



Work Experience II

Syllabus for Supervised Occupational

Course Information

Semester & Year: Spring 2022

Course ID & Section #: ADCT-17-V3018 ADCT-42-V3188

Instructor's name: Stuart Altschuler

Course units: 2.5

Instructor Contact Information

Office location or *Online: Online and Telephone

Office hours: TBD

Phone number: 707 786-9890

Email address: stuart-altschuler@redwoods.edu

Catalog Description

Individualized supervised work experience in an approved addictions treatment services agency. Work experience will provide advanced ADCT candidates with the opportunity to apply previous ADCT learning to practical work experience through dialogue, as well as skill and technique demonstrations. Note: This is a capstone course intended for students in their final semester of course work in addiction studies. Field trips are required and the college does not provide transportation. The student, with assistance from the instructor, is responsible for locating and arranging for the contracts with the agency to complete the 150 hours.

Course Student Learning Outcomes *(from course outline of record)*

1. Perform comprehensive client intake.
2. Plan and prioritize treatment in collaboration with supervisor, client and significant others to formulate mutually agreed upon measureable goals and objectives.
3. Implement treatment plans while respecting confidentiality and following administrative procedures.
4. Document client and family contacts, progress, change and relapse prevention.

Prerequisites/co-requisites

Prerequisites: SWHS 1, SWHS 2 and 42 Co-Requisite: ADCT 17

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

During COVID19—DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Important Information from your instructor: READ!

I hope all of you are staying safe and doing all you can to balance yourself emotionally and mentally as we start a new semester in a completely online format. Breathe!!

It has been a trying time and it is my goal to make sure all of you successfully complete your coursework and receive a grade to keep you moving through your college career easily.

The classroom is my favorite part of teaching you. The class discussions and the personal sharing from you is often profound and enlightening and always fun. I believe many of you feel the same way.

With that being said, we now have to move to this new learning environment. Not one I enjoy or feel comfortable in but, as I said, I want to make sure you all learn and complete the course. We will be travelling this road together as I adjust to teaching online and you adjust to learning online. We will support each other and learn how to make it engaging and fun.

****Confirm your presence in the online classroom: Log in to our class in Canvas and post to the “Field Placement Introduction” discussion forum to confirm your presence in the online classroom. Doing so will confirm your enrollment in the course and will ensure you aren’t dropped as a “no show.” If you have any issues with this at all, send me an email and let me know, so we can work something out.**

Class lessons: Since we will not be meeting in the classroom for 3 hours a week, I still expect you to put time into learning. You will see under "Modules", I have created one for each chapter. You will have an essay to prepare for each chapter, I will be posting them soon. This is not a research paper so you need not create AP formatting. Just respond to the essay question as it relates to your reading in the chapter. Very simple and it will not be difficult. Each essay should be 3 pages.

Confer Zoom: On the left of this page you see a list that includes "files", "Syllabus", "Modules" etc. Look for where it says "Confer Zoom". If you click on that it will take you to a system that is like "Facetime" or "Skype". I will be on there at the class time to be determined and if any of you want to discuss the material or have questions about the material, we can have a class discussion on it. I will be giving lectures or presenting videos at that time also. I will not require you to do this but I hope all of you will participate at least once.

Under the circumstances, I promise to be flexible and grade with compassion but I expect you to get the work done.

I hope, if you are in recovery, that you are making phone calls and doing some virtual meetings. I want all of you to take care of yourselves. Promise!

With love and support,

Stuart

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Evaluation & Grading Policy

GRADING SCALE: Grades are determined by the following criteria: Degree of adherence to assignment guidelines; Timely submission; Clarity (complete sentences, legibility, etc.); Creativity, and original thought.

Chapter Essays, 11@ 25 each	275 pts	
Agency Orientation Checklist	25 pts	<u>800-900 = A</u>
Learning Agreement	50 pts	<u>700-799 = B</u>
Midterm	100 pts	<u>600-699 = C</u>
Certification of Hours	150 pts	<u>500-599 = D</u>
Final	100 pts	<u>499 - ↓ = F</u>
Evaluations	100 pts	
Class Participation	100 pts	
Total points		900 pts

Admissions deadlines & enrollment policies

Spring 2022 Dates

- *Classes begin: 01/15/22*
- *Last day to add a class: 01/21/22*
- *Martin Luther King, Jr's Birthday (all campuses closed: 01/17/22*
- *Last day to drop without a W and receive a refund: 01/28/22*
- *Census date (or 20% into class duration): 01/31/22*
- *Last Day to file P/NP (only courses where this is an option) 02/11/22*
- *Lincoln's Birthday (all campuses closed): 02/18/22*
- *Presidents Day (all campuses closed): 02/21/22*
- *Last day to petition to graduate or apply for certificate: 03/03/22*
- *Spring Break (no classes): 03/14/22-03/19/22*
- *Last day for student-initiated W (no refund): 04/01/22*
- *Last day for faculty-initiated W (no refund): 04/01/22*
- *Final examinations: 05/07/22-05/13/22*
- *Semester ends: 05/13/22*
- *Grades available for transcript release: approximately 05/30/22*

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#)

to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones.

Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact Jolene Gates 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413
 - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.

- c. Close all window curtains.
- d. Get all inside to safe location Kitchen area is best internal location.
- e. If a police officer or higher official arrives, they will assume command.
- f. Wait until notice of all is clear before unlocking doors.
- g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
- h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

College of the Redwoods
ADCT 17 & 42: Field Studies II Course Syllabus
Spring 2021

CLASS FORMAT: At the beginning of each class, students will have the opportunity to raise questions about the course readings and assignments. Though, the focus of each class will be to apply theoretical concepts from class lectures, required readings, and discussions to the students' field experiences. The instructor will assist by facilitating class discussions through the utilization of case vignettes and shared field experiences to help promote an optimal learning environment.

ATTENDANCE/PARTICIPATION: It is believed that positive attendance and active classroom participation are an integral part of learning. Therefore, students are encouraged to attend each Zoom class and actively participate.

FIELD PLACEMENT: The student will be responsible for locating and securing a field placement at an agency that focuses on recovery from addictions, which has been approved by the instructor prior to beginning the placement. In addition, each student will need to identify a field site supervisor to complete the following with the student: field placement contract, orientation, development of a learning agreement, certification of all field hours, and student evaluation toward the learning objectives.

Note: Students will be required to complete 135 field placement hours by the end of the semester (equivalent to about 7 volunteer or paid employment hours per week).

LATE ASSIGNMENTS: Late Assignments will be accepted. However, 5 points will automatically be deducted from the total points earned for every class session in which the assignment has not been turned in.

COURSE ASSIGNMENTS:

1. Chapter Essay Assignments: Students will be required to complete and submit assignments as given by the instructor throughout the semester. Also, there are 11 chapters in the textbook and there will be an essay question for each chapter posted on canvas. Each essay needs to be at least 2 pages and worth 25 points each. 275 points
2. Agency Orientation Checklist: The Student Orientation Checklist is a required document that will provide a framework for monitoring and completing the agency orientation process (See handout). 25 points

3. **Student Learning Agreement:** The student learning agreement provides students with the opportunity to participate in the planning of his/her field experience. Each student is responsible for the actual writing of her/his learning agreement, but is encouraged to collaborate with their field supervisor in developing the agreement (See handout). 50 points
4. **Midterm Self-Assessment:** This assignment is intended to be a reflection of your learning accomplishments from the beginning to the middle of the semester (See handout). 100 points
5. **Certification of Field Placement Hours:** Student will be required to monitor, record, and have all field placement hours certified by the student's field site supervisor (See handout). To receive credit for this course, student must complete a minimum of 150 hours at an agency which has been approved by the instructor of this course. 150 points
6. **Final Reflection Paper:** A comprehensive reflection of your learning and development while in the field over the course of the semester (See handout). 50 points

Placement Evaluation: At the completion of the field placement hours, the student will be required to complete and submit a performance evaluation on the field site supervisor/placement. By completing this assignment, students will be given the opportunity to reflect on their experiences at the field site and on the quality of the supervision provided (See handout). 50 points.

7. **Student Evaluation:** At the completion of the field placement hours, the student will be required to submit a performance evaluation that has been completed by the student's field supervisor. This process allows the student and instructor to get feedback about the student's strengths, areas for improvement, and recommendations for improvement (See handout). 100 points.

CONFIDENTIALITY STATEMENT: It should be noted that due to the sensitive nature of the course content, all information discussed in class should be considered confidential and should not be shared outside the classroom environment. An essential component of the field experience class is providing a safe and supportive environment where students feel comfortable examining their values, beliefs, and experiences over the course of the semester. In order for the class to be a safe and supportive environment for exploration of thoughts and opinions, it is critical to allow others the opportunity to express themselves while protecting the identity of the client(s) at all times and minimizing personal reflection.

