOD. If any of these items goes off during the class, which is highly disruptive, the student may be asked to leave the classroom for the rest of the period. and may also be marked absent for that day, at the discretion of the instructor. DURING EXAMINATIONS ALL BEEPERS, PAGERS AND CELL PHONES MUST REMAIN STASHED AWAY COMPLETELY UNTIL YOUR TEST IS COMPLETED, TURNED IN TO THE INSTRUCTOR, AND THE ENTIRE VERBAL REVIEW OF THE TEST TO THE CLASS AS A GROUP HAS BEEN COMPLETED. ALL OF THIS IS DONE TO AVOID ANY APPEARANCE OF CHEATING. IF YOU PERSONALLY HAVE A DIFFICULT TIME LEAVING YOUR CELL PHONE ALONE DURING CLASS, PLEASE TEMPORARILY LEAVE IT WITH YOUR INSTRUCTOR, AND PICK IT UP AFTER CLASS. Please note that it is considered poor classroom etiquette to be talking on the cell phone in the classroom, and looking at and playing with cell phones and/or recreational electronic devices during class lectures and discussions.

Food and Drink Rules for the Classroom: The College rules state that **NO FOOD** or drinks are to be allowed in the classroom. The administration has stated that there are to be no exceptions to this rule.

Reading Assignment and Exam Schedule 3rd and 4th Editions of the Textbook

Note: Chapter numbers and names are mostly the same for both editions. Where differences exist, 4th Edition reading assignments are noted in *italics*.

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Feb. 13 - Introduction and Overview; Ch. 1, The First Contact; Ch. 3, The First Hours of Treatment; Meeting and Reaction Paper Assignment, due April 17: attend a meeting of your choice and write a two-page reaction paper, discussing what happened at the meeting and your impressions; Brief Autobiography Assigned, due next week (Feb. 14)

Feb. 20 - Ch. 4, The Biopsychosocial interview; Ch. 5, The Treatment Plan; Project No. 1 Assigned

Feb. 27 – Ch. 6, Individual Treatment

Mar. 6 – Ch. 6, Individual Treatment (Cont'd.)

Mar. 13 - Exam No. 1; Bring SCANTRON Form 886-E, a No. 2 pencil, and a pen (Note: if you can't find Form 886-E, any other SCANTRON form with extra space for essay answers will suffice); Project No. 2 Assigned

Mar. 20 - Ch. 7, Group Therapy

Mar. 27 – Ch. 7, Group Therapy (Cont'd.)

April 3 – Ch. 8, The Individual Assignments (*or Ch. 8, Recovery Skills*); Ch. 9, The Steps; Ch. 10, The Lectures; Project. No. 1 Due!

April 10 - SPRING BREAK!! WLAC is Closed!

April 17 – Ch. 10, The Lectures (Cont'd.)

April 24 – Exam No. 2; Bring SCANTRON Form 886-E, a No. 2 pencil, and a pen (Note: if you can't find Form 886-E, any other SCANTRON form with extra space for essay answers will suffice); Meeting Reaction Paper Due!

May 1 - Ch. 11, Special Problems (*or Ch. 11, Special Issues*)

May 8 – Ch. 11, Special Problems (*or Ch. 11, Special Issues*) (Cont'd.)

May 15 – Ch. 12, Adolescent Treatment

May 22 – Ch. 13, The Family Program; Ch. 14, The Clinical Staff; Ch. 16, Discharge Summary and Continuing Care; Ch. 15, The Good Counselor (*or Ch. 16, The Good Counselor*); Counselor Ethics

May 29 – Ch. 15, The Good Counselor (*or Ch. 16, The Good Counselor*) (Cont'd.); Counselor Ethics (Cont'd.)

June 5 - FINAL EXAM, 6:45 pm – 8:45 pm (Exam No. 3); Bring SCANTRON Form 886-E, a No. 2 pencil, and a pen (Note: if you can't find Form 886-E, any other SCANTRON form with extra space for essay answers will suffice)