



The Graduate Counseling Program
Course Syllabus

Jacksonville, FL Campus

Course	COUN 5800 / JA / Professional Orientation & Ethics	
Term	Fall 1, 2009 – Monday – 6:00 pm – 10:00 pm 8/17, 8/24, 8/31, 9/14, 9/21, 9/28, 10/5, 10/12	
Instructor	Name: Home Phone: Email:	Dr. Michelle Bailey (904) 722-1165 Shell1165@bellsouth.net
Catalog Description	This course examines goals and objectives of professional organizations, codes of ethics, legal considerations, standards of preparation, certification licensing, role identity of counselors and other personnel services specialists, and fee structures and the impact of fees on the counseling relationship.	
Prerequisites	COUN 5020	
Course Level Outcome Objectives	<i>Upon successful completion of this class students will be able to:</i> <ol style="list-style-type: none">1. Demonstrate knowledge of the history and philosophy of the counseling profession, and awareness of counseling organizational and credentialing processes both state and national.2. Demonstrate knowledge of ethical codes, legal standards, and professional issues in counseling relative to professional identity formation in all areas,3. Demonstrate awareness of ethical issues in consulting and consultation including the need for reflection, self-supervision, evaluation of outcomes, and professional development.4. Demonstrate the ability to effectively utilize decision-making skills when confronted with ethical, legal, and professional dilemmas related to liability, supervision, consultation, and counseling within a pluralistic society.	

<p>Materials</p>	<p>Corey, G., Corey, M. & Callanan, P. (2007). Issues and Ethics in the Helping Profession. (7th Edition). Pacific Grove. CA: Brooks/Cole. ISBN# 0-534-61443-4</p> <p>Goldberg, R. (2008). Taking Sides (Clashing Views on Controversial Issues in Drugs and Society. (8th Edition). Dushkin/McGraw-Hill, CT. ISBN#007-319498-0 (see www.duskin.com/online/)</p> <p style="text-align: center;">To Order Textbooks go to the local North FL website @ www.webster.edu/jack and click on Order Textbooks to select a vendor</p> <p>Note: Textbooks must be ordered 2 weeks prior to class to ensure delivery</p> <p>Supplemental Reading:</p> <ul style="list-style-type: none"> • <u>Research Paper Guidelines and Sample Paper</u> – See website @ www.webster.edu/jack and click on Student Resources category 																												
<p>Grading</p>	<table border="1" data-bbox="467 835 1409 1255"> <thead> <tr> <th style="text-align: left;">Assignments</th> <th style="text-align: right;">Maximum Points</th> </tr> </thead> <tbody> <tr> <td>• Chapter & Issues Presentation</td> <td style="text-align: right;">20 Points</td> </tr> <tr> <td>• Class Paper</td> <td style="text-align: right;">30 Points</td> </tr> <tr> <td>• Final Examination</td> <td style="text-align: right;">40 Points</td> </tr> <tr> <td>• Class Participation and Attendance</td> <td style="text-align: right;">10 Points</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">100 Points</td> </tr> </tbody> </table> <p>Letter grades will be assigned pursuant to the following scores based on the percent of the total possible points (weighted according to the scale above) that you earned in the course.</p> <table border="1" data-bbox="711 1444 1161 1843"> <thead> <tr> <th>Percentage of Total Points</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>95%-100%</td> <td>A</td> </tr> <tr> <td>90%-94%</td> <td>A-</td> </tr> <tr> <td>88%-89%</td> <td>B+</td> </tr> <tr> <td>84%-87%</td> <td>B</td> </tr> <tr> <td>80%-83%</td> <td>B-</td> </tr> <tr> <td>70%-79%</td> <td>C</td> </tr> <tr> <td>Below 70%</td> <td>F</td> </tr> </tbody> </table>	Assignments	Maximum Points	• Chapter & Issues Presentation	20 Points	• Class Paper	30 Points	• Final Examination	40 Points	• Class Participation and Attendance	10 Points	TOTAL	100 Points	Percentage of Total Points	Grade	95%-100%	A	90%-94%	A-	88%-89%	B+	84%-87%	B	80%-83%	B-	70%-79%	C	Below 70%	F
Assignments	Maximum Points																												
• Chapter & Issues Presentation	20 Points																												
• Class Paper	30 Points																												
• Final Examination	40 Points																												
• Class Participation and Attendance	10 Points																												
TOTAL	100 Points																												
Percentage of Total Points	Grade																												
95%-100%	A																												
90%-94%	A-																												
88%-89%	B+																												
84%-87%	B																												
80%-83%	B-																												
70%-79%	C																												
Below 70%	F																												

**Policy
Statements:
University
Policies**

University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:

Academic Honesty

The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.

Drops and Withdrawals

Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.

Special Services

If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.

Disturbances

Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.

Student Assignments Retained

From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.

Contact Hours for this Course

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.

**Course
Activities**

Chapter Question Presentation:

- Students will be required to complete assignments in a timely manner.
- Students will hand in two typed questions from each assigned chapter. These will be checked each week. If students hand in two well-thought out questions for each chapter they will receive 20 points of credit at the end of the term.

Class Paper:

- One paper to be assigned beginning the first week of class and due at the final session constituting 30 points of final grade.

Final Examination:

- A comprehensive take-home final examination (multiple choice) constituting 40 points of final grade will be given in advance of final session, to be turned in at final session.

** The scoring criteria will be delineated fully in the first class session.

Class Participation and Attendance:

- Students are expected to attend all class sessions of every course for the full 36 contact hours. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. **PLEASE BE ADVISED:** Students who do not attend the first class session, who have not made prior arrangements with the instructor for being absent, will be dropped from their courses.
- Attendance the last day of class is mandatory to ensure that all work is completed and to be awarded a passing grade. An Incomplete will not be acceptable without documental proof (Death Notice, Doctor's Letter, etc.) as to absence relating to non-completion of class work. These must be faxed 904-262-1459 or dropped off to Webster University by the Monday after the term ends.
- Participants are expected to arrive on time and be **become** actively involved in the learning experience. Each student should desire **not only** to learn, participate, and **but also to** proactively contribute to the learning of others during each discussion and exercise. Students are to participate in classroom discussions. The discussions are an opportunity for students to reveal their understanding of the assignments made for the current and previous classes.
- Assignments are given to prepare the student to; therefore, it is imperative that reading assignments and associated questions for discussion be completed prior to class.

	<ul style="list-style-type: none"> • A maximum of 10 points will be awarded based on the level and quality of participation and preparation. • Failure to turn in an assignment within one week will result in a grade of "0" for that assignment. In addition, failure to submit an assignment will lower the final grade by an additional two points. • All assignments are due as detailed in the Course Schedule. • Late assignments will be accepted, if they are turned in <i>no later</i> than one week later, but will be penalized one letter grade. Furthermore, late assignments will lower the student's final grade by an additional one point. • Late assignments will not be accepted for the final assignments the last week of the course to allow timely completion and grades to be submitted. 	
Weekly Schedule		Pre-Assignments for Session 1: <ul style="list-style-type: none"> • Fill out; bring to class; and be prepared to share with the class, an informal 5 to 10 minute oral summary of your completed self-inventory in Chapter 1 of the main text.
	Session 1	THEME: Introduction to the Class Topics: <ul style="list-style-type: none"> • Thorough introductory exercise, and discussion of administrative details of course, including overview of course; expectations of instructor; thorough review of syllabus; and division of class for future chapter briefs / presentations • Beginning individual discussions with instructor (to be culminated by fourth class session) relative to student's selected topics for class research paper (to be completed and turned in at final class session) • Individual pre-assignment presentations Assignments for Session 2: <ul style="list-style-type: none"> • Read, and be prepared to discuss, Chapters 1 and 2 of the main text, covering respectively, Introduction to Professional Ethics and The Counselor as a Person and as a Professional • Read, and be prepared to discuss, Issues 1 and 2 from "Taking Sides"

	<p>Session 2</p>	<p>THEME: Professional Ethics & The Counselor as a Person and as a Professional</p> <p>Topics:</p> <ul style="list-style-type: none"> • Class discussion of current events relevant to course • Discussion leader(s) will brief/present assigned text chapter(s); including participatory discussion of each Pre-Chapter Self-Inventory <p>Assignments for Session 3:</p> <ul style="list-style-type: none"> • Read, and be prepared to discuss, Chapters 3 and 4 of the main text, covering, respectively, Values and the Helping Relationship and Multicultural Perspectives and Diversity Issues • Read, and be prepared to discuss, Issues 3 and 4 from “Taking Sides”
	<p>Session 3</p>	<p>THEME: Values and the Helping Relationship, Multicultural Perspectives and Diversity Issues</p> <p>Topics:</p> <ul style="list-style-type: none"> • Class discussion of current events relevant to course • Discussion leader(s) will brief/present assigned text chapters(s); including participatory discussion of each Pre-Chapter Self-Inventory <p>Assignments for Session 4:</p> <ul style="list-style-type: none"> • Read, and be prepared to discuss, Chapters 5 and 6 of the main text, covering, respectively, Client Rights and Counselor Responsibilities and Confidentiality: Ethical and Legal Issues • Read, and be prepared to discuss, Issues 5 and 6 from “Taking Sides”
	<p>Session 4</p>	<p>THEME: Client Rights and Counselor Responsibilities & The Ethical and Legal Issues of Confidentiality</p> <p>Topics:</p> <ul style="list-style-type: none"> • Class discussion of current events relevant to course • Discussion leader(s) will brief/present assigned text chapters(s); including participatory discussion of each Pre-Chapter Self-Inventory

		<p>Assignments for Session 5:</p> <ul style="list-style-type: none"> • Read, and be prepared to discuss, Chapters 7 and 8 of the main text, covering, respectively, Managing Boundaries and Multiple Relationships and Professional Competence and Training • Read, and be prepared to discuss, Issues 7 and 8 from “Taking Sides”
	<p>Session 5</p>	<p>THEME: Managing Boundaries and Multiple Relationships & Professional Competence and Training</p> <p>Topics:</p> <ul style="list-style-type: none"> • Class discussion of current events relevant to course • Discussion leader(s) will brief/present assigned text chapters(s); including participatory discussion of each Pre-Chapter Self-Inventory <p>Assignments for Session 6:</p> <ul style="list-style-type: none"> • Read, and be prepared to discuss, Chapters 9 and 10 of the main text, covering, respectively, Issues in Supervision and Consultation and Issues in Theory, Practice, and Resear • Read, and be prepared to discuss, Issues 9 and 10 from “Taking Sides”
	<p>Session 6</p>	<p>THEME: Issues in Supervision and Consultation & Issues in Theory Practice, and Research</p> <p>Topics:</p> <ul style="list-style-type: none"> • Class discussion of current events relevant to course • Discussion leader(s) will brief/present assigned text chapters(s); including participatory discussion of each Pre-Chapter Self-Inventory <p>Assignments for Session 7:</p> <ul style="list-style-type: none"> • Read, and be prepared to discuss, Chapters 11 and 12 of the main text, covering, respectively, Ethical Issues in Couples and Family Therapy and Ethical Issues in Group Work • Read, and be prepared to discuss, Issues 11 and 12 from “Taking Sides”

	<p>Session 7</p>	<p>THEME: Ethical Issues in Couples and Family Therapy and Ethical Issues in Group Work</p> <p>Topics:</p> <ul style="list-style-type: none"> • Class discussion of current events relevant to course • Discussion leader(s) will brief/present assigned text chapters(s); including participatory discussion of each Pre-Chapter Self-Inventory <p>Assignments for Session 8:</p> <ul style="list-style-type: none"> • Read, and be prepared to discuss, Chapter 13, covering Ethical Issues in Community Work • Read, and be prepared to discuss, Issues 13 through 18 from “Taking Sides”
	<p>Session 8</p>	<p>THEME: Ethical Issues in Community Work</p> <p>Topics:</p> <ul style="list-style-type: none"> • Class discussion of current events relevant to course • Discussion leader(s) will brief/present assigned text chapters(s); including participatory discussion of each Pre-Chapter Self-Inventory <p>Assignments for Session 9:</p> <ul style="list-style-type: none"> • Complete final exam • Complete research paper
	<p>Session 9</p>	<p>THEME: Class Recapitulation</p> <p>Topics:</p> <ul style="list-style-type: none"> • Class discussion of current events relevant to course • Turn in final exam and research paper/project assignment for grading • Class summation analysis • Course recapitulation
<p>Additional Information</p>	<p>Course Attendance: The University reserves the right to drop students who do not attend class the first two weeks of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences.</p> <p>Conduct: Students enrolling in a degree program at Webster University assume the obligation of conducting themselves in a manner compatible with the University’s function as an education institution. Misconduct for which students are subject to discipline may be divided into the following categories:</p>	

1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities or of other authorized activities on University premises.
3. Classroom disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. In case of alleged campus and/or classroom disruption or obstruction, a faculty member and/or administrator may take immediate action to restore order and/or to prevent further disruption (e.g. removal of student[s] from class or other setting). Faculty members have original jurisdiction to address the immediacy of a situation, as they deem appropriate. When necessary and appropriate, Public Safety and/or the local [or military] police may be contacted to assist with restoring peace and order. Faculty response is forwarded to the academic dean (or his or her designee) for review and, if necessary, further action. Further action might include permanent removal from the course. Repeated offenses could lead to removal from the program and/or the University.
4. Theft of or damage to property of the University. Students who cheat or plagiarize may receive a failing grade for the course in which the cheating or plagiarism took place.

Students who engage in any of the above misconducts may be subject to dismissal from the University on careful consideration by the executive vice president of the University or his designee. To the extent that penalties for any of these misconducts (e.g. theft or destruction of property) are prescribed by law, the University will consider appropriate action under such laws.

Students are subject to the Student Code of Conduct and Judicial Procedure described in the Online Student Handbook.

Course Contact Hours:

Unless a course has enrolled fewer than four students, faculty have a contractual obligation to meet the full complement of contact/meeting hours (32 for undergraduate courses; 36 for graduate courses). Not to meet this full complement of hours may be construed as a breach of contract and may also endanger Webster University's accreditation by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, and its licensure by the State of Florida. Finally, course meetings which are missed for any reason must be made up.

Disclaimer

- This syllabus is intended to provide a basic structure to this course. Adherence to this syllabus is subject to change at the discretion of the instructor without the prior notification or consent of the student.

For Webster University policies and procedures, please refer to the Catalog and Student Handbook.

For Webster University policies and procedures, please refer to the Catalog and Student Handbook. If you have a documented disability as described in Section 504 of the 1973 Rehabilitation Act of the Americans with Disability Act (ADA), you can contact our Academic Resource Center (ARC) at www.webster.edu/acadaffairs/asp/arc.htm, or call 800-981-9801 ext 7620, to make arrangements for services. Also, please notify your site administrator if you are attending an extended campus.

Reviewed by: *Dr. Stephanie Varilala*

Job Title: Counseling Coordinator

Date: 7/20/09

Revised 12/8/07