



Syllabus for Supervised Occupational Work Experience II

Course Information

Semester & Year: Spring 2024

Course ID & Section #:

ADCT42, E6149

Instructor's name: Altschuler

Course units: 2.5

Instructor Contact Information

Office location or *Online: Online, Telephone

Office hours: By appointment

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

1. Perform comprehensive client intake.
2. Plan and prioritize treatment in collaboration with supervisor, client and significant others to formulate mutually agreed upon measurable 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/ recommended preparation

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

Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (e.g., dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury
- Vision, hearing, or mobility challenges

Available services include extended test time, quiet testing environments, tutoring, counseling and advising, alternate formats of materials (e.g., audio books, E-texts), assistive technology, on-campus transportation, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Disability Services and Programs for Students \(DSPS\)](#). If you are unsure whether you qualify, please contact DSPS for a consultation: dsps@redwoods.edu.

- Eureka: 707-476-4280, Student Services Building, 1st floor
- Del Norte: 707-465-2324, Main Building, near the library
- Klamath-Trinity: 707-476-4280

Student Support Services

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.

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](#)

To learn more about the resources available to you, click on a title bar below, or click the down arrow to expand them all.

Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

Community College Student Health and Wellness

If you are in distress or are with someone at risk right now, call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or TEXT 741-741

Timely Care

When you're feeling under the weather physically or distressed mentally, you can find the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. [Visit TimelyCARE here](#)

Mental Health Counseling

Students should text, email, or fax Shawna Bell directly for scheduling and/or services.

Contact info

Text: 707-496-2856

Email: shawnabmft@gmail.com

Fax: 707-237-2318 (voicemail can be left via fax)

Wellness Central

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 [Wellness Central](#).

Counseling

[Counseling & Advising](#) can assist students in need of academic advising and professional counseling services. Visit the Welcome Center in the lower level of the student services building Monday –Friday 9am – 4pm (during the semester, summer hours may vary).

Basic Needs Center

[The Basic Needs Center](#) provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing. Students can submit a request for services and information [here](#).

Contact info

Phone: 707-476-4153

Email: the-grove@redwoods.edu

Learning Resource Center

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.

EOPS

[Extended Opportunity Programs & Services \(EOPS\)](#)[Links to an external site.](#) provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

TRiO Student Success Program

The TRiO Student Support Services Program provides eligible students with a variety of services including academic advising, career assessments, assistance with transfer, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#).

Veterans Resource Center

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

CalWORKs – California Work Opportunity & Responsibility to Kids (CalWORKs). Provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF **benefits**), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!

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

Spring 2024 Dates

January 12	Last day to register for classes (day before the first class meeting)
January 13	Classes begin
January 15	Martin Luther King, Jr.'s Birthday Holiday (District-wide closure)
January 19	Last day to add a class
January 26	Last day to drop without a "W" and receive a refund
January 29	Census Date (20% of class)
February 16	Lincoln's Birthday Holiday (District-wide closure)
February 19	President's Day Holiday (District-wide closure)
March 7	Last day to petition to graduate
March 29	Last day for student initiated withdrawal (62.5% of class)
March 29	Last day for faculty initiated withdrawal (62.5% of class)
March 11-16	Spring break (no classes)
April 1	District-wide closure (Cesar Chavez Day) .
May 4-10	Final Examinations
May 10	Last day to file for P/NP Option
May 10	Semester Ends
May 17	Grades due
May 24	Grades available

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](#).

AI Use Class Policy

Recent advancements in generative artificial intelligence (AI) have made large language models such as ChatGPT and Google's Bard widely available. However, overuse of these tools in this class can undermine your learning and curtail the development of your critical and creative thinking skills. In addition, AI outputs are often unreliable and frequently subject to bias. For these reasons, the policy of this class is that AI cannot be used at any point in the completion of class assignments, including discussion posts. Any or all of your assignment submissions and discussion posts may be screened by AI detection software, but the real penalty for AI misuse is that you will miss out on an opportunity to learn.

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.

Canvas Information

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 \(instructure.com\)](https://instructure.com)

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](#).

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](#) 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](#).

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.

To learn more about campus-specific Emergency Procedures, click on a title bar below, or click the down arrow to expand them all.

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](#).

Klamath-Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, KlamathTrinity 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.

In the event of an emergency, communication shall be the responsibility of the district employees on scene:

1. Dial 911, to notify local agency support such as law enforcement or fire services.
2. If safe to do so, notify key administrators, departments, and personnel.
3. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
4. Contact 530-625-4821 to notify of situation.
5. Contact Hoopa Tribal Education Administration office 530-625-4413
6. Notify Public Safety 707-476-4111.

In the even of an emergency, the responsible district employee on the scene will:

1. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
2. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
3. Close all window curtains.
4. Get all inside to safe location Kitchen area is best internal location.
5. If a police officer or higher official arrives, they will assume command.
6. Wait until notice of all is clear before unlocking doors.
7. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
8. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes

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

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 150 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.