Welcome!

Welcome to ADS 220 online! My name is Melissa Dittberner and I will be your instructor this semester. I am very passionate about the addiction field, and look forward to a great semester.

This class is held entirely on the D2L online platform through the University of South Dakota. There are weekly due dates for assignments which require the full attention of each student to complete properly and on time.

Textbook & Materials

The textbook for this course is

ADS 220 U015 Fall 2017

ESSENTIALS OF CHEM.DEPENDENCY COUNSEL.

REQUIRED |By LAWSON

EDITION: 4TH 16

PUBLISHER: PRO-ED

ISBN: 9781416406914

Technology Requirements
The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the Online Student Handbook document in the Getting Started widget on the course homepage.

| IMPORTANT: Students must have the ability to submit papers in a format compatible with Turnitin (Word: DOC or DOCX; OpenOffice: ODT; Other: RTF, TXT, PDF, WPS), as the instructor will use the GradeMark feature of Turnitin to provide feedback. |

General Course Requirements and Expectations

The South Dakota Board of Regents defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. This is a three credit-hour course, so students should expect to invest around nine hours per week in the course.

Because this is an online course, where we will not meet face to face, this engagement will be facilitated via the following activities, all of which will be due by the end of the week.

| IMPORTANT: This will not be a self-paced or correspondence-like course. You will be required to complete—and assessed on—weekly activities. Failure to do so may result in a reduced grade in the course, or being dropped from the course. |

In terms of other assessments, there will be two exams, which must be taken. These will NOT be proctored; however, you are not allowed to use any materials while taking the exam. You will be required to do weekly reading, discussions and article posts. There will also be a presentation due. Please see the syllabus for more details (dates, grading criteria, rubrics, expectations, etc.).

Getting Started

First, you will need to access the course in Desire2Learn (D2L). This can be done via the USD student portal, https://my.usd.edu or directly via https://d2l.sdbor.edu. The course should be listed in under “My Courses.” Note: you will not be able to access the course until the official start date.

Next, you should familiarize yourself with the CDE Online Orientation, which can be found in the Getting Started widget on the course homepage. It contains important information on accessing USD’s resources online.

Once in the course, you should do the following:

1. Read through the items in the Getting Started section on the top, left-hand side of the course homepage.

2. Orient yourself to the other important areas (widgets) of the homepage:
   - News: where the weekly roadmap will be posted
     note: this is also available under Course Schedule in the Getting Started widget from step 1 above
3. Familiarize yourself with the various tools that will be used throughout the semester:
   
   - **Content**: where all course materials reside
   - **Assessments**: where you will access your Grades, Quizzes (and exams), and the Dropbox (to submit papers)
   - **Communications**: where you will access the weekly Discussions
   - **Resources**: where you will find the Classlist (which you can use to contact me), the FAQ, etc.
   - **Course Mail**: this is located at the very top, right-hand side of the course, and will be used for all official correspondence in the course; when you have unread Course Mail, a red badge will appear on the email icon.

4. Post your introduction in the first week’s discussion topic under **Communications → Discuss**.

![IMPORTANT: You must complete the introduction and first weeks assignments posts by the end of the first week of the course, or you risk being dropped from the course. If you are having problems doing so, please IMMEDIATELY contact me.]

**Contacting Me**

My contact information is listed at the top of this document. The best way to contact me is via the course mail, which can be access within the course. I will do my utmost to respond to your requests within twenty-four (24) hours during the weekdays, or forty-eight (48) hours on the weekends and holidays.