SYLLABUS

DATE OF LAST REVIEW: 02/2014
CIP CODE: 51.1501
SEMESTER: DEPARTMENTAL SYLLABUS
COURSE TITLE: Addiction Counseling Field Practicum II
COURSE NUMBER: ADCN0251
CREDIT HOURS: 3
INSTRUCTOR: DEPARTMENTAL SYLLABUS
OFFICE LOCATION: DEPARTMENTAL SYLLABUS
OFFICE HOURS: DEPARTMENTAL SYLLABUS
TELEPHONE: DEPARTMENTAL SYLLABUS
EMAIL: DEPARTMENTAL SYLLABUS
KCKCC – “issued email accounts are the official means for electronically communicating with our students”.

PREREQUISITES:
Degree seeking students: All general education requirements AND ADCN 101, 105, 110, 206, 207, 208, 210, 220, Psyc 296, Phil 20-Health Care Ethics and ADCN 250 with a grade of “C” or better AND have consent of the Coordinator of the Addiction Counselor Program. A willing to listen, be patient and take direction from those more experienced.

Certificate seeking students/Students holding an associate’s or higher degree must complete; ADCN 101, 105, 110, 206, 207, 208, 210, 220, Psyc 296, and Phil 207-Health Care Ethics ADCN 250 with a grade of “C” or better AND have consent of the Coordinator of the Addiction Counselor Program.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

Burns, David D. Ten Days to Self-Esteem

Recommended: Beck, T. Aaron, Wright, Fred D., Newman, Corey F., and Liese, Bruce L., Cognitive Therapy of Substance Abuse 1993

COURSE DESCRIPTION:
Field assignments of 300 hours in approved agencies. Practicum II continues integrated didactic learning related to substance use disorder started in Practicum I. The students will experience face-to-face, direct counselling experience that includes intake and assessment, counseling, treatment planning, discharge planning documentation, and case management. Supervision of one hour for supervision for every 10 hours of practice provide a student the opportunity to apply knowledge from prerequisite courses. Students will learn about
agency philosophy, funding, and gain initial exposure to the core functions of an addiction counselor while completing their own self-study.

All course work and clinical hours must be completed prior to one (1) year from time of initial enrollment or any incomplete (I) grades become a failing (F) grade and the student must reenroll in the course in order to eligible for a grade change.

METHOD OF INSTRUCTION:

I. Student orientation session
II. On site supervision.
III. Establishment and maintain a routine of regular attendance with the treatment site.
IV. Completion of assigned reading
V. Students will complete a paper based on and including:
   - Personal philosophy of addiction treatment
   - Personal mission statement
   - Readings and experience
   - Following composite client through the 12 core Functions describing how each core function was implemented and what materials and diagnostic instruments were also used.
VI. Consultation with practicum professor regarding case review and processing the practicum experience.

COURSE OUTLINE:
I. Participation in the Core Functions
   A. Screening
   B. Intake
   C. Orientation
   D. Assessment
   E. Treatment planning
   F. Counseling
   G. Case management
   H. Reports and record keeping
   I. Client education
   J. Crisis intervention
   K. Referral
   L. Consultation with other professionals
II. Ethical Considerations
III. Completion of the Capstone Exam
IV. Evaluation

EXPECTED LEARNER OUTCOMES:
1. The student will be able to participate in the core functions as appropriate at the agency.
2. The student will be able to apply ethical principles to a variety of situations.
3. The student will be able to analyze strengths and weaknesses in regard to delivery of services.
4. The student will be able to analyze strengths and weaknesses of the agency in regard to the delivery of services.
COURSE COMPETENCIES:
1. The student will be able to describe the purpose of screening.
2. The student will be able to evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug use and abuse.
3. The student will be able to determine the client's appropriateness for admission or referral.
4. The student will be able to determine the client's eligibility for admission or referral.
5. The student will be able to identify any coexisting conditions (medical, psychiatric, physical, etc.) that indicate need for additional professional assessment and/or service.
6. The student will be able to review applicable laws, regulations and agency policies governing alcohol and other drug abuse services.
7. The student will be able to describe the purpose of intake.
8. The student will be able to complete required documents for admission to the program.
9. The student will be able to complete required documents for program eligibility and appropriateness.
10. The student will be able to obtain appropriately signed consents when soliciting from or providing information to outside sources to protect client confidentiality and rights.
11. The student will be able to describe orientation.
12. The student will be able to provide an overview to the client by describing program goals and objectives for client care.
13. The student will be able to provide an overview to the client by describing program rules, and client obligation and rights.
14. The student will be able to provide an overview to the client of program operations.
15. The student will be able to describe assessment.
16. The student will be able to gather relevant history from client including but not limited to alcohol and other drug abuse using appropriate interview techniques.
17. The student will be able to identify methods and procedures for obtaining corroborative information from significant secondary sources regarding clients' alcohol and other drug abuse and psycho-social history.
18. The student will be able to identify appropriate assessment tools.
19. The student will be able to explained to the client the rationale for the use of assessment techniques in order to facilitate understanding.
20. The student will be able to develop a diagnostic evaluation of the client's substance abuse and any coexisting conditions based on the results of all assessments in order to provide an integrated approach to treatment planning based on the client's strengths, weaknesses, and identified problems and needs.
21. The student will be able to describe treatment planning.
22. The student will be able to explain assessment results to client in an understandable manner.
23. The student will be able to identify and rank problems based on individual client needs in the written treatment plan.
24. The student will be able to formulate agreed upon immediate and long-term goals using behavioral terms in the written treatment plan.
25. The student will be able to identify the treatment methods and resources to be utilized as appropriate for the individual client.
26. The student will be able to describe counseling.
27. The student will be able to select the counseling theory(ies) that apply(ies).
28. The student will be able to apply techniques(s) to assist the client, group, and/or family in exploring problems and ramifications.
29. The student will be able to apply techniques(s) to assist the client, group, and/or family in examining the client's behavior, attitudes, and/or feelings if appropriate in the treatment setting.
30. The student will be able to individualize counseling in accordance with cultural, gender, and lifestyle differences.
31. The student will be able to interact with the client in an appropriate therapeutic manner.
32. The student will be able to elicit solutions and decisions from the client.
33. The student will be able to implement the treatment plan.
34. The student will be able to describe case management.
35. The student will be able to coordinate services for client care.
36. The student will be able to explain the rationale of case management activities to the client.
37. The student will be able to describe crisis intervention.
38. The student will be able to recognize the elements of the client crisis.
39. The student will be able to implement an immediate course of action appropriate to the crisis.
40. The student will be able to enhance overall treatment by utilizing crisis events.
41. The student will be able to describe client education.
42. The student will be able to present relevant alcohol and other drug use/abuse information to the client through formal and/or informal processes.
43. The student will be able to present information about available alcohol and other drug services and resources.
44. The student will be able to describe referral.
45. The student will be able to identify need(s) and/or problems(s) that the agency and/or counselor cannot meet.
46. The student will be able to explain the rationale for the referral to the client.
47. The student will be able to match client needs and/or problems to appropriate resources.
48. The student will be able to adhere to applicable laws, regulations and agency polices governing procedures related to the protection of the client's confidentiality.
49. The student will be able to assist the client in utilizing the support systems and community resources available.
50. The student will be able to describe reports and record keeping.
51. The student will be able to prepare reports and relevant records integrating available information to facilitate the continuum of care.
52. The student will be able to chart pertinent ongoing information pertaining to the client.
53. The student will be able to utilize relevant information from written documents for client care.
54. The student will be able to describe consultation with other professionals.
55. The student will be able to recognize issues that are beyond the counselor's base of knowledge and/or skill.
56. The student will be able to consult with appropriate resources to ensure the provision of effective treatment services.
57. The student will be able to adhere to applicable laws, regulations and agency policies governing the disclosure of client-identifying data.
58. The student will be able to explain the rationale of the consultation to the client, if appropriate.
59. The student will be able to exhibit ethical behavior.
60. The student will be able to summarize his/her professional strengths and weaknesses.
61. The student will be able to summarize the strengths and weaknesses of the agency.
WORK PLACE COMPETENCIES
ADDICTION COUNSELOR PROGRAM

(Note: The workplace competencies were determined by the Addiction Counselor Advisory Committee.)
Students must master 70% of the workplace competencies for successful completion of the course.

TIME MANAGEMENT
1. The student will be able to set priorities or the order in which several tasks will be accomplished
2. The student will be able to select activities to accomplish a specific task
3. The student will be able to locate information and select the materials, tools, equipment, or other resources to perform the activities needed to accomplish a specific task

HUMAN RESOURCE MANAGEMENT
4. The student will be able to distinguish between positive and negative nonverbal communication
5. The student will be able to handle negative peer pressure
6. The student will be able to develop a sensitivity to cultural differences

TEAMWORK SKILLS
7. The student will be able to identify skills needed to maintain effective work relations with colleagues

DECISION MAKING/PROBLEM SOLVING
8. The student will be able to recognize or identify the existence of a problem given a specific set of facts
9. The student will be able to ask appropriate questions to identify or verify the existence of a problem
10. The student will be able to enumerate the possible causes of a problem
11. The student will be able to identify methods for eliminating the causes of a problem
12. The student will be able to identify important information needed to solve a problem
13. The student will be able to judge the credibility of a source of information
14. The student will be able to generate alternative solutions to a problem
15. The student will be able to compare the application and consequences of alternative problem solutions
16. The student will be able to select a solution that represents the best course of action to pursue

LISTENING SKILLS
17. The student will be able to take a telephone message
18. The student will be able to ask questions to clarify oral instructions

SPEAKING SKILLS
19. The student will be able to describe elements of the physical environment of the work space that hamper effective communication
20. The student will be able to adjust personal style of communication through realistic role-play scenarios with co-workers
21. The student will be able to adjust personal style of communication through realistic role-play scenarios with supervisors
22. The student will be able to provide constructive criticism
23. The student will be able to handle criticism, disagreement, or disappointment during a conversation
24. The student will be able to initiate and maintain task focused or friendly conversations with another individual
25. The student will be able to initiate, maintain, and draw others into task focused or friendly conversation with another individual
26. The student will be able to Initiate, maintain, and draw others into task focused or friendly group conversations
27. The student will be able to join in task focused group conversations
NEGOTIATION SKILLS Resolve a problem/conflict through negotiation
28. The student will be able to research present conditions
29. The student will be able to clarify the problem/conflict
30. The student will be able to propose and examine possible solutions
31. The student will be able to resolve the problem/conflict by a mutually agreeable solution
32. The student will be able to create an implementation strategy

LEARNING TO LEARN
33. The student will be able to access and evaluate resources
34. The student will be able to seek feedback nondefensively
35. The student will be able to analyze feedback

WORK ETHICS
36. The student will be able to name tangible and intangible rewards of work
37. The student will be able to describe desirable worker characteristics in terms of Cooperation
38. The student will be able to describe desirable worker characteristics in terms of Compromise
39. The student will be able to describe desirable worker characteristics in terms of Assertiveness
40. The student will be able to describe desirable worker characteristics in terms of Integrity
41. The student will be able to describe desirable worker characteristics in terms of Honesty
42. The student will be able to describe desirable worker characteristics in terms of Friendliness
43. The student will be able to describe desirable worker characteristics in terms of Positive Attitude
44. The student will be able to describe desirable worker characteristics in terms of identify standard workplace policies related to Personal discipline (personal leave and absence)
45. The student will be able to describe desirable worker characteristics in terms of identify standard workplace policies related to Substance abuse
46. The student will be able to describe desirable worker characteristics in terms of identify standard workplace policies related to Employee theft
47. The student will be able to describe desirable worker characteristics in terms of identify standard workplace policies related to Causes for termination
48. The student will be able to apply employee rules, regulations, and policies by exhibiting punctuality and dependability
49. The student will be able to apply employee rules, regulations, and policies by accepting responsibility for position
50. The student will be able to apply employee rules, regulations, and policies by demonstrating accuracy
51. The student will be able to comply with safety and health rules by Maintaining clean and orderly work area(s)
52. The student will be able to comply with safety and health rules by Practice personal hygiene and cleanliness
53. The student will be able to comply with safety and health rules by wearing attire suitable to the workplace
54. The student will be able to comply with safety and health rules by following established emergency procedures
55. The student will be able to comply with safety and health rules by complying with company policies regarding information dissemination and related security matters
CREATIVE THINKING
56. The student will be able to name appropriate ways to communicate negative feelings
57. The student will be able to list strategies for managing stress

SELF-MANAGEMENT
58. The student will be able to list ways to communicate positive feelings
59. The student will be able to name appropriate ways to communicate negative feelings
60. The student will be able to list strategies for managing stress
61. The student will identify various types of defense mechanisms
62. The student will be able to analyze the impact of family influence upon one's personal development
63. The student will be able to describe the relationship between human development and changing roles/responsibilities

ASSESSMENT OF LEARNER OUTCOMES:
The program coordinator will assign a grade based on the site supervisor’s evaluation of the student and the quality of the written report submitted by the student. The student must master 70% each of the academic and workplace competencies for a grade of “C”, 80% for a grade of “B”, and 90% for a grade of “A”.

SPECIAL NOTE:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact Valerie Webb, in Rm. 3354 or call at 288-7670 V/TDD.