Welcome to ADS 420/520
Comprehensive Alcohol and Drug Education

My name is Erin Nielsen Ogdahl and I will be teaching this course. I have been with the ADS Department since 2006. In addition to teaching, I am in private practice with Integrative Wellness in Sioux Falls, SD, providing chemical dependency services, mental health, and family law services. I have a BA in Social Work and Criminal Justice and a Master’s Degree in Social Work from the University of Denver. I attended law school at USD and while there was a Graduate Assistant in the ADS Department. I am a Licensed Addiction Counselor and CSW-PIP. I hope to bring my experiences within the drug and alcohol field, as well as the law, to this course.

My contact information is as follows:
PHONE: 605-271-1348
EMAIL: Please email whenever possible through D2L, my address is available in your contact list. If that is not possible, my secondary email address is: Erin.Nielsen@usd.edu
ONLINE OFFICE HOURS: BY appointment. I will respond to all e-mail through D2L within 24 hours Monday through Friday. I do not guarantee that I will respond to anything over the weekend. If there is a time where I will be unavailable during the week, I will notify the class through the NEWSBOARD in D2L prior to such absence.

All times are Central Time Zone. Preferred communication is through D2L. If you must contact me by phone, please leave a detailed message. I will either send you an email response or if needed call you back as soon as I am available. Although I know this is an online class and you may be working on it at all hours of the day, please understand that if you are working on something in middle of the night, I am not going to be available to assist.

This class is held via D2L, which means there will be no face to face classroom time, and no scheduled meeting times. It is extremely important that you pay careful attention to the syllabus, as there are many important dates outlined. I will be available by e-mail (through D2L) to answer any questions that you may have. During the week, I will respond within 24 hours to your questions. I will not respond during the weekend. All assignments and exams will be graded and returned to you within two weeks. You will receive all grades and feedback through D2L.

Desire 2 Learn will be the course management software for this course. Please review to the new student's guide for online learning for valuable information to help you be successful as an online learner. The guide can be found at the following URL: http://www.usd.edu/cde/upload/Online-Orientation-Guide.pdf. You will need a USD email account, which is required for all online courses. All new students should go to http://www.usd.edu/accounts/pickup to create a USD email account. If you have an active account but are unsure of your username or password, please contact the USD helpdesk at 605-677-5028.
The University has established minimum hardware and software requirements to ensure the effective delivery of USD online courses and those requirements are listed in the student's guide. Course materials will be provided as online documents that you can read online or print off. You will need weekly access to a web navigator to access the course web site, materials, and participate in weekly group discussions. You will also need a PDF file reader (Acrobat Reader) since class documents/assignments will be in this format.

In order to be registered for the course you must have a valid USD ID and password. If you have a USD e-mail account you have a valid USD ID and can access D2L anytime. If not, Continuing Education will provide you with instructions for obtaining a valid USD ID. Once the USD ID is established you will be able to access ADS 420520 CADE COMPREHENSIVE ALCOHOL AND DRUG EDUCATION on the first day of class and for the rest of the semester.


Additional materials will be provided to students throughout the semester (See Course Content)

The Course Homepage will coordinate your work in this course. To begin, you should read the Syllabus. An important step is to read the Online Registration Packet from Continuing Education found on the course homepage. This guide will also provide you valuable information on Etiquette/Netiquette. Students will be respectful and courteous to other persons even if the discussion should become intense. Learning occurs when we learn to see each other as sources of information and realize that we are all fallible, including your instructor. Never post anything that can be perceived negatively by another student. Never email or post in anger. Always be respectful of the views of others.

On the first day of the course you should begin by reading the course welcome letter, syllabus, and orientation packet (http://www.usd.edu/cde/upload/Online-Orientation-Guide.pdf). All will be located on the course homepage. Destroy any prior copies of the syllabus that you may have obtained. You will also want to read the course news, also located on the course homepage, as this is where we post all important course announcements. It is important that you check your D2L email on a regular basis, that is the only email account we will use. You will need to post your introduction on the Discuss page as well.

Any technology questions and/or problems should go to http://www.usd.edu/technology/. Make sure that all issues are resolved by the first day of class.
Although attendance for an online class is different from a traditional classroom, it is still a very important part of this course. In a normal three credit class, you would be required to be in class three hours per week, use that as your guide with D2L. You will be required to log in to D2L at least twice a week. All students need to log in to D2L the first day of class. **Any student who has not entered the course or made contact the instructor by August 21, 2017 (the last day a class can be dropped with 100% refund) will be dropped from the course.**

A typical week in this course:

<table>
<thead>
<tr>
<th>DAY</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Start of the week; new materials and weekly assessments available</td>
</tr>
<tr>
<td></td>
<td>Open for independent work (reading), discussions, and group preparation if applicable</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Open for independent work (reading), discussions, and group preparation if applicable</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Open for independent work (reading), discussions, and group preparation if applicable</td>
</tr>
<tr>
<td>Thursday</td>
<td>First discussion post must be up by 11:59pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Open for independent work (reading), discussions, and group preparation if applicable. Quiz begins on select weeks.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Open for independent work (reading), discussions, and group preparation if applicable. Quiz availability ends on select weeks.</td>
</tr>
</tbody>
</table>

**IMPORTANT DATES:**

- **August 21, 2017**—first day of class
- **August 31, 2017**—last day to drop with a full refund
- **November 3, 2017**—last to drop with a “W” versus an “F”

HAVE A GREAT FALLSEMESTER!!!