



Morningside College

COURSE SYLLABUS ADDENDUM

Important - Please Read - Do Not Discard

It is each student's responsibility to read all course materials, including course syllabus and addendum, and to know and understand the course requirements, exam score minimum requirements, and deadlines. Students enrolled in VESi courses are required to check their email for any communications regarding the course until their final grade is posted with the college or university. Once your course materials are received by VESi and have been reviewed, the GRADE IS FINAL.

Final Case Study Paper - Drugs & Alcohol in Schools

After completing the examinations, you will be required to write a final case study paper. For the final paper, you will be required to choose a school or school district and research their current drug & alcohol prevention policy (if one exists). Along with review of the current plan, you will research local and state underage drug and alcohol laws that the district should be aware of when its plan was developed. You will interview administrators, counselors and key personnel to determine how the plan was developed, who oversees and updates the plan and the chain of command for response. You may contact community drug & alcohol programs to become familiar with their policies and the services available to adolescents. You will evaluate this plan using the information presented in the course.

Upon completion of your evaluation and interviews, you will develop a Drug & Alcohol Prevention & Intervention Plan for the district/school. This plan should include material strengths and weaknesses in the current plan, critical areas that need to be addressed, any ordinances, laws, statutes or regulations which need to be enforced or followed, the chain of command (with responsibilities) when responding to an incident and what outside services are available and how they may be accessed.

The paper should be a minimum of 3 pages in length, but no more than 7 pages (single spaced, 12 font). Only typed or word-processed papers will be accepted. 50% of your grade will be figured on your examination scores and 50% will be figured on your written assignments, including your final paper. **You must complete all examinations with a minimum score of 70% or higher and complete ALL writing assignments to pass this course.**

* It is your responsibility to find a student or child to work with and complete your final case study assignment. If you do not have a current classroom assignment, you may want to speak with a local school, child care facility, church or other community organization about a child for observation and assessment.

Textbook Reading Assignment and Exam

You are required to read *Concepts of Chemical Dependency* (8th ed.) by Doweiko, H.E., and then you will take a 25-question examination to assess your comprehension of the material covered in the book. To take the exam for this textbook reading assignment, click on **EXAMS** and then on **TEXTBOOK EXAM**. **You must score a minimum of 70% on this exam to pass this course.**

Grading Criteria

You must complete each examination with a minimum score of 70% or higher and complete ALL writing assignments to pass this course. This graduate level course requires a minimum passing grade of "C-" to receive credit. 50% of your grade will be figured on your examination scores and 50% will be figured on your written assignments, including your final paper. The average from your exam scores will be printed on your certificate. However, this is not your final grade since your required writing assignments have not been reviewed. Exceptionally written or poorly written required writing assignments, or violation of the academic integrity policy in the course syllabus, will affect your grade.

No grade will be submitted for partial completion of course assignments, regardless of partial scores.

You must pass each course examination. If you fail any chapter exam, you WILL NOT receive course credit.

Letter grades will be assigned as follows:

95% to 100% A	80% to 83% B-
90% to 94% A-	77% to 79% C+
87% to 89% B+	74% to 76% C
84% to 86% B	70% to 73% C-

Course Completion Information

Grading will take approximately two weeks from the time your materials are received by the instructor, after which we will submit grades to the university weekly. If you have a timeline to meet certain school or state requirements, please keep this time period in mind when planning your course completion dates.

Course Completion Instructions

- **Course Evaluation:** Please take a moment to fill out the course evaluation by clicking on Course Evaluation on the menu to the left.
- **Online Submit (requires Internet access at the time of submission):** Select this command to submit your course materials for final grade. You can only submit the course grade ONE TIME. Be sure that you have completed all requirements and exams.
- **Final Case Study Paper:** Please email your Final Case Study Paper to grades@virtualeduc.com.
- **Print Certificate:** You can print a copy of your course certificate for your records.

*** NOTE*** You have **six months** from your registration date to return the completed materials to VESi.

If you have questions that are not course-specific, please refer to the university catalog or contact the university directly to obtain answers to questions about extensions, withdrawals, transcripts, or any other university business.