



**HMSV 2140 Introduction to Alcohol and Dr section name section credit hours**  
**Credits**  
**Syllabus**

## Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** This course provides a broad overview of the field, including issues of alcohol and other drugs in history and society; definitions and prevalence of alcohol and drugs use misuse and addiction; major theoretical perspectives on the causes and remedies of substance abuse; major landmarks in alcohol and drug social policy; and the development and evolution of the alcohol and drug abuse counseling field.

**Prerequisites:** ENGL-095 and RDNG-099

**Terms offered:** Fall and Spring

**Section-specific Course Description:**

## Course Level Objectives

Upon the completion of this course the student should be able to:

1. The student will be able to explain public policy and its effect on drug use.
2. The student will be able to describe ways drugs negatively affect the body and brain.
3. The student will be able to describe patterns of both alcohol consumption and family dynamics in alcoholism.
4. The student will be able to describe aspects (including forms of administration, acute/chronic effects, patterns of abuse) of the following; major stimulants, narcotics, hallucinogens, marijuana, inhalants and depressants.
5. The student will be able to describe effective components of prevention programs.

## Required Texts and/or Materials

**This course requires access to MindTap that is partnered with the course textbook, Concept of Chemical Dependency, 10e by Cengage.**

**Some instructors will provide supplemental materials in class. These will be delivered electronically at no cost to the student.**

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

This master syllabus is for informational purposes only and individual course syllabi may differ. Faculty reserve the right to make changes to their individual syllabi on an as needed basis.

Students will complete a series of weekly homework assignments. Instructors also use short in-class writing prompts or discussions, online discussions and/or small regular quizzes to solidify class concepts.

Students will complete independent and group projects as a part of their midterm or final assignment.

Service Learning hours may be required for successful completion of this course.

## COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

[disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu) or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

## Student Support

### **Student Services and Support**

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

### **Academic Support**

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

## Participation and Attendance Policy

Regular attendance is important for success in this course. All instructors expect students to attend class, and to notify instructors if they will be absent. In some cases, arrangements for late work may be made. Some instructors may not give full credit for late work missed due to absence.

Students are expected to actively participate in class.

## Other Classroom Policies and Expectations

### Names/Pronouns.

Class rosters are provided to the instructor with the student's legal name as well as "Preferred first name" (if previously entered by you in the Student Profile section of your Canvas account, which managed can be managed at any time). While Canvas refers to this as merely a preference, you will be respected by the instructor and classmates referring to you with the name and pronoun that feels best for you in class or on assignments. Please advise the instructor of any name or pronoun changes so I can create a learning environment in which you, your name, and your pronoun are respected.

### Wellness Statement.

Diminished mental health, including significant stress, mood changes, excessive worry, or problems with eating and/or sleeping can interfere with optimal academic performance. The source of symptoms might be strictly related to your course work; if so, please speak with your instructor. However, problems with relationships, family worries, loss, or a personal struggle or crisis can also contribute to decreased academic performance.

**San Juan College provides FREE mental health services to support the academic success of students.** San Juan College offers free, confidential counseling services to help you manage personal challenges that may threaten your well-being.

**Getting help is a smart and courageous thing to do - you are worth it!**

For helpful resources contact the Counseling Center at 505-566-3404 or <https://www.sanjuacollege.edu/student-services/advising-and-counseling-center/counseling-center/>

# Veterans Center.

If you are a student veteran, SJC has a Veterans Center located in Room 1715 in the West Classroom Complex. Hours: M-F 8-5pm. Please visit their website for more information about what support they offer, a list of ongoing events and links to outside resources: <https://www.sanjuancollege.edu/veterancenter/>

## Student & Class conduct:

- Everyone is allowed to feel they can work and learn in a safe and caring environment.
- Everyone learns about, understands, appreciates, and respects varied races, classes, genders, physical and mental abilities, and sexualities.
- Everyone matters.
- All individuals are to be respected and treated with dignity and civility.
- Everyone shares the responsibility for making our class, and the San Juan College Community, a positive and better place to live, work, and learn.
- Each student has a right to learn, and the instructor has a right to teach. Anyone who interferes with these rights is subject to disciplinary actions, ranging from a simple reprimand to expulsion from the course.

Your instructor reserves the right to add new policy during the semester as long as it doesn't contradict existing policy. New assignments may be added, too, and some may be changed or deleted. By enrolling in this class, you accept and agree to abide by the policies of the course.

## Canvas Participation and Expectations

Students should be logging into Canvas regularly, at a minimum twice a week.

## Instructor Response Time

All instructors endeavor to respond to student requests within 24 hours Monday - Friday. Some instructors will respond on the weekends and some will not. Check with individual instructors regarding weekend response times. Instructors also try to return graded work within one week.

## Course Time Commitment

The standard is 6-9 hours outside of class for a 3-credit face to face course and 9-12 hours per week for an online course of the same length.

## Grading

Final grades are calculated based on the following weights. Each instructor may have slightly different weights, but they all fall within the following ranges:

Category	Weight (8-week hybrid)	Weight (online courses)
Attendance and Participation	10- 15%	0%
Assignments (In-Class & online)	20- 25%	25- 30%
Quizzes	0- 20%	20- 30%
MindTap Assignments	20-30%	20- 30%
Projects	30-40%	30-40%
Total Possible	100%	100%

Letter Grade	Standard Section	Honors Section
A	90% and above	100% and above
B	80-89%	90-99%
C	70-79%	80-89%
D	60-69%	70-79%
F	59% or lower	69% or lower

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

Exact schedule with due dates will be determined by instructor. See Canvas for this schedule. See Course Requirements for general information on assignment expectations.

## College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for “Request for Services” and complete all the steps.

You can also contact the college’s disability coordinator in the Advising/Counseling Center at 566-3271 or [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). More information is available on the website listed above.

## **2. The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

## **3. Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

## **4. Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

## **5. Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building

- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

## **6. Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## **7. Drop for Non-Attendance and/or Non-Participation**

### **Class Attendance and Participation Expectation:**

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.



Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

#### **8. Failure to Meet Class Participation Expectation:**

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

#### **9. Grading Policies**

##### **Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))**

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

## 10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog.([Grade Appeal Policy](#))

## Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)