

# UCLA Extension

Department of Humanities, Sciences, Social Sciences and Health Sciences, (310) 825-7093  
Quarter: Winter 2013

## Individual Counseling Skills: Alcohol and Drug

### SYLLABUS

Community Health Sciences X 428.2B  
(formerly Community Health Sciences X 428.2B)  
Reg# V7400  
# Units: 4

**Course Dates:** Thursdays, January 10 – March 28, 2013  
(12 sessions)

**Time:** 7-10 pm

**Location:** UCLA Extension Lindbrook Center, Room 204 ABC, Westwood. LA

**Instructor:** Melody J. Anderson, LCSW (NY, CA)

### **Course Description:**

This course introduces students to brief therapeutic interventions, with a focus on Motivational Interviewing, that are effective in counseling individuals diagnosed with substance abuse or dependency. Students will create assessment tools they can utilize with clients and with clinical staff. Experiential activities include participation in group discussions to review cases, design appropriate treatment plans and practice counseling skills with peers. Students will explore how their beliefs and perceptions, or “transferences,” may positively or negatively affect their treatment of clients. Discussion will include: effective strategies to deal with client anger issues; examination of personal and professional roles and responsibilities; how to avoid burn-out; and access websites and resources.

*Prerequisite: Successful completion of X 428.1B Introduction to Counseling and Assessment: Alcohol and Drug Counseling with a grade of C or better.*

*Required course in Alcohol and Drug Abuse Counseling Certificate Program*

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## **Course Objectives:**

Upon attending and participating in lectures, and completing, homework and quizzes, students will begin to develop a personal style of counseling. Students will achieve this by selecting tools from the different modalities presented. Specifically, they will acquire the skills to conduct themselves as professionals and develop respectful and supportive attitudes towards their clients, peers and employers. Students will also demonstrate the ability to: present their cases to other professionals; prioritize self-care; identify when to avoid burn-out; and develop a referral and resource library. Training includes 8 Core Competencies that are tested in the California Association of Alcoholism and Drug Abuse Counselors (CAADAC) exam.

## **Specific Learning Objectives:**

Upon successful completion of this course, students will be able to:

1. Describe *Change Theory*.
2. Utilize brief therapeutic modalities and skills, with a focus on Motivational Interviewing (MI), so they can guide clients through the stages of change.
3. Utilize theories and skills of: Cognitive Behavioral, Dialectical Behavioral, Strategic/Interactive, Humanistic/Existential and Psychodynamic therapies.
4. Design a Bio-psychosocial Tool to assess client readiness for change and staff presentations.
5. Utilize techniques to manage aggressive behaviors in the client.
6. Utilize techniques to self-monitor and manage the student's aggressive thoughts and behaviors toward the client.
7. Define basic terminologies of addiction in the DSM-IV.
8. Identify symptoms of burn-out and when to ask for help. Identify when to seek supervision when difficult situations arise with their clients.
9. Identify unrealistic expectations counselors may hold while counseling others.
10. Develop a resource library.
11. Identify areas of concern in using these skills in present internships and future employment.

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## Expectations for Successful Completion of Course Requirements:

For your educational benefit and the benefit of your grades, it is recommended:

- students attend and participate in all classes for the full 3 hours
- obtain all required manuals prior to the second class session
- complete assigned readings for each class
- complete and hand-in all assignments as requested
- participate in class discussions
- complete all exams

As you will see, **class attendance WILL affect your grade.** (See Grading Section of this Syllabus).

There is to be no video recording of the instructor while teaching.

**All cell phones must be in the silent or vibrate mode and texting is not permitted in the classroom.** Please respect other students' learning process by taking conversations **away** from the classroom. Students are expected to abide by the UCLA Extension Student Conduct guidelines provided in the current quarterly catalogue (print or online) under "General Information."

### First Class:

Please hand-in "My 3 Goals for This Class" at the beginning of class and complete readings in TAP 21 pp. 35-45; TIP 35 Ch. 1-3; and TIP 34 Ch. 1. Using your Quick Guides and Kap Keys will make it easier. Please print-out Class Schedule so we can refer to it in class.

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## Required Manuals:\*

The following are required reading materials for this course:

1. TIP 34: Brief interventions and brief therapies for substance abuse, plus KAP Keys and Quick Guide for Clinicians for Tip 34
2. TIP 35: Enhancing motivation for change in substance abuse treatment, plus KAP Keys and Quick Guide for Clinicians for Tip 35
3. TIP 24 Quick Guide
4. Anger Management for Substance Abuse and Mental Health Clients
5. TAP 21: Addiction Counseling Competencies
6. Alcoholics Anonymous World Services. (2003) The Big Book. NY: NY

\*Note: many of these manuals were given out at the fall 2012 Student Orientation so you may already have these materials.

These are free manuals and are available online at the SAMHSA (Substance Abuse & Mental Health Services Administration) site: <http://www.samhsa.gov>; 1-800-729-6628; NCADAI (National Clearinghouse for Alcohol & Drug information) 1-800-729-6866/301-468-2600.

*It is the responsibility of each student, to order these manuals BEFORE class begins. Delivery can take up to 4 weeks.*

## Optional Readings:

*Instructor recommends students find recovery books @ Twelve N' Twelve, 12118 Santa Monica Blvd @ Bundy, 90025/310-207-8895 ask for Keate & use my name: or go to AA or AA/Al-Anon web-sites.*

1. Alcoholics Anonymous (2003) Daily Reflections. NY: NY
2. Al-Anon Family Groups. (1995) How Al-Anon Works: For Families & Friends of Alcoholics. Virginia Beach, VA: Al-Anon Family Group Headquarters Inc. (2001) Courage to Change
3. Miller, W. R. and Rollnick, S. (2002). Motivational Interviewing: Preparing people to change. NY: Gilford Press (Try Amazon.com)

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## **Instructor Biography:**

Melody Anderson, LCSW, received her Master's degree in Social Work from New York University's Shirley Ehrenkrantz School of Social Work. She is a Level II Certified EMDR specialist for trauma treatment and is a graduate of The Ackerman Training Institute for The Family. She created & was Coordinator of "The Family & Friends Program; and "The Intensive Out-Patient Program," at Hazelden New York. She currently facilitates groups at local recovery centers and has private practice in Los Angeles and New York. Ms. Anderson has presented internationally on "The Family & Addiction." FYI: [www.counselingbymelody.com](http://www.counselingbymelody.com)

## **UCLA Extension Contact for this Course:**

Program Manager--Regina Marinas @ 310-825-7093 [Rmarinas@uclaextension.edu](mailto:Rmarinas@uclaextension.edu)

## **Student Records:**

Students can access and update student records online by visiting: [www.uclaextension.edu](http://www.uclaextension.edu) and clicking on *My Extension* on the left navigation bar, selecting *Student's Course Essentials* and following the directions to log in. *Student's Course Essentials* lets you view your grades, request an official transcript, change credit status on a current course, obtain enrollment verification, update your personal information, and much more.

## **Accommodations:**

If you need accommodation for a disability, please contact UCLA Extension Disabled Student Services directly at (310) 825-7851 or via e-mail: [access@uclaextension.edu](mailto:access@uclaextension.edu).

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## **\*\*\*Grading:**

*Grades are based on the number of points earned as outlined below. Points are based on: regularity of attendance; class participation, including topic-appropriate questions & comments; involvement with group projects. On assignments & exams, 25% of your grade is based on proper use of grammar, spelling, 25% on clarity of writing, 30% on quality and synthesis of ideas, original comments, research and 20% adherence to the bibliography guidelines of the American Psychology Association (APA) for citing reference.*

## **Total Points for the Course 100**

*(Please review Course Chart for specific points.)*

Attendance	10%	(10 points)
Homework Assignments (HW)	23%	(23 points)
Quiz	6 %	(6 points)
Class Presentation	10%	(10 points)
Mid Term Paper Part #1 (1-pg. outline of your style of counseling)	10%	(10 points)
Mid-Term Paper Part #2 (3-pg paper from the above outline)	15%	(15 points)
Final exam (open book)	26%	(26 points)
<i>Papers must reflect American Psychology Association (APA) format.</i>	<b>Total:</b>	<b>(100 points)</b>

## **Letter Grade Equivalent:**

A	(89-100%)	89-100 points
B	(69-88%)	69-88 points
C	(50-68%)	50-68 points
D	(35-49%)	35-49 points
F	(≤34%)	≤ 34 points

## **Attendance:**

Attendance will be verified using a sign-in/sign-out sheet. Please note that if you miss more than 3 classes, you will be penalized a letter grade.

The attendance roster will be passed around AFTER the 15 minute, mid-class break. If you are late, please make sure you have written your name on the roster by class end, otherwise it will be marked as a missed class. If you need to leave class early, it must first be cleared by the instructor. If students do not return to class after break, it will also be considered a missed class. If students sign-in and then leave, it will be considered a missed class.

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## **Homework Assignments: 23 points**

*(Points based on information accuracy & thoroughness, spelling, grammar, handing in on due date and legibility.)*

**Homework Assignment #1:** (3 pts.) – Due 1<sup>st</sup> Class session: January 10<sup>th</sup>, 2013  
*At beginning of class hand in “My 3 Goals for This Class”*

**Homework Assignment #2:** (6 pts.) – Due January 17<sup>th</sup>  
*List the 6 stages of change & describe the difference between Action & Preparation.*

**Homework Assignment #3:** (6 pts.) – Due January 31<sup>th</sup>  
*Name 4 catalysts of change; 3 FRAMES; 2 MI methods.*

**Homework Assignment #4:** (5 pts.) – Due March 7<sup>th</sup>  
*Identify one tool you would use with 1) a resistant client & 2) an angry client*

**Class Presentation:** (10 pts.) – Due March 7<sup>th</sup>  
*Present a 1 minute assessment and treatment plan in class.*

**\*\*Quiz:** (6 pts.) – Due March 14<sup>th</sup>  
*Identify 3 Cognitive distortions*

**Homework Assignment #5:** (3 pts.)-- Due March 21<sup>st</sup>  
*Review “My 3 Goals for This Class,” write ½ page discussing whether your goals have been met or have changed*

## **Mid-term Paper on Chosen Counseling Style**

Part #1: **Due: 02/28/13**  
*Write a 1-page outline of your chosen style of counseling*

Part #2: **Due: 03/14/13**  
*Write 3-page paper developed from the above outline*

## **\*\* Final Exam: - March 28<sup>th</sup>**

*Open book, multiple choice and 1 case study essay*

**\*\*There will be no options to make-up missed quizzes or the final exam.**

**\*\*\*All grades are final when filed by the instructor on the Final Grade Report.**

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## Course Outline

Course Syllabus is subject to update by the instructor.

**Legend: HW-Homework, GP-Group, Q-Quiz.**

*If you miss a class, contact another student to see if there is a change in readings or testing.*

Date	Lecture/Discussion Topics	Weekly Reading	Quizzes, Exams, Homework and Group Project Due Dates
<p><b>Week 1</b> Jan 10</p>	<ul style="list-style-type: none"> <li>• Discuss Course Format &amp; Expectations Discuss Appendix C in TIP 34 &amp; 35</li> <li>• Discuss FRAMES</li> <li>• Discuss Catalysts for Change</li> <li>• Stages of Change Model to help students understand why so many different techniques are required to treat substance abusers.</li> <li>• Introduction to Brief Therapies</li> </ul>	<ul style="list-style-type: none"> <li>• TIP 34 pp. 1-24, KAP KEYS (KK) TIP 35 p.1 Quick</li> <li>• Guide(QG) TIP 35 pp. 7-8</li> <li>• KK TIP 34 p 3,4</li> <li>• QG TIP 34 pp.1-12</li> <li>• TIP 35 CH 1-3</li> <li>• KAP KEYS (KK) TIP 35; pp. 1-5; TIP 34 Ch. 1; QG TIP 35 pp. 4-9</li> <li>• TAP 21 Competency #24</li> </ul>	<p><b>HW #1</b> (3 pts.) Hand-in at the beginning of class “My 3 Goals For This Class.”</p> <p><b>HW #2 Due 01/17</b> (6 pts.) List the 6 stages of change &amp; describe the difference between Preparation and Preparation To Action.</p> <p><b>READ:</b> TIP 35 CH 4,5; TIP 34 Ch. 2</p>
<p><b>Week 2</b> Jan 17</p>	<ul style="list-style-type: none"> <li>• Discuss Brief Intervention for Substance Abuse/Cognitive Distortions</li> <li>• Introduction to Motivational Interviewing (MI) from Pre-Contemplation to Contemplation</li> <li>• Motivational Interviewing video</li> <li>• Connect MI with AA’s Steps 1 &amp; 2 AA</li> </ul>	<ul style="list-style-type: none"> <li>• TIP 34 Ch. 2</li> <li>• KK 34 pp. 3,4</li> <li>• QG TIP 34 pp. 13-19</li> <li>• TAP 21 Competency #26, 27</li> <li>• TIP 35 CH 4,5</li> <li>• KK TIP 35 pp. 3,4; QG TIP 35 pp5, 6 &amp; 16-24</li> <li>• AA’s Big Book (BB) Dr.’s Opinion &amp; STEP 1 &amp; 2</li> </ul>	<p><b>Hand-in homework at beginning of class.</b></p> <p><b>READ:</b> TIP 35 Ch. 6 &amp;7 ; TIP 34, Ch.3 &amp; 4</p>



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<p><b>Week 3</b> Jan 24</p>	<ul style="list-style-type: none"> <li>• Motivational Interviewing strategies from Preparation To Action, Action &amp; Maintenance</li> <li>• Brief Therapies Brief Cognitive-Behavioral Therapy</li> </ul>	<ul style="list-style-type: none"> <li>• TIP 35 Ch 6 &amp; 7</li> <li>• TAP #21 Competency #28, 29</li> <li>• (Optional-Miller book on MI)</li> <li>• TIP 34 Ch. 3 &amp; 4</li> <li>• QG TIP 34 pp. 20-23</li> <li>• BB “Bill’s Story,” &amp; Step 2 &amp; 3</li> </ul>	<p><b>HW #3 Due 01/31 at beginning of class</b> (6 pts.) Name:</p> <ul style="list-style-type: none"> <li>• 4 catalysts for change</li> <li>• 3 FRAMES</li> <li>• 2 MI tools you would use.</li> </ul> <p><b>READ:</b> TIP 35 Ch. 8 &amp; 9 &amp; pp. 43-52; QG 34 pp 36-48; Review SAMHSA Anger Management Manual</p>
<p><b>Week 4</b> Jan 31</p>	<ul style="list-style-type: none"> <li>• Discuss strategies to use with resistant clients.</li> <li>• Anger Management &amp; discussion of treatment strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• TIP 35 CH 8,9, pp. 43-52;</li> <li>• QG TIP 35 36-48</li> <li>• TAP 21 Competency 29</li> <li>• BB CH 3: “More About Alcoholism” Step 4 &amp; 5</li> <li>• SAMHSA Anger Management Manuel</li> <li>• KK TIP 35; Ch. 4 &amp; 5</li> </ul>	<p><b>HW #3 Due beginning of class.</b></p> <p><b>HW #4 Due 02/07</b> (5 pts.) Write 1 tool for each:</p> <ul style="list-style-type: none"> <li>• 1 resistant client</li> <li>• 1 angry client</li> </ul> <ul style="list-style-type: none"> <li>• <b>READ:</b> Tip 34 Ch. 4 &amp; 5</li> </ul>
<p><b>Week 5</b> Feb 7</p>	<ul style="list-style-type: none"> <li>• Strategic/Interactional Therapy</li> </ul>	<ul style="list-style-type: none"> <li>• TIP 34 Ch. 4 &amp; 5</li> <li>• KK TIP 35; 3-4</li> </ul>	<p><b>HW #4 Due at the beginning of class.</b> Review Cognitive Distortions for quiz next week <b>READ:</b> Tip 34 Ch.6</p>
<p><b>Week 6</b> Feb 14</p>	<ul style="list-style-type: none"> <li>• Brief Approaches Humanistic &amp; Existential</li> </ul>	<ul style="list-style-type: none"> <li>• TIP 34 Ch. 6</li> </ul>	<p><b>Quiz</b> (5 pts.) Write down, &amp; describe identify 3 cognitive distortions <b>READ:</b> TIP 34 Ch. 7</p>

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<p><b>Week 7</b> Feb 21</p>	<ul style="list-style-type: none"> <li>• Brief Interventions: Psychodynamic Therapy</li> <li>• Discuss DSM-IV Diagnosis of Substance Abuse</li> </ul>	<ul style="list-style-type: none"> <li>• TIP 34 Ch. 7</li> <li>• Hand-outs</li> <li>• TAP 21 Competency # 26, 27 &amp; 30</li> <li>• DBT Hand-outs</li> </ul>	<p><b>Mid-Term Paper Part #1 Due 02/28</b> (10 pts.) Develop a 1-page Bio-psychosocial assessment and a 1-page description of 2 brief therapies you would use &amp; why, with a resistant client in early sobriety.</p> <p><b>READ:</b> DBT hand-outs; TIP 34 Ch. 8</p>
<p><b>Week 8</b> Feb 28</p>	<ul style="list-style-type: none"> <li>• Overview of Dialectical Behavioral Therapy (DBT) and Trauma treatment.</li> <li>• Discuss Brief Family Therapy</li> <li>• Create a Bio-psychosocial Assessment Tool from format</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion of DBT and Trauma issues</li> <li>• TIP 34 Ch. 8</li> <li>• TAP 21 Core Competency 31, 32 Hand-Out Assessment Tool Form</li> </ul>	<p><b>Hand-in Mid-Term Paper Part #1</b></p> <p><b>Class Presentation Due 03/07</b> (4 pts.) Develop a 1 minute Treatment Plan with a bio-psychosocial assessment and include client's stage of change, an MI technique and 1 other brief therapy that is appropriate for this client <b>There WILL be a timer.</b></p> <p><b>READ:</b> TIP 34 Ch. 8</p>
<p><b>Week 9</b> Mar 7</p>	<ul style="list-style-type: none"> <li>• Discuss Mid-Term Paper Part #1 Comments</li> <li>• Discuss Time-Limited Group Therapy</li> </ul>	<ul style="list-style-type: none"> <li>• TIP 34 Ch. 9</li> <li>• TIP 35 Appendix B &amp; C</li> <li>• TAP 21 Competency 33, 34</li> </ul>	<p><b>Instructor returns Mid Term Paper Part #1 with comments.</b></p> <p><b>Class Presentation</b> (6 pts.) Treatment Plan 1 minute.</p> <p><b>Mid-Term #2 Due 03/14</b> (15 pt.) Write 3-pages on your chosen counseling style with APA format.</p>

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<b>Week 10</b> Mar 14	<ul style="list-style-type: none"> <li>• Discussion of resources &amp; websites in the outside world, career planning</li> </ul>	<ul style="list-style-type: none"> <li>• TIP 34 Appendix B &amp; C</li> <li>• TAP 21 Competency 36</li> <li>• Resource hand-outs</li> </ul>	<b>Hand in Mid-Term #2</b>  <b>HW #5 (3 pts.) Due 03/21</b> Write if you have met your goals or if you had any new goals.
<b>Week 11</b> Mar 21	<ul style="list-style-type: none"> <li>• Discussion of professional issues regarding self-care, supervision, concerns evaluation of course</li> <li>• Review of exam</li> </ul>	<ul style="list-style-type: none"> <li>• TAP 21 Competency 35</li> <li>• Review Readings and Exam Topics</li> </ul>	<b>HW #5 Hand-in</b> at start of class.
<b>Week 12</b> Mar 28	<b>FINAL EXAM</b> <i>multiple choice &amp; case studies</i>		<b>Final Exam</b> (27 pts.) <i>Open Book, Multiple Choice</i>

*It is estimated that students will spend approximately 7 hours outside class each week to complete class assignments, readings and study for exams. Depending on the extent of your academic preparation and recent college-level coursework in this topic area, the amount of study time needed may vary considerably.*

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## “MY 3 GOALS FOR THIS CLASS”

Individual Counseling

*Total Points--3*

*(Please fill in and hand-in on first class, January 12, 2012)*

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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