

Mendocino College
AOD 197a: Alcohol and Other Drug Studies Practicum

Course Instructions

Getting Started:

1. **Read the [AOD 197a syllabus](#)** and print a copy of the [Assignment Tracking Worksheet](#).
2. **Complete the [Internship Contact Information form](#)** and have your work site supervisor sign it before submitting it to your AOD 197a instructor. This should be completed within 2 days after your first class meeting.
3. **Submit a Job Description.** If your employer cannot provide you a written job description for your position, complete the [Job Description form](#) and submit it (with your work site supervisor's signature) to your AOD 197a instructor within 1 week after your first class.
4. **Create a schedule** of internship days/times in collaboration with your work site supervisor. Be sure to choose times that provide you the best opportunities to observe and perform core functions. Submit this schedule to your AOD 197a instructor within 1 week of your first class.

Staying Involved:

1. **Keep track of your hours** using the [Core Functions Hours log](#) and the [Supervision Hours log](#). By the 5th day of the month, submit an hours log for the previous month's hours, signed by your supervisor, to your AOD 197a instructor.
2. **Stay on top of your learning objectives.** Be sure you focus on the core functions, and do not get side-tracked with non-essential or overly repetitive tasks.
3. **Keep your supervisor informed** of your progress or need for further assistance to achieve your learning objective.
4. **Communicate with your AOD 197a instructor** if you have any problems achieving your learning objectives, or if your supervisor's and/or co-worker's expectations seem inconsistent with your AOD 197a instructor's expectations.

Concluding the Semester:

1. **Complete your [Self-Evaluation](#).**
2. **Remind your supervisor** to complete his or her [Supervisor Evaluation](#) of you.
3. **Check Web Advisor** for your grade after the last day of the semester.