



**Note to Instructor: Replace the placeholder text beneath the headings with the appropriate information for your course. Please note that all sections, with the exception of "Other Course Information," are required elements.**

**Basic Course Information ASD 221 CRN 20263**

Semester:	<b>Spring 2025 Semester</b>	Instructor Name:	<b>Aruna Patel</b>
Course Title & #:	<b>ADS 221 Practicum</b>	Email:	<b>Aruna.patel@imperial.edu</b>
CRN #:	<b>20263</b>	Webpage (optional):	<b>N/A</b>
Classroom:	<b>Online Asynchronous</b>	Office #:	<b>2031</b>
Class Dates:	<b>Wednesdays Online</b>	Office Hours:	<b>Online BAO Wednesdays 12:00-4:00 PM</b>
Class Days:	<b>Wednesdays</b>	Office Phone #:	<b>(760)355-6579</b>
Class Times:	<b>Online Assignments posted</b>	Emergency Contact:	<b>(760)355-6144</b>
Units:	<b>3</b>	Class Format/Modality:	<b>150 Volunteer hours in a practicum site, plus one-hour weekly homework assignments/ discussion/ quizzes/ final online on canvas.</b>
Late date to add the class	<b>2/22/2025</b>	Last deadline to drop the class with "W"	<b>5/10/2025</b>

**Course Description**

[Paste in the course description from the Course Outline of Record (COR), located at <https://imperial.curricunet.com/Search>]

*This course is designed to provide opportunities for the students in Psychology, Human Relations, and Addiction Disorder Studies to gain experience under the supervised field placements such as those involving mental health, child development, youth corrections, welfare, homes for elders or neglected, youth recreation, rehabilitation clients, Center for Family Solution, domestic violence counseling groups, centers for people with limitations, and LGBT Community counseling centers, Veteran’s Counseling Centers educational settings.*

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

[Paste in the course prerequisite(s) and/or co-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 be presented in English Language. Students should have High school level of how to read, write and comprehend in English.*

*Students will be expected to meet weekly with the instructor online or announce zoom meetings for individual/class instructions, evaluation supervision, and consultation. Interns will participate in classroom activities for one hour allocated an hour weekly. These classes will consist of lectures involving information of agencies for practicum sites, student counseling sessions for skills feedback, discussion of issues and concerns arising during the fieldwork experience.*



## Student Learning Outcomes

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

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

Verify that he or she has worked or volunteered for **150 hours** or more at his or her fieldwork site.

Present a journal that records and analyzes his or her thoughts and reactions to the fieldwork assignment at midterm and again before the final examination. The journal will demonstrate that the student has made an entry after each day of service at the assignment. Records of specific time spent each session is noted in the journal and total tally kept after each session.

Recognize and relate fieldwork responsibilities to the instructor and demonstrate his understanding of his role at the fieldwork agency or institution.

Present a weekly oral report of what he or she is doing and how he or she is doing at his fieldwork, subject to the restraints of confidentiality placed on him or her by the fieldwork supervisor.

Adhere to all Federal and State Laws and Regulations regarding the confidentiality and treatment of clients with substance use/abuse disorder.

## Course Objectives

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

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated orally and in writing these skills taken directly from TAP 21-US Department of Health and Human Services by being able to:

Develop field placement activity (IL01, IL02, IL03)

Participate in field placement activity (IL01, IL03)

Understand responsibilities of fieldwork (IL0, IL02, IL03)

The components of the licensed recovery setting in which the students participated.

The recovery process of at least at least one patient who has been in contact with the student

Recovery process models and the recovery process utilized by the agency in which the fieldwork is performed.

The ability to screen, assess, and document professional treatment and recovery plans, clinical reports, clinical progress notes, and other client related data.

The intake and referral methods used by the agency.

A working knowledge of how members of the agency team support each other in the patient recovery process.

Conduct continuing care, case management, relapse prevention, and discharge planning with the patient and involve significant others.

Demonstrate strategies and process of working with patients in a group setting.

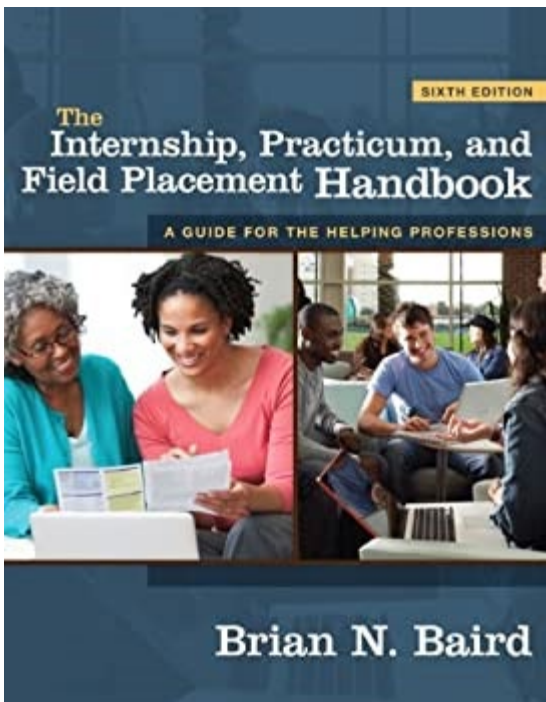
***Understand and follow professional appropriate ethics, and behavior and requirements as embodied in the CAT code of Ethics, CADTP (California Association of DUI Treatment Program) CCAPP (California Consortium of Addiction Programs and Professionals) & ACCBC (Addiction Counselor Certification Board of California).***

*Have an understanding Process of getting certified as an addiction counselor from different agencies.  
Knowledge of tele Health and virtual counseling.*

## Textbooks & Other Resources or Links

*[Describe which textbooks and/or other resources are required for the course. Be sure to include ISBN.]*

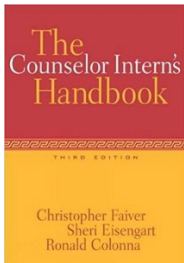
1. ISBN: **0205804969**



1. **Counselor Intern Handbook: 3<sup>rd</sup> ed., By: Christopher Favier, Sheri Eisengart & Ronald Colona**

**ISBN-13: 978-0534528355**

**ISBN-10: 053452835X**



2. **Addiction/Counseling/Competencies**

Updated 11/2024

### 3. The Knowledge, Skills, and Attitude of Professional Practice

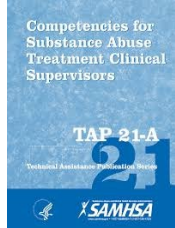
Tap 21

Technical Assistance Publication Series

SAMHSA

(1877-726-4727)

[www.samhas.gov](http://www.samhas.gov)



#### Course Requirements and Instructional Methods

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

Students will complete 150 hours of Practicum volunteer work. Submit weekly journals of the ongoing activities at the practicum site. The Practicum site chosen will be a different site from the ADS 220 class. Students are required to provide correct information about the practicum site, supervisor email, phone number, address and what type of volunteer work each student will be performing. You will not pass this class for 150 hours are not completed along with the lab assignments.

#### Course Requirements and Instructional Methods

It is the student's responsibility to locate a work experience site. You will be volunteering at your site for 150 hours during the semester. You must have your site work completed two weeks before finals week, anyone who is not involved in their placement three weeks after school starts may be dropped from the class. Your professionalism regarding promptness, reliability, appropriate dress, will be required. This includes being neat and clean, drug and alcohol free, and no clothing gender, racial, drug, alcohol, or gang bias. Your presentation at your site reflects Imperial Valley College and will impact on your reputation as a professional.

#### Topics:

Initial Preparation	Deciding how to help	Stress and Self-care
Getting Started	Developing Competencies	Practical Issues with Clients
The site Supervisor	Ethical and Legal Issues	Working with Diversity
Challenges	Along the Way	Professional
Certification for A&D counselor	Telehealth training	Ethical practice in counseling.
The Clinical Interview	Finishing up the Internship	Different types of therapies.

#### Class Participation:

Students will be expected to meet weekly with the classroom instructor for individual/group instruction, evaluation supervision, and consultation. Attending every class session is expected by all. Arriving tardy, leaving early, or stepping outside during lecture will be noted and count against class participation during zoom meetings. Please schedule all appointments outside of class time. At the instructor's

discretion, a student may be dropped after three absences or not able to find the appropriate practicum site. Students who decide not to continue with this course, they are responsible for dropping the class by the drop date, in-class assignments will count toward class participation points.

**Late Work:**

Late work will not be accepted for grading.

Assignments will not be accepted via e-mail and computer related issues are not considered and excuse for late work,

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	10	10	100 Points
Quizzes	5	10	50 Points
Information and Learning Objectives worksheet	15	10	150 Points
Personal Interest Inventory	1	25	25 Points
Contract between student and Agency	1	25	25 Points
Weekly Report on Field work Logs	1	100	100 Points
Field work Log	1	25	25 Points
Final Field Work Report #1	1	25	25 Points
Final Field Work Report # 2	1	25	25 Points

Final Field Work Report # 3	1	25	25 Points
Thought Paper	1	25	25 Points
Report from Supervisor	1	50	50
Report from Faculty	1	50	50
FINALS	1	100	100 Points
Total Points			1000 Points

90-100%	A
80-89%	B
70-79%	C
60-69%	D
00-59%	F

### Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

### Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodations through **DSPS**, contact them for additional assistance.

We are here to support you and ensure that you have equal access to all course materials.

### Course Policies

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

#### Attendance

- 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



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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.

### Classroom Etiquette

- 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, no one who is not enrolled in the class may attend, including children.

### 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 (!!!!)].

### Academic Honesty

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.



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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 is owned 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](#) 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.

## Other Course Information

*[Optionally, include other necessary information.]* Imperial Valley College offers numerous 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.

- **Learning Services**. There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services**. There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

## 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. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodation.

## Student Counseling and Health Services

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. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.





- **[Mental Health Counseling Services](#)**. Short-term individuals, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

## Student Rights and Responsibilities

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

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.

## Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at [finaid@imperial.edu](mailto:finaid@imperial.edu).

## 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

*[Required Information – Discretionary Language and Formatting: The instructor will provide a tentative, provisional overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format may be useful for this purpose.]*

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Assignment and Discussion dates /Tests
Week 1 02/10/2025	Orientation Syllabus & Course Introduction,	Complete the Assignment and 5 discussion questions for attendance. Get to know your peers.
Week 2 2/19/2025	Behavior Discussion/Field placement Answer questions on page 8 Zoom meeting with students who can attend.	Buy the textbook/ Order TPA 21 Read Chapter One. Pages 1-11



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<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Assignment and Discussion dates /Tests</b>
Week 3 2/26/2025	Choose the practicum sites	Submit the proposal for practicum site.
Week 4. 03/05/2025	Discuss the practicum sites that are approved by the instructor.	Written Assignments Read chapter 2.
Week 5. 03/12/205	Getting started Pages 11 Chapter 1. Answer questions on page 8 Field placement/Journal/Mock Interview/Quiz	Written assignment Pages14-12 Chapter 2. Site
Week 6. 03/19/2025	Suggested Competencies for Interns Pages 28-33 Site report/journal/class discussion/Quiz Guest Speaker. CASA representative	located/paperwork. Building confidence at the site, writing the Journal presenting the experience on getting interviewed.
Week 7. 03/26/2025	Site report/journal/class discussion and Assignment.	Chapter 3 The Site Supervisor Pgs. 18-25
Week 8 04/02/2025	Site report/journal/class discussion/Assignment/quiz	Chapter 4. Developing competencies and demonstrating skills. Professor Visit the sites.
Week 9 04/09/2025	Site report/journal/class discussion/Assignment/quiz	Chapter 5. THE Clinical interview. Pages 36-46 Professor Visit the sites.
Week 10 04/16/2025	Site report/journal/class discussion/Assignment	Chapter 6 Psychological testing and overview. Pages 47-65
Week 11 04/23/2025	Spring Break No Homework	Chapter 7 Pages 66-85 Understanding how to help
Week 12 04/30/2025	Site report/journal/class discussion/Assignment Zoom meeting with the students.	No Homework Assignment.
Week 13 05/07/2025	Site report/journal/class discussion/Assignment Zoom meeting with the students.	Professor Visit the sites. Chapter 8 Understanding



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Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Assignment and Discussion dates /Tests
	Guest Speake Site report/journal/class discussion/Assignment	psychotropic medication, pages 86-121
Week 13 05/07/2025  Week 14 05/14/2025  Week 15 05/20/2025  Week 16 05/27/2025	Site report/journal/class discussion/Assignment/quiz  Site report/ Journal/class discussion /quiz / practicum hours completed.  Site report/ Journal/class discussion /quiz / practicum hours completed.  Site report/ Journal/class discussion /quiz / practicum hours completed.	Chapter 9 Professional challenges. Pages 125-147.  Chapter10 Pages 149-159.  Chapter 11 Finishing up. Pages 161-164  No Assignments/ catchup time. Complete all the forms, supervisor evaluation, Thank you letter.
Week17 06/05/2025	<b>Finals</b>	Turn in all the paperwork, complete the evaluations. Have a great winter break.

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

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