

## **SAMPLE SYLLABUS—WE RESERVE THE RIGHT TO MAKE ANY CHANGES**

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**COUN 6230 Legal and Ethics Issues in Counseling**  
Professional Counseling Program  
Department of Educational Leadership  
College of Education and Behavioral Studies  
Middle Tennessee State University



**COURSE DESCRIPTION:** Legal, ethical and professional issues pertaining to the practice of school and mental health counseling.

Instructor's Statement: This course will involve the study of current information and decision-making skills related to legal, ethical and professional issues in counseling. In teaching this course, I have two primary objectives: (a) to help you develop an understanding and awareness of the specific knowledge and skills related to ethical issues in counseling, (b) to develop decision-making skills related to ethical situations in counseling. The format of the class requires your **active participation** in all aspects of the class including lecture, readings, discussions, and activities.

**TEXTBOOK:**

Remley, T. P., & Herlihy, B. (2010). *Ethical, Legal, and Professional Issues in Counseling*. Upper Saddle River, NJ: Merrill/Prentice Hall. ISBN-10: 0137016719/ ISBN-13: 9780137016716

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

**Required for MENTAL HEALTH students:**

Wheeler, A. M. N & Bertram, B. (2008) *The Counselor and the Law* (5<sup>th</sup> Edition). Alexandria, VA: American Counseling Association. ISBN: 978-1-55620-276-6

**Required for SCHOOL COUNSELING students:**

Remley, T. P., Hermann, M. A., & Huey, W. C. (2003). *Ethical and Legal Issues in School Counseling*. Alexandria, VA: American School Counselors Association. ISBN: 978-1-929289-03-5

**PROGRAM OUTCOMES:**

1. PROFESSIONAL IDENTITY – Students will understand and value all aspects of professional functioning, including history, roles, organizational structures, ethics, legalities, standards, and credentialing.
2. SOCIAL AND CULTURAL DIVERSITY – Students will apply core theory and research regarding the cultural context of relationships, including current issues and trends in a multicultural and diverse society, to the practice of professional counseling.
3. HUMAN GROWTH AND DEVELOPMENT – Students will apply core theory and research regarding the nature and

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needs of individuals at all developmental levels to their work as professional counselors.

4. CAREER DEVELOPMENT – Students will apply core theory and research pertaining to career development, the psychology of work, and related life factors to the practice of professional counseling.
5. HELPING RELATIONSHIPS – Students will exhibit the knowledge base and skills needed to ethically and effectively deliver a range of professional counseling and consultation services.
6. GROUP WORK – Students will understand the theoretical and experiential foundations of group purpose, development, and dynamics and will apply group counseling methods and skills to the practice of professional counseling.
7. ASSESSMENT – Students will understand principles of testing and measurement and will apply both individual and group methods of assessment and evaluation to their work as professional counselors.
8. RESEARCH AND PROGRAM EVALUATION – Students will understand how research methods, statistical analysis, needs assessment, and program evaluation are conducted and the role of these practices in the counseling profession.
9. COMMUNICATION SKILLS – Students will communicate clearly and effectively, both orally and in writing.

### **OBJECTIVES:**

- Be familiar with the *ACA Code of Ethics (2005)*.
- Be familiar with the concept of ethical risk management and to consider procedures for managing risk as an integral component of clinical practice.
- Be familiar with the Law and Rules of the Board of Professional Counselors, Social Workers, and Marriage and Family Therapists in your state of residence.
- Demonstrate increased self-awareness of how one's own ethical values and beliefs affect one's ability to put ethics into practice.
- Apply a process of decision-making to specific clinical situations which takes into consideration ethical and legal standards.
- Develop a conceptual model for assuring one's own ethical professional behavior, as well as a risk management strategy for managing one's clinical practice

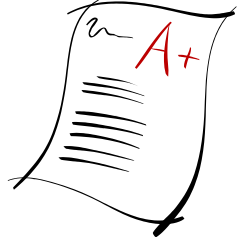
### **GRADING INFORMATION**

<b>Evaluation:</b>	
Class Attendance	50 points
Participation/Weekly Assignments	100 points
Final Examination	100 points
Weekly Quizzes (ACA Ethical Codes)	400 points
Responses to Ethical Dilemmas	100 points
Group Project (Informed Consent document)	100 points
Ethical Guidelines Review	150 points

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TOTAL POINTS	1000 POINTS
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Grade	Percentage	Points	Evaluation based on points earned.
A	100-90%	1000 – 900	Mastery of content/concepts
B	89%-80%	899 - 800	Good understanding of material
C	79%-70%	799 – 700	Rather basic understanding, work is needed to perform appropriately and at a professional level
D	69%-60%	699 – 600	Limited understanding, significant work is needed to perform appropriately and at a professional level
F	< 60	599 and below	Measured performance indicates material was not adequately understood



### ASSIGNMENTS:

#### 1. Class Attendance/Participation (150 points)

All students are expected to attend class regularly and to participate fully in exercises, activities, and assignments. This class is defined by MTSU as a Web-assisted course. We will have class every other Tuesday during the regularly scheduled time (4:30-7:30). Therefore, it is particularly important to attend class in order to prepare you for your quizzes and projects. Any absences should be discussed in advance with the instructor. The assignment is worth 10% of your grade. After **ONE (1)** absence (either excused or unexcused), you will begin to lose points. Two (2) late arrivals will be equivalent to one (1) absence. **NO EXCEPTIONS!**

#### 2. Final Examination (100 points)

There will be one (1) examination during the semester. This exam will be multiple choice, short answer, case examples, and occasional discussion questions. The exam will be given Desire2Learn and will be based on the readings, lectures, and activities completed to that date. The final exam will be worth 10% of your grade.



#### 3. Weekly Assignments (100 points)

Students will be required to participate in weekly activities that will be submitted either via Desire2Learn or submitted in class. Weekly assignments may include internet activities, journal entries, and discussion boards.

- **Internet activities** should be submitted via Desire2Learn using the appropriate Dropbox on the designated due dates. Certain activities that you will be unable to upload to D2L will be submitted in class. Please see the tentative schedule to determine when these activities are due.
- **Discussion Board** activities will be evaluated based on the following: Students are expected to make at least two postings per discussion board prior to the due date after reading or viewing the assigned materials for the

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week. Students may use this forum to communicate with the instructor and/or other students. The instructor will monitor these postings, and participation points will be awarded based on quality of participation. Quality of Participation will be based on the following:

- originality of posting
- understanding of the material
- length and depth of postings

Postings that simply agree with a previous posting, offer no additional information or thoughts, and demonstrate no in depth understanding of the information will receive no points.

- **Journal Entries** will be made weekly based on readings of the supplemental textbooks. Mental health student journal entries will be based on *The Counselor and the Law*. School counseling student journal entries will be based on *Ethical and Legal Issues in School Counseling*. Content of the journal entries should contain: (1) summaries of readings, and (2) reactions to readings. Journal entries will be completed on-line using Desire2Learn with **weekly** entries made and should be a minimum of two (2) typed pages, double-spaced. Entries are due by 5 pm on the day of class and should be labeled with name, date and journal entry number (ex. Journal Entry #1; Given Date).

#### 4. **Quiz Questions (400 points)**

There will be four (4) quizzes during the semester. These quizzes will be based on the eight (8) sections of the ACA *Code of Ethics*. Quizzes will be administered through Desire2Learn and will be multiple choice and true/false. More details will be provided in class.

#### 5. **Ethical Guidelines Review (150 points)**

Each student will be required to review a set of ethical guidelines for an ACA division, or a related helping profession (e.g., American Psychological Association, American Association for Marriage and Family Therapists). This review should be a comparison/contrast to the ACA *Code of Ethics*. The review should be typed, APA style, and a minimum of 5 to 7 pages (not including the title page and reference pages). ***Ethical Guideline Review paper due: Given Date***

Students should include the following sections and follow the format below:

- ✓ Title Page: an APA style cover sheet that includes running head, title, your name, course, instructor, and session in which it is taught.
- ✓ Introduction: This section should include an introduction to both of the profession organizations and a brief history of the ethical guidelines developed by both groups. Provide an overview of each set of guidelines including such details as preambles, guiding principles, etc.
- ✓ Content: Compare and/or contrast the two documents you are reviewing, providing an overview of sections included and issues discussed in the guidelines.
- ✓ Conclusion: Please provide any concluding thoughts, including your reactions and what learned from the guidelines. Please describe how this information will impact your work in your field?

OTHER FORMAT CONSIDERATIONS:

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- ✚ Be thorough but concise.
- ✚ Make sure to follow APA guidelines (title page, headings, references in text, reference page).
- ✚ You must cite the documents properly both in text and in the reference page.
- ✚ Include all sections and information listed above.
- ✚ Consider clarity of ideas, writing style, grammar, and spelling.
- ✚ Be sure to cite references in text and include a reference page.

## 6. Response to Ethical Dilemmas (100 points)

Students will be required to respond to several ethical dilemmas over the semester. Ethical cases depicting a counselor(s) dealing with an ethical dilemma(s) will be posted weekly on Desire2Learn. Students will respond to the ethical dilemma on-line with the following information:



- The ACA ethical standard(s) that are at issue (giving the specific standard number, name, and a brief summary of the content [e.g., Standard A.6.a, Dual Relationships - Avoid when possible; This standard discusses the influential nature of the therapeutic relationships and how counselors should make every effort to avoid dual relationships.....])
- The solution to the ethical dilemma. Include what you would recommend in dealing with the dilemma.

Students will be required to submit each ethical dilemma via Desire2Learn. (See class calendar for due dates).

## 7. Group Project (100 points)

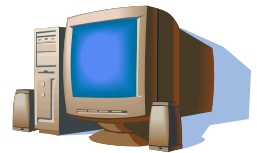


Students will be assigned to small groups for a group project to be completed within the semester. Groups will be required to construct an informed consent document for a mental health or school setting based on designated concentration areas. The informed consent should be based elements required or recommended by the ACA *Code of Ethics* as well as helping professional literature. Sample informed consent documents and further details will be provided. Informed consent documents will be graded on thoroughness and creativity of the document.

## OTHER INFORMATION:

### 8. Technology Requirements

As part of the counseling graduate program, all students **MUST** have access to a computer and will be required to conduct online assignments using the appropriate technology. No exceptions will be made. Students can access computer labs at various locations on campus. Access to Desire2Learn will be required for this course. I will use your MTSU email address for communications. Please check your MTSU email on a regular basis. If you have problems accessing your email accounts, including operating Desire2Learn, contact the HELP DESK at 615.898.5345.



### 9. Academic Honesty

It is expected that all work you complete for this course is your own. You are expected to include





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<u>n</u>					
1		<ul style="list-style-type: none"> <li>Introduction/Syllabus Review</li> </ul>		<ul style="list-style-type: none"> <li>Discussion Board #1</li> <li>Begin Readings</li> </ul>	
2		<ul style="list-style-type: none"> <li>Introduction to Professional Ethics</li> <li>Professional Identity of Counselors</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 1</li> <li>Chapter 2</li> </ul>	<ul style="list-style-type: none"> <li>Journal entry #1</li> </ul>	Week 1 work
3		No Class – Online Work		<ul style="list-style-type: none"> <li><b>Quiz #1 (Introduction and Section A)</b></li> <li>Internet Activity #1 - Professional Identity Activity</li> <li>Internet Activity #2 - CACREP Program Objectives</li> <li>Discussion Board #2</li> <li>Journal entry #2</li> </ul>	<b>Week 2 work</b>
<b>Given Date</b>		<i>No Class – School Counselor’s Institute</i>			
4		<ul style="list-style-type: none"> <li>Informed Consent</li> <li>Client’s Rights and Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 4</li> </ul>	<ul style="list-style-type: none"> <li>Journal entry #3</li> </ul>	Week 3 work
5		No Class – Online Work		<ul style="list-style-type: none"> <li><b>Quiz #2 (Sections B)</b></li> <li><b>Ethical Dilemma #1</b></li> <li>Internet Activity #3 - CEU Activity</li> <li>Internet Activity #4 - NBCC Activity</li> <li>Discussion Board #3</li> <li>Journal entry #4</li> </ul>	<b>Week 4 work</b>
6		<ul style="list-style-type: none"> <li>Confidentiality</li> <li>Competence and Managed Care</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 5</li> <li>Chapter 7</li> </ul>	<ul style="list-style-type: none"> <li>Journal entry #5</li> </ul>	Week 5 work
<b>Given Date</b>		<i>Spring Break</i>			
7		No Class – Online Work		<ul style="list-style-type: none"> <li><b>Quiz #3 (Sections C, D, and E)</b></li> <li><b>Ethical Dilemma #2</b></li> <li>Internet Activity #5 - Multicultural Activity</li> <li>Internet Activity #6 - Values Exercises</li> <li>Discussion Board #4</li> <li>Journal entry #6</li> </ul>	<b>Week 6 work</b>
8		<ul style="list-style-type: none"> <li>Boundary Issues and Multiple Relationships</li> <li>Values</li> <li>Ethics and Multicultural Counseling</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 8</li> <li>Chapter 3</li> </ul>	<ul style="list-style-type: none"> <li>Journal entry #7</li> </ul>	Week 7 work
9		No Class – Online Work	1.	<ul style="list-style-type: none"> <li><b>Quiz #4 (Sections F, G and H)</b></li> <li><b>Ethical Dilemma #3</b></li> <li>Internet Activity #7 - Child Abuse Activity</li> <li>Discussion Board #5</li> <li>Journal entry #8</li> </ul>	<b>Week 8 work</b>
10		<ul style="list-style-type: none"> <li>Special Populations – Children and Adolescents</li> <li>Special Populations – Marriage and Family and Groups</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 9</li> <li>Chapter 10</li> </ul>	<ul style="list-style-type: none"> <li>Journal entry #9</li> </ul>	Week 9 work
11		No Class – Online Work		<ul style="list-style-type: none"> <li><b>Ethical Dilemma #4</b></li> <li>Internet Activity #8 - Advocacy Activity</li> <li>Internet Activity #9 - Licensure activity</li> <li>Journal entry #10</li> </ul>	<b>Week 10 work</b>
12		<ul style="list-style-type: none"> <li>Resolving Ethical Dilemmas</li> <li>Group Project Presentations</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 16</li> </ul>	<ul style="list-style-type: none"> <li><b>Informed Consent Documents (Group Project)</b></li> <li><b>Ethical Review Paper Due</b></li> </ul>	<b>Week 11 work</b>
13		<ul style="list-style-type: none"> <li>Final Exam</li> </ul>		<ul style="list-style-type: none"> <li>Final Discussion Board</li> </ul>	