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

Course Title:
Ethical Issues in Human Relations Counseling

Course Number:
HR 5453-101

Course Description:
This seminar course provides an introduction to ethics, ethical reasoning and decision-making, and standards of ethical practice in counseling and other professions. Students will be encouraged to think about themselves as professionals in relation to these codes and standards and to begin working on a personal model for recognizing and resolving ethical and professional concerns. Academic work in this area is required for most counseling-related licenses. Because the course deals with application of principles to practice, it is of interest to students entering other professional fields. This course will be taught in a seminar-style format. This means that you are expected to have read material ahead of time and come to class prepared to discuss. The primary mode of learning will be reading/reflection, discussion, and group activities.

Class Dates, Location and Hours:

Dates: April 23-29, 2012
Location: Bldg. D, Offutt AFB, Nebraska.
Hours: Mon-Fri 6:00 p.m.-9:30 p.m.; Sat 8:00 a.m.-4:30 p.m.; Sun 8:00 a.m.-12:00 p.m.
Last day to enroll or drop without penalty: March 25, 2012

Site Director:
Molly Cowgill. Phone: 402-291-8879 or 402-294-0649; DSN 271-0649; Fax: 402-291-5402; E-mail: apoffutt@ou.edu

Professor Contact Information:
Course Professor: Joan Phillips, PhD,LMFT,LPC,ATR-BC
Mailing Address: 123 E. Tonhawa, Suite 108
Norman, OK 73069
Telephone Number: (405)364-2008
Fax Number: (405)364-4496
E-mail Address: joanphillips@ou.edu
Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:
Student materials are available at the Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-1557 (outside the U.S.).


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.

4. Handouts provided by professor.

Note: The Follett/AP Bookstore 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 the Follett/AP Bookstore.

**Course Objectives:**

Through this course, the student should:

1. Understand major approaches to moral development and ethical reasoning;
2. Analyze an ethical issue with thorough consideration for multicultural and social justice issues;
3. Understand the ethical responsibilities of a counseling professional; and
4. Understand specific standards of certain professional organizations.

**Assignments, Grading and Due Dates:**

All assignments should be written using the 6th edition of the APA Publication Manual (APA, 2010). I have included a handout of APA essentials on D2L, but it is not a substitute for reading and following the publication manual—particularly chapters 1 "Writing for Behavioral and Social Sciences" and 3 "Writing Clearly and Concisely."

All assignments should be put in the appropriate Dropbox on D2L and NOT emailed to me (except for Kidder presentation, Assignment #1, which you can turn in the day of your presentation).

**A note on plagiarism:** Be aware that all your papers when put in the Dropbox are automatically submitted to turnitin.com, a plagiarism database that scans your paper and adds it to the database to be used for future searches. The scan gives a percentage for how much of a paper is found in other sources and gives links to those other sources as evidence. Please cite and paraphrase your material appropriately (see Writing Resources).

1. **Presentation-Kidder text:** Read the Kidder text in its entirety. You will be asked to make a short (15-20 minutes) individual class presentation analyzing a dilemma you have encountered in the past, based upon the paradigms described by Kidder. The presentation is a professional, but informal presentation meant to facilitate discussion and critical thinking about the situation. No PowerPoint slides, etc. are necessary or allowed. A brief description of the dilemma and your analysis will be submitted to the professor at the time of presentation (cover and reference page, but outline/bullet format is acceptable).

   Follow Kidder’s “9 Checkpoints for Ethical Decision Making” (from Kidder text) as your outline. More details will be given the first night of class, but you should begin preparing your presentation and outline before the weekend. **Due dates: Saturday or Sunday.** [15 Points]

2. **Accessing an Ethics Code:** Find and either print or download so that you can show me a copy of a relevant code of ethics. Be sure it is relevant to your current or intended future career no matter what that is. These will be from professional associations and not state laws. Do internet searches for your profession and find the group that represents them and develops the ethics or code of practice codes. **Due: First night of class [10 points]**
3. **Ethics Paper:** Write a 6 to 8-page paper (not counting cover page and references) addressing each of the following questions (APA-style [6th ed], Times New Roman, 12 pt. font, double-spaced, cover page, references, etc.). The paper is intended for you to demonstrate your understanding of the readings and discussions from the course. The paper should contain specific references to the course readings (articles and texts) and include at least 2 references from scholarly sources outside of class (e.g., professional journals, books, book chapters); and it should be a continuous narrative, that is, not numbered and divided into separate sections for different questions. Though each question/section below could be a separate subheading.

1. Why is it important for a counselor (or any other professional) to have an understanding of ethical theory?
2. Compare Virtue ethics vs Principle Ethics. What is the difference?
3. How should multicultural theory and social justice be integrated into ethical decision making?
4. Who are the various persons or areas to which a professional has ethical responsibility?
5. What are some of the reasons a counselor might be tempted to act in a less than ethical manner?
6. What process would you personally engage in when faced with a professional issue in which your ethical responsibility was not immediately clear?
7. What are some ethical issues you face in your current job? Or, have faced in a past job? If you have not held a job, what are some of the ethical issues you anticipate facing in a counseling position you hope to hold?

**Due Date: One Week From End of Class.** Put into dropbox on D2L by due date. [50 Points]

4. This class depends greatly upon class discussion and evidence of preparation. We will read/view and discuss case studies each day. Personal views may be expressed and any views may be challenged, but not disparaged. Participation also involves punctual attendance and active involvement in classroom discussions and activities. Each student is given 25 points at the beginning of class. Points may be lost for absence, lateness or early departure, inattention, or lack of respect. [25 points]

**Grading:** This is a letter-graded course: A, B, C, D, or F. As a graduate course, a grade of B is considered satisfactory. A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=59% or below.

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<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tr>
<td>Assignment 1 (presentation)</td>
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<td>Assignment 2 (Ethics code)</td>
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<tr>
<td>Assignment 3 (Final Paper)</td>
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<td>Assignment 4 Attendance/Participation</td>
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Grading: This is a letter-graded course: A, B, C, D, or F.

**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.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. 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 Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise),
- plagiarism,
- falsification of records,
- unauthorized possession of examinations,
- intimidation, and
- any other actions that may improperly affect the evaluation of a student’s academic performance or achievement;
- assisting others in any such act;
- or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your 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.

Copyright

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
Joan Phillips, Ph.D.
LMFT, LPC, ATR-BC

Current Positions
Professor Phillips has been in private practice and agency work doing art therapy, counseling and marriage and family therapy for over 30 years. She is a frequent lecturer in the field of art therapy locally, regionally, and internationally. She has contributed chapters to several books and focuses her work on ethics and professional issues; child and family therapy; and abuse and trauma. Dr. Phillips recently completed a Fulbright Scholarship to Ireland where she taught in the area of creative arts in social care practice. See www.artpoetrytherapy.com for more information on Dr. Phillips

Frequently Taught Advanced Programs Courses
- HR 5100 Applications of Art Therapy
- HR 5110 Professional & Ethical Issues in Human Relations and Art Therapy

Major Areas of Teaching and Research Interest
- Basic Counseling,
- Non-verbal behavior
- Diagnosis and Assessment in art therapy
- Developmental art therapy
- Professional issues and ethics