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CAS 195.01C: Prevention Field Placement - Practicum I

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Course Syllabus
Prevention Field Placement
CAS 195 Field Work
Fall 2014

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I will only communicate through university email.

This course is created to provide students with direct experience working in community organizations where they will create and implement alcohol and drug prevention activities. Students will be placed in community agencies to assist in the preparation and implementation of substance abuse prevention activities in order to apply educational constructs to real work experience. Students will have the opportunity to conduct effective prevention activities in an actual workplace setting, meet and work with other professionals who are in the prevention field, and experience expectations regarding professional conduct. There will be no classroom proceedings and there are no specific textbooks. Students will be required to research and utilize evidence-based practices in the design of their programs and services. The student will meet with Director, Clinical Education biweekly to plan and review progress. Additional community activities are required as described below.

COURSE OBJECTIVES & STUDENT LEARNING GOALS

1. Apply educational constructs to real work experience
2. Identify areas of strengths and weaknesses in prevention theories and activities
3. Learn to communicate and conduct yourself professionally and effectively in a work environment
4. Conduct effective prevention activities
5. Manage conflict and stress, diversity, and employee workplace issues to create positive outcomes

ASSESSMENT OF STUDENT LEARNING

Grades will be based upon the following components:

- Regular attendance in the field– possible 20 points per biweekly meeting
- Regular attendance at biweekly meeting with Dir. Clinical Education (with signed time sheets and monthly work schedule) – possible 30 points per biweekly meeting
- Preparedness for fieldwork – possible points 20 per biweekly meeting
- Ethical, professional and appropriate interactions with clients, colleagues and supervisors – possible points 20 points per biweekly meeting
- Agency Supervisor appraisal of field work – possible points 200
- Final paper possible points 50
RESPONSIBILITIES OF STUDENT

- Attend initial interview with the Professor and the potential Agency Field Instructor to ascertain if the placement is advantageous for both the student and the Agency. At this interview the student is to present themselves in a professional manner, as if applying for a position with the Agency. This includes demeanor and appearance.
- Once the placement is confirmed, the student will be held accountable to arrange and attend a meeting with the Professor bi-weekly.
- Submit to the Agency Field Instructor and Professor a monthly schedule of planned work days/hours at least one week in advance of each month. The schedule must be developed with the Agency Field Instructor. Final plan is approved by Agency Field Instructor and the Professor
- Be in attendance at the agency at days and times agreed upon by the student, Agency Field Instructor and the Professor. If unable to attend, notify the Agency Field Instructor at the start of the work day. Required attendance is understood by the student as with any other course in the University system. The student may not request changes to the scheduled work hours at Agency unless prior approval is obtained from the Professor, per sanctioned University guidelines for approved absences.
- Accrue 135 hours over one semester working in or on behalf of the Agency
- Submit signed time sheets to Professor on a twice a month.
- Adhere to the National Association of Chemical Addiction Counselors Code of Ethics http://www.naadac.org/resources/codeofethics
- Behave in a professional manner, taking responsibility as an adult learner to understand duties, seek supervision when needed, and carry out assignments. This includes professional attire, language, and interpersonal interactions. Student agrees to ask for clarification immediately when unsure of requirements
- Abide by all agency policies and procedures, including confidentiality of client information
- Prepare for supervisory conferences by adhering to deadlines, completing work in a professional manner
- Discuss with Professor any areas of disagreement, dissatisfaction or confusion in respect to any part of the field placement experience

Failure to follow all of the items listed herein will be cause for loss of points in that category and may constitute your temporary or permanent withdrawal from the worksite and termination from the course.

COURSE REQUIREMENTS

1. **Direct Service** – You will provide a minimum of eight hours per week of direct programmatic contact; this will include direct contact with clientele, program development, program implementation and community awareness activities. This course will require that you provide 135 hours in total. You will spend one hour every other week in supervision with the Professor. Preparatory time in designing programs, time spent in supervision and preparing supervisory reports may count toward the 135 hours. Any deviation from this schedule must be submitted for approval in writing.

2. **Journal** – You will maintain a journal so that you can recall your activities and thoughts as the semester progresses. This will assist you in writing the final paper and remind you of incidents that you may wish to discuss with the Professor. You will not have to submit your notes or the journal.
3. **Time Sheets** – Every two weeks, you will ask your agency supervisor to sign a time sheet verifying the hours you have served with the agency. You will submit time sheets to the Professor every two weeks.

4. **Final Paper** – A final paper is required at the end of your semester where you will have an opportunity to integrate the theories you have learned with the application you have experienced. Your final paper should be a minimum [but not be limited to] 1-3 pages and contain a description of your experiences, observations, and address whether you thought your program made a real difference in peoples’ lives. This paper is due **before Dec. 5th, 2014.**

Specifically be sure to address the following.

- Your present philosophy of prevention and where it has changed through this experience.
- How have you changed your perception about the addictions field?
- Which prevention theories or resources did you find most helpful?
- How did this personal workplace experience impact you?
- Evaluate yourself as a prevention advocate. Indicate areas in which you are comfortable and areas in which you could grow.
- Overall rate the experience of working professionally in the field and identify what you might do differently when you enter the field in an employed position.

All work must be typewritten.

I will communicate with you through the university email. You should check your university email regularly. You will be held accountable for its contents.

*I have reviewed this syllabus with the Professor. I understand all of its contents, have been given a copy, and will be held accountable for its contents.*

Signed,

____________________________________________________________Date_____________

Printed Name
Some of the forms which will be used in this course are as follows.

**Student Prevention Field Placement Evaluation**
Agency Supervisor Appraisal of Field Work

Completed by __________________________________________________ Date ______________
Agency________________________________________________________Position____________
Student__________________________________________________________________________

This is a confidential evaluation. The student will not see your comments; however the content of your assessments will be used by the program to assist the student in becoming a more effective professional. Please provide comments to each of the following questions.

1. Was the student always on time? _______________________________________________
2. Did the student present him/herself in a professional manner? ____________________________
3. Did the student get along well with his/her co-workers? ____________________________
4. Was the student always prepared for the day’s work? ____________________________
5. Did the student maintain the agreed upon work schedule? ____________________________
6. Did the student maintain a cooperative and friendly attitude? ____________________________
7. Did the student respond positively to your instruction? ____________________________
8. Were the comments from clientele positive or negative regarding their interaction with the student? ____________________________
9. Overall did you believe that this student is adequately knowledgeable about alcohol abuse prevention? ____________________________
10. Do you believe this student is prepared to enter the workforce in alcohol and drug prevention? ____________________________

What other strengths, weaknesses, comments, observations, or feedback do you have that would assist the student in becoming a valued employee?
# TIME SHEET

**Student Name**

**Program Placement**

**Supervisor(s)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Position</th>
<th>Time In</th>
<th>Time out</th>
<th>Total hours</th>
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<tbody>
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</table>

Signature of Supervisor__________________________________ Total Hours for the Week _________

<table>
<thead>
<tr>
<th>Date</th>
<th>Position</th>
<th>Time In</th>
<th>Time out</th>
<th>Total hours</th>
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Signature of Supervisor_________________________________   Total Hours for the Week ______

Total Hours Used _____________________________________    Total Hours Remaining    __________

**Comments**

__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
# Review of Student Performance in Prevention Field Placement

Student ________________________________ Semester __________

Signed _____________________________________________ Date_______________

<table>
<thead>
<tr>
<th>Activity</th>
<th>Possible</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular attendance in the field</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>20 points per review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular attendance signed time sheets monthly work schedule in supervisory meetings</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>30 points per review</td>
<td></td>
<td></td>
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<tr>
<td>Preparedness for fieldwork</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>20 points per review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethical, professional and appropriate interactions with clients, colleagues and supervisors</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>20 points per review</td>
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<td></td>
</tr>
<tr>
<td>Agency Supervisor appraisal of field work</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Possible points: 200</td>
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<td></td>
</tr>
<tr>
<td>Attendance and write up of community events 50 point each</td>
<td></td>
<td></td>
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<tr>
<td>Final paper</td>
<td></td>
<td>50</td>
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<td>Possible points: 50</td>
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