



**Alcohol & Drug / Human Services**

**Student Handbook**

## INTRODUCTION

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### **PURPOSE OF HANDBOOK**

The purpose of this handbook is to provide student enrollees with information about the Alcohol and Drug / Human Services Program at College of the Siskiyous, and the available courses of study, the policies, regulations, and scope of practice for the alcohol, drug and human services profession.

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## **ALCOHOL & DRUG / HUMAN SERVICES PROGRAM**

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### **ADHS Mission**

The Alcohol & Drug / Human Service (ADHS) Program at College of the Siskiyous provides students with the academic and practical skills for entry-level employment or career advancement in the alcohol and drug counseling and human service field.

### **ADHS Program Outcomes**

Upon successful completion of this program, the student should be able to:

- Describe current practices in human services and addiction prevention, treatment, and recovery as they relate to criminal justice, human development and health relations within the culture as a whole.
- Analyze, compare, and contrast the themes of human service needs and their significance within the American culture.
- Analyze and describe physiological and pharmacological aspects of substance abuse and dependence.
- Demonstrate how drugs effect different body systems, cause side effects, and produce different addictive and abusive behaviors within the population.
- Apply knowledge, skill, and understanding for competent performance in Alcohol and Drug and Human Services settings.

Course work and certificate completion in Alcohol and Drug Studies or Human Services can prepare students for entry level careers as alcohol and drug counselors, case managers, health workers, corrections, adult and juvenile caregivers, and many other careers.

## **CERTIFICATION AND SCOPE OF PRACTICE**

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### **Alcohol and Drug Counselor Certification: California Department of Health Care Services**

The Department of Health Care Services (DHCS) states:

- Individuals who provide counseling services such as intake, assessment for services, treatment planning, recovery planning, individual or group counseling to participants, patients, or residents in any alcohol and other drug program licensed or certified by DHCS are required by the State of California to be certified as an AOD counselor.
- To obtain certification, counselors must register with one of the DHCS approved certifying organizations, such as California Consortium of Addiction Programs and Professionals (CCAPP). From the date of registry, counselors have five (5) years to become certified.<sup>1</sup>

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1. California Department of Health Care Services (DHCS). *Counselor Certification*.

### **Scope of Practice**

The scope of practice outlines duties of the alcohol drug / human service professional. The scope of practice describes the procedures, actions, and processes that an alcohol drug / human service professional are allowed to perform. Students pursuing a career in alcohol and drug counseling must adhere to the scope of practice in these specific areas. It is required of each student to put into practice the 12 Core functions: screening, intake, orientation, assessment, treatment planning, and counseling, case management, crisis intervention, client education, referral, reports and record keeping, and consultation with other professionals.

## **COURSE INFORMATION**

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### **ADHS General Course Description**

The Alcohol & Drug / Human Services program at College of the Siskiyous provides students with the academic and practical skills for entry level employment in human services related fields, provides training for human services related professionals who wish to expand their knowledge and skills, and provides required lower division coursework for those who wish to pursue advanced degrees in social work, counseling, rehabilitation, and related helping professions. The Alcohol & Drug / Human Services curriculum may also academically prepare the student to transfer to a four-year university to complete a Baccalaureate degree program.

### **Course Requirements for ADHS Certificate**

A minimum of 45 hours in each of the following content areas are required.

#### **ADHS 1010 INTRODUCTION TO CHEMICAL DEPENDENCY (3 units)**

This course presents an overview of the problem of Chemical Dependency. It is designed to be an introduction to certificate programs in Addiction Studies for professionals, counselors-in-training, and for other interested community members. The course will include a survey of the history and theories of psychoactive substance use, a review of current approaches to prevention and treatment, and an examination of public policies mounted in response to these problems. (AA, CSU)

#### **ADHS 1011 COMMUNITY OUTREACH & REFERRAL (3 units)**

Students will explore the concepts of alcohol and other drug prevention, substance abuse, community education, Human Services communication and crisis counseling techniques and theories. (AA, CSU)

#### **ADHS 1013 RELAPSE PREVENTION (1 unit)**

This course will provide students the opportunity to understand better the dynamics of chemical dependency relapse and its prevention; delineate the role of aftercare planning, and provide techniques for consultation and referral. (AA, CSU)

#### **ADHS 1515 PHYSIOLOGICAL & PHARMACOLOGICAL ASPECTS OF SUBSTANCE ABUSE (3 units)**

This class will survey the physiological and pharmacological aspects of psychoactive substance abuse and addiction. Major areas of inquiry include theories of addiction, the classification of psychoactive drugs and their effects within the human body, social and medical approaches to treatment, and issues of public drug policy. (AA, CSU)

**ADHS 1517 ETHICS FOR THE HELPING PROFESSIONS (3 units)**

This course will survey current legal sanctions, specific issues regarding employment problems, clients' rights, professional liability, and state and federal regulations. Ethical issues for both drug and alcohol studies and human services will be addressed, including confidentiality, personal boundary issues, and legal responsibilities. (AA, CSU)

**ADHS 1525 PERSONAL & PROFESSIONAL GROWTH (3 units)**

This course covers the personal and professional aspects in the field of alcohol, drug and human services. This course will address the signs and symptoms of counselor burnout, develop awareness of personal strengths and limitations, and increase skills for self-care. Students will explore ethical and professional standards, certification requirements, professional associations and application of the ethics code to professional behavior for alcohol and drug counselors, as well as human service workers. (AA, CSU)

**ADHS 1526 ADHS INDIVIDUAL, GROUP & FAMILY COUNSELING (3 units)**

This course will examine counseling approaches, interviewing techniques, and purposes of counseling groups and individuals. Students will gain insight into theories of family interaction and roles of the chemically dependent family and techniques for motivating family involvement in the treatment process. (AA, CSU)

**ADHS 2018 ASSESSMENT & CASE MANAGEMENT/ADVOCACY SKILLS (3 units)**

This course will examine intake assessment, basic case management skills, and culturally sensitive advocacy skills for professionals and paraprofessionals. (AA, CSU)

**ADHS 2020 ALCOHOL DRUG/HUMAN SERVICES PRACTICUM (2.5 units)**

Prerequisite: Minimum of 50% of required coursework completed prior to registration

This course provides students the opportunity to develop knowledge, understanding, and beginning competence in the field of chemical dependency counseling and human services, by providing hands-on work in the field under approved supervision. (AA, CSU)

### **ADHS Practicum**

The practicum consists of 300 hours (45 classroom hours and 255 field hours) of supervised field work in a College of the Siskiyou approved agency that will give students the opportunity to develop and enhance knowledge and skills in the addiction and human service field. The student must begin practicum hours at a College of the Siskiyou approved agency during the semester the student starts the practicum course.

Learning Objectives:

The field work practicum is hands-on experience. To complete the practicum successfully, the student must demonstrate knowledge, understanding and beginning competence in the following areas (12 core functions): screening; intake; orientation; assessment; treatment planning; counseling; case management; crisis intervention; client education; referral; report and record keeping; consultation with other professionals in regard to client. During the duration of the practicum, the student will complete a minimum of 21 hours of practice in each of the core function areas.

## **STUDENT RESPONSIBILITIES**

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### **Registered Alcohol Drug Technician (RADT)**

It is the responsibility of the student to register as a Registered Alcohol Drug Technician (RADT). The RADT recognizes that the student is working toward Alcohol and Drug Counselor certification and is in training to become a professional in the field. Most practicum agency sites want students pursuing an Alcohol and Drug Counselor Certification to be registered as a RADT. Find more information about RADT at [www.ccapp.us/](http://www.ccapp.us/).

### **Background checks / Live Scan**

Students may be required to have a background check and/or Live Scan completed before beginning practicum. This will be at the discretion of the practicum agency. Background requirements may vary from site to site. The student will be financially responsible for this process. Please check with the practicum agency for the nearest location to facilitate this process.

### **Tuberculosis (TB) and Vaccinations**

Students may be required to have Tuberculosis (TB) test completed before beginning practicum. This will be at the discretion of the practicum agency. Requirements vary from site to site. The student will be financially responsible for this process. Students should check with their primary physician or local clinic to facilitate this.

Practicum students are required to meet all vaccination requirements and legal clearances required by practicum settings pursuant to California state law.

### **Student Rights**

Each student has the right to:

- Have easily available full information about college regulations, procedures, programs, and services.
- Read, hear, and express all ideas and points of view within the limits of common decency and law on any matter and in any manner which does not interfere with the college program.
- Form organizations to promote any lawful purpose or point of view.
- Have unbiased and balanced coverage of student ideas and activities in student body publications.

- Have instructors who know their subject well and are competent to teach.
- Request and receive a full explanation of grades substantiated by accurate records.
- Have instructors available for specified weekly conference hours.
- Have course content be reasonably consistent with the course description present in the college catalog.

## ADHS PROGRAM POLICES

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### Program Policy

Any student may be denied or postponed placement in ADHS 2020 Practicum, if the student is not ready for placement in an agency providing the hands-on experience. The “readiness” determination will be made jointly by the agency and instructor(s) teaching in the program prior to placement.

Criteria will be based on:

- A minimum of completion of at least 50% of the course work listed above
- Responsible and professional conduct

### Attendance Policy

A minimum of 45 credit hours in each course is required to meet the hours needed to be eligible for the AOD Counselor Certification exam; IC&RC. Students who do not attend the first scheduled class and have not contacted their instructor and made arrangements prior to their absence will be dropped from the class.

Absence from class: The student is responsible for completing all course work regardless of absenteeism. Arrangements should be made for classmates to obtain handouts. Missed class notes may only be obtained from another student.

Absence from Practicum agency: All time lost from Practicum work activities must be made up. Attendance at practicum should comply with the rules and expectations that would be applied to an employee at the site.

### Academic Honesty Policy

The College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility, and they weaken our society. Students are responsible for academic honesty. Students are expected to:

- Refrain from acts of academic dishonesty.
- Refuse to aid or abet any form of academic dishonesty.
- Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

**STUDENT PLAGIARISM AND CHEATING:** Plagiarism and cheating are serious offenses of academic integrity and of public life. They violate ethical principles of speaking truthfully,

dealing honestly, and not practicing deceit or speaking falsehood. Academic dishonesty is a serious violation of both academic and ethical standards. A student who plagiarizes and/or cheats has violated academic integrity.

### **Academic dishonesty**

Academic dishonesty is deceptively misrepresenting all or part of one's work for personal gain, or assisting another to do the same.

### **Cheating**

Cheating is looking at or copying unauthorized sources during an in-class quiz, test, or exam, or during a take-home exam or assignment. It may also include unauthorized submissions of a paper or assignment used for another class.

### **Plagiarism**

Plagiarism is using someone else's words or even ideas in writing, without giving that person credit, as if the words or ideas were one's own. It is kidnapping or stealing someone else's ideas and presenting them to readers as one's own.

**Blatant plagiarism** occurs when a person copies a passage almost word for word without identifying the source of the words or ideas when a person attempts, without giving due credit to the author, to paraphrase the words of another, but the sentence structure, sequence of ideas and key phrases noticeably resemble the original without giving due credit to the author.

**Negligent plagiarism** occurs when a person is unaware that he or she is plagiarizing. When plagiarism is identified, the person who plagiarizes is responsible for understanding the definitions and consequences of plagiarizing.

### ***One plagiarizes when one:***

- Does not acknowledge a quotation
- Fails to put an author's words inside quotation marks
- Paraphrases or summarizes facts or opinions from sources without stating exactly where they come from
- Uses in the paper long sections that have been rewritten by anyone.
- Purchases, finds or receives a paper that one turns in as his/her own work.
- Self-plagiarizes one's work that has been submitted for prior grading in any other course.

## **STUDENT SUPPORT SERVICES**

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### **STUDENT SUPPORT SERVICES**

**Academic Accommodations:** College of the Siskiyous is committed to providing all students with equal access to learning opportunities. Student Access Services (SAS), formerly known as Disabled Student Programs and Services (DSPS) is the official campus office that works to arrange reasonable accommodations for students with an identified physical (visual, hearing), psychological (mental health diagnosis such as depression or anxiety disorder), or cognitive disorder (learning, Attention Deficit Disorder). Students are encouraged to apply online for access services at <https://www.siskiyous.edu/sas/> and select "New Application" and follow the prompts. If you need assistance or accommodations to complete the application, please contact SAS on the Weed Campus by calling 530-938-5297 or emailing [sas@siskiyous.edu](mailto:sas@siskiyous.edu). If you do not wish to register with SAS, please contact the ADA Coordinator at (530) 938-5375 to arrange for a

confidential meeting to discuss services and accommodations. Contact should be initiated as soon as possible to allow adequate time for accommodations to be arranged. Please know that accommodations are not retroactive, so documentation of disability must be reviewed and eligibility for SAS approved prior to approval of accommodations.

### **Financial aid**

Staff is available to assist students with financial aid for college. Numerous loans and scholarships are available for nursing students.

Visit the website: <https://www.siskiyous.edu/financialaid/scholarships.htm>

### **Library**

The Learning Resource Center or LRC on the Weed Campus provides a variety of support services to distance students. They include online research databases of electronic books, full-text journals and newspapers, and reference works. Other services include reference assistance, photocopier, and study rooms. There are computer labs on both Weed and Yreka campus, and both campuses have wireless internet services.

Visit the website: <https://www.siskiyous.edu/library/>

### **Student Health Clinic**

The Student Health Clinic provides health care including mental health counseling to all students on campus. It is a resource for student injuries sustained on campus. The Health Center staff provides education regarding health care issues and is located in Ponderosa Lodge on the Weed Campus. Visit the website: <https://www.siskiyous.edu/health/>

### **Student Services**

The college wants to help students achieve their academic goals!

Visit <https://www.siskiyous.edu/student-services/> for a list of services available to students.