UNIVERSITY OF CENTRAL OKLAHOMA
Department of Central Oklahoma

Spring 2013
SAS 5523, CRN 27999 – Applied Cultural Sensitivity of Addiction Treatment
4:30 p.m. – 7:15 p.m. R CTL 109

Syllabus

Instructor: J. Keith Killian, D.O., LADC
Office: LAR 201 A
Office Hours: Monday 1:30-3:00, Tues 4:00-7:00 Thurs 1:30-3:00, and after class or by appointment
Phone: Office 974-5543 (do not leave voice messages at this number)
       Cell: 405-201-2578 (This is my cell number….use it judiciously)
Email: jkillian@uco.edu
       keithduhdoc@yahoo.com (preferred method of contact)

TEXTS.* All materials will be provided by the instructor

Course Description:

This course addresses individual differences in culture and ethnicity as key considerations in the therapeutic counseling of alcohol and drug dependency. Implications for intervention and treatment are addressed for aging adults, people with physical disabilities, sexual minorities, and people from a variety of cultural and ethnic backgrounds, while applying ethical principles to clinical situations.

PREREQUISITES: Admission in the Master’s SAS Program or by special consideration of the program's director

COURSE OBJECTIVES: With the successful completion of this course, the student will be able to:

1. Identifying various specific needs of diverse populations
2. Demonstrate various counseling techniques for working within populations through role play techniques
3. Understand and demonstrate how to write and individualized treatment plan that reflects a client’s cultural needs
4. Become more self-aware of his/her own cultural biases and how to address them
5. How to address the cultural needs of a client in a group and individual setting through role play techniques.
6. Understand the ethical responsibilities of the clinician in the treatment of clients with various
gender, socioeconomic, race, sexual orientation and other psychological and health needs.

7. Assist the student in establishing and articulating a personal philosophy of counseling those with
special needs

TRANSFORMATIVE LEARNING

Transformational Learning Outcomes: The University of Central Oklahoma is a learning-centered
organization committed to transformative education through active engagement in the
teaching-learning interchange, scholarly and creative pursuits, leadership, global competency,
healthy lifestyles, and service to others. This course addresses 3 of the university’s
transformative learning goals.

Discipline Knowledge, Problem Solving (Research, Scholarly and Creative Activities), Global and Cultural
Competencies

ABOUT THE INSTRUCTOR: J. Keith Killian, D.O., LADC is a member of the Oklahoma Board of Licensed
Alcohol and Drug Counselors, a board approved supervisor for licensure or certification. He is also an
examiner for the Oklahoma Oral Boards. Dr. Killian has practiced General Medicine, Forensic Psychiatry
and as a licensed Alcohol and Drug Counselor

Course Organization: COURSE ORGANIZATION:

The course objectives will be achieved through the following methods:

1. **Reading.** There will be periodic reading assignments given. It is important for you to complete these
   as assigned in order to fully participate in and understand class objectives.

2 **Participation:** Student participation during class discussion etc. is essential. Due to the format of this
course attendance is expected. A total of 23 attendance points will be given per class
attendance and participation. These points will be divided into two sections for attendance and
participation before and after the break.

3. **Homework assignments will need to be completed** on time! Other class members may not be able to
   complete their section of homework until you have completed yours. A 20 point penalty will be
taken from your participation score if it is not completed by the beginning of class. This will
include on occasion writing a progress note for each fictional client who is in the night’s group.
Other assignments will include doing a treatment plan and update and a bio/psycho/social
interview and intake note.
4. Class Activity: THESE WILL NOT BE VIDEO recorded. Each student will be randomly assigned a client to represent through the semester. This characterization will need to be a fully finished and fleshed out persona who has specific cultural needs. *(this will not be a parody or a stereotypical caricature)* This client will participate in weekly groups and have his/her own treatment record. Each student will also be assigned randomly, another classmates character to act as his/her individual counselor. This will entail providing all treatment intake and assessment materials, and a treatment plan

Each student will have at least one turn at conducting the weekly group. You will write a progress note on your assigned client for each group.

*One goal of this exercise is to help the student gain more understanding and empathy with a special population that he/she may not be that aware.*

5. Research paper: The student will need to do a research paper over a particular special population of your choice. The paper also needs to include what makes this population different with their needs, at least two types of therapy/treatment approaches that might be the most effective. I also want you to include a personal section of what it was like, what you learned and how you might view the needs of this particular population differently.

It is to be double spaces, 12 pica, 1” margins, New Times Roman font. You must have a Bibliography with no less than 4 sources. Sources must Clearly indicate where the source was acquired. The body of the paper MUST be Clearly annotated with the proper citations from the sources. The paper must be 10-12 pages.

6. Chart: Each student will be assigned another student to do an ASI, an assessment note, a treatment plan and progress notes for the persona that person is representing in class.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Examination</td>
<td>100</td>
</tr>
<tr>
<td>Research Paper</td>
<td>200</td>
</tr>
<tr>
<td>Chart</td>
<td>100</td>
</tr>
<tr>
<td>Attendance/ participation</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>800</strong></td>
</tr>
</tbody>
</table>

Your final grade will be based on the actual number of points available for this class.

Grade scale:  

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
</tbody>
</table>
C = 70-79
D = 60-69
F = <60

There is no protocol for a curve

COURSE OUTLINE: Topic and Readings/Activity Assignments. (NOTE: schedule will be adjusted to accommodate guest speakers or other issues)

Date
Jan 17th
Topic and Assignments
Treatment Planning
Class assignment of clients

Jan 24
What is Cultural Sensitivity
Speaker Bob Stevens

Jan 31th
Progress Notes
bio/psycho/social of your client

Feb 7rd
Dr. David Macey (first hour)

Feb 14th
Group work

Feb 21
Dr. Jan Young
Feb 28  Group work

March 7  Speaker TBA

March 14  Research paper due

March 21  Spring Break

March 28  Guest Speaker

April 4th  Group work

April 11th  Speaker TBA

**Chart Due**

April 18  Group work wrap up

April 25  Take home final given out

May 4th  final covered in class

**UNIVERSITY OF CENTRAL OKLAHOMA**

**STUDENT INFORMATION SHEET AND SYLLABUS ATTACHMENT**

**UCO MISSION:** The University of Central Oklahoma (UCO) exists to help students learn by providing transformative education experiences to students so that they may become productive, creative, ethical and engaged citizens and leaders serving our global community. UCO contributes to the intellectual, cultural, economic and social advancement of the communities and individuals it serves.

**UCO VISION:** UCO will become one of the Top 10 metropolitan universities of our kind in the United States by providing a transformative education as well as development experiences that help learners achieve their highest level of leadership potential.
ACADEMIC INTEGRITY STATEMENT

Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Academic dishonesty includes, but is not confined to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student’s confidential academic records without authorization; disclosing confidential academic information without authorization; and, turning in the same work to more than one class without informing the instructors involved. Any student found responsible of academic dishonesty will be subject to disciplinary action. To help ensure academic integrity, faculty may employ a variety of tools, including, but not limited to, university-sanctioned Turnitin.com. More information concerning this policy can be found on page four of the UCO Student Code of Conduct located at: http://www.uco.edu/conduct/code.html.

UCONNECT STATEMENT

The University of Central Oklahoma News and Networking Educational Communication Tool (UCONNECT) is a secure web site providing UCO student, faculty, and administrative staff with up-to-the minute campus communications, single log-on connections to check grades, check schedules, add or drop classes, and access online course information. In a nutshell, UCONNECT is UCO’s campus portal. As the official communication tool of the university, students are expected to access their UCONNECT accounts regularly to remain current of campus information and activities and to receive e-mail communication from faculty and administrative offices.

In conjunction with UCONNECT, UCO provides a learning management system (LMS) for academic use. The LMS will be used for many course-related functions, including but not limited to, course communications, lecture material, turnitin.com assignments, group discussions, course assessments, and assignment submission. LMS use is at the discretion of each faculty member.

Contact Technology Support at support@uco.edu or (405)-974-2255 for additional information.

ADA Statement regarding special accommodations: "The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The DSS Office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class."

INCOMPLETE GRADE

The grade “I” may only be given for work not completed because of circumstances beyond the student’s control and in which further class attendance is not required. The student must have satisfactorily completed a substantial portion of the required course work for the semester. An “I”
may only be changed to a letter grade by the instructor when work has been successfully completed outside the classroom and no longer than one year after the “I” was assigned as determined by the instructor. An “I” is not given simply because a student wants extra time to complete assignments or wants to earn a higher grade. A formal written agreement must be signed by the instructor and the student and filed in the department/school office, clearly identifying what work is to be completed and the timeline within which the work is to be completed.

WITHDRAWING FROM ALL CLASSES

When withdrawing from the first day of the term forward, obtain a Withdrawal Form from the Center for Undergraduate Academic Advisement, obtain the required signature approvals from Financial Aid (even if you are not receiving financial aid) and the Bursar’s office. Then take the form to Enrollment Services (Registration). You are not withdrawn until you receive a new printout from Enrollment Services (Registration) that shows the withdrawal has been processed. Do not leave the withdrawal form in any other office. Withdrawal prior to the first day of the term can be done on the web or at the Enrollment Services office. International Students with an F-1 and/or J-1 student visa status must also check with the International Office before attempting to withdraw.

WITHDRAWING FROM ALL CLASSES –FEDERAL AID RECIPIENTS

All federal aid recipients who completely withdraw from school prior to completing at least sixty percent of the semester will have to repay some portion of the federal funds received. UCO will determine the unearned portion of the funds received. This refund policy may require the student and/or the university, on behalf of the student, to immediately pay funds disbursed for the purpose of paying educational cost. The student will be held responsible for any funds the university is required to return on the student’s behalf to the federal program. Payment arrangements will be made through the Bursar’s Office only.

EMERGENCY INDIVIDUAL CLASS DROP OR COMPLETE WITHDRAWAL

A student unable to complete a drop or withdrawal by the published deadlines may submit a written petition (with supporting documentation) to Enrollment Services, room 124 in the Nigh University Center. Permission may be granted if proper evidence exists to show that the drop or withdrawal could not be completed during the required time and the instructor confirms the absence. Poor academic performance will not be a consideration. Regardless of the circumstances, withdrawals after the deadline will be reflected on the student’s transcript as “W” if passing or “F” if failing. Drop and withdrawal deadlines are determined by the length of the individual class (generally, 11/16th of the length of the class). Deadlines for irregular classes meeting less than the full semester are proportional.

IMPORTANT DATES (Spring Semester)

Payment Due on All Courses 1/11/13
First Day of Late Enrollment Fee of $40 1/12/13
Classes Begin 1/14/13

Last Day to Enroll or Add classes 1/18/13

Last Day for any refund when DROPPING a class in person 1/25/13

Last Day to Drop a course or Withdraw from All Classes 4/5/13

Classwork Ends 5/3/13

Final Examinations 5/6/13 – 5/10/13

See final exam schedule on the web at :http://www.uco.edu/registrar/sched/

SPRING SEMESTER HOLIDAYS

Martin Luther King Holiday (Offices closed) 1/21/13

Spring Break (Offices open M-W) 3/18/13-3/22/13

SPRING LIBRARY HOURS

The Max Chambers Library will be open the following hours during the spring semester:

Monday – Thursday 7:30 a.m. – 2:00 a.m.

Friday 7:30 a.m. – 6:00 p.m.

Spring 2013

Saturday 10:00 a.m. – 6:00 p.m.

Sunday 12:00 noon – 2:00 a.m.

http://library.uco.edu/

WEATHER RELATED INFORMATION

Students, faculty, and staff may call the UCO Closing Line at (405) 974-2002 or check the UCO Home Page at www.uco.edu. You may also check with local media. On occasion, classes have to be canceled or starting times delayed. When daytime classes are canceled or a late starting time is announced, local media are called by 6:30 a.m. If evening classes are canceled, calls to the media are made beginning at 4:00 p.m., in time for the 5 o’clock news.

EMERGENCIES DURING FINALS STATEMENT

If a university emergency occurs that prevents the administration of a final examination, the student’s final course grade will be calculated based on the work in the course completed to that point in time.
and the faculty member’s considered judgment. Final exams will not be rescheduled, and a grade of “I” will not be given as a result of the missed exam.

FINAL EXAM DAILY LIMITS

A student is not required to take more than two final examinations on the same day. When three or more final examinations are scheduled on the same day, as listed in the official examination schedule, rescheduling of the excess examinations will start with the lowest course (not CRN) number(s). Online courses are excluded.

To reschedule a final examination:

1) the student must petition the appropriate dean(s) using the Petition for Rescheduling Final Exams form which is available from any deans office or online at:

http://www.uco.edu/academic-affairs/files/policiesandguidelines/4academicstandards/4.4FinalExamsOFFICIAL.pdf;

2) the petition must be made no later than five calendar days prior to the beginning of exam week for the semester or term in question;

3) the approval will be delivered to the faculty member by the student;

4) dean(s) will send a copy of approved form to AVP/Enrollment Management, (Box 151);

5) the faculty member shall reschedule, with the student, a day and time agreeable to both;

6) the exam must be administered only during the official final examination week;

7) the new exam date must not interfere with the timely submission of grades for the entire class.

HOW TO CONTACT A FACULTY MEMBER

If you have questions regarding your class, speak with your instructor. Faculty usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

CLASS ATTENDANCE IS IMPORTANT

Talk with your instructor about any absences. Many instructors consider attendance so essential that your grade may be affected by your absence. SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES. Check your course syllabus or ask your instructor for this information.

EXPECTATION OF WORK
Full-time college students are expected to spend approximately 40 hours each week in class attendance and study outside of class. According to Regents’ policy, for each hour in class a student is expected to spend two (2) to three (3) hours studying for the class (OSRHE II-2-34)

WE’RE HERE FOR YOU!

The administration, faculty, and staff want you to be successful in your learning experience here at UCO! If you have questions or concerns, seek help EARLY.

HELPFUL NUMBERS

Admissions Office, 974-3371
Advisement Center, 974-2342
Bookstore, 974-2736
Campus Activities and Events, 974-2363
Career Services, 974-3346
College of Business, 974-2426
College of Education, 974-5701
College of Fine Arts and Design, 974-3770
College of Liberal Arts, 974-5540
College of Mathematics and Science, 974-2461
Commuter Student Services, 974-3655
Counseling Center, 974-2215
Financial Aid Office, 974-3334
Flex Ed, 974-2393
Graduate College, 974-3341
Greek Life, 974-2580
Housing and Dining, 974-2746
International Services, 974-2390
Office of Diversity and Inclusion, 974-3588
Police Services, 974-2345 non-emergency, 9-1-1 emergency
Student Life, 974-2364

Testing Center, 974-2388

Transportation and Parking, 974-2780

Volunteer Service Learning Center, 974-2621

EMERGENCY EVACUATION AND DRILLS:

The purpose of an Emergency Evacuation and Relocation Drill is to educate the participants in the fire safety features, shelter locations, exit routes available, and procedures to be followed in the event of a real emergency. All drills shall be treated as real events. All students will be asked to sign an attendance sheet once you are at the designated relocation point. In the event of Severe Weather: Primary Shelter Location are - Library Basement, Liberal Arts Basement, Murdaugh Hall Basement, Thatcher Hall Basement, NUC floor north, Howell Hall Suite 118, and Central Plaza Basement. In the event you cannot reach a designated shelter area in a timely and safe manner, it is recommended that you "shelter in place" by moving to the lowest level and smallest room located in the center of the structure. An interior closet or bathroom is generally a good location. Use what you have to shield your hands and face from flying debris. Put as much space between you and exterior walls as possible and stay away from windows. Never take shelter in a hall that opens to the south or the west. Do not leave your shelter in place location until you are sure the danger has passed. A basement is considered the safest location in severe weather and locations on campus with accessible basements are limited. http://administration.uco.edu/documents/dps_tornadoSheltersForWeb2009.pdf

Map of Emergency Shelters on campus:


UCO COPYRIGHT POLICY:

Copyright law information is provided to you per the TEACH Act through the following websites:

• UCO Department of Information Technology web page on Copyright, Intellectual Property Rights and Licensing Issues

• UCO directs students to legal downloading sites.

• UCO POLICY FOR USE OF COPYRIGHTED MATERIALS

Have a great semester!

The University of Central Oklahoma Student Information Sheet and Syllabus Attachment has been developed through a cooperative effort between the Continuous Improvement Team and the Office of Academic Affairs.