COURSE SYLLABUS

Practicum Substance Abuse/ Addiction Counseling

**DAAC 2366**
Number

0 - 21 - 3
Lecture - Lab - Credit

NONE
Prerequisite

This syllabus has been reviewed and is current on the date indicated.

Prepared By          Date
________________     __________
Patricia Bundick      5/21/15

Reviewed By

________________     __________
Andy Weaver          08/12/15
Division Director/Designee

Date
I. Instructor Information

Name: Patricia Bundick Phone: 254 559 7721

Campus Office: BRK 113 email: patty.bundick@tstc.edu

Office Hours: MWF 8-5 Advisement Hours: as needed

Department Chair: Patty Bundick Chair email: patty.bundick@tstc.edu

II. Class Times, Location
WEB, Practicum work site: August 31, 2015- December 11, 2015

III. Program Outcomes
CDC Students will demonstrate competence in their ability to apply counseling and criminal justice theories; neurobiological, psychological and social aspects of addiction; cultural sensitivity; ethical boundaries and rules within a therapeutic counseling settings.

IV. Course Description & Introduction
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student

V. Learning Outcomes
The student will
A. Apply the theory, concepts, and skills involving specialized materials, tools equipment, procedures, regulations, laws, and interactions within and among political economic, environmental, social and legal system associated with the occupation and the business/industry.
B. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.
C. Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business industry.
D. Demonstrate the ability to complete all intakes, evaluation, treatment planning and ongoing documentation to maintain clinical files.
E. Demonstrate the ability to coordinate the services for a small caseload including consulting, implementing the treatment plan, and continuing assessment and continuing care.
F. Demonstrate expertise in using assessment tools in a clinical setting
G. Demonstrates expertise in facilitating individual and group counseling in a clinical setting.
H. Demonstrates the ability to conduct education groups

VI. Assessment Methods & Grading Policy
Weekly Hours Log
Weekly online supervision Assignment
Mid-term Student Evaluation
Final Student Evaluation
Student Evaluation of Agency
VIII. **Textbook/Reference Materials**

TAP 21, Addiction Counseling Competencies, The Knowledge, Skills, and Attitudes of Professional Practice, U.S. Department of Health and Human Services Substance Abuse and Mental health Services Administration Center for Substance Abuse Treatment, [www.samhsa.gov](http://www.samhsa.gov) (materials may be downloaded or ordered directly from the website.)

IX. **Additional Resources & Supplies**

Student must have computer and internet access.

X. **Class Participation Policy & Student Conduct**

Student must complete at least 300 direct treatment hours in an approved substance abuse treatment facility within the semester. The student must complete designated documentation of hours and weekly supervision. Student must submit weekly documentation of hours onto the Moodle website. Student must complete an weekly assignment on the Moodle website.

XI. **Safety**

- Campus building occupants are required to evacuate buildings when a fire alarm activates. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy while receiving instructions. The nearest exit door may not be the door you used when entering the building.
- Students requiring evacuation assistance should inform the instructor during the first week of class.
- In the event of evacuation, follow the faculty’s or class instructor’s instructions.
- **Do Not** re-enter a building unless given instructions by the Fire Department, Campus/Local Police, or Fire Prevention Services.

XII. **Special Needs**

If you have a documented disability that will impact your work in this class, please contact the ADA Coordinator, so that appropriate arrangements for your accommodations can be made. The counselor on your campus can assist you in this process. In accordance with the federal law, a student requesting accommodations must provide documentation of his/her disability to the ADA Coordinator. For more information call (325) 236-8292 or email amy.freeman@tstc.edu.

XIII. **Course Schedule**

1. A 300 hours placement in an approved agency whose primary function is the counseling and treatment of chemically addicted individuals is required.
2. Arrange an interview with the agency supervisor at least two weeks prior to the start of the semester to discuss hours, duties, and responsibilities. If the agency is an in-prison agency, six months prior to the semester, student must submit a volunteer application and complete the required training designated by the criminal justice system.
3. Weekly supervision will take place online. Assignments will be posted and student will complete and submit the assignment weekly. Arrangements will be made for weekly contact with the instructor.

4. Maintain a weekly journal which includes log of hours and days worked and summary of duties performed. (Hours will be submitted weekly through Moodle website and paper originals with signatures will be submitted at the end of your practicum).

5. Assignment weekly, Students will post an assignment weekly. (see Moodle website)

6. Submit in writing to instructor two reaction papers (one at midterm and one at the end of the semester) about learning taking place, generally and about yourself.

7. Have completed by the field supervisor and returned to the instructor a midterm and final evolution.

8. At the end of the practicum, present documentation of (1) weekly log of hours and duties with at least 20 hours in each domain, (2) weekly supervision by onsite supervisor (or weekly online supervision), and (3) documentation of weekly observation by onsite supervisor.
XIV. Instructor CV – Patricia Bundick

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<thead>
<tr>
<th>Name of Institution</th>
<th>Degree Earned</th>
<th>Date Earned</th>
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<tr>
<td>Hardin Simmons University</td>
<td>Bachelor of Science</td>
<td>May 1980</td>
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<td>Major: Social Work</td>
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<td>Minor: Psychology</td>
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**Certifications**

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<th>Name of Certification</th>
<th>Date Expires</th>
<th>Date Earned</th>
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<tr>
<td>Licensed Chemical Dependency Counselor</td>
<td>December 2014</td>
<td>December 1992</td>
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**Industry, Teaching or Training, and Other Experience Relevant To Course**

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<tr>
<th>Description of Experience Related To Course</th>
<th>Date Ended</th>
<th>Date Began</th>
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<tr>
<td><strong>Texas State Technical College</strong> CDC Department Chair Assisted in developing the Chemical Dependency Counseling Associates Program, Instructor. All Chemical Dependency Counseling Courses. Continuing education courses for corporate college</td>
<td>Current Position Full time: 2004 Part time 2000</td>
<td></td>
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<td><strong>Gateway Foundation/Walker Sayle TDCJ Unit Assistant Director</strong>-2003-2004 Oversight of clinical program on 644 bed, TDCJ substance abuse treatment facility <strong>Clinical Supervisor</strong>-1997-2003 Oversight of delivery of services to 165 clients &amp; Supervision of 8 clinical staff. Coordinated continuing education for clinical staff Taught courses for continuing education to clinical staff Worked on management team to provide training for Gateway clinical staff throughout Texas</td>
<td>August 2004</td>
<td>July 1994</td>
</tr>
<tr>
<td><strong>Counselor</strong> 1994-1997 Provided substance abuse counseling in a therapeutic prison setting. 20 person caseload</td>
<td>Part time Contractual 1995-1996</td>
<td></td>
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<td><strong>Stephen/Shackelford Mental health Center Center Director</strong> Management and supervision of mental health and substance abuse services in Stephens/Shackelford Counties. <strong>Caseworker</strong> Center Provided screening, intake, clinical evaluation, treatment planning, and implementation of outpatient services</td>
<td></td>
<td></td>
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<tr>
<td><strong>Girling Home Health Care, Inc. Medical Social Work Assistant</strong> Assisted treatment team in identifying significant social and emotional factors of ill and chronically ill patients. Assessment of social, emotional, and environmental factors.</td>
<td>(part-time contractual) 1984</td>
<td></td>
</tr>
<tr>
<td><strong>American Red Cross Taylor County Chapter Director</strong>- Administered all Red Cross service in Taylor County <strong>Caseworker</strong>-Counseling and support services to military personnel and their families in emergency situations</td>
<td>July 1982</td>
<td>July 1980</td>
</tr>
<tr>
<td><strong>HONORS/AFFILIATIONS</strong> 2009 (NISOD) National Institute for Staff and organizational Development Award 2006 W.R. Potter Mark of Teaching Excellence Award 2002 Clinical Supervisor of the Year, Gateway Foundation</td>
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Student Acknowledgement:

This is to acknowledge that I have received a copy of the syllabus for the course DAAC 2366, Substance Abuse Practicum. I understand that it is my responsibility to read and understand the syllabus and to abide by the guidelines presented therein.

Student:

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
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