The University of Oklahoma
College of Continuing Education
Advanced Programs – Course Syllabus

Course Title:
Ethical Issues in Human Relations Counseling

Course Number:
HR 5453-491

Course Description:
Counselors and other professionals need to operate under personal and professional codes of ethics. However, these guidelines leave many questions unanswered as there is no single "right" answer that exists for many ethical dilemmas. It is critical to develop an understanding of ethics and ethical reasoning, and to know current professional, ethical, and legal issues that confront counselors in a variety of settings.

Course Dates:
January 2 – April 30, 2015
Last day to enroll or drop without penalty: December 4, 2014

Site Director:
This is a three-credit hour online course. Please see your local Site Director or e-mail our online site coordinator at aponline@ou.edu

Professor Contact Information:
Course Professor: Susan Marcus-Mendoza, PhD
Mailing Address: University of Oklahoma
Department of Human Relations
PHSC 727
Norman, OK  73019
Telephone Number: (405) 325-1756
Fax Number: (405) 325-4402
E-mail Address: smmendoza@ou.edu
Virtual Office Hours: Contact professor for this information.
Professor availability: The professor will be available via e-mail to students during the above listed Virtual Office Hours and other methods by arrangement.

Textbook(s) and Instructional Materials:
Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at www.oklahoma.bkstr.com is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fheg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.

1. Corey, G., Corey, M. S., & Callahan, P. (2014). Issues and ethics in the helping professions with Coursemate printed access card and 2014 ACA codes (9th ed.). Florence, KY: Brooks/Cole. ISBN 9781305388284. Note: This is a special bundle for the class which contains the text and premium web access. Purchasing the text and access card separately will increase the cost. There is also a totally electronic option: ISBN 9781285464848. This option is just the Coursemate, which has the book in electronic format.
You can print the book or listen to it, but you can’t download it. The electronic access is time limited.


3. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at [http://learn.ou.edu](http://learn.ou.edu); enter your OU NetID (4+4) and password, and select course to access material. Please contact your local Site Director if you require assistance.

Note: Follett is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through Follett.

**OU E-Mail:**

All official correspondence from distance learning instructors will be sent only to students’ ou.edu address.

**Online Learning Resource Center:**

The Online Learning Resource Center of the University of Oklahoma’s College of Arts and Sciences Online Program is here to serve you and assist you with any questions, problems, or concerns you may have. For assistance go to [http://casweb.ou.edu/olr/](http://casweb.ou.edu/olr/) or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu

**Course Objectives:**

A main objective of this course is to challenge you to formulate your own position on ethical issues and to develop your ability to think critically and creatively about cases, and to help you articulate how you might deal with ethical issues involved in specific case vignettes. This course will also familiarize you with feminist, multicultural and social justice perspectives on ethics, and to examine ethical and professional issues related to these perspectives.

**Assignments, Grading, and Due Dates:**

This course will be comprised of readings, discussion boards, web-based activities, and written assignments. Specific assignments, due dates, and guidelines will be posted on the class D2L site in detail.

**The Kidder Text: What is Ethics and why should we study it?**

Using the Kidder text, we will explore why ethics is important, different paradigms of ethics, and how to resolve ethical dilemmas. This text will be read first, and the activities for this part of the course will be discussion boards, and a paper worth 120 points.

**The Corey Text: Issues and Ethics in Counseling**

Using the Corey text, we will study ethics in the helping professions. Activities will include discussions about the text, web-based videos (15 points each discussion board), and case studies with a short answer paper worth 70 points.

**Final paper:**

The final paper will be a chance to bring together everything that you have learned and apply it to your life. Specific instructions and a grading rubric will be provided for each paper. 120 points

**Grading:**

This is a letter-graded course: A, B, C, D, or F. The discussion and activities will count for 50% of the grade, the Kidder paper will count for 20% of your grade, and your final paper will count for 20% of your
grade. All assignments will have a point value with an explanation of how you earn maximum points for each assignment.

Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=59% and below

Notice: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.

Statement on Respect:
The online classroom is a forum for exploration, discussion, and learning, irrespective of the format in which the instruction is delivered. Each participant brings his/her own values, expectations, and experiences to our virtual classroom. Human Relations is a professional program and as such, students should conduct themselves accordingly. Every student has the right to express his/her viewpoint and be able to do so without the fear of reprisal or assault. Expressing opinions about beliefs, ideas, or sharing information is encouraged provided it is done respectfully and neither humiliates nor otherwise deliberately offends others.

Should any student have a problem or issue with any of the course content or students in the class, please contact me so that we can discuss the situation and work toward a successful resolution.

Attendance Policy:
In addition to interaction via Desire2Learn and E-mail contact, students are required to contact the instructor via E-mail or telephone before the beginning of the course term for an initial briefing. Although physical class meetings are not part of this course, participation in all interactive, learning activities is required.

Student assignments and student/instructor communications will be conducted via Desire2Learn, although students may contact the instructor via telephone, postal mail, e-mail, or fax as needed

Incomplete Grade Policy:
A grade of “I” is not automatically assigned, but rather must be requested by the student.

Technical Support Information:
If you experience technical problems, contact Information Technology by visiting their website at: http://webapps.ou.edu/it/ or contacting them by telephone at: (405) 325-HELP (4357).

Procedures for Completion of Course Evaluation:
Upon completion of the course students should go to the Advanced Programs Online Learning Information webpage and click on the applicable semester link under “Online Course Evaluation” which will direct them to the evaluation. The evaluation will take approximately five minutes to complete. Completion of the online evaluation is an important tool allowing Advanced Programs to gain information and student feedback for improvement of courses.

Your responses will be kept confidential. They will be reviewed by the department and only supplied to the professor once grades for the course have been submitted.
POLICIES AND NOTICES

Attendance/Grade Policy

Note: Attendance/absences do not apply to online courses. However, participation in all course activities is extremely important to student success in online courses.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student’s academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc…in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc…; intimidation and interference with integrity process; and plagiarism. All students should review the Student’s Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at http://studentconduct.ou.edu/

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA
Susan Marcus-Mendoza, Ph.D.

Education

• 1983  B.S in Psychology, University of Houston
• 1987  M.S. in Clinical/Community Psychology, Texas A&M
• 1988-1989 Pre-doctoral internship in Clinical/Community Psychology, Baylor College of Medicine, Houston, Texas
• 1990  Ph.D. in Clinical/Community Psychology, Texas A&M

Positions

• Professor of Human Relations
• Professor of Women’s Studies
• Licensed Psychologist in Oklahoma
• Advanced Programs Professor since 1993
• Chair of Department of Human Relations 1999-2012

Frequently Taught Advanced Programs Courses

• HR 5473  Women and Mental Health
• HR 5003  Theoretical Foundations of Human Relations
• HR 5453  Ethical Issues in Human Relations Counseling
• HR 5100  Posttraumatic Stress Disorder

Major Areas of Teaching and Research Interest

• Female inmates
• Prison programming

Representative Publications and Presentations


Major Professional Affiliations

• American Psychological Association
• Association of Women in Psychology
• American Society of Criminology
• American Orthopsychiatry Association