University of Central Oklahoma  
Department of Sociology and Substance Abuse Studies  
Substance Abuse Studies Master’s Program  

Capstone for Substance Abuse Studies Master’s Program  
Spring 2013  

SAS 5910  
CRN: 28297

J. Keith Killian, D.O., LADC  
Office Hours:  
Office: LA 201E  
Mon 1:30-3:00  
Tues 4:00-7:00  
Thurs 1:30-3:00  
Additional hours by appointment  

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Time: Tuesdays 7:30-10:15  
Classroom: LAR 128

Requirements: Graduate Standing and completion of SAS5613 or GERO 5910

Required Text: All materials will be provided by the instructor or chosen by the student  
With the exception of required reading of the book “Codependent No More” by Melodie Beatie

**COURSE DESCRIPTION**
Capstone for Substance Abuse Studies is designed to be the culminating experience for all  
substance abuse studies master’s students. It will summarize all the work covered in the  
substance abuse program and look at directions for the future in the substance abuse field.

**COURSE OBJECTIVES**

1) To learn through a highly self-directed approach about issues concerning the substance  
abuse and co-occurring field
2) To identify areas of the discipline where and how advances are being made in the  
understanding of addiction and mental health
3) To incorporate best practice models currently being used and other models that are  
currently being investigated.
4) To analyze critically what is currently being used as a best practice model and how they  
may be enhanced
5) To articulate, both orally and in written form the analysis of these models
6) To evaluate, either orally or in written form, peer-level research or writing
7) Formulate and professionally disseminate research in the academic setting
8) Demonstration of competent presentation skills.
COURSE ORGANIZATION

The basic format of the course will be discussion and lecture. The readings will be used as a basis for class lectures and discussion. Additional materials, handouts, video presentations, and guest speakers will be used to elaborate on points raised in our readings and class discussion. Class participation will involve attendance, contributions to discussions, and participation in individual and group activities.

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 is designed to provide active engagement in teaching-learning interchange and scholarly pursuits.

COURSE REQUIREMENTS

Reading and Research
Reading materials and assignments will be given to the students to read or a topic to research as well as the student will choose articles or topics of their own as it pertains to their area of interest. This will demand each student taking personal responsibility for keeping up with the reading assignments and thinking ahead as to what articles he/she would like to bring to the table. The Book “Codependent No More” by Melody Betie

GROUP PARTICIPATION and DISCUSSION

It is important for each student to be prepared to discuss their own perspective on any given topics. Small group interactions will make up the bulk of in-class learning. Participation is an important element in learning the material and applying it to current issues. Group interaction, by class discussion of assigned materials or individual work enhances the learning process for the entire group.

Writing Comp:
A 15-20 page term paper is required for the course. The paper will be a cumulative result of findings through reading and or field research across the semester. The paper topic must be approved by the professor before work is started on the project. Before the final version of the paper is submitted, it will be read and critiqued by a class peer.

The paper will be due April 14
The total number of points available on the paper is 200pts

ASSIGNMENTS

In addition to required reading, each student must bring journal article for a total of 3 minimum
to the class for discussion through-out the semester.

**PRESENTATIONS**
The student will prepare and present a presentation for their area of interest with direct correlation between the presentation and the final paper.

**PARTICIPATION**
As well as preparing written work and presenting information, the student will be encouraged to participate and interact in the group setting. They will be required to engage in peer-critiquing, question formulation, meeting attendance, and group discussion. As such, there will be a predetermined amount of points to encourage interaction. These points may be reduced, or deducted, based on poor participation, attendance or unsatisfactory preparation. Each student will be allowed (1) missed class period without point deductions. Each class will be worth 15 points.

**TEST**
An exam will be given at the end of this course; it will not affect your grade. The test has been designed from areas of the national counseling exam. It will be used as an instrument to gage the effectiveness of the materials covered in the master’s program.

90-100……..A
80-89………B
70-79………C

**SCHEDULE**

**January**

Jan 15    Class participation in syllabus production
Jan 22    Topic discussions
Jan 29    ABCDs and 12 core functions

**February**

Feb 5    ABSTRACTS DUE
Reading and Discussion
Feb 12    Speaker for Medicaid
Feb 19    Treatment Planning
Feb 26    Reading and Discussion

**March**

March 5th    Crisis intervention
March 12    Reading and Discussion
March 19th  SPRING BREAK

March 26  Book report discussion of Codependency No More

April
April 2  Paper draft needed for peer review
    Reading and Discussion.

April 9  Reading and Discussion
April 16  Final paper due

April 23  Student Presentations for peer review
April 30  Student Presentations for peer review
          Survey test

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
Map of Emergency Shelters on campus:
http://www.uco.edu/administration/safety-transportation/emergency-
management/EM%20Shelters.pdf

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.