

Syllabus  
SUL ROSS STATE UNIVERSITY  
**EDSR 7320: PROFESSIONAL ISSUES & ETHICS IN COUNSELING**  
Spring 2024/Monica Gutierrez, Ph.D.

Instructor: Dr. Monica Gutierrez

Email: [monicag@sulross.edu](mailto:monicag@sulross.edu)

Cell Phone: 830-279-7577 for texts (preferred) and phone calls. Please leave your name and the class you are in when you text or leave a message.

Office Hours: By appointment: telephone or TEAMS meeting.

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 the instructor for clarification. This is a web course and is delivered entirely on Blackboard.

### **REQUIRED MATERIALS**

You need the following materials:

- Sheperis, D., Henning, S., & Kocet, M. (2016). *Ethical decision making for the 21<sup>st</sup> century counselor*. SAGE: Thousand Oaks, California.

- Publication Manual of the American Psychological Association, Seventh Edition— 9781433832161

- **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 ([monicag@sulross.edu](mailto:monicag@sulross.edu)), or text me (830-279-7577) 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 the ethical and legal practice in the field of counseling; included are standards of ethical practice and their application to the various areas of counseling, ethical decision-making, major ethical and legal issues, and ethical responses to unethical behavior.

### **COURSE OBJECTIVES**

Student will be able to...:

1. ... respond to ethical dilemmas by using a decision-making process.
2. ... identify the different major components of ethical codes for school or professional counselors.
3. ... communicate an understanding of the laws for counselors and therapists in Texas.
4. ... communicate her/his/their value system, with emphasis on how these values are likely to impact a counseling practice.
5. ... communicate how her/his personal values influence her/his ethical posture.
6. ... identify the professional organizations for counselors.

**This course contributes to the following required student 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 determine ethical dilemmas and the steps involved and best practices for an effective resolution while utilizing appropriate theoretical frameworks, techniques, and interventions to address personal, interpersonal/social, educational, and career needs, etc.
3. Students will demonstrate the ability to communicate and collaborate effectively with colleagues, 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.

**CACREP STANDARDS:**

(Council for Accreditation of Counseling & Related Educational Programs)

Standards for Clinical Mental Health Counseling (CMHC) track	
1. Roles and setting of clinical mental health counseling (CMHC:VC1a);	Counseling Interview
2. Knows the roles and setting of clinical mental health counselors (CMHC: VC2a)	Counseling Interview
3. Mental health service delivery modalities within the continuum of care, such as inpatient, outpatient, partial treatment and aftercare, and the mental health counseling services networks. (CMHC:VC2c);	Counseling Interview
4. Knows the professional organizations, preparation standards, and credentials relevant to the practice of clinical mental health counseling (CMHC:VC2k);	Professional Affiliation
5. Is aware of legal and ethical considerations specific to clinical mental health counseling (CMHC:VC2l);	
6. Understands the record keeping, third party reimbursement, and other practice and management issues in clinical mental health counseling (CMHC:VC2m);	Counseling Interview
7. Understands the impact of crises and trauma on individuals with mental health diagnosis (CMHC:VC2f);	
8. Applies knowledge of legislation and government policy relevant to clinical mental health counseling (CMHC:VC2i);	
9. Understands effective strategies for interfacing with integrated behavioral health care professionals (CMHC:VC3d)	Counseling Interview

## **TEXES STANDARDS**

TEXES standards addressed in this course are:

**Standard I. Learner-Centered Knowledge:** The certified school counselor has a broad knowledge base.

**Standard II. Learner-Centered Skills:** The certified school counselor applies the knowledge base to promote the educational, personal, social, and career development of the learner.

**Standard III. Learner-Centered Process:** The certified school counselor participates in the development, monitoring, and evaluation of a developmental school guidance and counseling program that promotes learners' knowledge, skills, motivation, and personal growth.

**Standard IV. Learner-Centered Equity and Excellence for All Learners:** The certified school counselor promotes academic success for all learners by acknowledging, respecting, and responding to diversity while building on similarities that bond all people.

**Standard V. Learner-Centered Communications:** The certified school counselor, an advocate for all students and the school, demonstrates effective professional and interpersonal communication skills.

**Standard VI. Learner-Centered Professional Development:** The certified school counselor continues professional development, demonstrating a commitment to learn, to improve the profession, and to model professional ethics and personal integrity.

## **TEXES COMPETENCIES**

TEXES competencies addressed in this course are:

**Competency 001, Human Development:** The school counselor understands processes of human development and applies this knowledge to provide a developmental guidance program, including counseling services, that meets the needs of all students.

**Competency 002, Student Diversity:** The school counselor understands human diversity and applies this knowledge to ensure that the developmental guidance and counseling program is responsive to all students.

**Competency 003, Factors Affecting Students:** The school counselor understands factors that may affect students' development and school achievement and applies this knowledge to promote students' ability to achieve their potential.

**Competency 006, Counseling:** The school counselor understands how to provide effective counseling services to individuals and small groups.

## **TEXES COMPETENCIES, continued:**

**Competency 007, Assessment:** The school counselor understands principles of assessment and is able to use assessment results to identify students' strengths and needs, monitor progress, and engage in planning to promote school success.

**Competency 008, Collaboration with Families:** The school counselor knows how to communicate effectively with families and establish collaborative relationships that enhance work with students.

**Competency 009, Collaboration with Others in the School and Community:** The school counselor understands how to work collaboratively with other professionals and with community members to promote positive change and to facilitate student learning.

**Competency 010, Professionalism:** The school counselor understands and complies with ethical, legal, and professional standards relevant to the profession.

## **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. **This includes the prohibited use of ANY Artificial Intelligence Programs (such as chat.openai)**. 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.

## **Student Expectations of Instructor:**

- Instructor will provide weekly communication with the class through announcements, comments on grading, and/or email notifications, virtual office hours, and TEAMS meetings as needed.
- Instructor will provide email responses within 24 hours of receipt during the hours of 9:00 AM CST - 4:00 PM CST, Monday-Friday, unless otherwise noted.
- Instructor will provide clear lectures, instructions, a grading matrix, and in some cases, examples for assignments.
- Instructor will provide grades to assignments within two weeks of the submission date.
- Instructor will provide feedback to discussion board postings as needed, on a weekly basis.
- Instructor will provide a range of opportunities to engage in course content in a meaningful way.

## **Professor Expectations of Students:**

- Students will familiarize themselves with the components of an online course: Blackboard, SafeAssign, Quizzes/Exams, HIPAA online course, Research Paper, Calendar of due dates, volunteer Zoom meetings, etc.
- Students will familiarize themselves with the course textbooks, syllabus, online policies, grading policies, student outcomes, marketable skills, course objectives, and course design.
- Students will adhere to the 7<sup>th</sup> edition of the APA manual for all written assignments and postings and will not plagiarize the work of another, use the work of their peers and claim it as their own, or use AI (Artificial Intelligence) generated answers.
- Students will complete and submit all coursework by 11:55 PM central time, on the due date. Late work will not be accepted.
- Students will engage in the course with their peers and the instructor, with open communication and active participation.
- Students will be diligent to use both oral and written communication that respects peers and instructor.
- Students will respond to instructor communication requests regarding course progress and other general inquiries within 48 hours.
- Students will be proactive, resourceful (such as backing up assignments on other external devices or in the cloud), and pre-plan for internet interruptions and other technology/computer problems so that these will not be issues in test-taking situations or in submitting assignments. It is best to get work completed well before the time it is due.

## **ACADEMIC INTEGRITY:**

Students in this class are required to demonstrate scholarly behavior and academic honesty in the use of intellectual property. A scholar is expected to be timely, prepared, and focused. Meaningful, respectful, and pertinent online participation is also expected.

Examples of academic dishonesty include but are not limited to: submitting work as original that was used in whole or part for another course and/or professor, even your own previous work; turning in another person's work as one's own; copying from professional works or internet sites without citation, and **the use of ANY Artificial Intelligence Programs (such as chat.openai) is forbidden**.

## **SAFE ASSIGN:**

The Safe Assignment Tool is an advanced plagiarism prevention system deeply integrated with the Blackboard Learning Management System. SafeAssign compares student papers submitted to Blackboard against an enormous wide range of sources and provides instructors with detailed Originality Reports. Because of Safe Assignment'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 tells you what you have written is too much like another source and you need to make corrections. You may need to change 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 should submit your paper many times. **If I see that you submitted the paper only one time, showing me that you did not review and correct SafeAssign similarities you will get a 0 on your research paper.** 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 like another source.

## **SRSU DISABILITY SERVICES ADA (Americans with Disabilities Act):**

The University is committed to equal access in compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The Disability Services Coordinator in Counseling and Student Support Services has the responsibility to ensure students with disabilities the opportunity for full participation in programs, services, and activities. Students seeking disability services need to contact the Disability Services Coordinator, Mary Schwartze-Grisham, located in Ferguson Hall, room 112. The mailing address is P.O. Box C-171, Sul Ross State University, Alpine, TX 79832. Telephone: 432-837-8203; Fax: 432-837-8724.

## **REQUIREMENTS**

Students will:

- participate in online Discussion Board (14) and activities.
- complete reading assignments and study the material **prior** to deadlines.
- complete all assignments.
- take fourteen (14) chapter exams.
- complete a research paper on three (3) scenarios of five (5) that are offered.
- practice professional conduct and ethics.
- practice respectful learning exchanges.
- agree to online participation policy including prompt response to email from instructor.

## **PARTICIPATION**

Students are expected to participate in online activities and discussions via Discussion Board. You are free to work at your own pace on most assignments, as long as you meet the assignment deadlines. **Late assignments will NOT be accepted.** Your final course grade will be affected by the quality of your participation. Your postings and responses on the Discussion Board should give evidence that you have completed the assigned readings and viewing of the Helping Professions Learning Center. Everything you write must be that of graduate level work and should reflect professional courtesy toward fellow students and instructor. I encourage students to edit all work before posting, as writing errors will affect grades negatively.

This is a web-delivered course therefore is subject to the **Sul Ross State University online participation policy.** It is the student's responsibility to check the Discussion Board and Sul Ross email continuously for the duration of the course. Participation will be evaluated in Blackboard online discussions. For you to remain enrolled in ED 7320, you must reply to the Blackboard Discussion Board "Online Participation Policy" forum by the deadline posted on the Due Dates listing in the Weekly Assignments tab of Bb. It is policy at Sul Ross State University that if a student enrolled in a web-delivered course fails to stay active (for a period of 3 weeks in a long semester or for 1 week during a summer session) or fails to submit assignments and/or does not reply to emails from the instructor then the student will be dropped from the course with a grade of "F." You may access the "Online Participation Policy" forum by entering Blackboard, then selecting Discussion Board. Please follow the directions regarding your required response. ***You will be expected to check your Sul Ross email regularly for the duration of the semester.***

## ASSIGNMENT DESCRIPTIONS

**Note:** *Late assignments will NOT be accepted.*

### **\*\* DISCUSSION BOARD (35%):**

Discussion Board Questions are presented for each chapter. After reading each chapter, go to the Discussion Board tab on Blackboard. Click on the Week/Chapter that is due that week (most are due by 11:55 pm, central, on Wednesdays). Read and answer the questions provided.

Discussion Board (DB) postings should be concise, yet thorough. Please share your conceptualization of what you have learned about the process of making an ethical decision and answer the questions thoroughly. Use this platform to demonstrate your acquired knowledge and insights. **You will post your answers to weekly DB questions before you are able to see anyone else's post. If you do not post your DB answers first, and somehow get around to seeing your classmates' posts before you submit your own, YOU WILL GET 0 POINTS FOR THE DISCUSSION BOARD THAT WEEK.** There will be no exceptions to this, so make sure you write your post FIRST! After you have posted your answer to DB, you will need to read the posts of your classmates and **respond to at least TWO other classmates' posts** to receive the maximum possible points. You will address the posts you choose by either agreeing with the student's approach, respectfully challenging/disagreeing with their approach, and/or offering personal insight. Please do not make the mistake of thinking that you must agree with all the posts. **Remember to make citations within your text, and you must have a Reference List at the end.**

Write your posts response with as much depth as possible in **two paragraphs**. You can write your comments to classmates with one paragraph, if you would like, but it must be meaningful and not 'fluff.'

**Writing Style.** APA writing format is required on original Discussion Board posts. **You MUST cite all material.** Make sure you edit for spelling, punctuation, and grammar errors, as points will be taken off if there are more than just a couple.

**Papers with multiple errors will receive a reduction in grade (starting on the second Discussion Board).**

**Your initial post is worth 80 max. Your responses to your 2 classmates are worth 10 max each. Grades will be based on your writing skill and your rationale.**

### **\*\* CHAPTER QUIZZES (35%)**

Ethical approaches to online testing are required of each student. Individual integrity is an expectation in this venue. These are mostly due on Saturdays, 11:55 PM (central time).

You have 60 minutes in one sitting to complete these chapter quizzes over the chapter you read that week. **If you'd like you may take the quiz TWO (2) times by the deadline, and the best grade you make will be the grade recorded.** Because of this, **DO NOT ASK TO RESET A QUIZ OR EXAM FOR YOU!!!!** Please refer to the ethical approaches to online testing, as this is required of all of you. The exam/quiz questions are chosen randomly, so you will probably get some different questions the second time you take the test/quiz.

**You MAY NOT collaborate on the chapter tests, the Ethical Codes/Statutes Exam, or the Final Exam. Do not attempt to print, copy, take photos, or screen shot these quizzes or exams!** To do so will violate stated rules regarding academic honesty and you'll be dropped from the course and/or program. Correct answers will not be provided until all students have taken each quiz.

**Correct answers will not be provided until all students have taken each quiz, and a few days after the due date.**

## **\*\* RESEARCH PAPER (15%)**

Five (5) Case Studies are provided to you for this research paper. See Blackboard for these scenarios. You will need to **choose two (2)** of the case studies for this paper. You will research each case study you choose by using your textbook and **other reliable and good references**. Choose the **two (2)** you wish to research (out of the five (5) presented). **You must submit it through SafeAssign and correct any SafeAssign similarities over 10%. If I see that you submitted the paper only one time, showing me that you did not review and correct SafeAssign similarities you will get a 0 on your research paper.** You may submit it as many times as you wish to check for SafeAssign analysis of your paper. When you have finished, and you have corrected similarities, upload your paper with the title: **“To Grade- Research Paper- Last name, First Name,”** with the final SafeAssign Report. That is the one I will grade. **After you have submitted your final paper, send me an email (rebecca.wren@sulross.edu) to tell me that you are completed and the last one is ready for me to grade.** If you do not do this, and the deadline has passed, I will grade the LAST paper you submitted.

**I WILL NOT ACCEPT LATE RESEARCH PAPERS. If they are 10 minutes late or 2 weeks late... it's all the same, you will get a 0!**

Writing Instructions: Each paper must use APA guidelines. Students are required to purchase the 7th edition of the APA writing manual. APA guidelines include a Title page, citing of references and a reference page. In addition, each paper should include one-inch margins, 12-point font, 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. **You must have a Reference List after EACH SCENARIO! Do NOT list all references at the end of your paper. Major points will be taken off if you do this!** If you do not put a reference list at the end of each scenario, the most you can make on the paper would be 50%,

Submit all papers through SafeAssign. Percentages above 10% similarities from SafeAssign **must be corrected** before you submit your paper for grading. Check the report and if you see that only citations in your text, or the references in your reference lists are the only things spotted by SafeAssign as copying, do not worry! I check those Originality Reports. I do not take off points for citations or references regarding SafeAssign.

Please note: **Do NOT write the entire scenarios or their following questions in your paper.** Start your answers by briefly noting the situation.

**Research Paper-Case Studies: Due Saturday, March 16, 2024, 11:55 pm (central)**

**I require FIVE (5) references per case study.** The Research paper needs to be **five (5) to seven (7) pages in length, NOT including the Title Page, nor the Reference Pages, and be posted at the end of the scenario (not at the end of the paper, of both scenarios).**

I will provide an example of how the paper should be written; with notes I have made to it. Please see in Blackboard for this example.

## **\*\* HIPAA TRAINING for MENTAL HEALTH PROFESSIONALS (15%)**

**Due Wednesday, May 1, 2024, 11:55 pm (central time).**

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](mailto: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 Years; **Wallet Card:** Yes [you can print]; **Audio:** Yes

If you have completed a course in the past year (HIPAA training for mental health professionals) you may upload that certificate, and not have to repeat the course. Courses you have taken that are older than a year will not be counted, so you must take it again.

### **EVALUATION:**

Your grade for this course will be determined by evidence of the **quality** of your learning as **demonstrated by your performance** on the following areas:

Discussion Board Postings	35%
Quizzes (14 total)	35%
HIPAA for Mental Health Professions course	15%
Research Paper	15%
Course Grade:	

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.

Effective Fall 2019 counseling students are required to maintain A/B grades in all graduate coursework.

### **LECTURES/DISCUSSIONS**

**Note: This course is delivered entirely online. Therefore, all lectures will be available to students from the beginning of the semester, and discussion will occur in forum(s) on Blackboard at the designated times in this syllabus.**

Lectures will incorporate text and power point presentations including the following topics: course overview; introduction to professional ethics; the counselor as a person and a professional; values and the helping relationship; multicultural perspectives and diversity issues; client rights and counselor responsibilities; ethical and legal issues in confidentiality; managing boundaries and multiple relationships; professional competence and training; issues in supervision and consultation; issues in theory and practice; ethical issues in couples and family therapy; ethical issues in group work; ethical issues in community work; codes of ethics and statutes relevant to counseling.

Final note - complete the reading assignments and study the material **PRIOR** to each deadline noted in Bb. You may complete all assignments, exams/tests early. **Late assignments will not be accepted.** All assignments must be submitted in **Blackboard no later than 11:55 pm, Central Time** on the date indicated in the Weekly Assignments tab. To complete the assignments, you will need to refer to the textbook, Codes of Ethics booklet, and the downloaded Supplementary Materials (accessed via the Course Documents tab on Blackboard).

*Have a wonderful semester! I'm looking forward to working with you!*  
*- Dr. Monica Gutierrez*

# EDUA 7320: Professional Issues and Ethics in Counseling

Spring 2024/Dr. Gutierrez

## 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!

11:55 PM IS THE TIME DEADLINE

REMEMBER! THESE TIMES ARE **CENTRAL TIME!**

Wednesday, January 17, 2024 – Spring Semester Begins

Week 1- Participation Policy-Acknowledgement Statement- Due 11:55 pm

Discussion Board Posting

-Due: Friday, January 19.

Week 1- Get Acquainted- Due 11:55 pm

Discussion Board Posting and Responses to 2 classmates.

-Due: Saturday, January 20.

Week 2- VOLUNTARY Collaborate Ultra Meeting: Wednesday, January 24, 4:30 pm (central time):

Week 2- Chapter 1- Due 11:55 pm

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

-Due: Wednesday, January 24.

Chapter 1- Quiz 1- Due: Saturday, January 27.

Week 3- Chapter 2- Due 11:55 pm

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

-Due: Wednesday, January 31.

Chapter 2- Quiz 2- Due: Saturday, February 3.

**Week 4- Chapter 3- Due 11:55 pm**

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

-Due: **Wednesday, February 7.**

Chapter 3- Quiz 3- Due: **Saturday, February 10.**

**Week 5- Chapter 4- Due 11:55 pm**

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

-Due: **Wednesday, February 14.**

Chapter 4- Quiz 4- Due: **Saturday, February 17.**

**Week 6- Chapter 5- Due 11:55 pm**

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

-Due: **Wednesday, February 21.**

Chapter 5- Quiz 5- Due: **Saturday, February 24.**

**Week 7- Chapter 6- Due 11:55 pm**

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

-Due: **Wednesday, February 28.**

Chapter 6- Quiz 6- Due: **Saturday, March 2.**

**Week 8- Chapter 7- Due 11:55 pm**

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

-Due: **Wednesday, March 6.**

Chapter 7- Quiz 7- Due: **Saturday, March 9.**

**Week 9- SPRING BREAK – March 11-15**

**Week 9- Research Paper- Due 11:55 pm**

Research Paper Due!- Due: **Saturday, March 16.**

**Week 10- Chapter 8- Due 11:55 pm**

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

-Due: **Wednesday, March 20.**

Chapter 8- Quiz 8- Due: **Saturday, March 23.**

**Week 11- Chapter 9- Due 11:55 pm**

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

-Due: **Wednesday, March 27.**

Chapter 9- Quiz 9- Due: **Saturday, March 30.**

**Week 12- Chapter 10- Due 11:55 pm**

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

-Due: **Wednesday, April 3.**

Chapter 10- Quiz 10- Due: **Saturday, April 6.**

**Week 13- Chapter 11- Due 11:55 pm**

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

-Due: **Wednesday, April 10.**

Chapter 11- Quiz 11- Due: **Saturday, April 13.**

**Week 14- Chapter 12- Due 11:55 pm**

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

-Due: **Wednesday, April 17.**

Chapter 12- Quiz 12- Due: **Saturday, April 20.**

**Week 15- Chapter 13- Due 11:55 pm**

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

-Due: **Wednesday, April 24.**

Chapter 13- Quiz 13 - Due: **Saturday, April 27.**

**Week 16- Chapter 14- Due 11:55 pm**

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

-Due: **MONDAY, April 29.**

Chapter 14- Quiz 14 - Due: **TUESDAY, April 30.**

**Week 16-HIPAA Training for Mental Health Professionals Certificate-**

- Due: **Wednesday, May 1.**

Upload your pdf format Certificate of Completion for your HIPAA online course.

To turn in your certificate, please go Under **COURSE CONTENT**, then **Assignments to post/complete** to **HIPAA course certificate** (the last on the list, after Research Paper).

Attach your certificate of completion there, then email me (monicag@sulross.edu) that it is ready to be graded (if you turn it in before May 1, 2024).

Thank you!

**IMPORTANT DATES TO REMEMBER:**

**Week 2- Collaborate Ultra Meeting: Wednesday, January 24, 2024, 4:30 pm (central time)**

**Week 10- SPRING BREAK – March 11-15, 2024.**

**Week 10- Research Paper- Due Saturday, March 16, 2024, 11:55 pm (central time).**

**Week 16-HIPAA Training for Mental Health Professionals Certificate-**

**Due Wednesday, May 1, 2024, 11:55 pm (central)**

## **Important/Special Dates of Spring 2024 and this course:**

<p><b>January 15- Dr. Martin Luther King, Jr. Holiday</b></p> <p><b>January 17- First Day of Classes</b></p> <p><b>January 20- Last Day to Drop w/ No Academic Record</b></p> <p><b>March 18- Mid-semester</b></p> <p><b>March 11-15 Spring Break</b></p> <p><b>April 12 – Last day to w/draw with a W.</b></p>	<p><b>April 12 - Deadline to apply for Spring 2024 Graduation</b></p> <p><b>May 1 - Last Class Day</b></p> <p><b>May 2 - Dead Day</b></p> <p><b>May 3 - May 6-8 - Final Exams</b></p> <p><b>May 10 - Spring Commencement – Alpine</b></p> <p><b>May 11 - Spring Commencement</b></p>
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