

HSAD 004: PERSONAL & PROFESSIONAL GROWTH

Originator

Linda Emerson

Co-Contributor(s)**Name(s)**

elvelazquez

Justification / Rationale

The course is being modified to allow online presentation based on the current pandemic.

Effective Term

Fall 2021

Credit Status

Credit - Degree Applicable

Subject

HSAD - Human Services/Alcohol Drug

Course Number

004

Full Course Title

Personal & Professional Growth

Short Title

PERSONAL/PROF GROWTH

Discipline**Disciplines List**

Addiction Paraprofessional Training

Modality

Face-to-Face

100% Online

Hybrid

Catalog Description

This course covers the personal and professional aspects of alcohol and drug counseling as a career. It deals with such problematic areas as burnout, recovery, certification and credential requirements, professional associations and personal and professional growth. It introduces problems and possible solutions that will be thematic in many courses in this program. This course can be taken concurrently with HSAD 001, if HSAD 001 not previously completed. This is a required course for the Alcohol and Drug Studies Certificate.

Schedule Description

This course involves the personal and professional aspects of alcohol and drug counseling as a career. Prerequisite: HSAD-001 or concurrent enrollment Advisory: ENG 061

Lecture Units

2

Lecture Semester Hours

36

Lab Units

0

In-class Hours

36

Out-of-class Hours

72

Total Course Units

2

Total Semester Hours

108

Prerequisite Course(s)

HSAD 001 or concurrent enrollment
Advisory: ENG 061

Required Text and Other Instructional Materials**Resource Type**

Book

Author

Barwick-Snell, K. Walker, V.

Title

Becoming Aware: A Text/Workbook For Human Relations and Personal Adjustment

Edition

13th

City

Debuque

Publisher

Kendall Hunt

Year

2017

College Level

Yes

Flesch-Kincaid Level

14.4

ISBN #

9781792400001

Class Size Maximum

50

Entrance Skills

Identify basic concepts of addiction

Requisite Course Objectives

HSAD 001-Recognize the facts as they pertain to drug use and abuse
HSAD 001-Identify the dynamics and interaction of family life, work life, social life, and recreational activities resulting in the use of drugs.

Entrance Skills

Synthesize ideas and information from multiple sources including readings, personal observation, and reflection.

Requisite Course Objectives

ENG 061-Demonstrate the ability to think critically and express ideas using various patterns of development.
 ENG 061-Demonstrate the ability to read and respond in writing beyond the literal interpretation of the text.

Entrance Skills

Form a controlling idea in writing.

Requisite Course Objectives

ENG 061-Use theses to organize paragraphs into coherent analyses.
 ENG 061-Demonstrate the ability to think critically and express ideas using various patterns of development.
 ENG 061-Demonstrate the ability to read and respond in writing beyond the literal interpretation of the text.

Entrance Skills

Evaluate and use specific data to support general ideas.

Requisite Course Objectives

ENG 061-Use theses to organize paragraphs into coherent analyses.
 ENG 061-Demonstrate the ability to think critically and express ideas using various patterns of development.
 ENG 061-Demonstrate the ability to read and respond in writing beyond the literal interpretation of the text.

Course Content

1. Getting Acquainted with Ourselves and Others
2. Self-Awareness
3. Who's in Control
4. Dealing with Emotions
5. Interpersonal Communication
6. Developing Close Relationships
7. Resolving Interpersonal Conflict
8. Managing Stress and Wellness
9. Values and Ethics
10. Life Planning

Course Objectives

	Objectives
Objective 1	Survey different levels of career entry and the personal and institutional expectations of each.
Objective 2	Recognize the problems of counselor burnout: Signs and symptoms, early warning signs, unique needs of the recovering counselor and prevention techniques.
Objective 3	Assess the possibility of personal growth by recognizing personal strengths and limitations and using that knowledge to promote personal and professional growth; the importance of stress management; relaxation techniques; leisure time skills; physical exercise; proper nutrition; the importance of discussing personal feelings with other professionals, AA, sponsor, friends and significant others; practicing what you preach.
Objective 4	Demonstrate an understanding that counseling in alcohol and drugs as a career will not keep you sober or sane.
Objective 5	Demonstrate an understanding of the need to keep attending self help meetings and/or personal programs for sobriety, balance, and self-care.
Objective 6	Demonstrate an understanding of professional field and how to enhance professional growth.
Objective 7	Demonstrate an understanding of the certification and credentialing requirements of the California system for certification of alcoholism and drug counselors.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Identify and apply concepts, strengths, values, skills and abilities as they apply to personal and professional development in the helping profession.

Outcome 2 Identify the credentialing and certification process for addictions counseling in the State of California and the process of 12 Step Meetings.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Collaborative/Team	Students will work collaboratively in a group to study a specific aspect of personal and professional aspects of alcohol and drug counseling as a career (i.e., burnout, recovery, certification and credential requirements, professional associations, and personal and professional growth) and research to compare and contrast the concepts that are basic to the process of personal and professional development.
Technology-based instruction	Documentaries, films, and short clips will be utilized to reinforce course concepts.
Activity	Various activities from identifying strengths, values, skills, and abilities as they apply to their personal and professional development, to demonstrating knowledge of the credentialing and certification process for addictions counseling in the State of California, as well as an understanding of and awareness of the process of 12 Step Meetings.
Participation	Participation will be part of the required part of the course grade which can include asking and answering questions in class, participating in both in-class and group discussions, and completing in-class activities and worksheets, and sharing perspectives to reinforce learning.
Lecture	The instructor will deliver significant course concepts and theories pertinent to addiction paraprofessionals training through slides, videos/ documentaries, articles, and websites.
Discussion	Discussion questions will be utilized and threaded throughout the lecture to engage students and encourage them to articulate aspects of personal and professional development and the application of strengths, values, skills, and abilities as they apply to their personal and professional development in the helping profession.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
College level or pre-collegiate essays	Choose concepts that are basic to the process of personal and professional development about strengths, values, skills, and abilities as they apply to their personal and professional development in the helping profession. Students will write a detailed research paper on the chosen concept.	In and Out of Class
Student participation/contribution	Students will discuss individually and in small groups, various topics covered in the class.	In and Out of Class
Mid-term and final evaluations	There will be a midterm and a final exam using true/false multiple-choice and short-answer questions.	In and Out of Class
Tests/Quizzes/Examinations	Quizzes will be taken via canvas covering the various issues discussed in class and the reading assigned that week.	In and Out of Class
Group activity participation/observation	Students will discuss in small groups various topics covered in the class.	In and Out of Class
Presentations/student demonstration observations	Groups of students will present a final project related to the process of 12 Step Meetings chosen by the student group. Students will be required to discuss the procedural, cultural and social relevance and articulate significant aspects of the step selected.	In and Out of Class

Term or research papers

Students will write a detailed research paper on the credentialing and certification process for addictions counseling in the State of California.

In and Out of Class

Assignments

Other In-class Assignments

1. Attendance of lectures by instructor and occasional guest speakers, including taking of detailed notes thereon.
2. Viewing videos or video clips and taking notes thereon.
3. Special reports or presentations by students in groups or individually.
4. Participation in class research projects involving the collection, compilation and interpretation of data, including the composition of written or oral reports and power point presentations thereon.
5. Small group discussion of course material.
6. Role play of course concepts.

Other Out-of-class Assignments

- a. Readings in professional magazines, newsletters and professional journals.
- b. A survey of the research dealing with alcohol and drug counselors.
- c. Attendance of lectures by speakers in the field, including the taking of detailed notes thereon.
- d. Listening to sound recordings and taking notes thereon.
- e. Special reports by students, in panels or individually.
- f. Participation in class research projects involving the collection, compilation and interpretation of data, including the composition of written or oral reports thereon.
- g. Take home examinations of various types, such as essay and multiple choice.
- h. A personal journal of thoughts and ideas.
- i. Survey the professional organizations and networks at local, state and federal levels.

Grade Methods

Letter Grade Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

N/A

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

N/A

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation
Online quizzes and examinations
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Video or audio feedback
Weekly announcements

External to Course Management System:

Direct e-mail
Synchronous audio/video
Teleconferencing
Telephone contact/voicemail

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

We believe the strategies discuss above are the best and most common way to maintain regular effective contact with students. There will be discussions in which the students will interact with each other and the instructor. Moreover, students will be encouraged to interact with each other. Additionally, watching and commenting on videos, creating group projects, weekly announcements, quizzes, and timely feedback ensures students get the optimal level of interaction with the instructor and class.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

N/A

Other Information

MIS Course Data

CIP Code

51.1501 - Substance Abuse/Addiction Counseling.

TOP Code

210440 - Alcohol and Controlled Substances

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Transferable to CSU only

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Approvals

Curriculum Committee Approval Date

11/18/2021

Academic Senate Approval Date

12/09/2021

Board of Trustees Approval Date

01/21/2022

Chancellor's Office Approval Date

03/11/2010

Course Control Number

CCC000309982

Programs referencing this course

Alcohol and Drug Studies Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=147>)

Alcohol and Drug Studies AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=66>)