Welcome to ACP 452/552 Alcohol and Drug Counseling Theories 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 each week of the course—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 and many choices/options for your learning in higher education. Please make the most of it.

USD University Inclusivity Statement
The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected.

Course Description
This course introduces the student to advanced dynamics and theories of psychology with a focus on alcohol and drug counseling.

Prerequisites
ACP 116, 117, 220, 222, or approval from instructor and department chairperson.

Required Textbook and Materials

Student Options for purchase or rent: https://www.cengagebrain.com/shop/isbn/9781305263727

Additional materials will be included in Course Content.
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 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 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.

ACP 452/552 D2L Course Orientation
The ACP 452/552 Syllabus details the important requirements and expectations for both undergraduate and graduate students. Detailed information for the entire course is available within the D2L course where students will link to Course Content for weekly lectures, activities, assignments, and instructions for submitting required work. Students will also find reminders/schedules for assignment due dates each week in addition to the Course Schedule and Assignment Due Date document found on the Course Home Page under Getting Started. The course tools we will use include:

- **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 in 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.
University Policies

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Freedom in Learning
Students are responsible for learning the content of any course of study in which they are enrolled. Under the Board of Regents and University policies, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards, but is related instead to judgment of their personal opinion or conduct, should contact the dean of the college which offers the class to initiate a review of the evaluation.

Cheating and Plagiarism
Any cheating or plagiarism necessitates consequential action. The consequences will involve a grade of “zero” or “F” for the work submitted and potential reporting of the incident to the proper campus authorities. Your academic honesty allows for your standard of excellence in achieving the grade you earn or deserve and maintaining the respect of your classmates and professors. Please refer to the Student Conduct Code of the Student Handbook. Cheating is defined as intentionally using or attempting to use unauthorized materials, 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. No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:

- Given a zero for that assignment
- Allowed to rewrite and resubmit the assignment for credit
- Assigned a reduced grade for the course
- Dropped from the course
- Failed in the course

Disabilities Services
Any student who feels s/he may need academic accommodations or access accommodations based on the impact of documented disability should contact and register with Disability Services prior to or 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 and present that for signature to each instructor in each class every semester. For information contact Director of Disability Services, Room 119 Service Center, 605-677-6389; email: dservices@usd.edu Website: www.usd.edu/ds

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

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.

Retake Policy
If a critical circumstance causes you to miss more than 30% of the class you may need to retake the class. This will be an ACP Department decision. Students are responsible for any material that is missed due to absences from class.

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, sc@usd.edu, 605-677-5777 is available to all enrolled students in need of support services.

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