



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

Semester:	Summer 2021	Instructor Name:	Tina A. Williams
Course Title & #:	ADS 101: Intro to Addiction	Email:	tina.williams@imperial.edu
CRN #:	30257	Webpage (optional):	N/A
Classroom:	Online (CANVAS)	Office #:	Zoom: Tuesday/Thursday
Class Dates:	Jun 21 – July 29, 2021	Office Hours:	4:00 to 5:00 pm
Class Days:	Online	Office Phone #:	(760) 352-8320
Class Times:	Online	Emergency Contact:	(760) 562-5404
Units:	3.00	Class Format:	Online

Course Description

This course is an introduction to assessment and treatment approaches to Alcoholism and Drug Abuse. Alcoholism will be studied in its social and clinical context. Attention will be given to the basic theoretical approaches to the disease. This course will examine the various components of intervention, treatment, recovery, referrals, and resources. (CSU)

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

The course will consist of classroom lectures and activities in support of student learning. For more information regarding course requirements and Instructional Methods see the Class Schedule/Calendar at the end of the course syllabus.

Student Learning Outcomes

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

- *Develop an alcohol intervention using information and assessment skills. (ILO1, ILO2, ILO3, ILO5)*
- *Choose an intervention team. (ILO1, ILO2, ILO3)*
- *Conduct a mock intervention. (ILO1, ILO2, ILO3)*
- *Addiction Counseling Competencies in Screening, Assessment and recognizing cultural issues when choosing treatment programs.*
- *Knowledge of different treatment models and treatment planning for addiction.*
- *Importance of referrals and documentation.*
- *Acquire in-depth knowledge of the importance of support systems and spirituality in recovery.*

Course Objectives

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

- Describe attitudes and behaviors surrounding the use of alcohol and psychoactive drugs.
- Demonstrate a working knowledge of the impact of alcoholism/drug abuse in various segments of society.
- Define his/her own attitudes about the alcoholic/addict.
- Demonstrate understanding of the major treatment models.
- Demonstrate a working knowledge of local groups and the organizations offering treatment services.
- Demonstrate an intervention in a family or workstation.
- Demonstrate Professional readiness
- Demonstrate understanding of screening and assessment the alcoholic/addict.
- Demonstrate treatment planning.
- Demonstrate Counseling skills for individuals, group, and family.

Demonstrate Professional and Ethical Responsibilities

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or another electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>
2. If you'd like to access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

- Park in every other space (empty space BETWEEN vehicles)
- Must have facemask available
- For best reception park near buildings
- Only park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants **MUST** remain in vehicles
- Restrooms and other on-campus services not available
- College campus safety will monitor the parking lot
- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind
- No parking permit required**

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455

Textbooks & Other Resources or Links

Required: Intervention, Treatment, & Recovery: A Practical Guide to The Top 21 Addiction Counseling Competencies (2nd Edition), Author: Lori L. Phelps, California Association for Alcohol/Drug Educators

ISBN 978-1465267450. Textbook Information: <http://www.kendallhunt.com/phelps/>

Required textbook for book report: Alcoholics-Anonymous (Big Book) 4th edition. ISBN: 978-1-8930-0-7161. Free PDF Version available at: http://www.aa.org/pages/en_US/alcoholics-anonymous

Course Requirements and Instructional Methods

Mid-term and Final Exam: Exams will cover chapters and course material throughout the semester. The mid-term and final exams will be multiple choice and true/false questions. **NO MAKEUPS FOR EXAMS WILL BE GIVEN WITHOUT PRIOR NOTIFICATION AND/OR DOUMENTATION OF AN EMERGENCY.**

Discussion Questions or class assignments: will be based on a topic that is relevant to the chapter of the dates assigned for that week. Students will reply to the post providing their relevant and appropriate response.

Quizzes: Quizzes may include any or all the following types of questions: Multiple choice, true/false, matching, fill-in-the blank, and short answer/essay. **There is no makeup on quizzes.**

Research Paper: Will read the book: Alcoholics-Anonymous (Big Book) 4th edition and write about what you have read. Further information will be given to you when the semester begins.

Students are expected to read all assigned chapters as noted in syllabus. Although, we may or may not cover all the material shown and the dates are approximations, students will however be required to know all the material assigned in reading and other material given in class.

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.

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Course Grading Based on Course Objectives

Grading System:	Exams
90-100 % A	Participation
80-89 % B	Discussion Question
70-79 % C	Quizzes
60-69 % D	Book Report Paper
50-00 % F	Assignments

Course Policies

- 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 absence 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.
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- 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.

Other Course Information

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important 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 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.

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

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
 - 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.**
 - 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 will do so without the assistance of others (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.

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>

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.

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



Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
June 28 – July 4	<p>Chapter 4: Transdisciplinary Foundation III: Application to Practice, 67/Quiz Chapter 1-15-Science of Development</p> <p>Chapter 5: Transdisciplinary Foundation IV: Professional Readiness, 93/Quiz</p>	
<p>Week 3 July 5 – July 11</p>	<p>Holiday “Happy 4th of July”</p> <p>Chapter 6: Practice Dimension I: Clinical Evaluation 107/Quiz</p> <p>Chapter 7: Practice Dimension II: Treatment Planning, 129/Quiz</p> <p>Chapter 8: Practice Dimension III: Referral, 147/Quiz</p> <p>Exam 1: Chapters 1-7</p>	
<p>Week 4 July 12 – July 18</p> <p>Week 5 July 19 – July 25</p>	<p>Chapter 9: Practice Dimension IV: Service Coordination, 163/Quiz</p> <p>Chapter 10: Practice Dimension V: Counseling, 179/Quiz</p> <p>Chapter 11: Practice Dimension V: Counseling, 197/Quiz</p> <p>Chapter 12: Practice Dimension V: Counseling, 217/Quiz</p> <p>Book Report Paper Due</p>	
<p>Week 6 July 26 – July 29</p>	<p>Chapter 13: Practice Dimension VI: Client, Family, and Community Education, 235/Quiz</p> <p>Chapter 14: Practice Dimension VII: Documentation, 261/Quiz</p> <p>Chapter 15: Practice Dimension VIII: Professional and Ethical Responsibilities, 279/Quiz</p> <p>Final: Chapter 8-15</p>	



IMPERIAL VALLEY COLLEGE

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests

*****Subject to change without prior notice*****