INSTRUCTOR BIOGRAPHY
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I. INTRODUCTION

A. This course is designed to assist the student in the development of personal, social, and work adjustment skills.

B. This course is required to meet the curriculum requirements for the Central Texas College Advanced Certificate and the Associate of Applied Science Degree in Mental Health Services with a Chemical Dependency Counseling or At-Risk Youth specialization.

C. This course is occupationally related and serves as preparation for jobs in the Mental Health Services field. This course is considered RELATED to the Texas Commission on Alcohol and Drug Abuse (TCADA).

II. LEARNING OUTCOMES

Upon successful completion of this course, Psychology of Personal Adjustment II, the student will:

A. Be able to demonstrate skills in decision making, goal setting, assertiveness, career development and enhancement, and conflict resolution for personal social adjustment.

B. Be able to integrate overall knowledge by evaluating his/her own behavior and applying strategies of adjustment to his/her life.
III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through http://www.ctcd.edu/im/im_main.asp. Please list the title, author, & edition here when you get the text from your Field Rep.

IV. COURSE REQUIREMENTS

A. Your first responsibility is scholarship. The grade you receive for this course will not be the grade of the instructor, but rather the grade you and you alone make.

B. You should attend class regularly and be prepared to participate in classroom discussions and to take unannounced quizzes relating to text assignments and lecture material presented from the beginning of the course. Please refer to ‘Class Attendance and Course Progress’ under the Academic Policies section in our current CTC Course Catalog: http://www.ctcd.edu/catintro.htm.

C. You are encouraged to give your best effort throughout the course. From the beginning, you should plan for a steady, organized, and continuous effort, which in the long run will prove more effective for your final grade than a last minute crash-cram policy. Your course grade is not determined solely by exam grade. Such factors as class participation, initiative, attendance, and individual research papers or projects will be considered in grade computation.

D. From time to time, special library and/or outside assignments will be made to members of the class individually and/or in groups. You are expected to read all assignments and fulfill your responsibilities to any group assignment.

E. You are expected to read all assigned material and bring your textbook/reading materials to class. Keep informed on all assignments, especially after an absence.

F. Good class notes are indispensable for earning a good grade, since both the material assigned and that discussed in class will be the basis for examination material.

G. Scholastic Honesty: All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all coursework and during examinations. The following are considered examples of scholastic dishonesty:

**Plagiarism:** The taking of passages from the writing of others without giving proper credit to the sources.

**Collusion:** Using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.

**Cheating:** Giving or receiving information on examinations.
H. Special Work: A term paper or other project, per requirements of the instructor, will be required. The subject must be appropriate for the course material. Check with the instructor when you have made a selection. The value is indicated in the semester grade computation and has considerable weight on your final average.

V. EXAMINATIONS

A. There will be a minimum of one major examination and a written paper or project as follows:
   1. Final exam on (date)
   2. Paper or Project due on (date)

B. A student must be present for all examinations. No make-up examinations will be scheduled; alternative arrangements must be made with the instructor individually PRIOR to the exam date. Unexpected absences due to illness or extenuating circumstances will require the students to see the instructor individually as soon as possible.

C. Examinations will consist of both objective (true/false, multiple choice, fill in-the-blank, and matching) and subjective (short answer and essay) questions. Students must be able to communicate both orally and in written form, thus some questions requiring the composition and writing of an essay answer will be required.

VI. QUIZZES

A. There will be a minimum of two quizzes. Quizzes will be multiple choice, short answer and/or true or false questions.

VII. SEMESTER GRADE COMPUTATIONS

(Adapt to your class as needed.)

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<thead>
<tr>
<th>ITEM</th>
<th>POINTS</th>
<th>% OF FINAL GRADE</th>
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<tbody>
<tr>
<td>Module Essay Assignments (2)</td>
<td>40</td>
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<tr>
<td>Quizzes (2)</td>
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<tr>
<td>Final Exam</td>
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<td>20</td>
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<tr>
<td>Lab Participation (2)</td>
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<tr>
<td>TOTAL</td>
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<table>
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<tr>
<th>Module</th>
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<th>Becoming Aware Chapters</th>
<th>Title(s)</th>
<th>Essay Points</th>
<th>Quiz Points</th>
<th>Lab Points</th>
<th>Final Exam</th>
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<td>Relationship Skills</td>
<td>6</td>
<td>Developing Close Relationship</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Resolving Interpersonal Conflict</td>
<td>7</td>
<td>Resolving Interpersonal Conflict</td>
<td>20</td>
<td>10</td>
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<tr>
<td></td>
<td>Final Exam</td>
<td>All Chapters</td>
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VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. **Tuition refunds** are made only in the case of class cancellation or official and timely withdrawal from CTC or from a course. Please refer to the current course catalog for more details, at [http://europe.ctcd.edu/library/catalog.php](http://europe.ctcd.edu/library/catalog.php).

B. **GoArmyEd** students should contact their education counselor before withdrawing and are required to withdraw through the GoArmyEd portal.

**Please note: a military withdrawal does not override CTC’s grading policy.**

For **self-pay students**, refunds are computed from the date the Application for Withdrawal or Refund is filed with the CTC Field Representative or designated Student Services Officer. Special conditions apply to students who receive federal, state, and/or institutional financial aid.

**Tuition and fees paid directly to the Institution** by the Veterans Administration, Title IV (Financial Aid Programs, a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the students.

C. **Course Withdrawals, Student Responsibilities:** It is the student’s responsibility to officially withdraw from a course. The instructor cannot initiate a withdrawal based upon a student’s request. Rather, students must initiate the withdrawal with the designated Education Center Representative, through the CTC Field Representative or the Student Services Officer for that region.

Applications for Withdrawal will be accepted at any time before the completion of 75% of the course, after which time the student will be assigned an “FN”- “Failure for Non-attendance.”

D. **Incomplete / Course in Progress Grade Policy:** An “IP” or “Incomplete” grade may be assigned by an instructor if a student has made satisfactory progress in a course with the exception of a major quiz, final exam, or other project. The “IP” grade may also be assigned based on circumstances beyond a student’s control, such as personal illness, death in the immediate family, or military orders. Notice of absences, with supporting documentation, may be required by the instructor. The instructor makes the final decision concerning the granting of the incomplete grade. With an “Incomplete” grade, students are required to complete a set amount of work before the instructor will submit an official
letter grade. This date can be determined by the instructor but must be within 45 days of the course end date. After completion of the work the instructor can then change the grade of “IP” to the appropriate letter grade. If this work is not completed by the specified date the instructor will change the grade to “F”.

E. Cellular phones, beepers, and other electronic devices will be turned off while the student is in the classroom or laboratory unless the student is using the device for class purposes. No texting or social networking is allowed during class.

F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

G. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

VIII. COURSE OUTLINE

(Please enter the dates or session number of when you plan on going over each of the units below – include when exams and papers/projects will be due.)

A. Module 1: Relationship Skills
   1. Learning Outcomes: upon successful completion of this module the student will able to:
      a. Discuss what is involved in the three steps in the development of a relationship.
      b. Explain the importance of similarities, proximity, complementarity, social exchange theory, and reciprocity in the development of friendships.
      c. Discuss the different theories and types of love discussed in the text.
      d. Examine how role expectations influence a relationship.
      e. Describe the impact of culture and gender of the development of role expectations.
      f. Examine the four negative emotions described in the text as toxic to relationships.
      g. Identify and discuss the impact that long physical separations can have on an intimate relationship.
      h. Discuss codependent relationships.
      i. Describe the difference between jealousy and envy.
      j. Explain the impact of divorce on family and steps of grief.
      k. Define key terms and concepts in the module.

   2. Learning Activities
      a. Read: Chapter 6, Becoming Aware, 10th edition.
      b. Complete: Module 1 assignment and lab assignment.
      c. Participate: in small group classroom discussions.
B. **Module 2: Resolving Interpersonal Conflict**

1. **Learning Outcomes:** upon successful completion of this module the student will be able to:
   a. Discuss conflict and what causes it.
   b. Explain the three elements involved in a conflict situation.
   c. Describe the verbal behavior patterns of the placater, blamer, computer, distracter, and leveler in interpersonal conflict.
   d. Illustrate the three rules to remember in dealing with the emotional dimension.
   e. Discuss the three behavior styles used in handing opposition and responding to conflict; explain the behavior description, belief system, advantages, disadvantages of each style and discuss when each style should be used.
   f. Identify the characteristics and differences of the assertive and non-assertive person.
   g. Apply the concepts of the effective use of “I” messages.
   h. Discuss the differences in the way men and women view and deal with conflict.
   i. Explain the different approaches high and low context cultures use in conflict resolution.
   j. List and give examples of the three methods you can use in conflict resolution and describe the seven steps to use in a Win-Win conflict resolution.
   k. Explain four possible occasions when conflicts may not be resolved.
   l. Discuss the long term effects of family violence.
   m. Define key terms and concepts in the module.

2. **Learning Activities**
   a. **Read:** Chapter 7, *Becoming Aware, 10th edition.*
   b. **Complete:** Module 2 assignment and lab assignment.
   c. **Participate:** in small group classroom discussions.