

## Austin Community College (Master Syllabus)

**COURSE NAME:** Substance Abuse Prevention I

**COURSE:** DAAC 2306-Synonym-Section

**CLASS DAY/TIME/ROOM:** (For Example): M/W, 10:30AM – 11:50AM, ROOM 1327

**CLASS FORMAT:** (For Example): DIL, ONL

**SEMESTER & YEAR:** (For Example): FALL 2022

**Instructor Name:**

**Email:**

**Phone:**

**Office:**

**Office Hours/Appointments:**

### COURSE DESCRIPTION

*Examination of substance use disorder prevention. Field work required.*

- Credit Hours: 3
- Classroom Contact Hours per week: 3
- Laboratory Contact Hours per week: 0

### COURSE RATIONAL

This course is designed to help students gain an understanding of substance use prevention in preparation for employment in the field and in partial completion of the requirements for the Prevention Specialist Certification offered through Texas Certification Board of Addiction Professionals (TCBAP).

### COURSE STRUCTURE

This course is taught online, via the Internet. Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration. There are 10 lessons in the course, those 10 lessons have 10 Discussion Board threads and 10 quizzes. The course has 4 written assignments required for the course. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

### PREREQUISITES

No prerequisites required.

### STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will:

- identify historical and current societal influences in substance use prevention;
- identify risk and protective factors for substance use within a cultural context;
- demonstrate an understanding of community-based prevention strategies;
- identify elements of good prevention program design;
- demonstrate an understanding of program evaluation;
- be knowledgeable of prevention programs and resources both locally and on a national scale.

### REQUIRED TEXTS

***Substance Abuse Prevention: The Intersection of Science & Practice***; 1st ed. (2003), by Hagan, Gabrielsen, Luna, Grothaus; Pearson. **NOTE:** *This textbook is not part of the First Day*

*Program (FDP). The ACC Bookstore (if open) may carry the text; but you can rent it on Amazon for \$32 and buy the text for \$61.*

### **INSTRUCTIONAL METHODOLOGY**

This course is taught online, via the Internet. Students must have basic computer skills and Internet access/skills.

### **DISTANCE EDUCATION (for online or hybrid courses only)**

Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.

Please review the ACC Distance Education General Information available at <https://www.austincc.edu/academic-and-career-programs/acconline/frequently-asked-questions>

### **STUDENT TECHNOLOGY SUPPORT**

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at <https://www.austincc.edu/coronavirus/drive-up-wifi>

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit <http://www.austincc.edu/sts>

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit <http://www.austincc.edu/sts>

### **GRADING SYSTEM & EXPECTATIONS**

Your grade for the course will be based on the total points you earn during the term for exams, reflection paper, the final project, the advising form and attendance and class participation. Assignments/papers turned in past the listed due date will be worth half the scored value.

Your grade will be based on an accumulation of points earned through the above assignments, quizzes and Discussion Board postings.

### **GRADING SUMMARY**

|                                                                        |                   |
|------------------------------------------------------------------------|-------------------|
| <b>Assignments #1</b>                                                  | <b>25 points</b>  |
| <b>Assignments #2</b>                                                  | <b>25 points</b>  |
| <b>Assignments #3 - Interview with Prevention specialist and paper</b> | <b>100 points</b> |
| <b>Final Project – Research Paper</b>                                  | <b>100 points</b> |
| <b>Discussion Board</b>                                                | <b>100 points</b> |
| <b>Quizzes</b>                                                         | <b>200 points</b> |
| <b>TOTAL</b>                                                           | <b>550 points</b> |

**GRADING: A = 550 – 490; B = 490 - 430; C = 430 - 370; D = 370 - 280; F = Below 280**

**Quizzes:** The quizzes in this course are open-book. You have approximately seven days between each quiz (check course outline for due dates). You can open the quiz multiple times to check the questions but once you hit “submit” the score is given and can’t be changed. If you are unsure about a question, take your time and find the answer in the text. Each lesson has a quiz worth 20 points. Total possible points for quizzes are 200. Late quizzes (those posted after the deadline) will be worth half the scored value (maximum of 10 points).

**Lessons:** There are 10 lessons for this course. Lessons consist of reading assignments in the textbooks, online reading and research, quizzes and a discussion board. Students should read the lesson objectives and complete the reading assignments prior to taking the lesson quiz.

### **Assignments/Papers/Projects**

#### **Research Assignments:**

**Assignment #1** - Select a geographical area – it could be Austin or another city in Texas and find a prevention program that serves that area. Do NOT select addiction treatment facilities. This assignment requires that you find a program that uses at least one of the six CSAP strategies (see page 30 in text). Describe the program you found, indicate whether they are school, family, or community-based programs and whether the target populations are universal, selective or indicated. Submit this information in the form of a paper (minimum of 1 page) the link can be found under “Assignment/Lessons” at the bottom of the page. Submit the assignment by the deadline (see course outline). The assignment is worth **25** points.

**Assignment #2** - Review the Media Literacy Slides provided in lesson 7. The slides were created by the Prevention Technology Transfer Center. Answer the questions in the form labeled “Media Literacy Basics for Professionals” and post under the assignment link in Blackboard by the deadline. The assignment is worth **25** points.

**Assignment #3 - Interview Prevention Specialist.** A very important component of this course is to interview someone who is working in the prevention field. This interview can be in person, virtually or over the telephone. It is advised to email me first with the name of the person you plan on interviewing. Complete instructions for the interview and structure of the paper are located under the Assignment Button. The deadline for the interview is located in the Course Outline and it is worth **100** points. No late papers will be accepted.

#### **Final Project / Research Paper**

This is your final assignment of the semester; please review the instructions carefully. Write a 3-page research paper on one of the 3 topics below, include a citation page and use your own words in the paper. Please do not cut and paste material from the internet. The research paper should be double-spaced using a 12-point font.

##### **Pick One Topic:**

- 1) Suicide Risk among Youth
- 2) Prevention Programs Role in Preventing Opioid Use Disorders
- 3) Ethics and Social Media

- ☐ **Helpful Tip:** A research paper is a type of academic writing that provides an in-depth analysis, evaluation, or interpretation of a single topic, based on empirical evidence. Detailed instructions on how to write the paper can be found on Blackboard under the Assignments tab. You have 3 very important topics to pick from, chose a subject that you are passionate about, it will make the reading of existing research go by easier. (No late

papers are accepted beyond the deadline in the course calendar, the paper is worth **100** points).

### **Discussion Boards**

Students are required to participate in each lesson's discussion board post during the semester. You begin by posting a "New Thread" and then commenting on 2 other threads from other students. The topics for discussion boards vary depending on the lesson. Students are required to post their comments on the discussion topic, as well as to respond to comments posted by at least 2 other students (a total of 3 postings to get a full **10 points**). When responding to the comments of another student, always begin with that **person's name**. For example, if you write a post in response to Susan's (made up name) comments, you'd start with **Hello Susan**. That way I'll know how to give you credit for the comment. **You will not receive points for posts to peers that do not begin without a name.**

Discussion Boards are designed like an online bulletin board or "chat room", although they are only accessible to students in this class and can be accessed at any time. The discussion boards are located under the "Discussion Board" button of the course web page. Students should use spell check on all postings— points are lost for misspelled words and poor grammar. While you are welcome to continue posting comments past the deadline (you may have an interesting discussion going), only postings made by the deadline will be counted for points. **No late postings are given credit.** Total possible points for Discussion Board are **100**.

### **Discussion Board Etiquette**

- **If you post a quote from the text and/or your research findings, always cite the author/source. Not giving the source credit can result in lost points.**
- You are expected to actively participate in the discussion with postings submitted in a timely fashion while that discussion is in progress.
- You are expected to post a minimum of 3 times in each lesson (don't wait until the deadline to post all 3 of your comments). You want to give and receive feedback in a timely manner. If you post 5 minutes before the deadline, you probably won't get any readers or comments to your posts. One posting should be a substantive response to each of the discussion questions and two postings should be a substantive response to other classmates.
- Your comments are expected to be substantive in nature and to reference the assigned readings or professional literature as appropriate. When responding to other classmates' comments, it may not be as relevant to support your comments with references from your readings, especially if you are offering a personal opinion. What is important, however, is that comments are more than "me too" or "I agree".
- If you expect to be away from a computer for a week or more, you should contact me.
- Never post, transmit, promote, or distribute information that is known to be illegal.
- Never post harassing, threatening, or embarrassing comments. If you disagree with someone, respond to the subject, not the person.
- Never post content that is harmful, abusive; racially ethnically, or religiously offensive, vulgar; sexually explicit; or otherwise potentially offensive.
- Do not use all capital letters in your postings – this is the equivalent to shouting.
- Spell and grammar check your postings.
- Never share anything that you are concerned about becoming public knowledge. The College does not guarantee the confidentiality of information shared by participants in the course environment.

- The instructor reserves the right to remove any postings that are deemed inappropriate for the classroom environment. Postings that are removed are not given any grade points.

## **ADDITIONAL EXPECTATIONS**

***Important update for students on addiction track - For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.***

***Students' points will be posted in Blackboard weekly but I cannot give out final grades via email. You can review your points in Blackboard and review the grading chart to determine your final grade.***

## **COURSE OUTLINE/CALENDAR**

**Please check the Course Outline/Calendar for all due dates. It can be found directly below the syllabus in Blackboard.**

Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement (or other resource faculty is using to communicate). See Instructor's additional information, or handouts.

## **COURSE POLICIES**

Students are responsible for knowing the ACC policies and procedures that are in the Student Handbook, available in the Counseling Office at any campus or online at <http://www.austincc.edu/handbook/>.

### **Attendance/Class Participation**

***For online courses:*** Regular and timely class participation in discussions and completion of work is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

### **Withdrawal Policy**

***The College defines withdrawals as occurring after the official reporting date of the semester, typically the 12th class day. In addition, the Legislature has mandated the Rule of Six (see below). There may also be financial aid issues.***

It is the responsibility of each student to ensure that his or her name is removed from the roll should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. **The Final Withdrawal Date for this semester is [insert date here]**. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college

education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

**NOTE:** *It should be understood it is the student's responsibility and not the instructors to drop a course. A student that discontinues coming to class and fails to drop a course is subject to receiving a final, permanent grade of "F".*

## **MISSED EXAM AND LATE WORK POLICIES**

Late course assignments and weekly quizzes are worth half points unless an extension had been granted prior to the deadline due to extenuating circumstances. No late Discussion Board posts are given any credit (points). The thread on the Discussion Board closes after the Calendar deadline. The deadline for all assignments is 7pm. No late Final Exams will be accepted.

### **Incompletes**

An incomplete (grade of "I") will only be given for extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of "I" is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of "I" also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an "I" grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an “F.” Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

## COLLEGE POLICIES

### Health & Safety Protocols

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. The college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit [www.vaccines.gov/](http://www.vaccines.gov/) to find a vaccine location near you.
- Campuses will remain open to faculty, staff, and students with additional protocols. Beginning Monday, January 10, ACC will reinstitute health screenings at the door using the [Appian Health Screening App](#). Each building will have at least one entrance staffed with screening personnel. Health screenings are required for all who come to campus. If you're exhibiting symptoms of COVID-19 or have tested positive, the app will provide you information about steps you can take to report your illness.
- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available. To find [testing locations near you, click this link](#).
- If you test positive, please report it on the [ACC self-reporting tool located here](#).
- On Friday, August 13, 2021, the ACC Board of Trustees unanimously approved a face mask mandate at ACC. Effective August 20, 2021, anyone who is 2 years of age or older will be required to wear a face mask in all ACC buildings.
- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.
- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the everchanging situation, please go to ACC's COVID website at <https://www.austincc.edu/coronavirus?ref=audiencemenu> for the latest updates and guidance.

### Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at <https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process>

## **Student Rights & Responsibilities**

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state and federal laws. [www.austincc.edu/srr](http://www.austincc.edu/srr)

As a student of Austin Community College, you are expected to abide by the Student Standards of Conduct.

<https://www.austincc.edu/students/students-rights-and-responsibilities/student-conduct>

## **Senate Bill 212 and Title IX Reporting Requirements**

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct. This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: <https://www.austincc.edu/students/mental-health-counseling>.

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; [compliance@austincc.edu](mailto:compliance@austincc.edu).

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

## **Student Complaints**

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:

<https://www.austincc.edu/students/students-rights-and-responsibilities/student-complaints>

## **Statement on Privacy**

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by email, or to a fellow student.

**Recording Policy**

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through Blackboard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

**Safety Statement**

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at:

<http://www.austincc.edu/emergency>

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or a continuing illness outbreak, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

**Campus Carry**

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at <http://austincc.edu/campuscarry>

**Discrimination Prohibited**

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Equal Opportunity Resource Guide available at:  
[https://drive.google.com/file/d/1xfmZHOPD\\_H1wgGKq1N7Irv6gyXxOXzbZ/view](https://drive.google.com/file/d/1xfmZHOPD_H1wgGKq1N7Irv6gyXxOXzbZ/view)

### **Use of ACC email**

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at: <http://www.austincc.edu/help/accmail/questions-and-answers>

### **Use of the Testing Center**

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

## **STUDENT SUPPORT SERVICES**

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

### **Student Support**

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at <http://www.austincc.edu/students>. A comprehensive array of student support services is available online at: <https://www.austincc.edu/coronavirus/remote-student-support>

### **Student Accessibility Services**

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of each semester they are enrolled, otherwise the provision of accommodations may be delayed. Students who have received approval for accommodations

from SAS for this course must provide the instructor with the legal document titled “Notice of Approved Accommodations (NAA)” from SAS.

Until the instructor receives the NAA from the student accommodations should not be provided. Once the NAA is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student’s best interest to deliver the NAA on the first day of class.

Please contact [SAS@austincc.edu](mailto:SAS@austincc.edu) for more information.

### **Academic Support**

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

[An online tutor request can be made here:](https://de.austincc.edu/bbsupport/online-tutoring-request/)

<https://de.austincc.edu/bbsupport/online-tutoring-request/>

[Additional tutoring information can be found here:](https://austincc.edu/onlinetutoring)

[austincc.edu/onlinetutoring](https://austincc.edu/onlinetutoring)

### **Library Services**

ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website: <http://library.austincc.edu>
- Library Information & Services during COVID-19: <https://researchguides.austincc.edu/LSinfoCOVID19>
- Ask a Librarian 24/7 chat and form: <https://library.austincc.edu/help/ask.php>
- Library Hours of Operation by Location: <https://library.austincc.edu/loc/>
- Email: [library@austincc.edu](mailto:library@austincc.edu)

### **Student Organizations**

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at <http://sites.austincc.edu/sl/>.

### **Personal Support**

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here: <https://www.centraltexasfoodbank.org/food-assistance/get-food-now>
- Assistance with childcare or utility bills is available at any campus Support Center: <http://www.austincc.edu/students/support-center>
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: <http://www.austincc.edu/SEF>
- Help with budgeting for college and family life is available through the Student Money Management Office: <http://sites.austincc.edu/money/>
- A full listing of services for student parents is available at: <https://www.austincc.edu/students/child-care>
- The CARES Act Student Aid will help eligible students pay expenses related to COVID-19: <https://www.austincc.edu/coronavirus/cares-act-student-aid>

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: <http://www.austincc.edu/students/counseling>

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24-hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
  - Substance Abuse and Mental Health Services Administration (SAMHSA)  
National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**