COURSE SYLLABUS

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student’s preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:
1. Attend every class session. Be on time.
2. Obtain the required course materials prior to the first class session.
3. Complete the first assignment prior to the first class session and all subsequent assignments to the best of your ability.
4. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.

If you cannot perform these four expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.
Course No. & Title:  HUSV 110-WB1, Alcohol and Drugs  
Semester and Term: Spring 2015  
Day and Dates:  Tuesdays, Jan 13th, Jan 20th, Jan 27th, Feb 3rd and Feb 10th  
Time:  6pm – 10pm  
Campus Location: Waterbury

Course Description:  
This course explores alcohol and other drug use and abuse in society. Included in the course will be a historic review, the role of culture in the use of drugs, the effect on society, the family and the individual., and an overview of the etiology, assessment and treatment of dependence.

Instructor & contact information:  
Tracy Mello, MSW  
Phone: 203-455-7588  
Email: tfenster@bridgeport.edu

Required Textbook:  

To order textbooks, go to the bookstore website at http://bridgeport.textbooktech.com/  
Select IDEAL Campus and login to the bookstore. Select the course and follow instructions.

Learning Outcomes:  
Upon completion of this course the student should be able to:  
- Articulate theories and models of addiction.  
- Define the major categories of substance abuse.  
- Give and overview of the drug use/abuse in society.  
- Understand the history of alcohol/drug treatment.  
- Explore the effects of addiction on the family system.  
- Articulate the cultural influence of drug use.  
- Understand the basic elements of assessment and diagnosis of abuse and dependence.
First Assignment Prior to the First Class:

I. First Assignment Prior to the First Class: Read the following chapters from the course textbook, Alcohol and Drugs. Chapters 1, 2, and 3.

Reflection Paper #1 (Due 1/13/15) - Write a 3-page reflection paper summarizing your understanding and views of substance abuse prior to reading the chapters and insights you gained after reading them. Include in your paper objectives you have for your learning through the course, biases you have, and gaps in your knowledge base.

Format & Mechanics: It is expected that this paper will be a minimum of 3 pages in length, be typed utilizing 11 or 12 pt. font, have 1” margins, and be properly labeled with student’s name, date, and assignment name. It should be organized with an introductory paragraph, a summary of your reflections and a summary of your conclusions. This paper should be written in full, complete sentences and grammatically correct and properly punctuated.

Reflections The paper will be written from the first person standpoint and cites the student’s reactions, feelings, and analysis of the text chapters with their pre-reading views. It is expected that the student will articulate their insights and opinions and demonstrate a sophisticated understanding of the issues; able to draw out additional implications from the text chapters as well as outside sources; provide a critical assessment of the opinions communicated by the author; and originality of thought in expression and defense of the student’s own views.

Description of Weekly Sessions:
Week 1- January 13th-
Review of chapters 1-3. In class worksheets will be completed in class for each of these chapters. Details regarding the 2nd homework assignment will be discussed.
First homework assignment is due.

Week 2- January 20th-
Review of chapters 4-6. In class worksheets will be completed in class for each of these chapters. In addition to this the second homework assignment will be due.

Week 3-January 27th-
In class midterm. Review of Chapters 7-9. In class worksheets. The third homework assignment will be discussed.
Week 4th- February 3rd-
Review of chapters 9-11. Worksheets reviewing these chapters will be completed in class and details of the final homework assignment will also be discussed.

Week 5- February 10th-
In class final exam. Discussions regarding the materials reviewed over the 5 weeks will be held. Final homework assignments will be shared with the class.

Descriptive Analysis Paper  (Due 2/10/15) – Choose a film or TV series and write a minimum 3-page paper summarizing your analysis of the themes in the film/show, the effects of addiction on the film’s characters, and compare and contrast how the character’s treatment process correlates to assessment and treatment methods described in the course textbook.

Format & Mechanics (25 out of 100 points): It is expected that this paper will be a minimum of 4 pages in length, be typed utilizing 11 or 12 pt. font, have 1” margins, and be properly labeled with student’s name, date, and assignment name. It should be organized with an introductory paragraph, a summary of your reflections and a summary of your conclusions. This paper should be written in full, complete sentences and grammatically correct and properly punctuated.

Grading Criteria:

20 points-Class Attendance and Participation-
Students who are present when attendance is called will be awarded full attendance points. Students, who attend class late or leave early, earn pro-rated points for attendance. Attendance and participation are key components to completing this course successfully. It is not possible to earn points in this area by simply showing up. You must also participate by asking questions and making thoughtful comments relevant to the reading and class material.

25 % Midterm Exam- Midterm exam is based on Chapter 1-6. During each class we will have worksheets that discuss the chapter topics. These worksheets are your study guides for the midterm exam.

30 points- Homework Assignments- 10 points each
There are three homework assignments due. Each is worth 10 points. If there are grammatical errors or if the paper is not submitted by midnight on the night of the class points will be deducted.

25% Final Exam- Final exam will be on Chapters 7-10. During each class we will have worksheets that discuss the chapter topics. These worksheets are your study guides for the final exam.
Letter Grading Scale:

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<tr>
<th>% of Points Earned</th>
<th>Letter Grade</th>
<th>% of Points Earned</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>100-94</td>
<td>A</td>
<td>76-74</td>
<td>C</td>
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<td>93-90</td>
<td>A-</td>
<td>73-70</td>
<td>C-</td>
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<tr>
<td>89-87</td>
<td>B+</td>
<td>69-67</td>
<td>D+</td>
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<td>86-84</td>
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<td>83-80</td>
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<tr>
<td>79-77</td>
<td>C+</td>
<td>Below 60</td>
<td>F</td>
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**ACADEMIC POLICIES**

**Attendance Policy**
Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. If an absence is unavoidable, the student, prior to class, should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments. It is also expected that students arrive on time and not leave until the class is dismissed. Tardiness will result in a reduced grade for the course. If you cannot attend every class session you should consider dropping the course.

**IMPORTANT:**
- Missing one class session will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- Missing two or more class sessions will be cause for a failing grade.
- Note: For 15-week courses; missing two class sessions will result in a letter grade drop and three or more will cause a failing grade.

**Drop Procedures**
To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage: [http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/](http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/).

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

**Cell Phones**
Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.
Academic Dishonesty
The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site: http://www.indiana.edu/~istd/plagiarism_test.html

Ethics Statement of Confidentiality
An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information,
comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://www.bridgeport.edu/pages/2209.asp The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. Online Tutoring is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account

Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: http://www.bridgeport.edu/ubnet - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: http://www.bridgeport.edu/email and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

Learning Management System (LMS) - Canvas

For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents.

Canvas Tutorial For Students: https://bridgeport.instructure.com/courses/985903
For assistance contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu

Accessing Your Grades & Schedule Online

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library

Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on “myEureka Digital Library.” Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
Send questions to the Reference Librarian for assistance in research topics and searching strategy.

Using Computers
Open access computer labs are available at three locations:
- **Bridgeport** – 1st floor of the Wahlstrom library. Check library hours of operation at: [http://www.bridgeport.edu/library](http://www.bridgeport.edu/library).
- **Stamford** – Room D; Check open hours at: [http://www.bridgeport.edu/stamford](http://www.bridgeport.edu/stamford).
- **Waterbury** – Computer Lab; Check open hours at: [http://www.bridgeport.edu/waterbury](http://www.bridgeport.edu/waterbury).

Course Cancellations
Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, ([www.bridgeport.edu](http://www.bridgeport.edu)). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

**IMPORTANT CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Office</th>
<th>Telephone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Bridgeport Campus Security</td>
<td>(203) 576-4911</td>
<td><a href="mailto:ubsecurity@bridgeport.edu">ubsecurity@bridgeport.edu</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>(203) 576-4692</td>
<td><a href="mailto:bursar@bridgeport.edu">bursar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>(203) 576-4682</td>
<td><a href="mailto:cashier@bridgeport.edu">cashier@bridgeport.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(203) 576-4568</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>(203) 576-4635</td>
<td><a href="mailto:registrar@bridgeport.edu">registrar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Emergency Notification Phone</td>
<td>(203) 576-4159</td>
<td></td>
</tr>
<tr>
<td>IDEAL Office</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
</tr>
</tbody>
</table>

**CAMPUS CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Telephone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Bridgeport</td>
<td>126 Park Avenue Bridgeport, CT 06604</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
</tr>
<tr>
<td>Stamford</td>
<td>5 Riverbend Drive Stamford, CT 06750</td>
<td>(203) 358-0700</td>
<td><a href="mailto:ubstamford@bridgeport.edu">ubstamford@bridgeport.edu</a></td>
</tr>
<tr>
<td>Waterbury</td>
<td>84 Progress Lane Waterbury, CT 06705</td>
<td>(203) 573-8501</td>
<td><a href="mailto:ubwaterbury@bridgeport.edu">ubwaterbury@bridgeport.edu</a></td>
</tr>
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Directions to IDEAL Campus locations: [http://www.bridgeport.edu/pages/2260.asp](http://www.bridgeport.edu/pages/2260.asp)

To fill out your financial aid report to the Federal Government, please go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is **001416**.
Federal Student Aid Information: 1-800-433-3243