

# ADS-125: PERSONAL AND PROFESSIONAL GROWTH

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## Effective Term

Fall 2024

## CC Approval

10/20/2023

## AS Approval

11/14/2023

## BOT Approval

11/16/2023

## SECTION A - Course Data Elements

### CB04 Credit Status

Credit - Degree Applicable

### Discipline

Minimum Qualifications	And/Or
Counseling (Master's Degree)	

### Subject Code

ADS - Addiction Studies

### Course Number

125

### Department

Counseling (COUN)

### Division

Counseling (COUN)

### Full Course Title

Personal and Professional Growth

### Short Title

Personal & Professional Growth

### CB03 TOP Code

2104.40 - \*Alcohol and Controlled Substances

### CB08 Basic Skills Status

NBS - Not Basic Skills

### CB09 SAM Code

C - Clearly Occupational

### Rationale

Updated Requisites.

## SECTION B - Course Description

### Catalog Course Description

This course explores the professional development of the addiction counselor. It includes ethical foundation, transference, and countertransference. Students review the importance of maintaining good health, the signs of burnout, and burnout prevention strategies.

## SECTION C - Conditions on Enrollment

### Open Entry/Open Exit

No

### Repeatability

Not Repeatable

### Grading Options

Letter Grade or Pass/No Pass

### Allow Audit

Yes

## Requisites

### Prerequisite(s)

Completion of HSRV-120 with a minimum grade of C.

### Advisory Prerequisite(s)

Completion of ADS-100 and ADS-120 with a minimum grade of C.

## Requisite Justification

### Requisite Description

Course Not in a Sequence

### Subject

HSRV

### Course #

120

### Level of Scrutiny

Content Review

### Upon entering this course, students should be able to:

- 1- Define common practices in social work and human service agencies including legal and ethical issues.
- 2- Research and describe the goals and functions of local social service agencies
- 3- Assess and demonstrate essential helping skills
- 4- Evaluate biases, stereotypes, and assumptions in working with diverse populations in social work
- 5- Examine stress in self and clients and develop strategies for coping

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## SECTION D - Course Standards

### Is this course variable unit?

No

### Units

3.00

### Lecture Hours

54.00

### Outside of Class Hours

108

### Total Contact Hours

54

### Total Student Hours

162

## Distance Education Approval

Is this course offered through Distance Education?

Yes

### Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Hybrid	Permanent
Entirely Online	Permanent

## SECTION E - Course Content

### Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:	
1.	The student will understand the information necessary to successfully apply and test for CCAPP substance abuse counselor certification.

### Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Explain the impact of trauma on counseling for both the counselor and client.
2.	Understand how to use transference and countertransference in the counseling relationship.
3.	Explore the nature of the therapeutic alliance.
4.	Review the importance of ethical practices.
5.	Create a self-care plan that can assist with burn out.
6.	Complete the requirements for the application of substance abuse counselor.

### Course Content

1. The Substance Abuse Counselor
  - a. What Does a Counselor Do?
  - b. Roles and Responsibilities of the Counselor
  - c. The Clinical Method
  - d. Knowledge, Attitudes, and Skills Required for Substance Abuse Counseling
2. Therapeutic alliance
  - a. Empathy
  - b. Roger's - unconditional regard
  - c. Non-judgement
  - d. Empowerment
  - e. Understand what drives behavior
  - f. Different types of attachment styles
  - g. Attachment throughout the lifespan
3. Transference and Countertransference in the therapeutic relationships
  - a. Recognizing the role of transference and countertransference
  - b. Utilizing transference and countertransference effectively to enhance change
  - c. Understanding the impact of countertransference.
  - d. Acknowledging the need for supervision and consultation
4. Role of trauma
  - a. Diathesis - stress model
  - b. Impact of trauma in early childhood experiences
  - c. Trauma and the brain
  - d. Trauma and the body
  - e. Trauma and adulthood
  - f. Impact of trauma in the helping relationship
    - i. Client (victim role, entitlement, trust, testing...)
    - ii. Counselor's history of trauma
    - iii. Understand the negative impact of unresolved trauma
5. Personal Growth

- a. Recognizing strengths and challenges
- b. Stress management
- c. Counselor burnout
  - i. Signs, symptoms, early warning
- d. Creating a self-care plan
- e. Self-compassion
- 6. Professional Growth
  - a. Educating the Client
  - b. Know Your Role and Limits
  - c. Some Diagnostic Considerations
  - d. Timing in Sessions
  - e. Learn to Deal with set-backs
  - f. Triage
- 7. Ethics in practice
  - a. Professional conduct/standards
    - i. Reporting obligations
  - b. Informed Consent
  - c. Confidentiality
  - d. Understanding risk
  - e. Consultation and supervision
  - f. Continuing Education
- 8. Practice within an organization
  - a. Survival at Your First Job
    - i. Understanding policies and procedures
    - ii. Understanding and managing agency politics
- 9. Obtaining Your Substance Abuse Counseling Credential
  - a. Outline and review of the CCAPP career path
  - b. State of California Counselor Regulations and code of conduct
  - c. Professional Organization

**Methods of Instruction**

**Methods of Instruction**

Types	Examples of learning activities
Lecture	Students will attend instructor led lecture (in-person or synchronous or pre-recorded)
Discussion	Students will complete online discussion boards on assigned topics.
Activity	Small group discussion/work and in-class presentations by students.
Journal	Complete reflection guided reflection exercises
Observation and Demonstration	Practice interventions modeled in class.

**Instructor-Initiated Online Contact Types**

- Announcements/Bulletin Boards
- Chat Rooms
- Discussion Boards
- E-mail Communication
- Telephone Conversations
- Video or Teleconferencing

**Student-Initiated Online Contact Types**

- Chat Rooms
- Discussions
- Group Work

**Course design is accessible**

Yes

## Methods of Evaluation

### Methods of Evaluation

Types	Examples of classroom assessments
Exams/Tests	Example 1: Midterm quizzes and/or final exam. Example 2: Oral interviews and case scenarios.
Homework	Students will read from their textbooks and submit assignments. Example 1: Complete the exercises at the end of a chapter.  Example 2: Complete a chapter summary written report by stating the major headings of the chapter, and writing the main points under each heading.
Essays/Papers	Students will be assigned written work related to readings and in-class exercises. Example 1: Write up a case intake interview.
Other	Discussion Boards - Require 1-3 discussion posts/week or every other week online related to a reading topic. Require 1-3 responses to posts by other classmates/week or every other week.
Skills Demonstration	Students will complete role plays, in-class and/or recorded demonstrated communication skills necessary to be an effective helper.
Portfolios	Create a resume/blog

## Assignments

### Reading Assignments

Readings from required textbook and other sources as assigned.

Example 1: Read the required chapter and write a journal response.

Example 2: Read the materials collected from the agency and synthesize the information into the paper assignment.

### Writing Assignments

Example 1: Formulate a written case plan that includes identification of needs, resources available, referrals, follow-up activities for a client with addiction issues. Example 2: Locate and evaluate services for process addictions.

### Other Assignments

Example 1: Role Play. Students will work in pairs to complete an assessment and treatment plan.

Example 2: Abstinence Exercise and Paper. Students will identify a behavior or substance and abstain for at six weeks. They will keep a log of their experiences and write a summary at the end.

## SECTION F - Textbooks and Instructional Materials

### Material Type

Textbook

### Author

Summers, Nancy

### Title

Fundamentals of Case Management Practice: Skills for the Human Services

### Publisher

Cengage Learning

### Year

2012

### Material Type

Textbook

### Author

Young, Mark E.

**Title**

Learning the Art of Helping

**Edition/Version**

6th

**Publisher**

Pearson

**Year**

2016

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**Material Type**

Textbook

**Author**

Myers, Peter L. and Salt, Norma R.

**Title**

Becoming an Addictions Counselor, A Comprehensive Text

**Publisher**

Jones & Bartlett Learning

**Year**

2018

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**Material Type**

Other required materials/supplies

**Description**

SAMHSA, Addiction Counseling Competencies, The Knowledge, Skills, and Attitudes of Professional Practice, TAP 21 from <https://store.samhsa.gov/system/files/sma12-4171.pdf>

Treatment Improvement Protocol (TIP): The following publications can be downloaded free of charge, online at SAMSHA <http://www.samhsa.gov/>

Look under publications, addictions:

TIP 34 Brief Interventions and Brief Therapies for Substance Abuse

TIP 35 Enhancing Motivation for Change in Substance Abuse Treatment

TIP 42 Substance Abuse Treatment for Persons with Co-Occurring Disorders

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**Proposed General Education/Transfer Agreement**

Do you wish to propose this course for a UC Transferable Course Agreement (UC-TCA)?

No

**Course Codes (Admin Only)**

ASSIST Update

No

CB00 State ID

CCC000604606

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

**CB11 Course Classification Status**

Y - Credit Course

**CB13 Special Class Status**

N - The Course is Not an Approved Special Class

**CB23 Funding Agency Category**

Y - Not Applicable (Funding Not Used)

**CB24 Program Course Status**

Program Applicable

**Allow Pass/No Pass**

Yes

**Only Pass/No Pass**

No