IMPERIAL VALLEY COLLEGE

ADS 200 CRN # 20778 Basic Course Information Spring 2021 Semester

Semester:	**Spring 2021**	Instructor Name:	**Aruna Patel**
Course Title & #:	**Family Dynamics of Addiction & Counseling Approach to Alcohol and Drug abuse**	Email:	**aruna.patel@ imperial.edu**
CRN #:	**20778**	Webpage (optional):	**N/A**
Classroom:	**Online**	Office #:	**302 on campus (Online class)**
Class Dates:	**February 16th- June 11th 2021**	Office Hours:	**12:00-1:00 P.M.**
Class Days:	**Wednesdays**	Office Phone #:	**(760) 355-6579**
Class Times:	**1:00-4:10pm**	Emergency Contact:	**(760) 355-6144**
Units:	**3**	Class Format:	**Online**

Course Description *https://imperial.curricunet.com/Search]*

The course is designed to provide the student with information on the processing systems of the Family Dynamics. The course is designed to present basic ideas and theories about family dynamics, particularly as they apply to families of the substance abuse, and to explore strategies for counseling the client's family. The approach is highly experimental in format and students will participate in exercise frequently to incorporate new skills and theory (CSU).

Course Prerequisite(s) and/or Corequisite(s)

[Paste in the course perquisite(s) and/or core requisite(s) from the COR, located at https://imperial.curricunet.com/Search]

Students are required to read and write in English to understand the course material which will is presented in English Language. Students should have High school level of how to read. write and comprehend in English

Student Learning Outcomes

[Paste in the course student learning outcomes from the COR, located at https://imperial.curricunet.com/Search]

Upon course completion, the successful student will have acquired new skills, knowledge and or attitudes as demonstrated by being able to:

1. What is Family?
2. Develop a family recovery group plan
3. Lead a family group.
4. Prepare an addiction recovery resource list.
5. Develop Healthy Boundaries.
6. Communication recognition
7. Build Trust

Course Objectives

[Paste in the course objectives from the COR, located at https://imperial.curricunet.com/Search*]*

Upon satisfactory completion of the course, students will be able to:

 Demonstrate, Define and Understand:

Alcoholism/chemical dependency

Support Systems

Counseling Techniques

Family Recovery

PAWS (Post-Acute Withdrawal Syndrome)

Embrace Self-Acceptance

Family Disease Stages of drinking

Family Roles,

Rules & Rituals

Setting Healthy Boundaries

Medical Aspects Co-Dependence/Enabling

PTSD (Post Traumatic Stress Disorder)

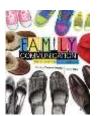Trust Work through Denial

Building Healthy Boundaries

Communication Stages of Recovery Communication practice

Textbooks & Other Resources or Links

The Family Recovery Guide a Map for Healthy Growth by (2000): Stephanie Brown, Ph.D. and Virginia M. Lewis, Ph.D. with Andrew Liotta. ISBN: 1-57224-218-3

Family Communication Relationship Foundations by: (2013)
 Candice Thomas-Maddox & Nicole Blau ISBN: 978-0-7575-9793-4

Course Requirements and Instructional Methods

[Describe course activities, assignments, tests, homework, etc.]

Individual Assignment #1: Create a family genogram based on your family. A family genogram consists of a pictorial layout of each partner three generational extended family. It is a tool for both the therapist and family members to understand critical turning points in the family's emotional processes to note dates of births, deaths, marriages and

divorces. Create a pictorial layout and write a paper sharing the role that you play in relating with members of your family.

12-step program meeting (1) AA, NA, or Al-Anon: Each student is to attend one 12 step meeting, an AA, NA, or Al-non meeting. Write a 2 to 3 page, typewritten, double space reaction paper sharing your experience of that 12 step meeting, including the history of how the program began. Students must make sure to attend an open meeting.

Individual Assignment #2: Prepare an Addiction Recovery Resource List. More information about this assignment will be given at a later date. Written Project Paper: Each student would need to pick a theory and do a research on that theory. Paper must be typewritten, double space, etc. More information about this assignment will be given at a later date. In Class assignments: In class assignments consisting of Q & A worksheets will be given after each chapter.

Group Work: Communication Exercise (Knee to knee): More information about this assignment will be given at a later date. Quizzes: Quizzes will be given throughout the semester Exams: Two exams will be given. Exams will consist of multiple choice, and true and false. No make-up exams will be given unless you have called me PRIOR to the exam and let me know that you will not be able to take the exam. If you contact me prior to the exam, you will have one week to make-up the exam. Each exam will be worth 50 points. Please bring a #2 pencil and a Scranton to each examination. Class participation and Attendance: At the beginning of each class, attendance will be taken (roll call). If a student must arrive late or leave early, the instructor should be notified so that the student is not penalized unfairly. It is the student's responsibility to let the instructor know when they are in class, particularly if they miss the roll call.

Class participation will be measured by presence, active interest and involvement in discussions, exercises and presentations.]

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement

Course Grading Based on Course Objectives

[Provide detailed information related to grading practices and grading scale, including values and totals. Consider adding final grade calculation, rubrics, late assignment policy, and other grading practices.]

Assignments	15	15 Points each	225 Total points
Discussions	15	10	150 points
Quizzes	10	20	200 points
Genogram	1	50	50 Points
Thought Paper	2	25	50 Points
Semester Project	1	50	50 Points
Group Work	3	25	75 Points
Finals	1	100	100 Points
Total points			900 points

Course Policies

[Describe other policies such as attendance, academic honesty, netiquette, expected classroom behavior, etc.]

Attendance [Required Information: The below information is the IVC attendance policy. Use this information in addition to any specific attendance policies you have for your course.]

• A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

• Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

• Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

[Describe other policies such as attendance, academic honesty, netiquette, expected classroom behavior, etc.]

Professor Aruna Patel's class Policy:

Communication Policy:

Students if you need to contact me I prefer that you send an email or use Pronto from your Canvas Inbox. Please make sure to reference this class (ADS 200 Online class) in the subject line. You can also email me at [arunaa.parel@imperial.edu]. Again, please reference this class in the subject line. My regular response time for emails is 24 to 48 hours. If you do not receive a response in that time you can assume that I did not receive your message and send it again. Weekend emails will be answered on Mondays.

Please note that most of your questions can be answered by the syllabus, assignment instructions discussions and discussions.

I will communicate with the class, as a whole, at least once per week via announcements, discussion board, and/or the Q & A board. Please make sure to check these areas regularly for important information.

Individual communications will be in the form of assignment feedback, and email. Turn-around time on written assignments is one week.

I have office hours on Mondays 11:00- 12:00 pm I can usually accommodate a brief meeting with you use pronto if it is urgent. Please email me if you need to schedule a meeting or conference on Canvas.

Drop Policy

For this class, your consistent participation and "attendance" are important in an online class. Neglecting to login to the course and participate in the Introduction discussion by Wednesday at 11:59pm (as per Canvas time), will result in being dropped from the course as a No-Show. In addition, students may be dropped in the first week if they fail to login and complete assignments for

2 total weeks. Please note that students may still be dropped even if consecutive weeks are not missed.

Students may choose to drop the class themselves in the first 2 weeks. Please see the syllabus for deadlines to drop and avoid a "W" on your transcript, and the final drop date.

Late Work Assignments and discussions or quizzes:

Assignments are due on the date (see class schedule for due dates). Late work will not be accepted. I will consider a due date extension for full credit under serious circumstances if you discuss it with me prior to the due date. A request for extension will not be granted if it is made on the due date. This is a five-week class therefore all the homework assignments have to be turned in on time.

There are no make-up exams. If you know that you will be unavailable on an exam date, please inform me as soon as possible so that you may take the exam early. The lowest of your regular exam scores (not including the final) will be dropped.

Feedback:

The assignments will be graded within a week of date assigned. I will grade the work and post the results in the grade board. you will receive the feedback on your assignment.

Academic Honesty Policy

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General Catalog (Links to an external site.) (Links to an external site.) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

This is your reference page for college support services.

Career Center

Career Services Coordinator located in Room 1601

Phone: (760) 355-5721

Hours of Operation: Monday - Friday; 8:00 a.m. to 5:00 p.m.

[Career Services Website (Links to an external site.) (Links to an external site.)](#)

Final Grades

Grade reports are not mailed. Students access final letter grades by logging into [www.imperial.edu (Links to an external site.) (Links to an external site.)](#), selecting the For Students tab, and then logging into Webster. Final grades will be available approximately three weeks after the end of the course.

Other Course Information

Attendance

[Required Information: The below information is the IVC attendance policy. Use this information in addition to any specific attendance policies you have for my course.]

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

What does it mean to "attend" an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:
- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters

- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course. Logging onto Canvas alone is <u>NOT</u> adequate to demonstrate academic attendance by the student.

Classroom Etiquette

[Required Information: Describe your policies regarding classroom conduct. The below is suggested language and may be modified for your course.]

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

How do I act differently if I have an on-ground class during COVID?

1. **DO NOT COME TO CAMPUS OR ATTEND AN OFF-CAMPUS CLASS IF YOU FEEL SICK, HAVE A FEVER, OR HAVE A COUGH**
   a. Even if your symptoms are mild, <u>stay home.</u>
   b. Email your instructor to explain why you are missing class.
   c. If you are sick with COVID-19 or think you might have COVID-19, provides CDC guidance.
   d. If you have tested positive for COVID-19, you must self-quarantine for 14 days and then be without symptoms for at least 72 hours. Clearance is required prior to returning to any face-to-face interaction. It is recommended that you undergo a final COVID-19 test to confirm that you are no longer infected.
   e. If you are exposed through direct contact with a person known to be COVID-19 positive, then you must submit negative COVID-19 test results prior to returning to any face-to-face interaction.
2. **ARRIVE AT CAMPUS EARLY (at least 15 minutes early is advised).**
   a. All people entering the IVC campus will need to pass a screening process, which will occur at the gates as your drive onto campus. You will need to take a short questionnaire and get your temperature taken (the screening is completely touchless and will take place while you remain in your car).
3. **BRING A MASK TO CLASS (and always wear it).**
   a. Be sure that your mask covers both your nose and mouth. If your mask is cloth, then wash it each day. If your mask is disposable, then use a new one each day.
4. **GO DIRECTLY TO YOUR CLASSROOM.**
   a. The IVC campus is mostly closed so you should not visit other areas or seek any face-to-face services. Services are available to students online and can be accessed through www.imperial.edu.
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Online Netiquette

What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.

Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

How am I expected to act in an online "classroom" (especially Zoom)?

Attending a virtual meeting can be a challenge when there are many students on one conference call. Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) **Be RESPECTFUL**
   a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.
2) **Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)**
   a. People walking around and pets barking can be a distraction.
3) **EAT AT A DIFFERENT TIME.**
   a. Crunching food or chugging drinks is distracting for others.
   b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.
4) **ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU**
   a. It is hard to see you in dim lighting so find a location with light.
   b. If your back is to a bright window, you will be what is called "backlit" and not only is it hard on the eyes (glare) but you look like a silhouette.
5) **POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING**
   a. If you are using the camera, show your face; it helps others see your non-verbal cues.

   b. You may be at home, but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.

6) **Be READY TO LEARN AND PAY ATTENTION**
   a. Catch up on other emails or other work later.
   b. If you are Zooming, silence your phone and put it away.
   c. If you are in a room with a TV – turn it off.

7) **USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS**
   a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It's best if you conference in a private space, but if you can't find a quiet place, when noises arise **MUTE** your laptop.

8) **REMEMBER TO UNMUTE WHEN SPEAKING**
   a. Follow your instructor's directions about using the **"raise hand"** icon or chat function to be recognized and to speak, but make sure you have unmuted your device.
   b. Do not speak when someone else is speaking.

9) **REMAIN FOCUSED AND PARTICIPATE IN THE MEETING**
   a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.
   b. Do not use the Zoom meeting to meet with your peers or put on a "show" for them.

10) **PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING**
   a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.

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misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

How do I show academic honesty and integrity in an online "classroom"?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
  - o You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
  - o When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and <u>will do so without the assistance of others</u> (unless directed by the instructor).
- **Examples of Academic Dishonesty that can occur in an online environment:**
- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class).
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources or click the heart icon in Canvas.

Additional Services for Students

[Suggested Language.] Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

How do I access services now that we are mostly online?

- CANVAS LMS. Canvas is Imperial Valley College's Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The Canvas Student Guides Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- Learning Services.   In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link (IVC online

Tutoring). When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.

- Library Services. Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!

- Career Services Center. The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.

- Child Development Center. The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: https://forms.imperial.edu/view.php?id=150958

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Anticipated Class Schedule/Calendar

[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course

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Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. When campus is open, the DSP&S office is in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

[Required language.] Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center**. A Student Health Nurse is available on campus, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128, or when campus reopens, visit Room 1536 for more information.
- **Mental Health Counseling Services**. Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 for appointments, or when campus reopens visit Room 1536, for more information.

Extended Opportunity Program and Services (EOPS)

[Required language.] The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with

addressing issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program. For additional information about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

Student Equity Program

[Required language.] The Student Equity & Achievement Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and

Veteran's Center

[Required language.] The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is in Building 600 (Office 624), telephone 760-355-6141.
referrals to students in need. SEA strives to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at https://imperial.edu/students/student-equity-and-achievement/ or call us at 760-355-6465 or when campus reopens, visit Building 401.

What if I cannot afford food, books, or need other help?
> We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: https://imperial.edu/students/student-equity-and-achievement/

Student Rights and Responsibilities

[Required language.] Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC General Catalog.

Information Literacy

[Required language.] Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library Department provides numerous Information Literacy Tutorials to assist students in this endeavor.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 February 16th	Orientation, Syllabus & Introduction to the canvas course. Chapter 2: Family Communication Relationship Foundation Text book: What is "Family"? Exploring Diverse Family Type.	Reading assignment Pages 25-38 (Family Communication Book)
Week 2 February 23rd	Lecture # 1: "What is a Family" Part 1: Sacrificing the Self: The Drinking Stage 1 Chapter: 1 "Death on the Installment Plan" Assignment: Rules, Roles, Rituals, Boundaries & Hierarchy	(The Family Recovery Guide a Map for Healthy Growth Text book.) Read Pages1- 19 Pages 19-44
Week 3 March 2nd	Chapter: 2 "Controlling the Chaos" Point of view of drinking stage. Assignment Discussion Quiz	Chapter 2 (The family Recovery Guide) Pages 45-66:
Week 4 March 9th	Chapter: 3 "You Carry the Danger with You" Surviving the drinking stage Assignment Genogram, work in small groups Discussion	Chapter 3 Read Pages 67-80
Week 5 March 16th	Part 2: Hitting Bottom and Beyond: The Transition Stage Chapter: 4 "The Trauma of Recovery"	Read Pages 83-10 Refection on four chapters Test Quiz # 1
Week 6 March 23rd	Chapter: 5 "Dancing on Thin Ice" Points of view in the Transition Stage PTSD and PAWS Lecture Genogram Due Presentation	Read Pages 110-135 Circle Group Work Zoom Group
Week 7 March 30th	Chapter: 6 "One Step at a Time" Surviving the transition Stage	Read Pages 136-164 Group work

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	Co-dependence/Enabling Moving towards recovery	
Week 8 April 6th	*Spring Easter Holiday*	*No Class*
Week 9 April 13th	Part 3 The Power of Not knowing The Early Recovery Stage Mapping Early Recovery Discussion Quiz	Read Pages 167-186 Reflection on 3 chapters.
Week 10 April 20th	Theory in Brief Papers Due 12-step Meetings Reaction Paper Due Chapter: 8 "Shouting Down the Well" Chapter: 9 "Looking Forward to Looking Back" Assignment Discussion	Read pages 187—227
Week 11 April 27th	Part 4: The Freedom of Balance: The Ongoing Recovery Stage Chapter: 10 "The Goal Is the Process, and the Process Is the Goal"/Family Recovery Group Plan	Read pages 231-253
Week 12 May 4th	Chapter: 11 "A Group of Healthy Individuals" Chapter: 12 "Keeping Up the Good Work" Assignment Discussion	Read Pages 254-273 Pages 274-285
Week 13 May 14th	Addiction Recovery Resource List Due Communication Exercise Introduction Table on page 15 Communication Behaviors Associated with a Harmful Family Environment.	Read Pages 1-16 Communication book
Week 14th May 18th	Definition of communication Different ways and styles to communicate: Verbal and non-verbal Assignment Discussion	Pages 4-13
Week 15th May 25th	Boundaries, Trust and Communication Exercise	Study guide individual family group work with family members
Week 16th May 1th	Group work Zoom conference Discussion Feedback	Zoom meeting
Week 17th June 8th	Finals	End of semester Have a wonderful Summer Holiday

******Tentative, subject to change without prior notice******

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