CR COLLEGE OF THE REDWOODS

Course Information

Semester & Year: Spring 2023
Course ID & Section #: ADCT 17 E4744
Instructor's name: Stuart Altschuler
Day/Time of required meetings: Mondays 6:05-9:15 PM
Location: HU 217
Course units: 3

Instructor Contact Information

Office location or *Online: Online, Telephone or in classroom
Office hours: By appointment
Phone number: 707 786-9890
Email address: stuart-altschuler@redwoods.edu

Catalog Description

A seminar focused on discussing the students' experiences in their supervised occupational work experience in ADCT 42. This course provides advanced ADCT certificate candidates the opportunity to analyze and integrate their practical work experiences in ADCT 42 through study, dialogue, and technique demonstration. Note: This is a capstone course intended for students in their final semester of course work in addiction studies.

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

1. Participate in class discussions about students' field work experience
2. Compare and contrast agency mission, policies and procedures.
3. Identify their individualized interests and desires for employment after graduation.

Prerequisites/co-requisites/ recommended preparation

Prerequisites: SWHS 1, SWHS 2 and 42
Co-requisite ADCT 42

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

If you are taking online classes 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.

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**	**800-900 = A**
Learning Agreement	**50 pts**	**700-799 = B**
Midterm	**100 pts**	**600-699 = C**
Certification of Hours	**150 pts**	**500-599 = D**
Final	**100 pts**	**499 - ⇓ = F**
Evaluations	**100 pts**	
Class Participation	**100 pts**	
	Total points 900 pts	

Admissions deadlines & enrollment policies

Spring 2023 Dates

- *Classes begin: 01/14/23*
- *Martin Luther King's Birthday (all campuses closed): 01/16/23*
- *Last day to add a class: 01/20/23*
- *Last day to drop without a W and receive a refund: 01/27/23*
- *Census date: 01/30/23 or 20% into class duration*
- *Last day to petition to file P/NP option: 02/10/23*
- *Lincoln's Birthday (all campuses closed): 02/17/23*
- *President's Day (all campuses closed): 02/20/23*
- *Last day to petition to graduate or apply for certificate: 03/02/23*
- *Spring Break (no classes): 03/13/23 – 03/18/23*
- *Last day for student-initiated W (no refund): 03/31/23*
- *Last day for faculty-initiated W (no refund): 03/31/23*

- *Final examinations: 05/06/23 – 05/12/23*
- *Commencement: 05/15/23*
- *Semester ends: 05/12/23*
- *Grades available for transcript release: approximately 05/26/23*

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

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 My CR Portal

For help logging in to Canvas, visit My CR Portal.
For help with Canvas once you're logged in, click on the Help icon on the left menu.
For tech help, email its@redwoods.edu or call 707-476-4160
Canvas online orientation workshop: Canvas Student Orientation Course (instructure.com)

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 CR Police Department-Public Safety 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 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](#)
- [Online Tutoring Resources](#)

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

Learning Resource Center includes the following resources for students

- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)
- [Academic Support Center](#) – offers tutoring and test proctoring for CR students.
- [Student Tech Help](#) – provides students with assistance around a variety of tech problems.

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.
- [CalWORKS](#) – assists student parents with children under the age of 18, who are receiving cash assistance (TANF), to become self-sufficient.
- 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 2023

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 every 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 150 field placement hours by the end of the semester (equivalent to about 8 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.