

**Basic Course Information ADS 220 CRN 10254 Fall semester**

Semester:	<b>Fall 2024</b>		Instructor Name:	<b>Aruna Patel</b>
Course Title & #:	<b>ADS 220 PRACTICUM</b>		Email:	<b>aruna.patel@imperial.edu</b>
CRN #:	<b>10254</b>		Webpage (optional):	<b>n/a</b>
Classroom:	<b>Online</b>		Office #:	<b>302</b>
Class Dates:	<b>12 Aug-Dec 7, 2024</b>		Office Hours:	<b>Wednesday 4:00-5:00PM</b>
Class Days:	<b>Thursday Online</b>		Office Phone #:	<b>(760) 355-6579</b>
Class Times:	<b>Online</b>		Emergency Contact:	<b>(760) 355-6144</b>
Units:	<b>3</b>			
Dates to remember	<b>Class starts Aug. 12, 2024 Class ends 7 Dec. 2024</b>	<b>Last day to add the class 24 Aug.2024 Last day to drop the class with a w," 2<sup>nd</sup> Nov.2024.</b>		

**Course Description**

*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.*

### **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.*

### **Course Prerequisite(s) and/or Co-requisite(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 is 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 announced zoom meetings for individual/class instructions, evaluation supervision, and consultation. Intern 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.*

### Course Objectives

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

*Verify that he or she has worked or volunteered **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. Record of specific time spent each session is noted in the journal and total tally kept after each session.*

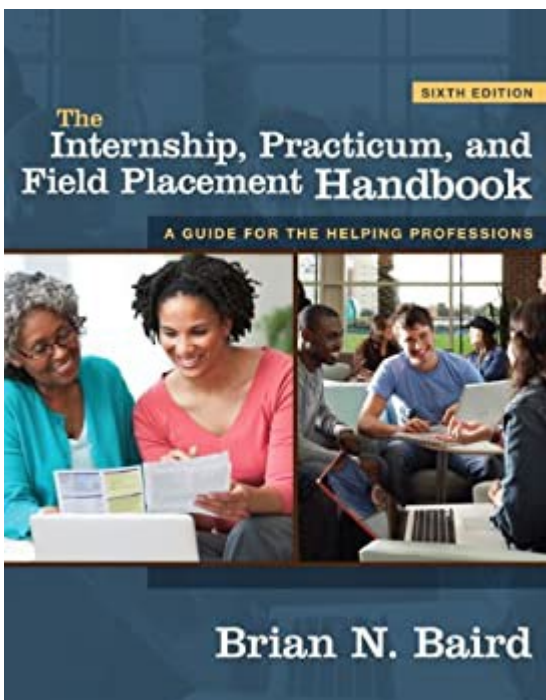
*Recognize and relate fieldwork responsibilities to the instructor and demonstrate his understanding of his role at the fieldwork agency or institution.*

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

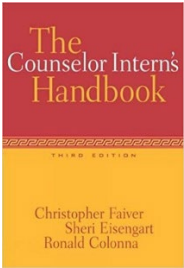
*Adhere to all Federal and State Laws and Regulations regarding the confidentiality and treatment of clients with substance use/abuse disorder.*

### Textbooks & Other Resources or Links

1. The Internship, Practicum, and Field Placement Handbook  
A guide for the Helping Professions  
ISBN: **13:978-0-0205804969**



**2.Counselor Intern Handbook: 3<sup>rd</sup> ed., By: Christopher Favier, Sheri Eisengart & Ronald Colona**  
**ISBN-13: 978-0534528355**  
**ISBN-10: 053452835X**



### 3. Addiction/Counseling/Competencies

The Knowledge, Skills, and Attitude of Professional Practice

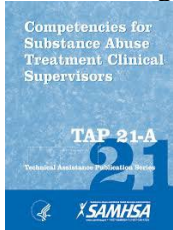
Tap 21

Technical Assistance Publication Series

SAMHSA

(1877-726-4727)

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



## Course Requirements and Instructional Methods

**It is the student's responsibility to locate a work practicum 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 clothing will be required while volunteering at the practicum site. This includes being neat and clean, drug and alcohol free, and no clothing gender, racial, drug, alcohol, or gang bias. Your presentation on your site reflects Imperial Valley College, ADS program and will impact on your reputation as a professional. Please follow the rules of the agencies at which you are working.

### **Topics: covered in the "Lab" work to help you:**

Initial Preparation

Getting Started

The Site Supervisor

Developing Competencies

The Clinical Interview Process

Psychological Testing: An overview.

Understanding & deciding how to help

Understanding psychotropic Medication abuse.

Professional challenges

Ethical and Legal Issues

Ethical practice in counseling.

Working with diversity

Practical Issues with Clients.

Stress and self-care.

Several types of therapies.

Certification for A& D counselor

Telehealth training

Thank you, letter.

The Clinical Interview Finishing up the Internship.

**Class Participation:**

Students will be expected to write a weekly Journal addressing their experience working or volunteering in their field placement agency. I will schedule a zoom meeting to help you to find the right agency, for individual/group instructions, evaluation from the supervision, and consultation. Attending every zoom class session is recommended by all. Zoom meeting are not mandatory for online classes however I have found these meetings are valuable to attend to help you with your practicum work. Arriving tardy, leaving early, or stepping outside during the meeting will be noted and may 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 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			
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

<b>Course Grading Based on Course Objectives</b>			
Contract between student and Agency	1	25	25 Points
Weekly Report for Field work Logs (Weekly Journal)	1	100	100 Points
Field work Log (Time sheet tracking hours)	1	25	25 Points
Initial Field Work Report #1	1	25	25 Points
Midpoint evaluation 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

Grade: Letter grade.

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

### **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

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 weekly activities 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 at the practicum site.**

- 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.

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](#) 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.

### **Additional Student Services**

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.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **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 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 in Room 1536 for more information.

- **Mental Health Counseling Services.** Short-term individual, 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.

### 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
08/12/2024  08/21/2024  08/28/2024	Orientation Syllabus & Course Introduction,  Behavior Discussion/Field placement Answer questions on page 8 from your textbook.  Zoom meeting with students who can attend.	Complete the Assignment and 5 discussion questions. Buy the textbook/ Order TPA 21 Read Chapter One! Pages 1-11
09/04/2024    09/11/204	Discuss the practicum sites that are approved by the instructor. Getting started Pages 11 Chapter 1. Answer questions on page 8  Field placement/Journal/Mock Interview/Quiz Suggested Competencies for Interns Pages 28-33 Site report/journal/class discussion/Quiz Guest Speaker.	Written Assignments Read chapter 2. Written assignment Pages14-12 Chapter 2.  Site located/paperwork. Building confidence at the site, writing the Journal presenting the experience on getting interviewed.

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Assignment and Discussion dates/Tests</b>
09/18/2024	Site report/journal/class discussion and Assignment.	Chapter 3 The Site Supervisor Pgs. 18-25
09/25/2024	Site report/journal/class discussion/Assignment/quiz Zoom meeting.	Chapter 4. Developing competencies and demonstrating skills. Professor Visit the sites.
10/02/2024	Site report/journal/class discussion/Assignment/quiz	Chapter 5. THE Clinical interview. Pages 36-46 Professor Visit the sites.
10/09/2024	Site report/journal/class discussion/Assignment	Chapter 6 Psychological testing and overview. Pages 47-65
10/16/2024	Site report/journal/class discussion/Assignment Zoom meeting with the students.	Chapter 7 Pages 66-85 Understanding how to help. Professor Visit the sites.
10/23/2024	Guest Speake Site report/journal/class discussion/Assignment	Chapter 8 Understanding psychotropic medication, pages 86-121.
10/30/2024	Site report/journal/class discussion/Assignment/quiz	Chapter 9 Professional challenges. Pages 125-147.
11/06/2024	Site report/ Journal/ class discussion /quiz / practicum hours completed.	Chapter10 Pages 149-159
11/13/2024	Site report/ Journal/ class discussion /quiz / practicum hours completed.	Chapter 11 Finishing up. Pages 161-164
11/20/2024	Site report/ Journal/ class discussion /quiz / practicum hours completed.	Catchup time. Complete all the forms, supervisor evaluation, Practicum hours completed.

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Assignment and Discussion dates/Tests
11/27/2024	Thanksgiving week. Campus closed.	Thank you letter to the members of the agency.  No Assignments/ catchup time. Complete all the forms, supervisor evaluation, Practicum hours completed. Thank you letter to the members of the agency.
12/04/2024	<b>Finals</b>	Turn in all the paperwork, complete the evaluations. Have a great winter break.

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