

SUL ROSS STATE UNIVERSITY

ED 7320: Professional Issues and Ethics in Counseling

Fall 2022

Instructor: Ms. Rebecca Greathouse Wren, M.Ed., LPC-S

Email: rebecca.wren@sulross.edu

Work Phone: 432.386.6973. Text or Email... (please include your name and this class).

Office Hours: By appointment. Please text (432-386-6973), or email (rebecca.wren@sulross.edu) to set up an appointment to meet by phone or Zoom.

Please read the syllabus carefully and refer to it throughout the course. All course objectives and expectations are outlined in the syllabus. If anything is unclear, please contact me for clarification.

REQUIRED MATERIALS:

- Sheperis, D., Henning, S., & Kocet, M. (2016). **Ethical decision making for the 21st century counselor**. SAGE: Thousand Oaks, California.
- American Psychological Association (2019). **The publication manual of the American Psychological Association**. Seventh Edition. Washington, D.C. American Psychological Association.
- **HIPAA Training for Individuals: Mental Health**
Link for Program: [HIPAA Training and Certification for Mental Health](#)
Pricing: One Course: **\$29.99**
PLEASE NOTE: If you can find a free or lower cost certificate program for HIPAA Training for Mental Health Professionals, email me the information about that program (Rebecca.wren@sulross.edu), or text me (432-386-6973) for approval.

Avg Completion Time: 1.5 Hours / Course

- **Format:** Online Self-Paced Training
- **Access:** Online Access for 90 Days
- **Certificate of Completion:** Yes
- **Certificate Expiry:** 2 Year
- **Wallet Card:** Yes
- **Audio:** Yes
- **License:** Single User

COURSE DESCRIPTION: A course to familiarize students with professional, legal, and ethical issues facing clinical mental health counselors. Focus will be an overview of business/family law and professional practice, the study of current board rule, and records management. Students are to demonstrate knowledge of and ability to apply, the Texas State Board of Examiners of Professional Counselors Statutes-Laws and Rules-Regulations.

PROGRAM LEARNING OUTCOMES

This course contributes to the following required program learning outcomes:

1. Students will demonstrate their ability to apply within guidance and counseling, their knowledge of human development, diversity, and factors that affect students'/clients' ability to achieve their potential.
2. Students will demonstrate their ability to plan, implement, and evaluate a developmental guidance program; this program will incorporate assessment, as well as individual and group counseling services utilizing appropriate theoretical frameworks, techniques, and interventions to address personal, interpersonal/social, educational, and career needs.
3. Students will demonstrate the ability to communicate and collaborate effectively with others in the school, with students' parents, and/or with the community in order to facilitate student/client success, and will demonstrate the ability to apply ethical, legal, and professional standards.

STUDENT LEARNING OUTCOMES:

The student will be able to:

1. Demonstrate their ability to apply within guidance and counseling, their knowledge of human development, diversity, and factors that affect client's ability to achieve their potential
2. Demonstrate their ability to plan, implement, and evaluate a developmental counseling program, this program will incorporate assessment, as well as individual and group counseling services utilizing appropriate theoretical frameworks, techniques, and interventions to address personal, interpersonal/social, and educational needs.
3. Demonstrate the ability to communicate and collaborate effectively with others in diverse settings, including the community in order to facilitate client success, and will demonstrate the ability to apply ethical, legal, and professional standards.

COUNSELOR EDUCATION MARKETABLE SKILLS:

1. Graduates will demonstrate oral and written communication skills to apply in careers related to mental and behavioral health including school counseling.
2. Graduates will demonstrate knowledge of ethics, social justice issues, and multicultural concerns to apply in careers related to mental and behavioral health including school counseling.
3. Graduates will demonstrate knowledge of human growth development throughout the lifespan to apply in careers related to mental and behavioral health including school counseling.

CLASS POLICIES

Attendance Policy: You are free to work at your convenience as long as you meet the assignment deadlines. You are expected to login to the Bb site several times each week. The University policy for attendance in web-delivered courses states that nonparticipation (not logging in) for more than 3 weeks in a long session, or for 1 week during a summer session, or 3 days for a midwinter session, may result in the student being dropped from the course by the professor. **Please check your Sul Ross email daily. LATE ASSIGNMENTS ARE NOT ACCEPTED- no excuses!**

Academic Integrity: Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. A scholar is expected to be prepared and focused; meaningful and pertinent participation is appreciated. Examples of academic dishonesty include but are not limited to: Turning in work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden.

DISTANT LEARNING STATEMENT:

Students enrolled in distance education courses have equal access to the university's academic support services, such as Smarthinking, library resources, such as online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. **Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard**, which requires secure login information to verify students' identities and to protect students' information. The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

COURSE OBJECTIVES

- provide an overview of becoming an ethical, competent counselor
- assist the reader's identification of his or her own personal values that influence the ethical decision-making process
- highlight ethical decision-making models that address specific considerations
- introduce a relational model of ethical decision making
- identify ethical and legal issues related to counseling practice
- introduce challenges specific to contemporary practice
- identify steps and processes for resolving ethical dilemmas
- highlight the ethical importance of social justice and advocacy for our clients and our profession

REQUIREMENTS

Students will:

- participate in Blackboard discussions.
- complete reading assignments and **study** the material **prior** to completing assignments.
- complete weekly written assignments on Discussion Board.
- complete the research paper.
- complete weekly chapter quizzes.
- complete a HIPAA Mental Health certification course and submit the pdf certificate to rebecca.wren@sulross.edu.
- practice professional conduct and ethics.
- practice respectful learning exchanges.

EVALUATION

Weekly Quizzes (due at 11:55 pm/ct <i>almost</i> every Friday)	30%
Discussion Board (due at 11:55 pm/ct <i>almost</i> every Saturday- Both your post and TWO responses to classmates are required by this deadline)	30%
Research Paper (submit where indicated on Blackboard by Sunday, October 16, 2022)	25%
HIPAA Certification for Mental Health Professionals (submit where indicated on Blackboard by November 30, 2022).	15%
Zoom meetings (3- 8-28-22, 9-25-22, & 10-30-22, all at 3:00 pm central time) are voluntary. EXTRA CREDIT POINTS , however, will be given for full attendance.	

Course Grades:

A	B	C	F
91% - 100%	81% - 90%	71% - 80%	Below 71%

NOTE: Graduate students must maintain a 3.0 GPA to remain in good standing.

SRSU Disability Services: Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the Student's responsibility to initiate a request. Please contact me, Ms. Mary Schwartze-Grisham, M.Ed., LPC, Director/Counselor, Accessibility Services Coordinator, Ferguson Hall (Suite 112) at 432.837.8203; mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas 79832. Students should then contact the instructor as soon as possible to initiate the recommended accommodations.

ASSIGNMENT DESCRIPTIONS:

1. Chapter Quizzes (30% of overall grade)

There will be 14-chapter quizzes worth 40 points each. Each quiz is timed (60 minutes) and you must complete each quiz in one setting. You may not logon, logoff, and logon again. You may take the quiz two times before the deadline. If you make a mistake on either your first try or your second, I will not fix it. Your highest grade will be recorded. You **MAY NOT** collaborate on the chapter quizzes. **To do so will violate stated rules regarding academic honesty and you will be dropped from the course.** Answers will not be provided until all students have taken each quiz, which is after the due date.

Chapter quizzes are available, and you may take them in advance of the due date listed, however, you must complete each quiz by 11:55 p.m. (midnight) on the day each is due (Fridays). Each quiz will consist of 20 questions, true/false and multiple choice.

2. Discussion Board Activities (30% of overall grade)

You will be responsible for **one discussion board Post and two Responses for each chapter, most weeks.** Discussion board Posts and Responses to two of your classmates are due by 11:55 p.m. on Saturday. Each chapter discussion post is worth 15 points. Each chapter discussion board *response* is worth 5 points. There are 25 potential points total for each Discussion Board. Discussion Posts must be thorough, consisting of 2-3 substantial paragraphs, and **references noted** at the bottom of your post (points will be taken off if references are missing, both in your text and at the end of your post). After you have posted you may see your classmates' posts and respond to two. These must be thorough and substantial, also. You will **not need references for these responses**, but these are due with the post, on Saturdays by 11:55 pm.

3. Research Paper (25% of overall grade)

Research Paper-Due Sunday, October 16, 2022-Case Studies

General Format for Written Work. NOTE: Your writing reflects your professionalism. A paper with multiple errors will receive a reduction in grade.

Writing Instructions: Each paper must be written using APA guidelines. Students are required to purchase the 7th edition of the APA writing manual. APA guidelines do include a Title page, citing of references and a reference section at the end of each question/response. In addition, each paper should include one-inch margins, 12-point font, New Roman style type, double line spacing, have all pages numbered, and be edited for spelling, punctuation, and grammar. Papers with multiple errors will receive a deduction in grade.

Submit all papers through **SafeAssign**. Percentages above 10% similarities from SafeAssign **must be corrected** before you submit your final paper.

Please note: Do NOT write the scenarios in your answers. Start your answers with noting its Case #.

Five Case Studies are provided to you for this research paper. You will need to **choose three** of the case studies for this paper. You will research each case study using your textbook and **other reliable and good references**.

I require FIVE (5) reference per case study, and these references should have their own page at the end of the case study (instead of having them all in one reference at the end of the paper).

I have provided multiple web resources and journal articles which may assist you. On Blackboard under Course Content, please see folder named "Resources." Present your findings in a **six-to-eight-page paper**.

RESEARCH PAPER, CONTINUED:

Do not include the question in your paper, but your first sentence or paragraph should introduce the situation.

Typically, each paragraph will have at least 1-2 cited source/s. Even if you have re-written the information in your own words you must cite the source. If the information is not 100% from you, you must cite a source. Along with your APA manual, <http://www.apastyle.org> is a good reference web site for APA guidelines.

SafeAssign

What is the Safe Assignment Tool?

The Safe Assignment Tool is an advanced plagiarism prevention system deeply integrated with the Blackboard Learning Management System. SafeAssignment compares student papers submitted to Blackboard against an enormous wide range of sources and provides instructors with detailed Originality Reports. Because of SafeAssignment's flexibility, this product is an effective plagiarism prevention system that helps instructors to raise student awareness about plagiarism and to educate students about the ways to avoid plagiarism.

You can check your similarity report and make corrections if needed. With your similarity report, you will note highlighted areas that have similarity noted between your paper and another source. You will click on the tab within the colored square to see the percentage of the similarity. Percentages above 10% must be corrected. It does not matter if the source that is being noted for similarity is not the same source that you used. The system is telling you what you have written is too similar to another source and you need to make corrections. You may need to change up some of the wording or order of information to make it your information. More than three or four words in a row that are identical to the originating author can be detected. You can submit your paper as many times as you would like.

This system is designed to assist students with increasing awareness of plagiarism. Typically, plagiarism is an accidental occurrence and occurs when students do not realize their writing is overly similar to another source.

4. Certificate of HIPAA Training for Mental Health Professionals (15% of grade)

- **HIPAA Training for Individuals: Mental Health**

Link for Program: [HIPAA Training and Certification for Mental Health](#)

Pricing: One Course: **\$29.99**

PLEASE NOTE: If you can find a free or lower cost certificate program for HIPAA Training for Mental Health Professionals, email me the information about that program (Rebecca.wren@sulross.edu), or text me (432-386-6973) for approval.

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- **Certificate of Completion:** Yes
- **Certificate Expiry:** 2 Year
- **Wallet Card:** Yes
- **Audio:** Yes
- **License:** Single User

Calendar of Assignments & Special Dates

NOTE: LATE ASSIGNMENTS ARE NOT ACCEPTED I do not consider excuses, so best to turn in assignments earlier than due so you won't miss the deadline!

REMEMBER! THESE TIMES ARE CENTRAL TIME!

11:55 PM IS THE TIME DEADLINE

Week 1- Get Acquainted- Due 11:55 pm

Discussion Board Posting and Responses to 2 classmates.

-Due: Thursday, August 25.

Week 1- Chapter 1- Due 11:55 pm

Quiz 1- Chapter 1

- Due: **Friday, August 26.**

Chapter 1- Discussion Board Posting and Responses to 2 classmates.

-Due: Saturday, August 27.

Week 2- Zoom Meeting: Sunday, August 28, 3:00 pm (central time):

Topic: My Meeting w ED 7320 class

Time: **Sunday, August 28, 2022, 03:00 PM Central Time**

Join Zoom Meeting

<https://us02web.zoom.us/j/88191579913?pwd=UEFpTkNRL2IPTGx2Uk8wTW5iTEpBQT09>

Meeting ID: 881 9157 9913

Passcode: 007906

Week 2- Chapter 2- Due 11:55 pm

Quiz 2- Chapter 2

- Due: **Friday, September 2.**

Chapter 2- Discussion Board Posting and Responses to 2 classmates.

-Due: **Saturday, September 3.**

Week 3- Chapter 3- Due 11:55 pm

Quiz 3- Chapter 3

- Due: **Friday, September 9.**

Chapter 3- Discussion Board Posting and Responses to 2 classmates.

-Due: **Saturday, September 10.**

Week 4- Chapter 4- Due 11:55 pm

Quiz 4- Chapter 4

- Due: **Friday, September 16.**

Chapter 4- Discussion Board Posting and Responses to 2 classmates.

-Due: **Saturday, September 17.**

Week 5- Chapter 5- Due 11:55 pm

Quiz 5- Chapter 5

- Due: **Friday, September 23.**

Chapter 5- Discussion Board Posting and Responses to 2 classmates.

-Due: **Saturday, September 24.**

Week 6- Zoom Meeting: Sunday, September 25, 3:00 pm (central time):

Topic: My Meeting w ED 7320 class

Time: **Sunday, September 25, 2022, 03:00 PM** Central Time

Join Zoom Meeting

<https://us02web.zoom.us/j/88191579913?pwd=UEFpTkNRL2IPTGx2Uk8wTW5iTEpBQT09>

Meeting ID: 881 9157 9913

Passcode: 007906

Week 6- Chapter 6- Due 11:55 pm

Quiz 6- Chapter 6

- Due: **Friday, September 30.**

Chapter 6- Discussion Board Posting and Responses to 2 classmates.

-Due: **Saturday, October 1.**

Week 7- Chapter 7- Due 11:55 pm

Quiz 7- Chapter 7

- Due: **Friday, October 7.**

Chapter 7- Discussion Board Posting and Responses to 2 classmates.

-Due: **Saturday, October 8.**

Week 8- Chapter 8- Due 11:55 pm

Quiz 8- Chapter 8

- Due: **Friday, October 14.**

Chapter 8- Discussion Board Posting and Responses to 2 classmates.

-Due: **Saturday, October 15.**

Week 9- RESEARCH PAPER-

Research Paper due: **Sunday, October 16.**

See syllabus and Research Paper folder for directions & post at appropriate place on Blackboard.

Week 9- Chapter 9- Due 11:55 pm

Quiz 9- Chapter 9

- Due: **Friday, October 21.**

Chapter 9- Discussion Board Posting and Responses to 2 classmates.

-Due: **Saturday, October 22.**

Week 10- Chapter 10- Due 11:55 pm

Quiz 10- Chapter 10

- Due: **Friday, October 28.**

Chapter 10- Discussion Board Posting and Responses to 2 classmates.

-Due: **Saturday, October 29.**

Week 11- Zoom Meeting: Sunday, October 30, 3:00 pm (central time):

Topic: My Meeting w ED 7320 class

Time: **Sunday, October 30, 2022, 03:00 PM** **Central Time**

Join Zoom Meeting

<https://us02web.zoom.us/j/88191579913?pwd=UEFpTkNRL2IPTGx2Uk8wTW5iTEpBQT09>

Meeting ID: 881 9157 9913

Passcode: 007906

Week 11- Chapter 11- Due 11:55 pm

Quiz 11- Chapter 11

- Due: **Friday, November 4.**

Chapter 11 - Discussion Board Posting and Responses to 2 classmates.

-Due: **Saturday, November 5.**

Week 12- Chapter 12- Due 11:55 pm

Quiz 12- Chapter 12

- Due: **Friday, November 11.**

Chapter 12- Discussion Board Postings and Responses to 2 classmates.

-Due: **Saturday, November 12.**

Week 13- Chapter- Due 11:55 pm

Quiz 13- Chapter 13

- Due: **Friday, November 18.**

Chapter 13 - Discussion Board Postings and Responses to 2 classmates.

-Due: **Saturday, November 19.**

Week 14- THANKSGIVING BREAK**Week 14- Chapter 14- Due 11:55 pm**

Quiz 14- Chapter 14

- Due: **Sunday, November 27.**

Chapter 14- Discussion Board Postings and Responses to 2 classmates.

-Due: **Monday, November 28.**

Week 15- Due 11:55 pm**HIPAA Training for Mental Health Professionals Certificate-**

- Email (pdf) your certificate to rebecca.wren@sulross.edu.
- Due **Wednesday, November 30**

Important/Special Dates of Fall 2022 and this course:

<p><u>August 22-</u> First Day of Classes</p> <p>August 28- Zoom meeting, 3 pm (central).</p> <p><u>September 5-</u> Monday, Labor Day Holiday.</p> <p>September 25- Zoom meeting, 3 pm (central).</p> <p>October 16- Research Paper due.</p> <p><u>October 17-</u> Mid-semester</p> <p>October 30- Zoom meeting, 3 pm (central).</p> <p><u>November 8-</u> Professor can drop student for excessive absences, last day for student to drop with grade of 'W.'</p>	<p><u>November 14-</u> Last day to drop with a grade of 'W.'</p> <p><u>November 22-27-</u> Thanksgiving Break.</p> <p>November 28- HIPAA course certificate due.</p> <p><u>November 30-</u> Last Class Day</p> <p><u>December 1-</u> Dead Day</p> <p><u>December 2, 5-7 -</u>Final Exams</p> <p><u>December 8-</u> Grades due to be turned in for graduating students</p> <p><u>December 12-</u> Grades due to be turned in for continuing students.</p>
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