Meeting Times

This virtual, asynchronous course is presented in a 15-week format. Each module comprises 2 weeks and includes assigned readings, course videos, discussions with colleagues, and assignments that provide opportunities for students to apply the concepts covered each week. Prior to the first day of class, students must review the syllabus and Blackboard course thoroughly.

To enhance student-to-student and instructor-to-student interaction, the professor will host a live webinar with students utilizing Collaborate bi-weekly during the 15-week term. Students are encouraged, but not required, to attend the bi-weekly webinars, which will take place at 7:00 pm "Texas Time".

Contact Information

ELECTRONIC COMMUNICATIONS

Communications should occur within the bi-weekly webinars unless they are of a critical nature. For critical incidences, students are required to contact the instructor via email or phone within 24 hours of the incident and will receive a response within 48 business hours. (Business hours are 8:00 am to 5:00 pm Monday-Friday. Forty-eight business hours span 6 full workdays.) The course instructor does not respond to student emails after work hours on Friday, during weekends, or before work hours on Monday of each week.

Important Definitions:

Critical (Adj.): Of the nature of a crisis; grave.

Crisis (N.): A dramatic emotional or circumstantial upheaval in a person's life.
Examples of crises: (a) your close loved one has passed away, (b) you personally experience a serious illness that requires hospitalization, (c) you are unable to cope with life and are experiencing suicidal or homicidal ideation that requires mental health treatment, (d) you personally are experiencing an active episode of psychosis and require mental health treatment, (e) you are giving birth to a newborn child, etc.

Examples of non-crises: (a) you are experiencing difficulties with technology (e.g., internet went down), (b) you have questions about assignments/grading/rubrics, (c) you are on vacation (or are about to leave for vacation) and can’t complete an assignment by the due date/time, and the like.

**COURSE-RELATED ASSISTANCE**

The IA is the first point of contact for students who have assignment-related questions, including (but not limited to) those related to grading, rubrics, and assignment due dates, among others.

If the IA is unable to answer a student’s assignment-related question or to resolve a student’s assignment-related concern, then the course professor is the second point of contact. For course-related assistance that is not assignment-related, the course professor is students’ first point of contact.

If the course professor is unable to assist a student with a course-related question or concern, then the Dept. Chair, Dr. Belinda Lopez, is the student’s third and final point of contact. If necessary, Dr. Lopez will consult with the Associate Dean and/or Dean of the College of Education to seek the information necessary to address the students’ question or concern.

Instructor of Record: Dr. Steve Lackey, PhD, LPC-S, LCDC

Counseling Office 409-880-8978

Instructional Associate (IA): Sr. Renee West

**Catalog Description**

This course provides counselors and other human service workers with an overview and etiology of the addictive process. Students will develop conceptual knowledge, practical skills, and assessment strategies including the use of wraparound assessment and intervention services within a behavioral health setting.

**Course Objectives**

Counselors-in-training will:

1. Understand theories/models of addiction, as well as the history and development of addictions counseling (CLO1).
2. Recognize ways that addictions impact clients’ lives (CLO2).
3. Analyze and synthesize characteristics of substance addictions, behavioral/process addictions, and co-morbid mental health disorders, and understand the relationships among them (CLO3).
4. Apply legal, ethical, and client-specific multicultural considerations when devising treatment plans for clients who are participating in addictions counseling (CLO4).
5. Discern among the types of services that are available for clients undergoing addictions treatment, and exemplify the counselor’s role in facilitating clients’ access to services (CLO5).
6. Describe the role and value of self-care for addictions counselors (CLO6).

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**Student Learning Outcomes**

Counselors-in-training will be able to:

- Differentiate between substance and process addictions and identify commonalities among them;
- Articulate diagnostic criteria for substance-related disorders and assess clients for substance use problems;
- Develop treatment plans for clients undergoing addiction treatment based on clients’ treatment needs;
- Cultivate self-awareness and the ability to discuss the ways that race, ethnicity, gender, and other cultural characteristics contribute to the development of addiction; and
- Demonstrate knowledge and skills that are necessary for multiculturally competent work with clients undergoing addiction treatment.

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**Course Materials**

**Foundations of Addictions Counseling**

**Author:** Capuzzi, D., & Stauffer, M. D.

**Publisher:** Pearson **Edition:** 4th ed.

**ISBN:** 0135166934, 978-0135166932

**Publication Manual of the American Psychological Association**

**Author:** American Psychological Association

**Publisher:** Author **Edition:** 7th ed.

Optional
Course Policies

ACADEMIC PREREQUISITES

Successful completion (i.e., grade of A or B) of the Gateway 1 courses, which include:

CNDV 5302, 5303, 5304: Foundations of Counseling

CNDV 5310: Counseling Skills

CNDV 5311: Individual Counseling Theories & Techniques

ACADEMIC WEEK

For this course, the academic week is considered THURSDAY through WEDNESDAY (not Monday through Sunday). During the weeks that they are assigned, 12-step discussion board assignments are due SUNDAY, Journal assignments are due MONDAY, and other course assignments are due WEDNESDAY. All assignments are due by 11:59 p.m. CST on the designated due dates.

PARTICIPATION

General Participation in the Course

Students are expected to login to the Blackboard course during the early part of Week 1 and to login to the course regularly throughout the duration of the 15-week term. Students remain responsible for communicating with the professor about circumstances that impede their ability to participate in class. The professor will drop all students with a grade of Q who do not login the course, participate in discussion boards, submit assignments for grading, or communicate with the professor about participation challenges by the deadline for penalty-free drops.

Accreditation Standards
## ALIGNMENT WITH AAQEP STANDARDS

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>AAQEP</th>
<th>Related Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>At the completion of this course, students will be able to:</strong></td>
<td></td>
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</tr>
<tr>
<td>1. Differentiate between substance and process addictions and identify commonalities among them</td>
<td>1.a</td>
<td>Journal Assignments, Journal Assignments, Exam Prep Quizzes</td>
</tr>
<tr>
<td>2. Articulate diagnostic criteria for substance-related disorders and assess clients for substance use problems</td>
<td>1.a, d</td>
<td>Diagnosing Substance-Related Disorders</td>
</tr>
<tr>
<td>3. Develop treatment plans for clients undergoing addiction treatment based on clients’ treatment needs</td>
<td>1.a, d 2.b</td>
<td>Screenplay Scenario, Diagnosing Substance-Related Disorders</td>
</tr>
<tr>
<td>4. Cultivate self-awareness and the ability to discuss the ways that race, ethnicity, gender, and other cultural characteristics contribute to the development of addiction</td>
<td>1.c, f 2.b, e, f</td>
<td>12-Step Group Discussions, Journal Assignments, Journal Assignments, Stories Through Song</td>
</tr>
</tbody>
</table>
Graded Assignments

EVALUATION

Preface

This course is experiential and self-reflective in nature. Moreover, some of the assignments require students to use technologies that might be new for them. However, "computer problems" is not an appropriate excuse for failing to submit coursework by the designated due dates.

General Performance Expectations

All course assignments must be submitted to Blackboard. Students are not to email assignments to the professor or the IA. Students are expected to remain current with the course schedule and to submit assignments by the due dates designated in Blackboard.

Students must complete each assignment using the format designated for it.

Prior to submitting assignments, students should refer to the assignment rubrics for information about grading criteria.

Students should spend a minimum of 8 hours weekly preparing for and participating in the course.

Students are expected to read all assigned readings and to watch all assigned videos.

Assignments

Learning Commitments Quiz (0 pts.)

During Week 1 of class, students are required to complete the Learning Commitments Quiz before working on course assignments. The quiz is worth 10 pts., but the points will NOT calculate into students’ overall grades. All course modules are configured so that none are viewable in Blackboard until the quiz is completed and submitted. Students are to refresh their computer screens if the assignments are not viewable after the quiz is submitted.
Journals (175 pts.)

During each of Weeks 1, 3, 5, 7, 10, 12, and 14, students will complete a journal assignment, the purpose of which is to give students a place to write freely about their reactions to the assigned readings, course videos, and assignments. APA writing is not the focus for the journal assignments. Students are not required to include in-text citations or a list of references when completing them. However, when students do reference information from another source in their journal writing, they must include enough information to point the reader to the original source (e.g., On p. 31 of the textbook, it says that...). Each journal entry is worth a total of 25 possible points.

12-Step Group Discussions (275 pts.)

This semester, students will participate in 12-Step meetings with other students who are trying to give up similar substances/behaviors for the Abstinence Project. Discussion board forums in Blackboard will provide the virtual media for 12-Step “meetings”, which will take place on SATURDAY AND SUNDAY of Weeks 2-8 and 10-13. Each 12-Step discussion forum will open at precisely 12:01 a.m. CST SATURDAY morning and will close at exactly 11:59 p.m. CST SUNDAY night. Thus, all communications among group members must occur during this 48-hour window of time. Students who miss a meeting (i.e., do not post to the discussion forum on SATURDAY/SUNDAY) will not be allowed to make up the assignment, as it's pointless to attend a meeting when there's only one person in attendance. The 12-Step discussion forums will not require APA writing or formatting, because Yuja videos will constitute students’ primary means of communication in the forums. Students are expected to abide by the Netiquette Guidelines in all discussion board communications. Each 12-Step meeting is worth 25 points. For information about appropriate decorum on the Internet, please refer to the Netiquette guidelines at http://www.albion.com/netiquette/corerules.html.

Abstinence Project Assignments (200 pts.)

This semester, students will complete an ABSTINENCE PROJECT designed to help them experience some of the feelings/thoughts that addicted individuals experience when they quit a substance or behavior of choice. The semester-long project includes 3 specific assignments: Gearing Up for Change! (Week 1; 50 pts.), Dear Addiction Letter (Week 2; 50 pts.), and Abstinence Project Paper (Week 9; 100 pts.). Specific instructions for each assignment are included in Blackboard.

Diagnosing Substance-Related Disorders (100 pts.)

This addresses assessment and diagnosis in addiction treatment. Specific instructions for the assignment are included in Blackboard.

Stories Through Song (50 pts.)

For this assignment, students will analyze a song about addiction and consider multicultural elements evinced in the song lyrics. Then, they will create a presentation using Canva.com. Specific instructions for the assignment are included in Blackboard.
Prevention Campaign (50 pts.)

For this assignment, students will create an addiction prevention poster for a specific target population. Specific instructions for the assignment are included in Blackboard.

Mid-Term Exam Prep Quiz (50 pts.)

To prepare for licensure and certification exams, students will complete the Mid-Term Exam Prep Quiz, which comprises 25 multiple-choice questions that cover information presented in the textbook chapters assigned for Modules 1-3 (i.e., Weeks 1-6). Each quiz item is worth 2 points, yielding a total of 50 possible points for the Mid-Term Exam Prep Quiz. Students are allowed only 2 attempts at the quiz, and each attempt has a 60-minute time limit. The highest score of the 2 attempts will be recorded in the gradebook.

Screenplay Scenario (100 pts.; Key Assessment)

This assignment is the key assessment for CNDV 5326, and it requires students to consider various elements of a client's addiction treatment through all phases of a treatment episode (i.e., intake through discharge). In Blackboard, it is presented as you smaller assignments: Screenplay Scenario (Phase 1; 80 pts.) and Screenplay Scenario (Phase 2; 20 pts.). Students must submit the Phase 1 assignment using the template provided in Blackboard and to review all information and instructions that are provided for the assignment in the learning module thoroughly.

Distribution of Points

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Per Week</th>
<th>Total Course Points</th>
<th>Percentage of Total Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Commitments Quiz (Week 1)</td>
<td>0 pts.</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>12-Step Group Discussions (Weeks 2-8 and 10-13)</td>
<td>25 pts. each</td>
<td>275</td>
<td>27.5%</td>
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<tr>
<td>Assignment</td>
<td>Points</td>
<td>Grade</td>
<td>Percentage</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>Journal Assignments (Weeks 1, 3, 5, 7, 10, 12, 14)</td>
<td>25 pts. each</td>
<td>175</td>
<td>17.5%</td>
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<tr>
<td>Gearing Up for Change! (Week 1)</td>
<td>50 pts.</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Dear Addiction Letter (Week 2)</td>
<td>50 pts.</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Diagnosing Substance-Related Disorders (Week 4)</td>
<td>100 pts.</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Stories Through Song (Week 6)</td>
<td>50 pts.</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Mid-Term Exam Prep Quiz (Week 8)</td>
<td>50 pts.</td>
<td>50</td>
<td>5%</td>
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<tr>
<td>Prevention Campaign (Week 11)</td>
<td>50 pts.</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Screenplay Scenario (Week 13)</td>
<td>100 pts.</td>
<td>100</td>
<td>10%</td>
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<tr>
<td>Abstinence Project Paper (Week 15)</td>
<td>100 pts.</td>
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<td>Total Possible Points:</td>
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<td>100%</td>
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### Grading Scale

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<tr>
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<th>A</th>
<th>B</th>
<th>C</th>
<th>F</th>
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<tr>
<td></td>
<td>900-1000</td>
<td>800-899</td>
<td>700-799</td>
<td>699 &amp; below</td>
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</tbody>
</table>

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### Course Subject Outline

For this course, the academic week is considered **THURSDAY THROUGH WEDNESDAY**. Group 12-step meetings take place on SATURDAYS and SUNDAYS. Journal assignments are due MONDAYS. All other assignments are due WEDNESDAYS.

Note: Course syllabi are intended to provide students with basic information concerning the course. The syllabus and course content outline (below) can be viewed as a ‘blueprint’ for the course; changes in the syllabus and course content outline can be made by the instructor of record and students will be informed of any substantive changes.

<table>
<thead>
<tr>
<th>MODULE</th>
<th>WEEK</th>
<th>READ</th>
<th>VIEW</th>
<th>DO</th>
</tr>
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</table>

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<table>
<thead>
<tr>
<th>1</th>
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<th>Blackboard</th>
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<tr>
<td></td>
<td></td>
<td>- Course Syllabus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Information in the &quot;Start Here&quot; section of BB*</td>
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<tr>
<td>Textbook</td>
<td></td>
<td>- Ch. 1 – History &amp; Etiological Models of Addiction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Ch. 12 – 12-Step Facilitation of Treatment</td>
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<td>Supplemental</td>
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<td>- ACA Code of Ethics</td>
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<td></td>
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<td>- Addictions Counseling Competencies</td>
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<tr>
<td>How-To Video</td>
<td></td>
<td>- &quot;How To Create a Kanopy Account*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Course Videos</td>
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<tr>
<td></td>
<td></td>
<td>- &quot;Neurotransmitters, the Brain, and Addiction&quot;</td>
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<td></td>
<td></td>
<td>- &quot;Genetics – &quot;Born to Be an Addict?&quot;</td>
</tr>
<tr>
<td>Important Tasks</td>
<td></td>
<td>- Attendance Verification</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Create a Kanopy account, if you don't have one already (How-to video located on the Week 1 Course Videos page.)</td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
<td>- Required Survey: Learning Commitments Survey (0 pts.; None of the course assignments will be viewable in Blackboard until the survey is completed and submitted.)</td>
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<tr>
<td></td>
<td></td>
<td>- Discussion Board: Welcome to Me! (Optional)</td>
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<tr>
<td></td>
<td></td>
<td>- Week 1 Journal (25 pts.)</td>
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</table>
| | | - Assignment: Gearing Up for
<table>
<thead>
<tr>
<th>Week</th>
<th>Textbook</th>
<th>Course Videos</th>
<th>Course Videos</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Ch. 2 – Substance Addictions</td>
<td>&quot;Junk Food, Porn, Video Games - Addictions?&quot;</td>
<td>&quot;The Gambler’s Brain&quot;</td>
<td>12-Step Meeting (25 pts.)</td>
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<tr>
<td></td>
<td>Ch. 3 – Process Addictions</td>
<td>&quot;Learning Bad Habits: Addiction&quot;</td>
<td></td>
<td>Assignment: &quot;Dear Addiction&quot; Letter (50 pts.; SafeAssign submission required)</td>
</tr>
<tr>
<td>3</td>
<td>Ch. 4 – Professional Issues in Addictions Counseling</td>
<td>&quot;Managing Ethical Pitfalls in Addiction Counseling&quot;</td>
<td></td>
<td>12-Step Meeting (25 pts.)</td>
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<tr>
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<td></td>
<td>Week 3 Journal (25 pts.)</td>
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<tr>
<td>4</td>
<td>Ch. 5 – Introduction to Assessment</td>
<td>&quot;Addictive Disorders&quot;</td>
<td></td>
<td>12-Step Meeting (25 pts.)</td>
</tr>
<tr>
<td></td>
<td>Ch. 6 – Assessment &amp; Diagnosis of Substance-Related and Addictive Disorders</td>
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<td></td>
<td>Assignment: Diagnosing Substance-Related Disorders (100 pts.)</td>
</tr>
<tr>
<td>Week</td>
<td>Textbook</td>
<td>Course Videos</td>
<td>Week 5 Folder</td>
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</tbody>
</table>
| 3    | - Ch. 17 – Cross-Cultural Counseling: Engaging Ethnic Diversity  
      - Ch. 18 – Gender, Sex, & Addictions | “Escaping Porn Addiction”  
       “Searching for Love to Escape Ourselves” | - 12-Step Meeting (25 pts.)  
       - Week 5 Journal (25 pts.) |
| 6    | TEXTBOOK  
      - Ch. 15 – Persons with Disabilities & Substance-Related and Addictive Disorders  
      - Ch. 19 – Lesbian, Gay, Bisexual, Transgender, & Queer Affirmative Addictions Treatment | COURSE VIDEO  
       "Exploring Substance Use Disorders in the LGBTQ Population" | WEEK 6 FOLDER  
       - 12-Step Meeting (25 pts.)  
       - Assignment: Stories Through Song (50 pts.; Submit to both the assignment link and the designated discussion board.) |
<table>
<thead>
<tr>
<th>Week</th>
<th>Textbook</th>
<th>Course Video</th>
<th>Week Folder</th>
</tr>
</thead>
</table>
| 4    | Ch. 7 – Motivational Interviewing  
- Ch. 8 – Psychotherapeutic Approaches | *An Introduction to Motivational Interviewing: Resolving Ambivalence and Changing Behavior* | Week 7 Folder  
- 12-Step Meeting (25 pts.)  
- Week 7 Journal (25 pts.) |
| 8    | TEXTBOOK  
- Ch. 9 – Treatment of Comorbid Disorders  
- Ch. 11 – Addiction Psychopharmacology | COURSE VIDEO  
*How I Overcame Alcoholism* | WEEK 8 FOLDER  
- 12-Step Meeting (25 pts.)  
- Mid-Term Exam Prep Quiz (50 pts.) |

**WEEK 9: MID-SEMESTER BREAK**
<table>
<thead>
<tr>
<th>Week</th>
<th>TEXTBOOK</th>
<th>COURSE VIDEO</th>
<th>WEEK 10 FOLDER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ch. 10 – Group Counseling for Treatment of Addictions</td>
<td>“Group Therapy: An Addictions Perspective“</td>
<td>12-Step Meeting (25 pts.)</td>
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<tr>
<td></td>
<td>Ch. 20 – Inpatient &amp; Outpatient Addiction Treatment</td>
<td></td>
<td>-Week 10 Journal (25 pts.)</td>
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<tr>
<td>10</td>
<td>Book</td>
<td>Course Videos</td>
<td>Week 11 Folder</td>
</tr>
<tr>
<td></td>
<td>Ch. 13 – Maintenance &amp; Relapse Prevention</td>
<td>“Recovering Out Loud“</td>
<td>-12-Step Meeting (25 pts.)</td>
</tr>
<tr>
<td></td>
<td>Ch. 16 – Substance Addiction Prevention Programs Across the Lifespan</td>
<td>“A Simple Way to Change a Bad Habit“</td>
<td>-Assignment: Prevention Campaign (50 pts.; Submit to both the assignment link and the designated discussion board.)</td>
</tr>
<tr>
<td>Week</td>
<td>Task</td>
<td>TEXTBOOK</td>
<td>COURSE VIDEO</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| 6    | 12   | Ch. 14 – Substance Addiction & Families | *The Addictive Family: The Legacy of Trauma* | - 12-Step Meeting (25 pts.)
|      |      |          |              | - Week 12 Journal (25 pts.) |
| 13   | None | None     | None         | Week 13 Folder |
|      |      |          |              | - 12-Step Meeting (25 pts.)
|      |      |          |              | - Assignment: Screenplay Scenario (Phase 1 = 80 pts.; Phase 2 = 20 pts.; SafeAssign submission required for Phase 1) |
| 7    | 14   | None     | None         | WEEK 14 FOLDER |
|      |      |          |              | - Week 14 Journal (25 pts.) |
| 15   | None | None     | None         | Week 15 Folder |
|      |      |          |              | - Assignment: Abstinence Project Paper (100 pts.; SafeAssign submission required) |
COVID-19 Statement

As we begin the new academic year, the COVID-19 virus that has challenged us since 2020 persists. Important differences in outcomes are observed, however, as safe and effective vaccines and therapeutic agents that reduce the risk of severe illness are now available. Consequently, we anticipate that our campus community will continue to be impacted by the virus and we encourage all faculty, staff, and students to practice individual safety protocols at their discretion.

We recommend good personal hygiene practices including regular handwashing and/or use of hand sanitizing products when soap and water are not readily available. Please show respect to those who choose to practice social distancing measures and wear face coverings.

Vaccines are available to those who seek them throughout the region and at the Student Health Center. Please self-screen for any signs or symptoms of COVID-19 and seek medical attention if you begin to feel ill.

Academic Continuity Policy

In the event of an announced campus closure in excess of four days due to a hurricane or other disaster, students are expected to check Lamar University’s website and login to LU Connect for instructions about continuing courses remotely.

Academic Honesty Policy

Lamar University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

The University and its official representatives 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 which is to be submitted, plagiarism, collusion, and the abuse of resource materials.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include failure of the assignment and/or course up to suspension or expulsion from the university. The penalty may vary by instructor.

Additional information is available on the Academic Policy website (https://students.lamar.edu/academic-support/academic-policies.html).
ChatGPT Policy

"Students should not use Artificial Intelligence (AI) regenerative applications to complete course assignments or for any other academic activities unless permitted explicitly by the instructor. AI, or any other machine generated information, should be used as a supplemental resource and should not replace traditional academic activities."

Attendance Verification

Students must complete an Attendance Verification Quiz for ALL COURSES - both on-campus and online - in which they are enrolled each term by the third class day to comply with U.S. Department of Education attendance requirements. Failure to complete this quiz by the deadline may result in loss of course enrollment and/or financial aid. The quiz is located in EVERY COURSE through LULearn (Blackboard), even if the course meets on campus.

Course Drop Policy

Students may drop a course and receive a grade of "Q" during the penalty-free period of the semester or session. For drops after this penalty-free period, grades are recorded as "Q" or "F," indicating the student was passing or failing at the time of the drop. A grade of 'Q' may not be assigned unless an official drop has been processed through the Records Office. Students may drop a course online up to the census day by logging into Self-Service Banner. After the census day, courses must be dropped through the Records Office. For additional help, contact the academic advisor or the Records Office at registration@lamar.edu. **Students may not drop a course during the last 20 percent of the term.** Students should check the academic calendar at https://www.lamar.edu/academic-calendar for specific dates.

Students with Disability Policy

Lamar University is committed to providing equitable access to learning opportunities for all students. The Accessibility Resource Center (ARC) is located in the Communication building, room 105. Office staff collaborate with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have, or think you may have, a disability (e.g. mental health, attentional, learning, chronic health, sensory, or physical), please contact the ARC at 409-880-8347 or arc@lamar.edu to arrange a confidential appointment with the Director of the ARC to explore possible options regarding equitable access and reasonable accommodations.

If you are registered with the ARC and have a current letter requesting reasonable accommodations, we encourage you to contact your instructor early in the semester to review how the accommodations will be applied in the course.

Additional information is available at the [ARC website](http://www.lamar.edu/disability-resource-center/).
Academic Support

Academic Support can be located at [https://www.lamar.edu/students/#acad-supp](https://www.lamar.edu/students/#acad-supp).

There are many areas (i.e., Advising, Writing Center, etc.) of academic support. Each area provides their own specific contact information and days and hours of operation.

Student Services

*Lamar University recognizes that students may experience challenges that hinder success in their academics and/or college experience. We believe in giving all students access to resources that allow them to overcome these challenges. If you are struggling with stress, procrastination, anger management, depression, anxiety, substance abuse and/or eating disorders, please reach out to our counseling professionals at the Student Health Center at 880-8466 to call for an appointment or visit our website [https://www.lamar.edu/students/student-engagement/student-health-center/index.html](https://www.lamar.edu/students/student-engagement/student-health-center/index.html) for more information about our services.*

Your information and situation will be treated with the utmost privacy and is protected by Texas law. These services are available to all currently enrolled students at Lamar University and Lamar Institute of Technology.

Information on Student Services can be located at [http://students.lamar.edu/index.html](http://students.lamar.edu/index.html). There are many resources (i.e., Course schedules, important phone numbers, etc.) available. Each area provides their own specific contact information and days and hours of operation.

Emergency Procedures

Many types of emergencies can occur on campus; instructions for severe weather or violence/active shooter, fire, or chemical release can be found at the Office of Environmental Health/Safety and Risk Management [https://www.lamar.edu/about-lu/administration/risk-management/index.html](https://www.lamar.edu/about-lu/administration/risk-management/index.html) webpage.

**Severe Weather**

Follow the directions of the instructor or emergency personnel.

Seek shelter in an interior room or hallway on the lowest floor, putting as many walls as possible between you and the outside.

If you are in a multi-story building and you cannot get to the ground floor, pick a hallway in the center of the building.

Stay in the center of the room, away from exterior walls, windows, and doors.

**Violence/Active Shooter**
CALL - 7777 from a campus phone (Text 409-241-8002 from a cell phone). Note: Calling 911 from either a campus or cell phone will contact the City of Beaumont dispatch rather than the LU police.

AVOID - If possible, self-evacuate to a safe area outside the building. Follow directions of police officers.

DENY - Barricade the door with desks, chairs, bookcases or any other items. Move to a place inside the room where you are not visible. Turn off the lights and remain quiet. Remain there until told by police it is safe.

DEFEND - Use chairs, desks, cell phones or whatever is immediately available to distract and/or defend yourself and others from attack.

Copyright Policy Statement

Copyright is defined as the ownership and control of the intellectual property in original works of authorship, which are subject to copyright law. As an institution of higher learning that values intellectual integrity, Lamar University prohibits the distribution of published materials (print or electronic) in violation of copyright law.

LU Connect Portal

Students are asked to obtain a Lamar Electronic Account username and password so they can log onto the LU CONNECT website. Students may get information on how to get into the LU CONNECT website from the University’s homepage (http://www.lamar.edu) by clicking on the LU CONNECT link on the left top corner of the screen. Follow the steps to secure your LU CONNECT username and password.

LU Learn/Blackboard Learning Management System (LMS)

Students will utilize Lamar University’s Learning Management System (LMS), Blackboard, for online courses.

For Blackboard technical support go to https://blackboardsupport.lamar.edu.

Phone: 866-585-1738

Phone and chat are available 24/7/365

Exams and quizzes taken within LULearn (Blackboard) may require online proctoring. For additional information about online proctoring, click here and view details under proctoring services.

Network Use

ACCEPTABLE USE

Students must respect the integrity and security of Lamar University computer systems and network, and the privacy and preferences of other users. Responsibility for learning about and complying with Lamar University Acceptable Use Policy ultimately rests with the individual. The network may be used
to download, copy, or store any software, shareware, digital media files or freeware, as long as the use complies with copyright law licensing agreements, and campus policies, such as storage space limitations and network bandwidth restrictions. The network may not be used for any activity, or to transmit any material, that violates United States or local laws.

UNACCEPTABLE USE

The network may not be used for commercial purposes. Advertising and sponsorships on Lamar University websites is restricted. In addition, students may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party. Students may not log on to someone else’s account, internet address, or other network codes, or attempt to access another user’s files. Students may not create false or dummy accounts to impersonate someone else. Students may not try to gain unauthorized access (“hacking”) to the files or computer systems of any other person or organization. Students may not impersonate another person by forging e-mail, web pages or other electronic media. Students who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to disciplinary action by Lamar University, and criminal prosecution as well. Students may not disrupt or attempt to disrupt network traffic, and they may not attempt to monitor or capture network traffic in any way. Finally, students may not intentionally create, store, display, print or transmit information that violates the university’s Sexual Harassment Policy.

Netiquette (Online Etiquette) Statement

Please adhere to the same standards of behavior and professional respect online that you would follow in face-to-face communication with others, but most particularly when writing emails and when taking part in collaborative and discussion board activities. Lamar provides access to network resources, including the Internet, in order to support learning and to prepare students for the 21st century world. Students, however, are expected to adhere to the Lamar University Acceptable Use Policies when Using Networks. A more comprehensive student code of conduct can be found at https://students.lamar.edu/academic-support/code-of-conduct.html.

GENERAL GUIDELINES TO RESPECT ALL PARTICIPANTS

- Respect the right of each person to disagree with others.
- Treat people the same as you would face-to-face.
- Respect the time of others.

GUIDELINES WHEN COMMUNICATING WITH OTHERS (EMAIL, DISCUSSIONS, BLOGGING, AND ETC.)

- Always sign your name to any contribution you choose to make.
- Be constructive in your responses to others in the class.
- Do not use all caps (Doing so may be interpreted as shouting).
- Re-read your postings before sending them.
- Always think before you write.
- Respond respectfully.
- Use appropriate grammar and structure.
- Spell-check your postings.
Technical Support

Technical Support can be located at http://students.lamar.edu/it-services-and-support/index.html.

Phone: 409-880-2222
Email: servicedesk@lamar.edu

Hours of Operation (CST):
Monday - Thursday 7:30 a.m.-12:00 a.m.
Friday 7:30 a.m. - 7:30 p.m.
Saturday 9:00 a.m. - 6:00 p.m.
Sunday 3:00 p.m. - 12:00 a.m.