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.

Textbook: Required
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

General Course Schedule
Every week you will be required to complete reading and writing assignments and participate in the discussion forum topic selected by the instructor/and or students. This format will allow students to further explore the most important and relevant factors being considered today in the addictions field. Specific information regarding assignments, format, and due dates is outlined in each of the course modules (Course Content) as well as the Course Syllabus.

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.

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/on time submission. 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;
3. Individual Student Project
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 [link]. 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 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 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.

Prior to the beginning of class, please contact me with questions at Mary.Rogers@usd.edu