SYLLABUS

CDC 260-D01 Chemical Dependency Counseling
Practicum Experience I

Spring, 2017

January 13, 2017- April 24, 2017

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Spring Office Hours:
Monday: 12:30-1:30 p.m.
Tuesday: 8:30-10:30 a.m.
Thursday: 8:30-10:30 a.m.

Other Office Hours Available by Appointment

*Students are required to use their student e-mail when corresponding with Instructor.

PRACTICUM I
(3 credits)
In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor.

Hours: 140 as an intern. Prerequisites: CDC 155, SDV 101 and permission of the department head. Corequisite: CDC 248. Insurance: $24. Usually offered in the fall, spring and summer.

Course Materials
Blackboard is being used as a primary site in this course. To access course content in Blackboard you need to have access to a computer with an Internet connection, (other requirements may apply). Computers that meet these requirements are available on campus in BH 217, HH 100, GH 204, FOH 305, and AHB 108.

Please follow these directions to access course syllabi and any other materials posted for this course:

Login Information
1. From the Wor-Wic home page, point to "Quick Links" (top-right) and click "Blackboard Login"
2. Enter your Wor-Wic user ID and password (same as your Wor-Wic email user ID and Password). Don't know your user ID or password? Contact Student Services

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:

Using the campus computing network and facilities to violate the privacy of other individuals
Sharing of account passwords with friends, family members, or any unauthorized individuals

Violators are subject to college disciplinary procedures.

Each student will be responsible for checking the course web page via Blackboard. The course web page will provide grading rubrics, study guides, research paper/assignment instructions, PowerPoints and additional materials to aid the student in the learning process.

Services for Student with Disabilities
Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic’s Services for Students with Disabilities web page.

Sexual Violence Disclosures
Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you’d like to make a confidential disclosure of any such violence, you can contact Wor-Wic’s director of counseling (X-2900) or you can contact the Life Crisis Center at 410-749-HELP or 2-1-1.

Information on rights of victims of sexual violence and related resources is available in the college catalog and at the public safety page of Wor-Wic’s website:
http://www.worwic.edu/Administration/PublicSafety.aspx.

RATIONALE:

Students need to begin using the knowledge and practicing the skills learned in the classroom. This first-hand experience in the role of a chemical dependency counselor is invaluable to the student's growth.

PRACTICUM PHILOSOPHY & VALUES:

Each student is expected to conduct themselves in a professional manner when placed in a practicum. The practicum is a capstone experience that involves the integration of knowledge and skills as a Chemical Dependency Counselor. Professionalism is judged by being prompt, having a strong work ethic, being able to be assertive and proactive as an intern, and conducting
oneself in an ethical manner at all times. Each agency that hosts an intern makes an extraordinary commitment to teaching new professionals in the field, and respect for this opportunity is expected of each intern. Becoming a counselor is a developmental process, and each student will grow at a rate and pace based on where they are at in the process. Growth will be evidenced in counseling skills, theoretical orientation, and attitudes toward oneself and the profession.

<table>
<thead>
<tr>
<th>Course Objectives The student will be able to:</th>
<th>Assessment Goals</th>
<th>Assessment Strategies</th>
</tr>
</thead>
</table>
| 1. Evaluate and screen clients based on symptoms of alcohol and drug use/abuse, eligibility for service, and based upon applicable laws regarding admission to treatment programs. GEO 1,2,3,5,6,7,8 | A. Describe screening processes and laws utilized at the placement site.  
B. Summarize main symptoms of substance abuse and dependence of clients seen in counseling.  
C. Observe and conduct screening sessions with clients at placement site. | Paper  
Journal  
Agency Evaluations |
| 2. Complete appropriate documents in the intake process with clients, particularly with adherence to ethical standards of client welfare. GEO 1,2,3,5,6,7,8 | A. Describe the intake processes and ethical standards utilized at the placement site.  
B. Prepare documents according to placement site guidelines. | Paper  
Journal  
Agency Evaluations |
| 3. Describe the orientation process to clients in regard to goals of substance abuse programs and levels of care. GEO 1-8 | A. Describe the orientation process and levels of care utilized at the placement site.  
B. Summarize appropriate treatment goals with clients.  
C. Observe and conduct orientations to service with clients. | Paper  
Journal  
Agency Evaluations |
| 4. Conduct a psychosocial history or assessment of a client’s strengths and weaknesses, in relation to substance abuse recovery. GEO 2,3,5,7,8 | A. Describe the assessment process utilized at the placement site.  
B. Summarize assessment sessions with clients.  
C. Observe and conduct assessments with clients. | Paper  
Journal  
Agency Evaluations |
| 5. Prepare a treatment plan that integrates client goals and resources. GEO 1,2,4,5,6,7,8 | A. Describe the treatment planning process utilized at the placement site.  
B. Summarize treatment issues with clients.  
C. Observe or participate in | Paper  
Journal  
Agency Evaluations |
<table>
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<tr>
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<th>treatment planning with clients.</th>
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</thead>
</table>
| 6. | Demonstrate appropriate counseling skills with individuals and groups in substance abuse settings. **GEO 1,2,5,6,8** | A. Describe the individual and group counseling process utilized at the placement site.  
B. Summarize counseling approaches with clients.  
C. Summarize one’s own strengths/weaknesses as a counselor  
D. Conduct individual and/or group counseling clients. |
| 7. | Document case management activities which are appropriate with the client’s goals and resources. **GEO 1,2,5,7,8** | A. Describe the case management process utilized at the placement site.  
B. Summarize case management issues with clients.  
C. Observe or participate in case management with clients |
| 8. | Explain the role of a trainee in relation to crisis management principles and practices. **GEO 1,2,3,5,7,8** | A. Describe the crisis management process utilized at the placement site.  
B. Summarize crisis management issues with clients.  
C. Observe or participate in crisis management with clients |
| 9. | Deliver didactic client education sessions concerning alcohol and drug abuse services. **GEO 1,2,3,7** | A. Describe the crisis management process utilized at the placement site.  
B. Summarize didactic sessions with clients.  
C. Observe and conduct didactic sessions with clients |
| 10. | Demonstrate knowledge of addiction treatment referral processes in the local community. **GEO 1,2,5,7** | A. Describe the referral process utilized at the placement site.  
B. Summarize referral issues with clients.  
C. Observe and conduct referrals for clients |
| 11. | Accurately chart clients through assessment, progress notes, and discharge summaries. **GEO 1,2,3,7** | A. Describe the client charting process utilized at the placement site.  
B. Observe and conduct referrals for clients |
| 12. | Consult with professionals about appropriate client treatment/service issues. **GEO 1,2,5,7,8** | A. Describe the referral process utilized at the placement site.  
B. Observe and conduct referrals for clients |
REQUIREMENTS:

1. Students must hand in all assignments by the date which they are due. Students must ensure that they schedule enough weekly hours at their assigned site so that the full 140 hours are completed by the end of the semester. Students that are falling behind with assignments or hours must contact the instructor to make arrangements for completing work, in order to avoid a reduction in grade. An “I” incomplete may be an option until requirements have been met. (There must be demonstrated effort in order to grant an “I” or the student’s case fall under the definition per the catalog.)

2. The contract signed between Wor-Wic Community College and the agency is only effective for the academic term noted. Agencies are agreeing to host students for the academic term, and extending your work is up to the discretion of the agency beyond the semester. You must be able to successfully work 10 hours per week at your placement to finish in the academic term. This also includes the terms of insurance coverage.

3. A 140 hour placement in an approved health care agency whose primary function is the counseling and treatment of chemically addicted individuals is required.

4. Check in about progress, turn in assignments, and receive updates. Your attendance grade will be based on 14 weekly postings via Black Board. My office hours are available to accommodate students if needed.

5. Identify 3 preferred placement sites and arrange an interview with the agency supervisor(s) prior to the start of the semester to discuss hours, duties, and intern responsibilities. Submit student practicum agreement form, signed by both student and supervisor, to the instructor prior to the start of the semester. A student may not start the practicum until this agreement form is signed and turned in.

6. Maintain a daily log of date, hours worked, and have it signed by the practicum supervisor or counselor who has directly observed your work. The log may not be signed by office or clerical staff. This form must be submitted by the end of semester. The completed log of 140 hours must contain the signature of the field placement coordinator who is licensed to supervise counselors.

7. Maintain a journal which includes hours and days worked, summary of duties performed, reactions to 12-core functions observed or experienced listed in the assessment goals section of the course objectives. Each entry must be one paragraph long.

8. Maintain a folder containing: journal, log of hours, Personal Objectives Contract, Paper, Mid-term Student Evaluation, Counselor Task List, Final Student Evaluation, and Student Evaluation of Placement Experience. All forms must be neat, as they are copied for permanent files. All assignments must be in the folder, do not remove any assignments or grade sheets. All forms must be completes and appropriate signatures for a grade.

9. As you reach seventy hours of your practicum, present to the field supervisor your Personal Objective(s) Contract of what you want to learn for the remainder of your placement. Have the placement supervisor sign your Mid-term Student Evaluation.

10. Project Paper: Practicum 1 (260) Submit in writing a 4-5 page paper on the
counseling skills you are using, and the best and least favorite aspects of the Practicum.

11. Evaluations: Have completed by the field supervisor and return to the instructor a mid-term and final evaluation.

12. Counselor Task List: Submit Counselor Task List with signatures to document completion of doing an assessment, preparing a treatment plan, co-leading a group, leading a didactic session.

13. Agency Evaluation: Complete an evaluation of the agency and submit to the instructor by the last week of the semester.

14. Students must complete a significant amount of the practicum in order to receive an incomplete. 70 hours and the mid-term evaluation must be completed. Incompletes will be given only after an individual conference is scheduled with the Faculty Practicum Coordinator. Finishing practicum hours at the site you are currently placed at is the discretion of the agency. Alternate placements will be granted on a first-come, first-serve basis, as many students will have pre-registered for their placement sites.

15. In the event that the practicum agency discharges or terminates the placement experience, the student must contact the faculty practicum coordinator immediately. The student is not to resume the course until a decision has been made by the department.

16. Students may be required to have fingerprinting or other screenings completed per the site/placement. Students will be responsible to comply in order to remain in contract.

17. Students will need to be able to access the course’s Black Board site via the internet for weekly postings. Computers are available throughout the campus for your convenience.

<table>
<thead>
<tr>
<th>Final Grade Calculation:</th>
<th>Due:</th>
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<tbody>
<tr>
<td>Mid-Term Student Evaluation</td>
<td>15% x.15</td>
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<tr>
<td>Final Student Evaluation</td>
<td>20% x.20</td>
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<tr>
<td>End-of-semester Paper</td>
<td>10% x.10</td>
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<tr>
<td>Journal Sheet</td>
<td>10% x.10</td>
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<tr>
<td>Learning Contract</td>
<td>10% x.10</td>
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<tr>
<td>Weekly postings</td>
<td>15% x.15</td>
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<tr>
<td>Counselor Task List</td>
<td>10% x.10</td>
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<tr>
<td>Agency Evaluation</td>
<td>10% x.10</td>
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</table>

Final Grade . . . Total = ______

Letter Grade: 90-100% - A  80-89% - B  70-79% - C  60-69% - D  Below 60% - F

Emergency Information:

In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2Campus and the College’s website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all assignments in accordance with class policies.
WOR-WIC COMMUNITY COLLEGE
AGENCY AGREEMENT
OCCUPATIONAL FIELD EXPERIENCE

It is to the mutual benefit of this agency and Wor-Wic Community College to cooperate in occupational educational programs. It is also in the best interest of all parties involved to jointly plan for the organization, administration, and operation of this educational workplace field experience.

The following Wor-Wic Community College student is approved for field experience in the following agency:

Student Name: ______
Agency Supervisor: ______
Agency Name: ______
Address: ______ City: ______
Phone: ______

The days and times agreed to for the completion of this field experience include hours as follows: (or see the attached schedule of days and hours)

Conditions:
The terms of this agreement shall be for the academic term noted above. Each party agrees to indemnify and hold harmless all parties from all liability arising out of acts or omissions in connection with any activity, which is subject matter of this agreement.

Each part of this agency agreement is an independent contractor and each complies with the nondiscrimination legislation and procedures required by law. With regard to the education experience identified herewith, each party does not discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information or disability in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment. Student-related inquiries should be directed to the dean of student development at (410) 334-2893, and employment-related inquiries should be directed to the director of human resources at (410) 334-2920, or they can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.

This agency agreement is constituted under the laws and regulations of the Maryland Higher Education Commission and the State of Maryland.

_________________________________________  __________________________ _________
Faculty Signature Date       Agency Head Signature        Date

_________________________________________  ________
Student Signature        Date
Personal Objectives Contract

You must complete a learning contract at the 70 hour mark, with four unique objectives.

Spring, 2017                                          Instructor: Shane Ferguson, M.A.
Student: _____________________

Chemical Dependency Counseling Field Experience

A minimum of 140 hours per semester of supervised Chemical Dependency Counseling experience with an approved cooperating counseling facility, integrating the knowledge and skills gained in the classroom with the actual work environment.

Job Description

Job Title: Student Chemical Dependency Counselor
Place of Employment:
Field Experience Supervisor:
Job Duties:

OBJECTIVE #1:

Goal(s)/Activities:

1. (List the steps/activities you will take to achieve the objective)
2.
3.
4.

Method of Evaluation:

1. (Describe the ways in which you will be evaluated)
2.

OBJECTIVE #2:

Goal(s)/Activities:

1. (List the steps/activities you will take to achieve the objective)
2.
3.
4.

Method of Evaluation:

1. (Describe the ways in which you will be evaluated)
2.
OBJECTIVE #3:
Goal(s)/Activities:

1. (List the steps/activities you will take to achieve the objective)
2.
3.
4.

Method of Evaluation:
1. (Describe the ways in which you will be evaluated)
2.

OBJECTIVE #4:

Goal(s)/Activities:
1. (List the steps/activities you will take to achieve the objective)
2.
3.
4.

Method of Evaluation:
1. (Describe the ways in which you will be evaluated)
2.

Student Signature ___________________________ Date ____________

Site Supervisor Signature ___________________________ Date ____________

Faculty Signature ___________________________ Date ____________
COUNSELOR TASK LIST

Conducted a psychosocial history, screening interview ASI or Intake:

Date ________________ Student Signature __________________________________________

Date _______________ Field Experience Supervisor Signature _________________________

Student Comments:

Prepared a treatment plan:

Date ________________ Student Signature __________________________________________

Date _______________ Field Experience Supervisor Signature _________________________

Student Comments:

Co-lead a didactic:

Date ________________ Student Signature __________________________________________

Date _______________ Field Experience Supervisor Signature _________________________

Student Comments:

Co-lead a therapy group:

Date ________________ Student Signature __________________________________________

Date _______________ Field Experience Supervisor Signature _________________________

Student Comments:
PRACTICUM JOURNAL ENTRIES

NAME:               AGENCY:

You must have a journal entry for each day you are on practicum. Please include a
reflection on your job duties, reactions to what you learned, and how you are evaluating
your own performance. Use Times New Roman, 12 pitch font. You may type on this sheet.
Save as a word document.

<table>
<thead>
<tr>
<th>DATE</th>
<th>JOURNAL ENTRY</th>
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LOG SHEET

Student must record missed scheduled dates. Student is responsible for following the guidelines of the agency regarding absences.

Student: _____________________________  Agency: ____________________________

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<tr>
<th>DATE</th>
<th>TIMES</th>
<th>TOTAL HOURS FOR THE DAY</th>
<th>CUMULATIVE HOURS</th>
<th>VERIFIED</th>
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Supervisor Signature (Required) ________________________________  Date __________________
Field Placement Evaluation of Student  
Wor-Wic Community College Chemical Dependency Counseling Program

Student Name ________________________________ Date __________________

Placement Site ____________________________

Please Circle: MID-TERM (70 hrs.)  
FINAL (140 hrs.)

SUCCESS CHARACTERISTICS

1. Student's attendance and promptness in arriving for or initiating scheduled practicum activities:
   - Consistently Prompt
   - Almost Always Prompt
   - Occasionally Prompt
   - Often Not Prompt
   - Unable to Evaluate

2. Student's commitment to the practicum experience:
   - Consistently Committed
   - Almost Always Committed
   - Usually Committed
   - Disengaged
   - Unable to Evaluate

3. Student's level of cooperativeness (e.g., willingness to take direction):
   - Consistently Cooperative
   - Almost Always Cooperative
   - Sometimes Uncooperative
   - Often Not Cooperative
   - Unable to Evaluate
4. Student's response to any necessary criticism or discipline:
   - Consistently Appropriate
   - Almost Always Appropriate
   - Sometimes Inappropriate
   - Often Inappropriate
   - Unable to Evaluate

5. Student's level of dependability to date:
   - Consistently Dependable
   - Almost Always Dependable
   - Sometimes Not Dependable
   - Often Not Dependable
   - Unable to Evaluate

6. Student's interaction and professionalism with others (Counselors and staff):
   - Very Positive
   - Fairly Positive
   - Occasionally Negative
   - Too Often Negative
   - Unable to Evaluate

7. Student’s interaction and professionalism with patients/Clients:
   - Very Positive
   - Fairly Positive
   - Occasionally Negative
   - Too Often Negative
Unable to Evaluate

8. Student's work habits:
- Excellent
- Very Good
- Somewhat Inconsistent
- Poor
- Unable to Evaluate

9. Overall quality of student's effort at this point (e.g., amount learned, skills learned):
- Excellent
- Generally High
- Spotty
- Poor
- Unable to Evaluate

10. Extent that student met objectives agreed to at this time of practicum experience:
- Met or Exceeded All Objectives
- Met Most Objectives
- Failed to Meet a Few Objectives
- Did Not Meet Enough Objectives
- None of the objectives met

**PRACTICUM OBJECTIVES**

Rank student’s ability in the following core areas:
(Note: N/A - do not score)

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Failed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>high</td>
<td>Above average</td>
<td>Satisfactory</td>
<td>Denotes Not met Marginal Competency</td>
<td></td>
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<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
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</table>

11. Screening (assessment and intake)
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<tr>
<th></th>
<th>Data entry and documentation</th>
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<tbody>
<tr>
<td></td>
<td>Excellent</td>
<td>Good</td>
<td>Average</td>
<td>Poor</td>
<td>Failed</td>
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</table>

|   | Orientation of self and with clients |   |   |   |   |   |
| 13. | O | O | O | O | O | O |

|   | Psychosocial assessment, summaries and tools utilized for client placement |   |   |   |   |   |
| 14. | O | O | O | O | O | O |

|   | Treatment plan (origination and implementation) |   |   |   |   |   |
| 15. | O | O | O | O | O | O |

|   | Case management |   |   |   |   |   |
| 16. | O | O | O | O | O | O |

|   | Community referral systems, placement and networking |   |   |   |   |   |
| 17. | O | O | O | O | O | O |

|   | Demonstration of effective counseling skills |   |   |   |   |   |
| 18. | O | O | O | O | O | O |

|   | Understands agencies policy and protocol as related to crisis and emergency intervention |   |   |   |   |   |
| 19. | O | O | O | O | O | O |

|   | Demonstrated ability to effectively deliver Education with clients through didactic measures |   |   |   |   |   |
| 20. | O | O | O | O | O | O |

|   | Understands record keeping procedures |   |   |   |   |   |
| 21. | O | O | O | O | O | O |

|   | Experienced consulting and working with outside or managing agencies (discharge placement, managed care, Doctors etc.) |   |   |   |   |   |
| 22. | O | O | O | O | O | O |

**Additional Comments:**

______________________________________________  Date _______________________

Field Experience Supervisor

______________________________________________  Date _______________________

Student Signature
STUDENT EVALUATION OF PLACEMENT SITE

Placement Location:

Student:

Field Experience Supervisor:

Please take this opportunity to evaluate your practicum placement. You are encouraged to share this evaluation with your supervisor. Please use Times New Roman, 12 pitch font. You may type on this sheet. Write two-three paragraphs about each of the objectives below. This information will be useful for future placement of students.

Opportunity to apply formal learning:

Opportunity to work toward achieving behavioral goals:

Opportunity to interact with supervisor:

Agency's strengths:

Recommendations to supervisor for improvement for future students:

Student’s Signature: ___________________________________________ Date: _____________

Supervisor’s Signature: ________________________________________ Date: ____________