Welcome
Welcome to ACP 222 Fundamental Skills of Group Counseling for Addiction online. My name is Mary Rogers and I will be your instructor this semester. Before we get started with the details of the class, I want to share important information about this course. This course is not easy—you will be required to be actively engaged every week of the course/semester—if you miss a week in class we miss what you might have provided to all of us in the learning process.

Please Note: It is your responsibility to drop the course if necessary. You are an adult learner and have full responsibility with many choices and options for your learning in higher education. Please make the most of it.

Course Description
This course is an introduction to the basic dynamics and theories of counseling groups with a focus on stages of group development, group leadership, and basic ethical and professional issues in group practice. The student will develop facilitative skills appropriate to working with alcohol/drug clients in a group setting. This course is a combination of didactic, experiential elements, class activities, short lecture, individual student projects, and reflection papers.

Required Course for ACP majors and minors.
PREREQUISITE: ACP 220, ACP 116 and ACP 117.

Required Textbook
Options for purchasing Textbook Link https://www.cengagebrain.com/shop/isbn/9781305865709

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: http://www.usd.edu/-/media/files/usd-online/online-orientation-guide.ashx in the Getting Started widget on the course homepage. 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.
Getting Started
First, you will need to access the course in Desire2Learn (D2L). This can be done via the USD student portal, http://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: read through the items in the Getting Started section on the top, left-hand side of the course homepage; and 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 and the Dropbox (to submit papers)
- **Communications**: where you will access the Discussions
- **Resources**: where you will find the Class list (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.

Netiquette Expectations
Netiquette expectations are found page 6 of the Online Student Handbook http://www.usd.edu/~media/files/usd-online/online-orientation-guide.ashx

Course Objectives/Outcomes and Assessment: By the end of this course, students should be able to:

<table>
<thead>
<tr>
<th>Objective/Outcome</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>Compare and contrast group counseling theories</td>
<td>Chapter Assignments</td>
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<td>Class Discussions</td>
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<td>Project</td>
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<td>Describe typical group member behavior and dynamics at each stage of group</td>
<td>Chapter assignments</td>
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<td>development</td>
<td>In-Class Activities</td>
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<td></td>
<td>Project</td>
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<td>Describe personal strengths/growth areas as a group leader, enhance strengths, and</td>
<td>Chapter Assignments</td>
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<tr>
<td>work on growth areas.</td>
<td>In-Class Activities</td>
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<td>Class Discussions</td>
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<td>Project</td>
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<tr>
<td>Describe leader strategies appropriate for each stage of group development</td>
<td>Chapter Assignments</td>
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<td>In-Class Activities</td>
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<td>Project</td>
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<td>Develop and demonstrate ability to design a basic group proposal; Design and</td>
<td>Project</td>
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<td>demonstrate a basic understanding of evaluation tools necessary to assess group</td>
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<td>efficacy.</td>
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Course Evaluation
Students may expect that all assignments -- written assignments and discussion forum assignments-- will be reviewed and graded within one week of due date for on time submissions. Students will receive detailed comments with each assignment to provide support, guidance —this is a critical component for online teaching, learning, and communication between the instructor and student.

1. Active participation and contribution to class discussions;
2. Written assignments related to the textbook readings; Completed In-Class Activities;
3. Project

1. Class Participation and Discussion
   Participation in class (7 @ 10 points; 1@ 30 points) for 100 points possible
   Class participation is essential in this course. The quality of your participation in the class activities and discussions constitute class participation. Students are expected to come to class prepared to contribute their knowledge and insights. We will all learn from each other. Each student is required to respond to the question posted by the instructor each week and participate in discussions with other students in class each week. **There are no requirements for number of posts/number of responses to others.** Students will be graded according to the standards established in the Discussion Evaluation Rubric (found in the Appendix). Questions will be selected based on chapter readings. The instructor will play a role in the discussion each week and will serve as facilitator and guide throughout the discussions. To understand how your post will be evaluated, please review the evaluation rubric found in the Appendix Section of the Syllabus.

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Students in this course decide for themselves the nature and extent of their self-disclosure pertaining to their private lives. There may be times when the information in this class touches personal issues. This class is intended to provoke self-exploration. It is not intended to be therapeutic. If you are in need of counseling, services are available on campus for enrolled USD students at the Student Counseling Center (677-5777), or through private providers. I can assist you with a referral to the USD Student Counseling Center at your request.

**Professionalism:** Students are expected to act in a professional manner, meeting deadlines, solving problems, cooperating with classmates, and generally contribute in a positive way to class. Working in the real world often means searching for solutions in a team context. Teamwork, listening, empathy, enthusiasm, emotional maturity, and consideration of other people's concerns are all essential to success. Please bring these qualities and values with you to class. It is as important to “practice” these interpersonal skills, as it is to learn new content. Your coursework is your first step as a professional. Faculty references for internships, graduate school and employment are based on the above behaviors demonstrated by students.

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2. Written Assignments and In-Class Activities (10 @ 10 points each) for a total of 100 points possible
   Assignments and activities will cover the readings from the textbook and are fully described in the Content section for each week.

3. Project (1 Project @ 100 points) for a total of 100 points possible
   Each student will develop a proposal for a group. In a four step process students will learn how to develop the core components of a group, how to implement the group, data collection and evaluation processes.
Grade Breakdown, Grades and Comments: All students will receive a grade for assignments submitted and comments that will focus on providing support and suggestions to students, directed toward improving upon quality of work. The following breakdown represents grades based on points, and not on percentages.

- **A** 275-300
- **B** 249-274
- **C** 223-248 (minimum grade considered passing, minimum to use course as a pre-req and for state certification)
- **D** 197-222
- **F** Less than196 AND/OR Failure to complete all assignments as listed in syllabus

### University and Class Policies

#### Diversity and Inclusive Excellence
The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected.

#### Freedom in Learning
Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.

#### Academic Integrity
The University of South Dakota considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The University supports the imposition of penalties on students who have been adjudicated to have engaged in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook, and South Dakota Board of Regents policy 2-33 [www.sdbor.edu/policy/Documents/2-33.pdf](http://www.sdbor.edu/policy/Documents/2-33.pdf). No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:

a. Given a zero for that assignment.
b. Allowed to rewrite and resubmit the assignment for credit.
c. Assigned a reduced grade for the course.
d. Dropped from the course.
e. Failed in the course.

#### Attendance
Attendance in this class is an ACP Departmental Policy. Attendance is required and preparation is a crucial component to the learning that will take place in this online class. Grades will be affected by absences.

**USD Excused Absence Policy**
When necessary, make-up of course requirements missed because of student participation in University sanctioned events and activities (i.e. intercollegiate sporting events for team members and band members; required field trips including ROTC field experiences; concerts and associated travel for USD orchestra and similar groups; participation in certain student government activities such as Board of Regents meetings) shall be worked out between the instructor and the student upon the student’s timely initiative. For a University related event, a student must contact his/her instructor at least two days prior to
the absence and provide documentation from the sponsoring unit indicating the dates that the student will be absent from class. To the extent possible, students should notify the instructor during the first week of the semester of possible missed dates. Instructors are required to allow for such make-up in a timely manner when a student is absent because of participation in events approved by the Vice-President for Academic Affairs. An instructor may have special attendance/requirement policies for particular classes, whenever those policies are not in conflict with the student’s right to makeup missed requirements as described above.

Veterans/Active Military
If you are a veteran or active in the military please contact me to discuss any military responsibilities or concerns that need to be coordinated with your academic responsibilities.

- On Campus Resources
- USD Veteran’s Club vetsclub@usd.edu
- Student Veterans Services Office: Teresa Hays/ 605-677-5339/ Teresa.hays@usd.edu

USD Student Counseling Center, scc@usd.edu, 605-677-5777 is available to all enrolled students in need of support services.

Disability Accommodation
Any student who feels they 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 or as soon as possible after the diagnosis of a disability. 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. Please note: if your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

Ernetta L. Fox, Director
Disability Services, Room 119 Service Center
(605) 677-6389
Web Site: www.usd.edu/ds
E-mail: disabilityservices@usd.edu

Due Dates
In critical situations, or those based on USD’s Excused Absence Policy, students will be allowed to hand in late assignments.

Etiquette in the Classroom
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. Feedback is to be constructive. No disparaging or demeaning feedback is allowed.
Appendix
**Discussion Evaluation Rubric: A Guide to Grading Your Class Participation**

You will not be graded on the type and depth of any personal information you share or on a specific number of posts as often required in other courses offered by other professors. Read through the rubric carefully as you prepare your discussion posts each week.

<table>
<thead>
<tr>
<th>Points</th>
<th>Requirements</th>
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| **10 points** | - Actively supports, engages, and listens to peers  
- Comes to class fully prepared  
- Plays an active role in discussions and interacts with others  
- Comments almost always or consistently advance the depth of the discussion posts  
- Level of discussions are almost always or consistently better because of student’s presence |
| **7-9 Points** | - Makes a sincere effort to interact with peers  
- Comes to class fully prepared at almost every session  
- Participates constructively in discussions  
- Makes relevant comments based on the assigned material  
- Level of discussions are occasionally better (never worse) because of the student’s presence |
| **5-6 Points** | - Limited interaction with peers  
- Preparation and level of participation are both inconsistent  
- When prepared, participates constructively in discussions and makes relevant comments  
- Level of discussions are not affected by the student’s presence |
| **1-4 Points** | - Virtually no interaction with peers  
- Rarely participates  
- Comments are generally vague or drawn from outside the assigned material  
- Demonstrates a noticeable lack of interest (on occasion)  
- Level of discussions are negatively impacted by student’s presence |
| **0 Points** | - No interaction with peers  
- Never prepared  
- Never participates  
- Demonstrates an ongoing lack of interest in the material  
- Level of discussions are significantly and negatively impacted by student’s presence |
The mission of the Addiction Counseling and Prevention (ACP) Department at The University of South Dakota (USD) is to provide quality student-focused addiction education. To accomplish this mission:

- The ACP Department is accessible to students from across the state, region, and beyond.
- Students, in partnership with faculty, become a community of active learners.
- The learning environment promotes critical thinking.
- Students are accountable for their own learning.
- Learning experiences provide opportunities to develop professional accountability and an appreciation for life-long learning.
- Professional and community partnerships promote development of self-awareness and understanding of the healthcare team.
- Students experience an environment that facilitates respect and caring, and development of cultural awareness and competency.

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**DEPARTMENT OF ADDICTION COUNSELING AND PREVENTION**

414 E. CLARK STREET OFFICE 304, JULIAN HALL

The Addiction Counseling and Prevention (ACP) Department at the University of South Dakota (USD), School of Health Sciences offers a Bachelor of Science Degree which is unique and innovative in that it is one of only a few four-year degrees of its kind in the region.

**The Addiction Counseling and Prevention Department has a job placement rating of 95%**

This accredited program positively impacts one of the nation’s major health issues: alcohol and other drugs. Students develop critical thinking and problem solving skills through practical applications of knowledge gained. Goals of the ACP department include:

- To provide academic preparation to enter the alcohol and drug prevention and treatment profession in rural and urban areas…
- To teach undergraduate college courses that addresses all aspects of alcohol and drug treatment and prevention…
- To assist ACP majors in developing critical thinking and synthesizing skills…
- To help students majoring in other disciplines recognize and understand the difficulties associated with contemporary alcohol and drug issues and how these difficulties can be treated and prevented.

**Classes on campus in Vermillion, Online, and through Correspondence and Distance Sites**
WHAT YOU CAN DO
With a Degree in Addiction Counseling and Prevention (ACP)

Treatment Emphasis
✓ Addiction Counselor
✓ Counseling various populations in Treatment Programs (adolescents, women, minorities, families, those in the justice system)
✓ Counseling and Education within elementary, high schools, and universities
✓ Pursue a Nursing with Addiction Counseling and Prevention Degree
✓ Administrator/Supervisor within a Substance Abuse program
✓ Continue to a Graduate program, get your Masters or Doctorate degree

Prevention Emphasis
✓ Prevention Specialist
✓ Work with children and families in Elementary and High Schools
✓ Develop Prevention Programs within K-12 schools, colleges, and universities
✓ Develop Community Prevention Programs
✓ Work within the Justice System
✓ Administrator/Supervisor within a Substance Abuse Program
✓ Continue to a Graduate program, get your Masters or Doctorate degree

STUDENT ORGANIZATION:
Coalition for Addiction Students and Professionals Pursuing Advocacy (CASPPA)
http://www.usd.edu/orgs/casppa/

Goals of CASPPA
• To raise awareness to the University community about the Addiction Counseling and Prevention department.
• To participate in legislative advocacy pertaining to the addiction profession on a state and national level.
• To educate and unite all professionals about the importance of substance abuse treatment and prevention legislation.

For more information on the student organizations, contact the ACP Department:
acp@usd.edu * http://www.usd.edu/acp * 605.677.5386