CASPER COLLEGE COURSE SYLLABUS  
(CNSL 2010, Section N1– Ethics/Professional Issues) 

Semester/Year: Spring 2014 

Lecture Hours: 3 L  
Lab Hours: 0  
Credit Hours: 3 CR  

Class Time: INTERNET  

Instructor’s Name: Katherine Verline Davis, MA, LPC  
Instructor's Contact Information:  
Academic Assistant: Crystal Sosalla  
Phone: 268-2368  
Office Phone: 258-5932 (leave message)  
Email: vdavis@caspercollege.edu or kvdavis@hushmail.com  

Office Hours: By appointment. As this is an internet course I am also available by email and phone. Emails and voice mails will be returned with 48 hours.  

Course Description: CNSL 2010 provides an opportunity for study of selected ethical and professional topics in counseling.  

Online Course Guidance: One advantage of taking an online class is arranging your “class time” according to your own schedule during the week. This means two things: 1) you have more flexibility in your class work and 2) you need good time management skills. I encourage you to stay on top of all aspects of this course, rather than waiting until the last minute to complete assignments.  

Statement of Prerequisites: None  

Goal: The goal of this course is to provide an introduction to professional issues in counseling through the study of:  
- Selected ethical and professional topics in counseling.  
- Multiple disciplinary review of professional codes of ethics  
- Major issues related to sound and professional practice in human services  
- Infectious Disease Training  

Outcomes:  
1. Demonstrate effective oral and written communication  
2. Use the scientific method  
3. Solve problems using critical thinking and creativity  
4. Appreciate aesthetic and creative activities  
5. Use appropriate technology and information to conduct research  
6. Describe the value of personal, civic, and social responsibilities  

Course Objectives:  
Through active participation in this course, each student will:  
1. Identify and become familiar with ethical issues in the helping profession (outcomes 1, 3, 4, 5, 6);
2. Demonstrate a basic understanding and knowledge of the helping profession (outcomes 1, 2, 5);
3. Demonstrate familiarity with respect to self-awareness and values (outcomes 4, 5, 6);
4. Identify become familiar with basic ethical decision making (outcomes 1, 2, 3, 4, 5, 6);
5. Understand and demonstrate familiarity with values and the helping relationship (outcomes 1, 2, 3, 5, 6);
6. Understand and demonstrate familiarity with boundary issues and multiple relationships (outcomes 1, 2, 3, 6);
7. Understand and demonstrate familiarity with current ethical principles and current laws regarding mental health professions in Wyoming (outcomes 1, 2, 5, 6);
8. Understand and demonstrate familiarity with current ethical principles and current laws regarding infectious diseases in Wyoming (outcomes 1, 2, 3, 4, 5, 6).

Methodology: Course material will be delivered through text readings, weekly online forum postings/responses, attendance as reflected through weekly forum postings and completion of face to face infectious disease training for 6 face hours, and involvement in a project addressing ethics and professional issues in the helping professions.

Evaluation Criteria: Midterm and final grades are determined by earned points from a possible total of 1400 points.
- MLK/Equality Day Service Learning (optional): 50 points
- Position Paper: 150 points
- Infectious Disease Training 350 points
- Midterm Examination: 100 points
- Code of Ethics Comparison: 100 points
- Online Forum postings/responses: 550 points
- Final examination: 100 points
- No extra credit will be assigned. It is unusual that extra credit be accepted.

Please note that it is very important that each student participate in the Infectious Disease training. This is a requirement for CAP and CAPA, very important for all the helping professions. If a student provides a copy of a certificate proving 6 hours of Infections Disease Training earned within the last 12 months, (signed and dated by the instructor, including contact information so that instructor may be reached to verify the certification) you may be able to avoid attending the class-provided training.

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Required Text, Readings, and Materials: Required Text, Readings, and Materials:
4. Additional materials and documents as posted on Moodle
Class Policies:

Last Date to Change to Audit Status or to Withdraw with a W Grade: April 16, 2015.

1. Late assignments will not be accepted.
2. Students are responsible for all assigned readings.
3. Withdrawing from class: Students may withdraw from this class up to the last day of the class. It is the student’s responsibility to withdraw. The instructor will not initiate withdrawals.
4. Students will become familiar with all aspects of the online course syllabus and the Moodle website.
5. Students will participate in online discussions in a timely fashion by making substantive contributions to all discussion forums.
6. Students will respect the opinion of others in the online discussions or during other communications even though you may disagree with their opinion.
7. Students will submit their own work to fulfill course requirements and avoid plagiarism.
8. Students will avoid any actions that sabotage the success of classmates and the instructor.
9. Students will complete all requirements by established timelines.

Technology Information: Online learning is a different experience for both the student and the professor. Here are some ground rules that will help this be a positive learning experience:

- This class is designed to take place almost wholly on the Moodle online learning system, with one day devoted to a face to face Infectious Disease Training, as well as some emails. If you are having difficulty accessing materials on the Moodle course site, please email Theresa Millan at tmillan@caspercollege.edu or call 307-268-3882.

- For questions about course content, clarification of requirements, feedback on assignments, and any other content specific course matter, please contact me by email at vmodules@caspercollege.edu or kvdavis@hushmail.com. The hushmail address is checked more frequently throughout the day as it is also used for contacts with my patients.

- Since we are working with computers, understand computers, like people, are not always 100% completely reliable. So, it would be advantageous to complete assignments ahead of time, just in case your computer is not functioning. Computer glitches are not an acceptable reason for failing to complete and submit work on time. If you are using a dial-up connection, for example, and this kicks you out of exams, you’ll need to find a different computer on which to do your work for this class. Remember if you are in Casper you have access to the computer labs on-campus. Also, public libraries in most communities will allow you access to computers provided for library patrons. If something goes wrong on the college’s end (i.e., the server going down), you will not be penalized and time lines will be adjusted to allow you to complete work.
- E-mail – When I contact you by e-mail, I will use the default address that is used for the course. This is your Casper College e-mail address. Students are responsible for knowing any information I send through e-mail.

- E-mail to Classmates – You are free to use the e-mail class feature on the course website. Please keep the messages sent to the whole class related to course content. Do not e-mail phone numbers or addresses unless it is being e-mailed directly to a specific individual or to me. All messages should be respectful of philosophical differences as well as differences related to gender, race, religion, sexual orientation, and disability.

- E-mail Class Liability – Please realize neither Casper College nor your instructor will be held responsible for the content of any personal messages sent from one student directly to another using the college online email delivery system. Students are expected to adhere to acceptable codes of ethical, personal, and civil conduct when conversing online, just as we would in an on-campus classroom! If you are receiving e-mails that you don't want, please contact me right away.

- Grammar and Spelling – All e-mail correspondence and online discussion should reflect good grammar and correct spelling. It is helpful to compose your responses in Microsoft Word, save it, and then copy and paste the final version into the online discussion. In this way, you can use the spelling and grammar checking programs to review your work before you post it.

- Avoid “instant message” grammar and spelling when posting/responding to online forum discussions. Using this kind of writing on projects or to communicate in discussion will result in points lost.

Example of what not to do: “hi how r u I am gud, uh o brb”).

- Although I hope you express yourself freely in discussions, grammar and language usage must be formal enough that all students can understand what you say, including the use of capital letters and whole sentences.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.
ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.
Calendar or schedule indicating course content:

**Time Planner and Important Dates** –

(1) Thursdays by 12:00 pm (noon) (MT): Weekly posting and response must be entered online.

(2) Sundays at 11:30 pm (MT): Weekly Ethics/Professional Issue position paper update.

(3) Late assignments will not be accepted.

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<th>Week</th>
<th>Current Level</th>
<th>Ethics/Professional Issue</th>
<th>Progress</th>
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<tbody>
<tr>
<td>1</td>
<td>(i.e. Initial outline)</td>
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<td>(i.e. Introduction)</td>
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<td>10</td>
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<td>4/15/13</td>
<td>(i.e. Paper posted online)</td>
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**Tentative Schedule Spring 2015**

*(CNSL 2010, Section N1– Ethics/Professional Issues)*

**Monday**

**Jan.** 20-23  Gladding Chapter 1: An Overview of Ethics in the Helping Professions

26-30  Corey Chapter 1: Introduction to Professional Ethics

**Feb.** 2-6  Corey Chapter 2: The Counselor as Person and as a Professional


16-20  Corey Chapter 4: Multicultural Perspectives and Diversity Issues & Carruth: Trauma and 12-Step Recovery.


**Mar.** 2-6  Corey Chapter 7: Managing Boundaries and Multiple Relationships and Corey Chapter 8: Professional Competence and Training & Carruth: Counselor Self-Care in Work with Traumatized Addicted People.
9-13 Midterm examination
16-20 Spring Break
23-28 Infectious Disease Training section 1 * & Carruth: Enhancing Hope and Resilience through a Spiritually Sensitive Focus in the treatment of Trauma and Addiction.

**Apr. 3 Spring Holiday**

**Apr. 6-10** Corey Chapter 9: Issues in Supervision and Consultation and Corey Chapter 10: Issues in Theory and Practice

**Advising April 6-17**
18 Infectious Disease Training section 2 * & Carruth: Integrating the Creative Arts into Trauma and Addiction Treatment: Eight Essential Processes.
20-24 Corey Chapter 12: Ethical Issues in Group Work
27-May 1 Corey Chapter 13: Ethical Issues in Community Work

**May 5-9** Study for Final Examination
**May 11-14** Final Examinations
**May 15 end of term and Commencement**

**IMPORTANT** * Infections Disease sections are subject to change based upon availability of the Nursing instructor for Infectious Disease Training.

Please note that the 6 hours of Infectious Disease Training may be provided to professionals seeking appropriate CE’s or CEU’s required to maintain licensure. These professionals may attend only the 6 hours of Infectious Disease Training, as permitted by Casper College. Students seeking CAP or CAPA are required to have 6 face hours of infectious disease training.