

CITYTEAM INSTITUTE  
**Supervised Practicum**  
CAS 007; 4.5 credit hours  
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**Syllabus**

July 2019

***Course Description***

This course is the supervised practicum in which students will complete 255 hours at an approved agency setting where a qualified staff person provides direct supervision. The instructor shall be available for consultation with the student should a problem arise at the agency. The instructor is also an intermediary among the agency, the student and the educational institution. The practicum shall begin during the course and completed within one year of the practicum class. (4.5-quarter units)

***Course Goals***

1. To afford the intern the opportunity to develop and refine his/her knowledge and skills in chemical dependency counseling.
2. To afford the intern to have direct, hands-on experience in all areas of chemical dependency counseling.
3. To afford the intern to learn to apply and integrate the acquired knowledge and values.
4. To afford the intern the opportunity to refine the skills that are taught in the classroom.

***Course Objectives***

Upon completion of this course and practicum, the student shall:

1. Demonstrate knowledge, understanding and beginning competence in the twelve core functions and the forty-six global criteria.
2. Complete a minimum of a three-hour orientation of the host agency.
3. Complete twenty-one hours of practice in each core function area for a total of 252 hours.

4. Coordinate learning experience with the practicum instructor and the agency supervisor.
5. Initiate self-learning tasks and reading.
6. Complete a written and verbal evaluation of the internship periodically during the practicum experience.

## **Textbook**

### **Required:**

*Global Criteria: The 12 Core Functions of the Substance Abuse Counselor*, 5th ed., John Herdman. Learning Publications: Holmes Beach, FL, 2001.

## **Class Policies**

### **A. Attendance:**

1. Students are expected to attend and participate in classroom activities, including role-play activities.

**2.**

### **B. Absences**

Being absent from class will affect your class. Following a pattern of unexcused absences, a student is counseled by the Dean and placed on probation. If the student has another unexcused absence while on probation, the student is counseled again by the Dean and at his/her discretion, may terminate the student. Absences from part of the class period without prior approval from the instructor will be considered an absence for the entire class period.

### **C. Tardiness**

A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers the reason for tardiness legitimate.

### **D. Late assignments**

The student alone is responsible to make arrangements for missed course work and I am under no obligation to assist the student in making up assignments. I am available to assist you in determining whether extra credit-work will be accepted should a legitimate reason for the absence (e.g., illness or family emergency). Assignments submitted after the due date and time will not be accepted unless discussed and prearranged at least one (1) week in advance of the due date.

### **E. Cover page:**

3. To safeguard confidentiality please provide a Title Page as a cover for assignments submitted to me.

## **Course Requirements**

**Site Selection:** Students must seek and obtain an approved practicum site while enrolled in this course. Written confirmation in the form of a letter of acceptance from the site must be submitted to the instructor no later than the third class meeting.

**Readings:** Assigned readings are listed in the cou

**Taping:** Students will be requirerse outline. **Each assignment should be completed before the class session** so that you will be able to participate in and benefit from the class discussions. (participation 20 pts)d to tape record one (1) full client session for use in class. Permission must be obtained from client and practicum supervisor prior to recording. Tapes are to be transported and stored in accordance with standard ethical practices. (5 points)

**Written Assignments:** Students are to keep and submit a written journal detailing the student's feelings and perceptions related to their practicum experience. Journals are to be turned in midpoint in term (see schedule) and on the final day of class. 3 papers 250 words regarding your experience on 12 core functions with criteria (25 points)

**Case Summary** Students are to present a case summary on the client they choose to tape which includes **relevant history, assessment, treatment plan and prognosis sections**. The case summary is to be no more than 2 pages. Students are to transcribe a 3-5 minute segment of their tape and attach the transcript to the case summary. (20 points)

**Final Paper** A final paper (2-3 pages in length) detailing the student's self perceived strengths and weaknesses as drug and alcohol counselor is due on the final day of class. (30 points)

### **Grading:**

Class Participation:	20%
Case Summary	20%
Taping	5%
Journal Assignment::	25%
Final Paper	30%

A	94 – 100	B-	80-83	D+	67-69
A-	90-93	C+	77-79	D	64-66
B+	88-89	C	73-76	D-	60-63
B	84-87	C-	70-72	F	00-59

**CLASS DATES:** July 2, 9,16, 23, 30 August 6,13,and 20,

**CLASS TIMES:** Tuesday and Thursday 6:00 PM – 9:45 PM plus Lab

**Tentative Course Outline:**

- July 2            General Introduction  
                    Screening and Intake  
                    Read Chapters 1 and 2
- July 9            Assessment and Orientation  
                    Read Chapters 3 and 4  
                    Paper 250 words outlining your experience with chapters1-4
- July 16           Treatment Planning and Counseling  
                    Read Chapters 5 and 6  
                    **Site acceptance deadline**
- July 23           Case Management and Crisis Intervention  
                    Read Chapters 7 and 8  
                    **First Journal Submission**  
                    Paper 250 words outlining your experience with chapters 5-8
- July 30           Client Education and Referral  
                    Read Chapters 9 and 10
- August 6           Reports and Record Keeping  
                    Read Chapters 11 and 12  
                    **Case summary presentations**
- August 13        Referral  
                    **Case summary presentations**  
                    Paper 250 words outlining your experience with chapters 9-12
- August 20        Final  
                    **Final Paper due**  
                    **Final Journal Submission**