

**Twelve Core Functions
of Substance Abuse Counseling
SUBS 270**



This course at a glance:

This course provides theoretical and experiential training in the prevention, intervention, treatment, and aftercare approaches applicable to a diverse substance use disorder population. We will identify ethical and legal issues encountered in the field. We will cover aspects of the counseling process and specifically, the 12 Core Functions utilized by the substance use disorder counselor.

DETAILS FOR SUBS 270:

This Spring 2021 class meets online via Lulima. We begin on January 11, 2021 and continue through the first week of May.

Prerequisites: SUBS 268

Required Textbook: I use a FREE online textbook. To get more information and to download the book click on the following link:

<https://store.samhsa.gov/product/TAP-21-Addiction-Counseling-Competencies/SMA15-4171>

It's a good idea to check into our virtual classroom at least twice a week just as you would if you were attending a regular face-to-face class.

I give specific due dates that are listed in each module. The deadline for all online submissions is posted with the assignments and folders.

Introduce Yourself:

I want to know who you are! Within the first week of class, as part of class participation, please prepare an introduction. Please include a good quality photo (I need to be able to recognize you on the street!) and tell us something about yourself, but do NOT include your phone number, address, or other private details. Then post your introduction to the INTRODUCTIONS folder on the Discussion page. I've put my own introduction there as an example.

WHO I AM AND HOW TO FIND ME:



Lucy L Jones, PhD., lucyj@hawaii.edu
Associate Professor, Hawai'i CC
My cell phone is 808-937-4131

Due to the COVID-19 situation, I am not in my office on a regular basis. The easiest way to communicate with me is via text but be sure to let me know who you are and which class you are in. You can email me at lucyj@hawaii.edu. You can expect a response within 24 hours on weekdays. I'll respond by Monday or before if you send an email over the weekend. Remember, you can also post questions for your classmates in Discussions under Questions (the first folder).

Student Hours (aka Office Hours):

IN CLASS, you can expect to participate actively in class, usually in the form of answering questions, and engaging in conversations with your classmates. Class discussions are a necessary part of any regular class. Since I try to replicate this atmosphere, you will want to take part in regular discussion among the class members by responding to at least two of your classmates each week. This counts as "participation." I probably will take part in these discussions, but not all the time. I will, however, be

responding to each of the assignments, sometimes individually and sometimes collectively.

OUTSIDE OF CLASS, you will need to meet with me at least once during the semester. I like to know the students in my classes on a more personal level so you can be more than just a name on the page. On top of that, we need to fulfill the government requirement that we are following the rules of an online class. Please don't wait until the last minute; let's arrange a time to meet no later than week six. Coming to "student hours" works to fulfill that requirement.

Cyber-Class: Sometimes assignments are lost in cyberspace. Make sure that you keep an electronic copy of everything you send in case you need to verify that you sent an assignment by the due date. I do give points for posting your assignments on time. The time an item is sent shows up on electronic submissions. With electronic copies sent to yourself, you can forward lost assignments to me to receive credit for the module. Invariably your computer will decide to be difficult or it will crash just the very moment before midnight that you were going to send in your assignment. Please plan ahead!

.Learning Outcomes:

- Identify the International Certification Reciprocity Consortium, ICRC, and the Hawaii State Department of Health's Certified Substance Abuse Counseling (CSAC) Twelve Core Functions employed by the substance use disorder counselor; explain specifically how these functions relate across the continuum of care; and examine related ethical and legal mandates
- Apply appropriate substance related diagnostic and assessment tools, develop a treatment plan, identify two counseling approaches and relevant case management activities.
- Articulate Department of Health, Alcohol and Drug Abuse, ADAD-approved ethics and confidentiality mandates, identify signs and symptoms of suicidal/violent behavior and appropriate interventions.

Course Objectives:

- To introduce the student to the fundamental concepts of substance use disorder counseling, i.e., 12 Core Functions.
- To discuss applications of the 12 core functions in the field of substance use disorder counseling.
- To explore how the 12 core functions are interactive and inter-related.
- To examine how the 12 core functions are an integral part of ethical substance use disorder counseling.

More for This Class:

Turnitin: You are to use Turnitin with each of your papers. The Class ID is 26867863 and the password

is “subs270” (without the quotation marks). Under Resources in Lulima, “turnitin” is explained more completely in case you are not familiar with using it. Note that Turnitin.com is **not** where you turn in your assignment, but where you check it for originality. Then you post your assignment on Lulima for me to read.

Announcements: Please check Lulima regularly for announcements. You can sign in using your school ID and password.

Personal Request: For your Lulima posts, I need you to use 16 or 18 font Arial for the sake of my eyes. My old eyes start to cross after I’ve read too much online, so making it bigger (not bold) helps a great deal. Word docs or .pdf files can be in 12 font Arial.

Two more tasks:

Semester Reflection: At the end of the semester, please write a brief paragraph of at least one thing you learned over the course of the semester that will benefit you in your personal and/or professional life. A class has no meaning unless it can be of some value other than merely a grade or three credits.

CES (Course Evaluation System): At the end of the semester, you will be given the opportunity to evaluate the course and instructor. I am giving a 10-point incentive if you let me know you have completed the survey. This can be a screen shot or a copy of the completion. I don’t want to know how you answered the evaluation, just that you did it.

Grades: At the end of each week, you will be able to check the Gradebook on Lulima to see where you stand. If you are more than two weeks behind, you need to talk with me ASAP. I will accept no late work past the end of each four weeks. At times, there will be more or less points than indicated. The final grade is based on the percentage of total points given through the semester.

Semester Grades

90-100% = A

80-89% = B

70-79% = C

60-69% = D

0 – 59% = F

Grades are based on the following

- Introduction = Up to 20 points
- Weekly Assignments = Up to 20 points or more
- On Time Assignments = 10 points
- Meeting with Me = 40 points

- Final Case Presentation = Up to 100 points
- Participation = Up to 10 points each week
- Semester Reflection = Up to 20 points
- CES completion = 10 point

Feeling Lost?? There may be words and concepts that are not familiar to you. This is a college level course and you are expected to do independent work, including looking up words and concepts you don't understand. If you have done your best research and you still have questions, consult with me via email or message, or check with other students on the Discussion page under "Questions."

Tentative Topics and Schedule

Week 1	Introductions and Expectations
Week 2	Screening: Core Function 1 for Substance Abuse Counselor
Week 3	Intake: Core Function 2 for Substance Abuse Counselor
Week 4	Orientation: Core Function 3 for Substance Abuse Counselor
Week 5	Assessment: Core Function 4 for Substance Abuse Counselor
Week 6	Treatment Planning: Core Function 5 for Substance Abuse Counselor
Week 7	Counseling: Core Function 6 for Substance Abuse Counselor https://youtu.be/2btjEcMQW8Q SMART Recovery Youtube

Week 8	Case Management: Core Function 7 for Substance Abuse Counselor
Week 9	Crisis Intervention: Core Function 8 for Substance Abuse Counselor
Week 10	Client Education: Core Function 9 for Substance Abuse Counselor
Week of March 14	SPRING BREAK
Week 11	Report and Record Keeping: Core Function 11 for Substance Abuse Counselor
Week 12	Consultation: Core Function 12 for Substance Abuse Counselor
Week 13	Transference and Counter-transference
Week 14	Other issues for beginning counselors
Week 15	Reflections and Comments
Week 16	Student Case Study Presentations due May 1

College Policies and More

(Things you need to know about the college)

Professionalism

Netiquette (online etiquette) refers to online behavior, and the following are general guidelines to follow to practice proper netiquette:

- Do not use all CAPS in online communication. ALL CAPS usually indicate that the writer is shouting, and this could set up an uncomfortable situation.
- Use correct spelling, capitalization and punctuation in ALL correspondence. Do not use “texting” language.
- Be respectful to each other and choose your words carefully. When communicating online, words can be misunderstood. Make sure to proofread before posting and consider how someone might misinterpret them.
- Express differences of opinion in a polite and rational way.
- Maintain an environment of constructive criticism when commenting on the work of other students.
- Avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities.
- If you ever receive an email or response in discussions that is not appropriate, please contact me immediately. I have a no tolerance policy to anything that appears to be harassing, impolite, insulting or which uses profanity. Situations like this may be referred to the Dean and corrective action will be taken.

Systemwide Student Conduct Code

To support a positive and safe learning environment, all students are required to adhere to the [Student Conduct Code](#):

The Student Conduct Code includes acts of academic dishonesty. Acts of dishonesty, include but are not limited to the following:

1. Cheating, plagiarism, or other forms of academic dishonesty.
2. Furnishing false information to any UH official, faculty member, or office.
3. Forgery, alteration, or misuse of any UH document, record, or form of identification.

Alleged violations of the Student Conduct Code are taken seriously and may be reported to administration for investigation and disciplinary action.

Hawai'i CC Student Conduct Code

Hawai'i CC supports a positive educational environment that will benefit student success. In order to ensure this vision, Hawai'i CC has established the Hawai'i CC Student Code of Conduct to ensure the protection of student rights and the health and safety of the community, as well as to support the efficient operation of all programs. All

currently enrolled students at Hawai'i CC are required to abide by the Student Code of Conduct. A copy of the most current [Student Code of Conduct can be found on the college website](#).

Online Safety

Avoid becoming a victim of phishing scam or identity theft. All email messages that appear to come from a college, university, bank, credit union, credit card company or similar organization and asks you to provide personal information and/or your account and password, either directly or through a false login screen, should not be trusted. DO NOT REPLY! Never give out your password to anyone!

If you question the validity of an email, please check [the UH ITS Alert website](#).

You can also [report a suspicious email](#) regarding University of Hawai'i.

Emergency Broadcast Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or closures of whole campuses. It will not be shared with others or used for routine UH communications or announcements.

[Log in to UH Alert to sign up](#) to receive emergency alerts.

Please note: Message and data rates may apply

Financial Aid

If you are receiving financial aid and are contemplating not completing the semester, BEFORE you withdraw it is highly recommended that you contact the Financial Aid Office at (808) 934-2712 or email them at hawccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

Attendance Policies

According to policy [HAW 7.505](#), if a student doesn't do the required work or otherwise contact the faculty member online in the first week of the semester, the student will be dropped from class. If a student doesn't come into the course and participate meaningfully during a consecutive two week period, he/she will receive an "F" grade if the student does not officially withdraw from the class by the published deadline. It is the student's responsibility to be aware of this attendance policy and the consequences of nonattendance.

Academically-related activities include, but are not limited to:

- Submitting an assignment.
- Taking an exam, tutorial or computer-assisted instruction.
- Participating in an online discussion about the course.
- Initiating contact with a faculty member regarding the course material.

Academically-related activities do not include:

- Logging in to a distance education course without any other active participation.
- Academic counseling or advising.

Disability Services

Hawai'i Community College and the UHCWH are committed to provide equal access to the campus, classes, and programs for students who have disabilities. If you have a documented disability and/or related access needs, please visit:

· East Hawai'i Disability Services Counselor

Manono Campus, Bldg. 388 Rm. 104

Phone: (808) 934-2825 [Voice/TTY]

Email: hawccds@hawaii.edu

Website: [Hā'awi Kōkua Program](#)

· West Hawai'i UH Center West Hawai'i

Phone: (808) 969-8816 [Voice/TTY]

Email: hawccds@hawaii.edu

Website: [Hā'awi Kōkua Program](#)

The Hā'awi Kōkua Program can provide disability-related support for you to be successful in this class. If you are a student who needs to have an accommodation, please discuss your needs and make your request in a timely manner.

If Hawai'i Community College is not your home campus, please contact the appropriate offices on your home campus to access disability-related support and services.

“MySuccess” Early Alert Program

I want every student to be successful in my class. Additionally, I want to make sure that all students have access to the resources they need to be successful. Therefore, if I feel you need extra support outside of my classroom, I may refer you to this service.

Privacy and Confidentiality

Out of respect for your privacy, I will maintain confidentiality about comments and discussions made by students in class and I expect all students to do the same. However, this online course may be analyzed for evaluation and assessment purposes. Should this occur, college faculty and staff will have access to course materials and student discussions.

Grades will be kept confidential, and I will do my best to respect students' requests that their course materials be kept confidential. However, if bullying or inappropriate material appears, I reserve the right to share these materials with UH administration.

Right to Resolve Academic Grievance

Any student who believes that a faculty member has acted improperly or in a manner otherwise inconsistent with the faculty member's responsibilities or the student's customary academic expectations, may initiate action to achieve a remedy. Read more about the policy in the college catalog, or on the Hawai'i Community College website under "Student Academic Grievance Policy."

Title IX

The University of Hawai'i is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. If you or someone you know is experiencing any of these, the University has staff and resources on your campus to support and assist you. Staff can also direct you to resources that are in the community. Here are some of your options:

If you wish to remain ANONYMOUS, speak with someone CONFIDENTIALLY, or would like to receive information and support in a CONFIDENTIAL setting, contact:

- East Hawai'i

- SASS Campus Based Advocate

- Confidential Advocate Sexual Assault and Domestic Violence, YWCA

- Manono Campus 388-108

- Office Hours: Mondays, Tuesdays, Thursdays

- Phone: (808) 896-1034

- Crisis Line: (808) 935-0677

- Kate De Soto, LCSW

- Mental Health Professional/Confidential Resource

- Manono Campus Hale Aloha, Rm 110 or call to schedule an appointment

- Phone: (808) 934-2706

- West Hawai'i

- SASS Campus Based Advocate

- Confidential Advocate Sexual Assault and Domestic Violence, YWCA

- Pāalamanui Campus Student Services Building

- Office Hours: Mondays

- Phone: (808) 896-4326

- Crisis Line: (808) 935-0677

O Kate De Soto, LCSW

Mental Health Professional/Confidential Resource

Office Hours: 1st Mondays & 3rd Tuesday of each month (or call to schedule an appt.)

Phone: (808) 934-2706

If you wish to REPORT an incident of sex discrimination or gender-based violence including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence or stalking as well as receive information and support, contact:

· Dorinna Cortez – Title IX Coordinator

Vice Chancellor for Student Affairs

808-934-2710

dorinna@hawaii.edu

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, please visit the University's [Title IX resources and the University's Policy, Interim EP 1.204](#) and our [College TitleIX website](#).

Where to Get Help

If at any time you need support or assistance, seek help immediately. See below for a list links and/or phone numbers of support services available in person, by phone, or online to help you.

Laulima & Computer Assistance

I want each of you to succeed in this course, and if you run into trouble and need technical assistance, please refer to the following resources:

· Student User Guide to Laulima (also accessible through the "Laulima Help" tool in the course tool list.

· Request Assistance (bottom of any Laulima page) - submit an online form and receive an email response from UH Laulima Support.

· Built-in Help - click on the blue question mark icon located at the top right corner of select Laulima pages to access the help database. NOTE: This database is generalized, and some of the features included may not apply to Laulima.

· UH ITS Computer Help Desk - Toll Free 1-800-558-2669

Tutorial Services

Free tutorial services for various subjects are available at:

- UH-Hilo Campus at [The Learning Center](#)
- Manono Campus at the [Hale Kea Advancement & Testing Center](#)
- Pāalamanui Campus at the [Library & Learning Center](#)
- Online tutorial services are also available through
 - [Tutor.com](#)
 - UH Mānoa's [Online Learning Academy](#)

Counselor Assistance

Hawai'i Community College counselors are available if you have any issues which may negatively impact your ability to successfully complete this course. Please visit [Counseling](#) or call (808) 934-2720 to make an appointment.

Additionally, The [Mental Wellness and Personal Development Service](#) aims to assist the students of Hawai'i Community College enhance their resiliency while building on their existing strengths and honoring their individuality. Mental health services have been shown to benefit campus communities as they assist students increase insight and manage stress in healthy ways. Call (808) 934-2706 to make an appointment.

For after hours or holiday crisis support call the Department of Health's Access Line at 1-800-753-6879. For emergencies, call 911 or go to the nearest emergency room.

Add/Drop/Withdrawal Dates

[View the Academic Calendar](#) for a complete list of important semester dates.