



Class Information

Day and Time: Thursday 7:00 pm – 9:30 pm

Room Number: E205

Contact Information

Instructor Name: Shanon Thomas

Instructor Email: sthomas@criswell.edu

Instructor Phone: 469-338-8151

Instructor Office Hours: By Appointment Only

Course Description and Prerequisites

An examination of legal and ethical issues related to the practice of counseling, records management, and the student of current board and other related counseling rules and practices.

Course Objectives

1. Review the history and philosophy of the counseling profession, including significant factors and events (CACREP II.K.1.a)
2. Introduce professional roles, functions, and relationships with other human service providers (II.K.1.b)
3. Discuss ethical issues related to technological competence and use of technology in counseling (II.K.1.c)
4. Provide overview of professional organizations, primarily ACA, its divisions, branches, and affiliates, including membership benefits, activities, services to members, and current emphasis (II.K.1.d)
5. Review professional credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues (II.K.1.e)
6. Discuss public and private policy processes, including the role of the professional counselor in advocating on behalf of the profession (II.K.1.f)
7. Overview of advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients (II.K.1.g)
8. Comprehensive review of ethical standards of ACA and related entities, and applications of ethical and legal considerations in professional counseling (II.K.1.h)
9. Review counselors' roles in social justice and advocacy; introduce cultural self-awareness, the nature of biases, prejudices, processes of intentional and unintentional oppression and discrimination, and ethical issues therein (II.K.2.d)
10. Facilitate student self-awareness and the importance of appropriate professional boundaries (II.K.5.b)
11. Introduce the importance of research, the use of research to improve counseling effectiveness, and difficulties in conducting research in the counseling profession (II.K.8.a; II.K.8.3)

Required Textbooks

Remley, T.P., & Herlihy, B. Ethical, Legal, and Professional Issues in Counseling. Pearson, 2019.
ISBN-13: 9780135183816

Recommended Reading

It is recommended that you download the Texas State Board of Examiners of Professional Counselors Rules and Regulations. Please utilize this link <https://www.dshs.texas.gov/counselor/>

American Counseling Association Code of Ethics (2014). Available online at:
<http://www.counseling.org/resources/aca-code-of-ethics.pdf>

Course Requirements and Assignments

Exams 3 (100 points each)

Students will be given three non-comprehensive exams over the course of the semester. Material on the exam will come from the assigned textbook, ethics codes and lectures. The exams will consist of multiple choice and short essay questions. Exams will be administered through Canvas.

Self-Reflection Journal 5 (50 points each)

Students will complete five self-reflection journals covering ethics questions from the textbook material. Each journal should be at least 3-5 double spaced type pages in APA format. Students should at least one source in addition to the textbook to answer the question. Answers should demonstrate a developing analytical, clinical and ethical acumen. Students should be careful not to present opinions without citing and supporting their positions with clinical or textbook sources.

Case Study 4 (50 points each)

Students will complete four case studies covering hypothetical ethical situations that may be faced in counseling. Each case will consist of several questions to be answered related to the case. Case responses should be submitted in APA format and include at minimum of one other source to support answers. Students should be careful not to present opinions without citing and supporting their positions with clinical or textbook sources.

Attendance/Participation	100
3 Exams	300
Journals	250
Case Studies	200
TOTAL POSSIBLE POINTS	850

A	759 to 850
A-	758 to 782
B+	732 to 757

B	698 to 731
B-	673 to 697
C+	647 to 672
C	613 to 646
C-	588 to 612
D+	562 to 587
O	528 to 561
D-	503 to 527
F	0 to 502

Class Attendance

Students are responsible for enrolling in courses for which they anticipate being able to attend every class session on the day and time appearing on course schedules, and then making every effort to do so. When unavoidable situations result in absence or tardiness, students are responsible for acquiring any information missed. Professors are not obliged to allow students to make up missed work. Per their independent discretion, individual professors may determine how attendance affects students' ability to meet course learning objectives and whether attendance affects course grades.

Grading Scale

A	93-100	4.0 grade points per semester hour
A-	90-92	3.7 grade points per semester hour
B+	87-89	3.3 grade points per semester hour
B	83-86	3.0 grade points per semester hour
B-	80-82	2.7 grade points per semester hour
C+	77-79	2.3 grade points per semester hour
C	73-76	2.0 grade points per semester hour
C-	70-72	1.7 grade points per semester hour
D+	67-69	1.3 grade points per semester hour
D	63-66	1.0 grade point per semester hour
D-	60-62	0.7 grade points per semester hour
F	0-59	0.0 grade points per semester hour

Incomplete Grades

Students requesting a grade of Incomplete (I) must understand that incomplete grades may be given only upon approval of the faculty member involved. An "I" may be assigned only when a student is currently passing a course and in situations involving extended illness, serious injury, death in the family, or employment or government reassignment, not student neglect.

Students are responsible for contacting their professors prior to the end of the semester, plus filing the appropriate completed and approved academic request form with the Registrar's Office. The "I" must be removed (by completing the

remaining course requirements) no later than 60 calendar days after the grade was assigned, or the “I” will become an “F.”

Academic Honesty

Absolute truth is an essential belief and basis of behavior for those who believe in a God who cannot lie and forbids falsehood. Academic honesty is the application of the principle of truth in the classroom setting. Academic honesty includes the basic premise that all work submitted by students must be their own and any ideas derived or copied from elsewhere must be carefully documented.

Academic dishonesty includes, but is not limited to:

- cheating of any kind,
- submitting, without proper approval, work originally prepared by the student for another course,
- plagiarism, which is the submitting of work prepared by someone else as if it were his own, and
- failing to credit sources properly in written work.

Institutional Email Policy

All official college email communications to students enrolled in this course will be sent exclusively to students’ institutional email accounts. Students are expected to check their student email accounts regularly and to respond in an appropriate and timely manner to all communications from faculty and administrative departments.

Students are permitted to setup automatic forwarding of emails from their student email accounts to one or more personal email accounts. The student is responsible to setup and maintain email forwarding without assistance from college staff. If a student chooses to use this forwarding option, he/she will continue to be responsible for responding appropriately to all communications from faculty and administrative departments of the college. Criswell College bears no responsibility for the use of emails that have been forwarded from student email accounts to other email accounts.

Disabilities

Criswell College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Criswell College is committed to making reasonable accommodations for qualifying students, faculty, and employees with disabilities as required by applicable laws. For more information, please contact the Student Services Office.

Intellectual Property Rights

Unless otherwise specifically instructed in writing by the professor, students must neither materially nor digitally reproduce materials from any course offered by Criswell College for or with the significant possibility of distribution.

Resources and Support

Canvas and SONIS: Criswell College uses Canvas as its web-based learning tool and SONIS for student data. Students needing assistance with Canvas should contact the Canvas Help Support line at (844) 358-6140. Tech support is available at this number, twenty-four hours a day. Students needing help with SONIS should contact the Campus Software Manager at studenttechsupport@criswell.edu.

Student Services: The Student Services Office exists to foster and encourage success in all areas of life—physical, intellectual, spiritual, social, and emotional. Students are encouraged to reach out for assistance by contacting the office at 214.818.1332 or studentservices@criswell.edu. Pastoral and certified counseling services are also available to Criswell students. Appointments are scheduled through the Dean of Students, at deanofstudents@criswell.edu.

Wallace Library: Students can access academic resources and obtain research assistance by visiting the Wallace Library, which is located on campus. For more information, go to the library website, or email the Wallace Library at library@criswell.edu.

Writing Center: Students are encouraged to consult with writing tutors to improve and enhance their skills and confidence by practicing techniques of clear and effective writing. To consult with a tutor, students can visit the Writing Center located on the first floor near the Computer Lab, or they can schedule an appointment by emailing writingcenter@criswell.edu or calling 214.818.1373.

Course Outline/Calendar

Note: Instructor reserves the right to make changes to the course schedule as necessary

WEEK	DATE	TOPIC	READING/ASSIGNMENTS DUE
1	1/23	Introductions & Course Overview Presentation	
2	1/30	Introduction to Professional Ethics & Counselor Identity	R & H Chapter 1 & 2
3	2/6	NO CLASS	R & H Chapter 3 & 4 Self-Reflection Journal #1 Due
4	2/13	Multiculturalism, Values, Social Justice & Advocacy	
5	2/20	EXAM #1	R & H Chapters 1 – 4
6	2/27	Confidentiality & Privileged Communication, Records & Subpoenas	R & H Chapters 5, 6 Self-Reflection Journal #2 Due
7	3/5	Malpractice & Resolving Legal & Ethical Challenges	R & H Chapter 8
8	3/12	SPRING BREAK	
9	3/19	Competence, Assessment, and Diagnosis	R & H Chapters 7 Self-Reflection #3/ Case Study #1 Due
10	3/26	EXAM #2	Chapters 5-8
11	4/2	Boundary Issues & Technology in Counseling	R & H Chapter 9 & 10 Case Study #2 Due

12	4/9	Counseling Children, Families & Groups	Chapter 11 & 12 Self-Reflection Journal #4
13	4/16	Professional Relationships, Private Practice	Chapter 13 Self-Reflection Journal #5
14	4/23	ACA Code of Ethics	
15	4/30	Texas Code of Ethics	Case Study #3
16	5/7	ACC Code of Ethics	Case Study #4
	5/14	EXAM #3	Chapters 9-13

