

DELAWARE TECHNICAL & COMMUNITY COLLEGE

COURSE SYLLABUS

CAMPUS: Terry

DEPARTMENT: Human Services

COURSE: DAC 244, Directed Practice in Drug & Alcohol Counseling

INSTRUCTOR NAME:
Telephone:
E-mail:

PREREQUISITE: HMS 243

CO-REQUISITE: None

COURSE HOURS AND CREDITS:1:15:6

COURSE DESCRIPTION:
Individuals are placed in various drug and alcohol treatment agencies or organizations to learn through supervised participation in working with addicted individuals.

TEXT: None

MATERIALS: Addiction Counseling Competencies: The Knowledge, Skills, and Attitudes of Professional Practice, Rockville, MD, DHHS.

METHOD OF INSTRUCTION: Campus Classroom, Cooperating agency

MANUALS: None

DISCLAIMER: Student must provide own transportation to and from practice site.

CORE CURRICULUM AND TECHNOLOGY PROGRAM COMPETENCIES **01/06/00**

CORE CURRICULUM COMPETENCIES (CCC)

The graduate will be able to:

1. Communicate clearly and effectively both orally and in writing.
2. Demonstrate effective problem solving and reasoning skills.
3. Work effectively in groups of people from diverse backgrounds.
4. Demonstrate ethical and professional understanding and conduct.
5. Identify and evaluate useful and pertinent information sources and systems and how they are structured.
6. Use computer technology appropriate to the field.
7. Perform mathematical operations appropriate to the technology.
8. Explain the sociological, psychological, political or economic factors that influence social behavior.
9. Apply scientific principles in the technology area.

The Core Curriculum Competencies apply to all Associate Degree programs at the College. These are incorporated into each curriculum either by a course or by being integrated into coursework.

HUMAN SERVICES TECHNOLOGY PROGRAM GRADUATE COMPETENCIES (PGC) **DRUG AND ALCOHOL COUNSELING OPTION (2-2004)**

The graduate will be able to:

1. Create and maintain effective and professional documents relevant to Drug and Alcohol Counseling.
2. Interact ethically and professionally within the Drug and Alcohol Counseling field.
3. Apply information to identify client's strengths, weaknesses and resources to create a treatment plan.
4. Provide effective client services at an entry level by utilizing professional Drug and Alcohol Counseling principles and practices.
5. Establish effective working relationships within the Drug and Alcohol Counseling arena.
6. Apply basic management and leadership skills in Drug and Alcohol Counseling environments, including time management, organization, and the ability to follow directions.
7. Utilize feedback to assess the effect of oneself on Drug and Alcohol Counseling outcomes and make adjustments accordingly.

COLLEGEWIDE CORE COURSE PERFORMANCE OBJECTIVES: (CCPO)

The student will be able to:

1. Describe the placement agency including the types and characteristics of clients in the agency, and the role of the agency in the addiction treatment community. (PGC 5, 6 and CCC 1, 2, 5, 8)
2. Develop an awareness of self in the process of becoming a practicing Drug & Alcoholism Counselor. (PGC 6, 7 and CCC 1, 2, 5, 8)
3. Apply basic elements of communication theories and skills in the helping profession. (PGC 4, 5, 6, 7 and CCC 1, 2, 4, 8)
4. Receive relevant supervision and feedback from agency personnel and the course instructor. (PGC 2, 3, 4, 5, 6, 7 and CCC 1, 2, 3, 4, 6, 8)
5. Assess current issues, problems and challenges within the agency. (PGC 2, 5, 6 and CCC 1, 2, 5, 8)
6. Interact with clients at an appropriate level for the placement and in the context of the agency. (PGC 1, 2, 3, 4, 5, 6, 7 and CCC 1, 2, 4, 6, 8)

MEASURABLE PERFORMANCE OBJECTIVES: (MPO)

1. Describe the placement agency including the types and characteristics of clients in the agency, and the role of the agency in the addiction treatment community.
 - 1.1 *Outline the purposes, functions, organizational structure and other information regarding the agency, as specified by the instructor.*
 - 1.2 *Discuss the practicum site, the clients served by the agency and the role of the student in the agency during regularly scheduled meetings with the instructor.*
2. Develop an awareness of self in the process of becoming a practicing Drug & Alcoholism Counselor.
 - 2.1 *Make a journal entry for each day spent at the placement site and each supervision session with the agency supervisor and/or the course instructor.*
 - 2.2 *Discuss the perception of self as a drug and alcohol counselor in supervision sessions with the instructor.*
 - 2.3 *Submit a completed portfolio with appropriate entries for each Human Services and Drug & Alcohol Counseling class completed.*
3. Apply basic elements of communication theories and skills in the helping profession.

- 3.1 *Implement the appropriate skills learned in Drug & Alcoholism Counseling and Human Services classes as required by the practicum site.*
 - 3.2 *Implement the practice dimensions of addiction counseling specified in the course text, TAP 21 Addiction Counseling Competencies.*
 - 3.3 *Review and discuss the skills used with the instructor during supervision sessions.*
4. Receive relevant supervision and feedback from agency personnel and the course instructor.
 - 4.1 *Establish regularly scheduled meetings with the on-site supervisor and the instructor to review the work performed in the agency. These meetings must reflect a ratio of one hour of supervision for each twenty hours of on-site practice.*
 - 4.2 *Request and participate in periodic evaluations of practice performance with the onsite supervisor and the instructor.*
 - 4.3 *Obtain and submit a formal evaluation from the practicum agency at the conclusion of the internship.*
 - 4.4 *Schedule and participate in a formal exit interview with the on-site supervisor at the completion of the internship.*
 - 4.5 *Arrange a mutually agreeable time for an onsite review session with the onsite supervisor and the instructor.*
 - 4.6 *Make a journal entry for each day spent at the placement site and each supervision session with the agency supervisor and/or the course instructor. Respond to any comments made in the journal by the instructor as part of the review process*
 - 4.7 *Complete Case Presentation Method (CPM) write-up and revise according to feedback from instructor as part of the review process. Directions for completion will be distributed in practicum seminar.*
5. Assess current issues, problems and challenges within the agency.
 - 5.1 *Analyze and discuss current issues, problems and challenges within the agency during supervision sessions with the instructor.*
 - 5.2 *Make journal entries discussing current issues, problems and challenges within the agency*
6. Interact with clients at an appropriate level for the placement and in the context of the agency.
 - 6.1 *Complete 225 hours of onsite practice at the internship agency.*
 - 6.2 *Complete tasks and duties as assigned by the agency instructor*
 - 6.3 *Conform to the policies and procedures of the placement site.*

Evaluation Criteria:

Students will demonstrate proficiency on all Measurable Performance Objectives to the 75% level. The final course grade will be derived from:

Projects:

Agency Report (1.1)

10%

You will demonstrate a general knowledge of the internship agency and the services it provides by writing a report describing and analyzing the agency. Each of the following items should be included in the report, which must be a minimum of four (4) typed, double-spaced pages, with APA margins:

- a. Purpose of the agency
- b. Services provided by the agency
- c. Criteria for eligibility for services
- d. The number of clients served and the demographics of these clients
- e. Major policies and procedures of the agency (maximum of six)
- f. Organization of the agency; include a flow chart showing task distribution
- g. Sources of funding
- h. Define the internship agency's most pressing problems in order of priority
- i. Composition of the Board of Directors or other governing body
- j. Explanation of how this agency relates to other agencies in the human services system
- k. Composition of the Board of Directors or other governing body
 - l. Explanation of how this agency relates to other agencies in the human services system

Journals (2.1)

15%

You will demonstrate an awareness of your own professional growth and development as a human services professional by keeping a written journal of your internship experiences. The journal will be written on a daily basis and submitted on a weekly basis. Each of the following should be included in the logs:

- a. Recording general activities of the day , as well as your own thoughts and feelings about what you did
- b. Noting any skills developed or used
- c. Describing any problems which arose and how they were resolved
- d. How these experiences have contributed to your personal and/or professional growth.

Case Presentation Method (CPM) Write-up (4.7)

20%

You will utilize a case from your internship in addressing the practice dimensions of addiction counseling as discussed in TAP 21, Addiction Counseling Competencies. You will complete a written/oral presentation of these dimensions as per the your instructor's directions.

Portfolio **5%**

You will complete the Portfolio started in HMS 243, Directed Practice I with the relevant information from your second internship experience.

Site Supervisor Evaluation (4.1) **25%**

Course Facilitator's Evaluation (4.1) **25%**

Capstone Project:

- Agency Report
- Case Presentation Method (CPM) write-up
- Portfolio
- Course Facilitator and Site Supervisor Evaluation (all work must be corrected and revised after initial evaluation)

Student must successfully complete 225 hours of a supervised internship.

See Measurable Performance Objectives for detailed expectations and requirements.

Grades will be computed using the following scale:

92 - 100 = A
 83 - 91 = B
 75 - 82 = C
 0 - 74 = R

Students should refer to the Student Handbook for information on Academic Standing Policy, Academic Honesty Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.