

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

Instructor: Dan Jenkins, MA
Office: Room 1201
Office Hours: M-Th by arrangement

Phone: 468-3020 (office); 489-4676 (cell)
Email: djenkins@mendocino.edu; Fax: 467-1017

This is an on-the-job, applied learning experience, so course location and schedule are by arrangement.

Course web site: http://www.mendocino.edu/tc/pg/4945/aod_164_165_student.html

Course Prerequisite: AOD 158; Course Co-Requisite: AOD 164 or 165

Catalog 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.

Student 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

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

Required Text

None. Optional Text: Herdman, J. Global Criteria: The Twelve Core Functions of the Substance Abuse Counselor, 5th Edition. 2008, ISBN 097683412X

Reading Assignments

Students must read all materials required by the supervising agency.

Writing Assignments

Students must complete any documentation or other paperwork required by the agency. Students must also complete specific assignments related to the class, such as: course application; time sheets; journal; and self-evaluations.

Methods of Instruction:

Learning in this course occurs on-the-job under the supervision of qualified agency staff and supervisors. The learning process involves: observing experienced staff perform each of the 12-Core Functions of a substance abuse counselor; performing these same functions under the observation of experienced staff and making adjustments based on the feedback received; and performing these functions solo, with regular observation and feedback when deemed qualified to do so.

Methods of Evaluation:

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. See "Assignment Tracking Worksheet" for a detailed breakdown of the grading process.

Basis for Grading:

A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: 59% and below