

# Online Course Information

## Online Basics

All online courses will run for four weeks. In order to take an online course, participants will need:

- ◆ Familiarity with web browsers and the World Wide Web
- ◆ A working, valid e-mail address (not shared with someone else)
- ◆ Computer with Internet access
- ◆ One of the following Internet web browsers on your computer:
  - ◇ Internet Explorer 4 or higher
  - ◇ Netscape 7 or higher
  - ◇ Mozilla 1.2 or higher
  - ◇ Apple Safari 1.0 or higher
- ◆ Microsoft Word (or Word compatible program, such as OpenOffice.org)

The course is conducted entirely on the Internet. Homework is submitted via the course website.

## Registration and Course Fees

Participants will register for an online course by completing the workshop registration form at the end of this catalog. The cost for an online course is \$40.00. There are no special rates for the online courses. Registrants must pay the course fee before starting the course.

## How it works

After registering for the course, an e-mail confirmation will be sent to each individual just prior to the first week of the course. The confirmation includes the following information:

- ◆ Dates of the course
- ◆ Enrollment 'key' for the course
- ◆ Instructions for enrolling in the course
- ◆ E-mail address of the course instructor

With the confirmation e-mail, you will be able to visit the online courses website (<http://casat.unr.edu/moodle/>) and create an account for yourself. Once you have created the account, you can use the enrollment key to enter the

## How it works (cont.)

course for which you registered.

Note: If you have taken another online course using this system before, you do not need to create a new account. You can simply use your previous login information and the new enrollment key to enter the course.

## Coursework

The first week of the course allows students to familiarize themselves with the online course system. This includes learning to use the online discussion forum, posting a message to this forum to facilitate student introductions, and then taking a pre-evaluation quiz.

During the fourth (last) week of the course an online post-evaluation survey is offered to provide feedback regarding the online course. Course certificates will not be mailed until the participant completes the post-evaluation.

Participants in online courses can expect approximately one hour of reading and one hour of homework (answering essay type questions) per week for four weeks. Some instructors may have participants visit certain websites as part of homework assignments.

All homework assignments must be completed in order for the participant to earn contact hours. Homework assignments must be completed on a weekly basis. Pre- and post-tests will be administered with each online course.

## Contact Hours

Each online course will be worth 8 contact hours. Completed and submitted homework assignments are the mechanisms used to grant contact hours. CASAT will issue certificates to participants who complete and submit all homework assignments. Participants who complete some but not all homework assignments will not be issued a certificate or given a reduced number of contact hours (CEHs). Participants who do not complete homework assignments will not be given a refund.

# Online Courses

April 2005

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Advanced Clinical  
Supervision

Online

April 11- May 9

This online course for experienced supervisors focuses on the supervisory relationship from the viewpoint of the supervisor. It provides information on ethical, legal, and developmental issues along with a discussion of models of interventions for the advanced supervisor. Participants will be asked to integrate this material and apply it to their current practice as a supervisor via written assignments. The focus of the course is on practical application rather than theory.

Prerequisite: Introductory supervisor training on counselor development, the professional role of the supervisor, and how to evaluate and supervise staff. Three years experience as a supervisor.

Instructor     Mary Bryan, MFT, LADC.  
CEHs             8

May 2005

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Motivational Inter-  
viewing

Online

May 2 -June 6

Motivational Interviewing is an empirically supported method for enhancing motivation for participation in treatment and other health related behavior change. MI uses reflective listening, operationalized by Carl Rogers as the skill of accurate empathy, as its main tool. Its main concern is to tip the balance between the perceived positive and negative consequences of substance use towards the side of seeking help and making changes. MI discourages labeling, and emphasizes the client's own perspectives on the negative consequences that substances are having on a client's life. It also emphasizes the personal responsibility of the client to decide whether or not he/she has a problem, how serious it is and what to do about it. Similarly, MI gives the client credit for his/her improvement and change by emphasizing the client's internal control of his/her own behavior. MI further suggests

**NEW!**

Motivational Interviewing (cont.)

Online

May 2 -June 6

**NEW!**

The workshop uses a combination of didactic, role-playing, feedback and group and individual exercises incorporating motivational interviewing practice. The fundamental approach is discussed didactically. Participants are then taught basic skills necessary to apply MI, including reflective listening, asking open-ended questions, clarifying values, eliciting dissonance, and rolling with resistance. Exercises in small groups provide participants with opportunities to practice these skills. After exercises, participants are given the opportunity for small group discussion.

Instructor      Sherry Ceperich, Ph.D.  
CEHs              8