Instructor Contact Information:
Instructor Name/Title: Mavis Clemons
Office Phone Number: 606-487-3262
Cell: 606-216-3572
Email: mpoe0016@kctcs.edu
Office Location: JCC 152 B
Office Hours: Monday 11:00 AM-1:00 PM (online hours) or by appointment

Course Information

Course Description
Provides an overview of approaches to understanding addictions with emphasis on the bio-psychosocial model. Analyzes the etiology, progression, and processes involved in change.

Prerequisites: PSY 100 or permission from the instructor

Start Date: 6/3/19
Midterm: 6/17/19
End Date: 6/30/19
FINAL EXAM: 6/30/19

Textbook: eBook provided, can purchase a cheaper loose-leaf option from bookstore.


Course Competencies/Student Learning Outcomes
Upon completion of this course, the student can:
1. Define aspects of addiction including the biological, psychological, social and spiritual.
2. Examine the impact of addictions on individuals, families and society.
3. Recall three empirically supported models of practice with those suffering from addictions.
4. Define the Trans theoretical Model of Change and apply it to work with people with addictions.
5. Discuss the role of motivation and Motivational Interviewing in the change process.
Course Structure, Evaluation, and Grading Methods

Evaluations Methods:

1. Active participation is expected. Students are expected to complete all assignments within the designated time frames. Failure to complete any two assignments could result in disciplinary action and/or termination from the course.

2. There will be 2 discussion boards worth 50 points each. You must create your own topic related discussion post and then comment on at least two peer posts. (100 points)

3. There will be 13 quizzes worth 10 points each that will be associated with each chapter’s content. These quizzes allow multiple attempts. These quizzes are intended to prepare you for your midterm and final exam. (130 points)

4. Two exams will be given. Exams will include multiple choice, true-false, matching, short answer or essay questions. Exams can only be taken once. (100 points each)

5. There will be an essay paper related to course competencies. It will require outside research, APA formatting, critical thinking skills, creativity, and evaluation of course materials. (100 points)

Grading: Assignments / Points:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Show Activity</td>
<td>5 points</td>
</tr>
<tr>
<td>Quizzes (13)</td>
<td>130 points</td>
</tr>
<tr>
<td>Discussion Board (2)</td>
<td>100 points</td>
</tr>
<tr>
<td>Exams (2)</td>
<td>200 points</td>
</tr>
<tr>
<td>Essay</td>
<td>100 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>535 points</strong></td>
</tr>
</tbody>
</table>

Grading Policy/Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent Range</th>
<th>Point Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>477-535</td>
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<tr>
<td>B</td>
<td>80-89</td>
<td>424-476</td>
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<tr>
<td>C</td>
<td>70-79</td>
<td>371-423</td>
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<tr>
<td>D</td>
<td>60-69</td>
<td>318-370</td>
</tr>
<tr>
<td>E</td>
<td>0-59</td>
<td>317 or below</td>
</tr>
</tbody>
</table>

Class Policies/Procedures

Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC opens at 11:00 a.m., all courses scheduled **BEFORE 11:00 a.m.**, will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information. Online classes will not be affected by inclement weather.

General Class Make-up/Late Assignment Class Policy/Procedure
Late assignments will only be accepted if the student has a documented emergency. Two missed assignments could result in disciplinary action / termination from the course. If the community has a power outage or natural disaster, accommodations can be made to the course schedule.

Attendance Class Policy/Procedure
This online course is structured to allow students the maximum flexibility. It is the student’s responsibility to master the information made available. As the instructor, I will be available to help as much as possible.
Hazard Community and Technical College
Course Syllabus

Students must keep current on the weekly assignments/exams and all other assignments to maintain a good average in the class. Late assignments will only be accepted if the student has a documented emergency. Two missed assignments could result in disciplinary action / termination from the course. Please note: your completion of work will allow me to know that you are thoroughly engaged in this learning process which is crucial to completion of this course.

No-Show Class Policy
All students must complete a class activity/assignment, designated by the instructor, within the designated drop/add period of the class start date. Activities/assignments could include attendance and participation during in-person class meetings, syllabus quiz/agreement, course pre-test, discussion board response, etc. If students do not complete the activity/assignment designated by the instructor, students will be reported as a no-show and may be subsequently removed or withdrawn from the course. Students reported as a no-show and removed from a course will not be allowed back in the course. For those students receiving financial aid, this will affect the financial aid. Additionally, instructors are required to verify attendance throughout the semester and report attendance at 60% of the term and the last date of attendance. Financial Aid is not an entitlement, it is an investment in the future and students are accountable for the financial aid received and the successful completion of coursework. Consequences for failing to comply with U.S. Department of Education regulations include paying back financial aid received.

Withdrawal Class Policy/Procedure
A student may officially withdraw from any class up to and including the date of mid-term with a W grade assigned to the student’s record. After the date of midterm and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor according to the following criteria. Circumstances to qualify for a “W” grade would include issues such as illness, family problems, or employment. Please make an appointment to discuss these circumstances with the instructor prior to requesting the “W”. YOU CAN NOT WITHDRAW AFTER MIDTERM SIMPLY BECAUSE YOU ARE FAILING THE COURSE.

Accommodations Procedure
HCTC recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any qualified student with disabilities may request appropriate course accommodations to ensure that full benefits are received and that the instructor is aware and can make the proper adjustments. Students are encouraged to meet with the Disability Services Representative to develop and complete an Accommodations Plan. Julie Caudill, HCTC Disabilities Services Representative Phone: 606-487-3486 and Email: jcaudill0129@kctcs.edu

Appeals Process
Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information) of the faculty member. For information about academic rights, academic offenses, and the student’s formal right to appeal, review the KCTCS Code of Student Conduct.
Hazard Community and Technical College
Course Syllabus

Dean/Supervisor Contact Information
Dean/Supervisor: Ella Strong
Office Location: Jolly Classroom Center 230B
Phone Number: 606-487-3208
Email Address: Ella.Strong@kctcs.edu

Inside/Outside Classroom Interaction
Students must adhere to the National Social Workers Code of Ethics and the Human Services Professional Code of Ethics found in the NASW and NOHS web sites.

Academic Honesty Policy
From the KCTCS Student Code of Conduct, KCTCS faculty and Learners are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects Learners and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and Learner academic offenses and sanctions (section 2.3).

Communications:  *COMMUNICATION IN THIS COURSE IS VITAL FOR YOUR SUCCESS*

- **Email:** My email is mpo0016@kctcs.edu In this course, email is my preferred method of contact. When sending an email, please allow for a 24-hour response period. (I am not available via email on weekends but will respond to any messages sent during the weekend on Monday morning.) I enjoy teaching and I enjoy talking with you. If you have a question or concern, please let me know.
  *Please use your KCTCS student email account in our communications.

- **Phone:** My office phone is 606-487-3262. If I am unable to answer the call, please leave a detailed message with your name and return number and I will give you a return call as soon as possible. You can expect a return call within 24 hours. If you have not heard from me within 24 hours, please call back as I may have missed your message.

Office Hours: My office is located on the Hazard Campus in the Jolly Classroom Center (JCC) room 152B. My campus office hours during the summer are virtual/online hours but can meet by appointment.

Student Disclosure Statement
Based on agency regulations a student may be required to complete a Kentucky Criminal Records check and/or Drug Screening test as a requirement for agency placement in service learning projects, observation experiences, and the HMS 251 practicum class. Most agencies require these procedures and may elect to refuse learner participation based on these results.

We strongly recommend each Human Services student in anticipation of agency placement requirements obtain a current record check. Further, we would appreciate the learners' voluntary release of this information to said agency and Hazard Community and Technical College.

If you would like to know more about your criminal record, you may contact the Administrative Office of the Courts, Pretrial Services, 100 Mill Creek Park, Frankfort, Ky. 40601 OR contact your local State Police.
Additional Syllabus Information:
Review the HCTC Website: (from HCTC Website Click Current Students > Academic Resources > Syllabus Information)

Print Version of URLs listed in the syllabus:
Academic Calendar: https://hazard.kctcs.edu/education-training/academic-calendar/index.aspx
HCTC Syllabus Website: https://hazard.kctcs.edu/current-students/academic-resources/syllabus_information.aspx
Student Code of Conduct: https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx
Hazard Community and Technical College  
Course Syllabus

**SWK 255 Course Schedule**  
UNLESS OTHERWISE SPECIFIED, ALL ASSIGNMENTS/QUIZZES/EXAMS/DICUSSIONS WILL BE POSTED ON MONDAY OF EACH WEEK AND ARE REQUIRED TO BE COMPLETED BY SUNDAY AT MIDNIGHT.  
*Discussion Boards require you to comment on at least two peer posts.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>Explore the Blackboard Course</td>
<td>Complete the Syllabus Quiz for the <strong>No Show activity</strong></td>
</tr>
<tr>
<td>6/3/19-6/9-19</td>
<td>Read Chapter 1, 2, and 3</td>
<td>Complete Chapter 1, 2, and 3 Quiz</td>
</tr>
<tr>
<td></td>
<td>Review Power Points</td>
<td>Complete Discussion Board</td>
</tr>
<tr>
<td>WEEK 2</td>
<td>Read Chapter 4, 5, and 6</td>
<td>Begin Essay</td>
</tr>
<tr>
<td>6/10/19-6/16/19</td>
<td>Review Power Points</td>
<td>Complete Chapter 4, 5, and 6 Quizzes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Midterm Exam</td>
</tr>
<tr>
<td>WEEK 3</td>
<td>Read Chapter 7, 8, 9, and 10</td>
<td>Complete Chapter 7, 8, 9 and 10 Quizzes</td>
</tr>
<tr>
<td>6/17/19-6/23/19</td>
<td></td>
<td>Complete Discussion Board</td>
</tr>
<tr>
<td>WEEK 4</td>
<td>Read Chapter 11, 12, and 13</td>
<td>Complete Chapter 11, 12, and 13 Quizzes</td>
</tr>
<tr>
<td>6/24/19-6/30/19</td>
<td>Review Power Point</td>
<td>Essay Due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Exam Due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All assignments due on 6/30/19 @ 11:59 PM</td>
</tr>
</tbody>
</table>