Employee Assistance Counseling
Psychology 6343-010
Thursday 6:00pm to 8:50pm
Fall, 2018
Instructor: J. A. Contreras, PH.D

E-Mail: j.a.contreras@suddenlink.net
Office Hours: By appointment
Phone: 325-212-8712 (Identify yourself as a student)

Text: The Employee Assistance Handbook, Edited by James M. Oher, John Wylie and Sons.

Student Learning Outcomes

You will be able to:

<table>
<thead>
<tr>
<th>Learning Objectives</th>
<th>Corresponding Assessments</th>
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<tr>
<td>1. The student will gain an understanding of the role of the clinician as an Employee Assistance Professional</td>
<td>1. Self assessment questions, class discussions, quizzes, exams.</td>
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<tr>
<td>2. Demonstrate knowledge of the different roles of an EAP</td>
<td>2. Self assessment questions, class discussions, quizzes, exams</td>
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<td>3. The student will learn to implement EAP techniques when providing counseling.</td>
<td>3. Self assessment questions, class discussions, quizzes, exams.</td>
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Course Requirements:
The student will be required to read each chapter in the texts and be prepared to discuss in class. There will be 3 scheduled essay exams. Each exam will be worth 25%, totaling 75% of the grade. There will be daily quizzes and a final exam worth 25%.

Course Attendance:
An accurate record of class attendance will be kept. Failure to attend class will effect your grade. If you miss 3 classes you need to consult with me ASAP.

Make Up Tests:
You may make up an exam by emailing me in advance to arrange a test date. If you miss an exam for unforeseeable reasons please provide me within 1 week a statement of reason. Failure to do so will result in a zero score for your test.

GENERAL POLICIES RELATED TO THIS COURSE

All students are required to follow the policies and procedures presented in the following document:
Angelo State University Handbook located on the ASU website
http://www.angelo.edu/cstudent/documents/pdf,StudentHandbook.pdf,

ACADEMIC HONESTY

Academic honesty is expected on all work. Student are expected to maintain complete honesty and integrity in their online experiences. Any student found guilty of any form of dishonesty in academic work is subject to disciplinary action and possible expulsion from ASU.

The Dept. of Psychology, Sociology, and Social Work adheres to the academic honesty statement as set forth in the Angelo State University Handbook (2011-2012) http://www.angelo.edu/content/files/17358-university-honor-code. The University "faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials."

PLAGIARISM

Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.
In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center http://www.angelo.edu/dept/writing_center/academic_honesty.php.

STUDENTS WITH DISABILITIES

1. “Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.”

2. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting the Office of Student Affairs, University Center, Room 112 at (325) 942-2047 or (325) 942-2211 (TDD/FAX) or by e-mail at studentservices@angelo.edu to begin the process. The Office of Student Affairs will establish the particular documentation requirements necessary for the various types of disabilities.

Reasonable accommodations will be made for students determined to be disabled or who have documented disabilities.

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS

“A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.”

INCOMPLETE GRADE POLICY (OP 10.11 Grading Procedures)

ASU policy is that incomplete grades be reserved for student illness or personal misfortune. Please contact me if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.

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