SUBS 270 Twelve Core Functions of Substance Abuse Counseling
Associate Professor Lucy L Jones, PhD (lucyj@hawaii.edu)
Online – Laulima - Spring 2019
Office: Pālamanui - Kaliko 151
Office Hours: Monday 9-12 and by appointment

Required Textbook: https://store.samhsa.gov/system/files/sma12-4171.pdf Use this link to download the free textbook – *Addiction Counseling Competencies, TAP 21.*

Course description: Focuses on the treatment process including intervention and prevention issues as it applies specifically to the substance abuser. Ethical and legal issues for the substance abuse counselor will be identified. A primary theme in this course will be the explication of the Twelve Core Functions of a Substance Abuse Counselor.

Supplemental Materials: Handouts, Web sites, magazine and/or newspaper articles, DVDs/videos. The CSAC Code of Ethics has been attached for your information and reference.

Prerequisites: SUBS 268

General Education Learning Outcomes:

- **Areas of Knowledge:** Utilize methods, perspectives, and content of selected disciplines in the natural sciences, social sciences and humanities
- **Cultural Diversity**: Articulate and demonstrate an awareness and sensitivity to cultural diversity.

Course Requirements:

- **Reading:** Read all assigned materials in advance of class, including handouts. It is only fair to the rest of the class, the instructor, and yourself to be acquainted with the topic. The assigned reading from the text will be given each week on Laulima.
- **Weekly papers:** Each week you will submit written assignment as given in Laulima. This is to be turned in via Laulima, and the due date is listed there. For all assignments you are expected to use correct English, including spelling, grammar, and punctuation. It is the mark of a professional.
- **Presentation:** There will be a final written Case Presentation based on the 12 Core Functions.
- **Evaluations:** There will be regular evaluations of your knowledge of the course material
- **Meet with me:** You will meet with your instructor early in the semester either in person or via Skype or FaceTime. Meeting with me is a requirement and will receive points. I live on the Kona side of the Big Island, but I make periodic visits to the other islands. If you live somewhere other than the Big Island, we can make arrangements to meet when I will be on your island. If you have access to Skype, this can be a way to discuss your work or questions you have. My Skype address is *lucy.lee.jones.*
- **Virtual Classroom:** Check into our virtual classroom at least once or twice a week just as you would if you were attending a traditional face-to-face class
- **Due Dates:** There are specific due dates listed in each module. The deadline for all online submissions is just before midnight of the due date (the actual cutoff is 11:59 PM). If assignments are not submitted by the due dates, they will receive an automatic zero, unless you work it out with me beforehand. An exception is possible with events like medical emergencies, surgeries, etc.

Class discussions: These are a necessary part of any face-to-face class. Since I try to replicate a regular classroom, I will expect regular discussion among class members. You are to respond to at least **one** other classmate with a quality comment. This will count as your "participation" grade. For each module, I give an extra week for you to look at what others have written and respond with your comment.

Introductions: Within the first week of class, as part of class participation, you are required to prepare an introduction. You will do this by posting to the INTRODUCTIONS folder on the Discussion page. Please include the following:

- A recognizable photo (I need to be able to recognize you on the street!) This photo is to remain on Laulima throughout the semester.
- Tell us something about yourself (minimum 100 words), but do NOT include your phone number, address, or other private details.
- Why you are taking this course. If you want to become a substance abuse counselor, share your reason.

Laulima:
We use Laulima, our online program, to turn in all written work. I also need you to **use 16 font Arial** for the sake of my eyes. Please check Laulima regularly for any announcements each week and to pick up your assignments. Go to your UH Portal, and on that page is the logo for Laulima. You will sign in using your school ID and password. This class will require dependable Internet access, and minimal technical skills. You must have a broadband connection (**no** dial-up), and MS Word (**not** MS Works) or PDF reader. Safari (for Mac) is not adequate for this work, so please download Mozilla Firefox as your Internet browser. Please allow extra time for cyber glitches, and don't wait until the last minute to turn in your work. I will give you a week plus 3 days to complete each module's assignment.

Students With Verified Disabilities: If you have a disability with verification on file with our Office of Students with Disabilities, please let me know if you think you will need accommodation. I will be glad to provide accommodations as needed.

Student Conduct Code and Non-Discrimination Policy: Our College has a Student Conduct Code that defines expected conduct and specifies those acts subject to University sanctions. Look in the school catalog (http://hawaii.hawaii.edu/catalog/). You are to be familiar with this code. Also in the catalog is information regarding our "Policy on Sexual Harassment" and "Academic Grievances".

Cyber-Class: Sometimes assignments are lost in cyberspace. Make sure that you keep an electronic copy of everything you send in case you have to verify that you sent an assignment by the due date. The time an item is sent shows up on electronic submissions. With electronic copies sent to yourself, you can forward lost assignments to me to receive credit for the module. Invariably your computer will decide to be difficult or it will crash just the very moment before midnight that you were going to send in your assignment. Technical difficulties do not alter the deadlines. Have a backup plan. Please plan ahead so you that don't get caught by a troublesome computer problem at the last minute.

My Success Program: At Hawai`i Community College we want every student to be successful. The MySuccess program is a UHCC system-wide effort that seeks to support students early in the semester when they first begin experiencing difficulty in a class. If I feel you are having difficulty in my class (ex. missing class, missing assignments, and low test scores) I may refer you to Support Services   Once referred, your counselor will follow up with you by phone or email to find out what kinds of help you might need, connect you with the necessary resources, and to help you develop a strategy for success. You may find your Support Network in the MySuccess tab on your MyUH page, or the MySuccess tab linked to this course in Laulima.

There are 3 criteria for a Referral:

- Student must be demonstrating a **pattern** of behavior.
- The instructor has made attempts to address the behavior and/or academic concerns, but attempts have been unsuccessful or the student is not getting enough support.
- The student should need additional support, outside of what is provided in the classroom.

Course Evaluation System (CES) – formerly eCAFE:
At the end of the semester, you will be given the opportunity to evaluate the course and instructor. I give a 10-point incentive if you let me know you have completed the survey. This can be a screen shot, or copy of the completion. I don't want to know *how* you answered the evaluation, just that you did it.

Technology and Online Requirements: This is an online class and will require time and commitment, dependable Internet access, and minimal technical skills. You must have a broadband connection (**no** dial-up), and MS Word (**not** MS Works) or PDF reader. Safari (for Mac) is **not** adequate for this work, so please download Mozilla Firefox as your Internet browser. Please allow extra time for cyber glitches, and don't wait until the last minute to turn in your work. All assignments will require more than a cursory reading at the end of the week.

Where to put your work: There are specifically labeled folders on the "Discussion" page for written work.

Turnitin: You are to use Turnitin with each of your papers. The Class ID is **18814322** and the password is "**subs270**" (without the quotation marks). Under Modules in Laulima, "turnitin" is explained more completely in case you are not familiar with using it.

Announcements: Please check Laulima regularly for announcements. You can sign in using your school ID and password. Sometimes it will show up in your email, as well.

How to Contact Me: You may either use "Messages" (see link on left), or my office (808-969-8849), or email (lucyj@hawaii.edu). I can receive texts on my cell phone (808-937-4131), also. Regardless of how you try to contact me, please tell me your name so I know who you are.

Modules: This course is divided into sixteen modules with a specific topic in each module. Each week, check the module for:

- Reading Assignment
- Written Assignment
- Participation

Grades: At the end of each week, you will be able to check the Gradebook on Laulima to see where you stand. If you are more than two weeks behind, you need to talk with me ASAP. I will accept no late work past the end of each four weeks. At times, there will be more or less points than indicated. *The final grade is based on the percentage of total points given through the semester.*

Semester Grades

90-100% = A
80-89% = B
70-79% = C
60-69% = D
0– 59% = F

Grades are based on the following:

- Your Introduction = **Up to 20 points**
- Weekly Assignments = **Up to 20 points each (sometimes more)**
- Semester Reflection = **20 points**
- Assignments turned in "On Time" = **10 points**
- Required Meeting with Me = **20 points**
- Final Case Presentation = **Up to 40 points**
- Participation = **Up to 10 points each week**
- CES completion = **10 points**

SUBS 270 Rubric: Introduction, Weekly Assignments, Participation, Case Presentation

Week 1	**Introductions and Expectations**
Week 2	**Screening**: Core Function 1 for Substance Abuse Counselor
Week 3	**Intake**: Core Function 2 for Substance Abuse Counselor
Week 4	**Orientation**: Core Function 3 for Substance Abuse Counselor
Week 5	**Assessment**: Core Function 4 for Substance Abuse Counselor
Week 6	**Treatment Planning**: Core Function 5 for Substance Abuse Counselor
Week 7	**Counseling**: Core Function 6 for Substance Abuse Counselor https://youtu.be/2btjEcMQW8Q SMART Recovery Youtube
Week 8	**Case Management**: Core Function 7 for Substance Abuse Counselor
Week 9	**Crisis Intervention**: Core Function 8 for Substance Abuse Counselor
Week 10	**Client Education**: Core Function 9 for Substance Abuse Counselor
Week of March 17	**SPRING BREAK**
Week 11	**Report and Record Keeping**: Core Function 11 for Substance Abuse Counselor
Week 12	**Consultation**: Core Function 12 for Substance Abuse Counselor
Week 13	Transference and Counter-transference
Week 14	Other issues for beginning counselors
Week 15	Student Case Study Presentations

Week 16   Reflections and Comments