Welcome to ADS 422L/522L Alcohol and Drug Treatment Continuum

My name is Francis “Frank” Zavadil and I graduated with a B.S. degree in Alcohol & Drug Abuse Studies and then a Master’s Degree in Counseling from the University of South Dakota, Vermillion. I have been working in the substance abuse treatment field since 1984 and have been certified and now licensed since 1985 as a Chemical Dependency Counselor working in various capacities. I recently worked for the SD Division of Alcohol & Drug Abuse as a Program Specialist, with specialization in the American Society of Addiction Medicine Placement Criteria, Division of Alcohol and Drug Abuse Administrative Rules and clinical record documentation requirements. Prior to my work with the division, I was also employed as a substance abuse certified/licensed counselor, clinical supervisor and program director for both adolescent and adult inpatient treatment programs in SD. And as of January 2014, I assumed the duties as the Department Chair for the Addiction Studies program at the University of South Dakota.

So I plan on bringing both my past and current work experiences to this course to make this class a positive and great learning experience for you during this semester. It is my goal this course will exceed your expectations and better prepare you for working in the Alcohol and Drug Addiction field.

This class is held via D2L URL: https://d2l.sdbor.edu/ 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 ten (10) days. You will receive all grades and feedback through D2L.

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 422L/522L Alcohol and Drug Treatment Continuum on the first day of class and for the rest of the semester.
The required textbooks for this course are:


*You do not have to buy this book, but must have one available for review

(2014). *ADS 422/522 Alcohol and Drug Treatment Continuum*. University of South Dakota.
*This packet can only be bought at the USD Barnes and Noble

*This publication can only be downloaded from the SAMHSA website free of charge at http://store.samhsa.gov/product/TAP-21-Addiction-Counseling-Competencies/SMA15-4171

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 Student Handbook found on the course homepage. This handbook will provide information about the university’s technical, academic, and student support services, as well as how to take advantages of these services. This document also contains important information pertaining to minimum technology requirements, registration information, as well as other university services and policies. Please refer to the Online Student Handbook in the USD Getting Started widget or URL: [http://www.usd.edu/cde/upload/online-orientation-guide.pdf](http://www.usd.edu/cde/upload/online-orientation-guide.pdf)

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.

Any technology questions and/or problems should go to [http://www.usd.edu/technology/](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 three times a week. All students need to log into D2L the first day of class. At some point during the first week of the class you should go into the discuss page and introduce yourself to the class.
Because the entire educational process rests upon an atmosphere of academic honesty and trust, the University community must promote and protect the sanctity of such an environment. To that end, the College of Arts and Science considers the following infractions as being inimical to the objectives of higher education:

*Cheating is defined as intentionally using or attempting to use unauthorized material, information, or study aids in any academic exercise.*  
*Plagiarism is defined as intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise (from Student Conduct Code)*

At the discretion of the instructor, a student caught cheating or plagiarizing may be:

a. given a zero for that assignment or exam  
b. allowed to rewrite and resubmit the assignment or exam for credit  
c. assigned a reduced grade for the course  
d. dropped from the course  
e. failed in the course

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester. For information contact: Ernetta L. Fox, Director Disability Services, Room 119 Service Center, (605) 677-6389, www.usd.edu/ds; dservices@usd.edu