



Mendocino College

Course Outline of Record

AOD 197A

ORIGINAL: 01/26/2010
CC APPROVAL:
EFFECTIVE TERM: Fall 2011

SECTION I

SUBJECT AREA AND COURSE NUMBER: AOD 197A
COURSE TITLE: Alcohol and Other Drug Studies Program Practicum

Min Units:

CATALOG COURSE DESCRIPTION:

This course provides Alcohol and Other Drug Studies certificate and degree students the opportunity to apply knowledge, skills and attitudes learned in the classroom in an actual human services workplace.

REQUISITES:

Corequisite:

AOD 164 or

AOD 165

TRANSFER APPLICABILITY:

AA/AS Degree
CSU Transfer
Certificate

TOTAL LECTURE HOURS: TOTAL LAB HOURS:

SECTION II

1. COURSE OUTLINE AND SCOPE:

Objectives:

Upon successful completion of the course the student will be able to:

1. Identify and comply with agency policies and procedures and local, state, and federal laws and regulations
2. Demonstrate professional and ethical behavior in relationship to clients, co-workers and supervisors
3. Identify and resolve intra- and interpersonal conflicts using the clinical supervision process
4. Demonstrate the ability to learn or improve knowledge, skills and attitudes needed to be effective by using the clinical supervision process
5. Establish and maintain relationships with agencies and individual providers in order to ensure adequate referrals and services for clients.
6. Using motivational enhancement techniques and strategies, perform substance abuse treatment and intervention tasks accurately, effectively and efficiently, including: screening, intake and orientation procedures; case management; client education; case conferencing; individual and group counseling; crisis intervention; client referral and follow-up services
7. Complete documentation tasks accurately, effectively and efficiently with an understanding of the legal implications of written documentation
8. Efficiently manage time and tasks
9. Maintain a work schedule that maximizes exposure to learning experiences

Topics and Scope:

Role of an intern and relationship to supervisors, co-workers and clients Professionalism and human service work Identifying and addressing complex agency policies and procedures, especially ones that seem contradictory, conflicting or otherwise confusing Local, state and federal laws and regulations pertaining to human service paraprofessional work Ethics and client rights Use of clinical supervision Identifying and resolving intrapersonal factors that impact clinical effectiveness To learn or improve knowledge, skills and attitudes needed to be effective Techniques and strategies used within an entry-level scope of practice to effect change Paraprofessional scope of practice Time and task management Applying motivational enhancement techniques Screening, intake and orientation of clients Assessment Client education Case management Individual and group counseling Crisis intervention Client referrals and follow-up Charting and documentation tasks and procedures Using professional terminology and correct spelling, grammar, punctuation Developing efficiency in completing documentation Legal concerns, including mandated reporter requirements Court testimony

Application for Internship Resume Cover Letter Job Description Program Evaluation Self-Evaluation

By the nature of CWEE, all activities occur at the internship site. Other "outside" assignments may include reading and research to enrich the internship, as assigned by the work site supervisor.

Students will be required to read and understand the syllabus, policies and procedures of the Internship. Students will also read any supporting materials provided by the site supervisor.

This is a field placement practicum course so assignments will be associated with the application of skills and knowledge as they pertain to entry-level human service work in the assigned agency, and will vary according to the specific learning objectives required by the students' work sites and situations .

Student Learning Outcomes:

1. Perform substance abuse treatment and intervention tasks in a professional, competent manner consistent with an agency's policies, standards of practice and code of ethics
2. Effectively apply motivational enhancement techniques and strategies when performing the duties of a substance abuse interventionist or counselor
3. Use clinical supervision and other appropriate feedback and support systems to identify and resolve inter- and intrapersonal and professional challenges that arise while working with clients
4. Effectively participate in and contribute to case conferencing with co-workers and other agencies and providers

METHODS OF EVALUATION:

A student's grade will be based on oral presentation , projects and group projects and Students will be required to demonstrate job-specific skills and other work-based competencies through their performance at a job, as observed and evaluated by a work-site

supervisor. Other task and time management skills, as well as oral and written communication will be evaluated by work-site supervisors as part of the job performance, and will also be evaluated by the course instructor regarding students fulfillment of other course assignments and tasks (such as completing and submitting required paperwork in a timely and competent manner; completing journals, essays, etc.) as needed to achieve specific course objectives.

METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to: cooperative work experience One-to-one instruction; on-site demonstrations; job-specific workshops.

BASIS FOR GRADING:

The assignment of a grade is based on the level of achievement of the outcomes and objectives of the course outline and is reflected in quantifiable terms in the course syllabus.

REPRESENTATIVE TEXTBOOKS:**OTHER SUPPLIES:****RATIONALE:**

This course is a requirement of the AODS certificate and degree programs, providing students with an opportunity to demonstrate their knowledge and attitudes related to substance abuse treatment and intervention, and competency in performing intervention and treatment skills.

DATA ELEMENTS:

Auditable: N

Basic Skills:

Classification:

Credit by Exam: No

Distance Ed Approved:

Material Fee (Max):

Level below transfer:

Non-credit category:

Open entry/ exit: N – Not open entry/exit

PACS Activity:

Repeatable: No

Requires Instructor Signature:

Special Topic: Not a selected topic course

SAM Classification:

TOP Code:

Special class (DSPS):

ORIGINATOR: Daniel Jenkins

SUBMISSION DATE: 11/30/2010