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

Course Title:
Preparation for Professional and Ethical Practice

Course Number:
HR 5970-420

Course Description:
This course is designed to expose advanced LPC students to ethical concepts across the spectrum of professional practice. Concepts included in this course are adherence to ethical codes, ethical pitfalls in practice, and ethical responsibility in the areas of human growth and development, social and cultural foundations, career counseling, assessment, group work, research, and the counseling relationship.

Course Dates:
July 1-August 31, 2012
Last day to enroll or drop without penalty: July 1, 2012

Site Director:
Please see your local Site Director or e-mail Carolyn Taylor at cataylor@ou.edu

Professor Contact Information:
Course Professor: Dr. Ginger Welch
Mailing Address: University of Oklahoma
Physical Sciences Building, Room 701
601 Elm Ave
Norman, OK 73019
Telephone Number: (405) 325-1756
FAX Number: (405)-325-4402
E-mail Address: gingerwelch@ou.edu
Virtual Office Hours: Available via email and D2L
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 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 405-325-7140 (outside the U.S.).


2. Materials posted on the OU Desire to Learn (D2L) system: Access D2L at 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: 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.

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/ or contact us by telephone at: (405) 325-5854 or Email: casonline@ou.edu

Course Objectives:
Upon completion of this course, students will:
• understand counselors’ ethical challenges across a variety of counseling roles;
• demonstrate familiarity with the ACA code of ethics;
• Critically review current literature in the field of counseling ethics;
• obtain a passing score on one NCE or CPCE practice exam

Assignments, Grading, and Due Dates:
As a Directed Readings course, all student work will be graded pass/fail. There are five assignments in this course.

• Assignments 1-4: Practice Exams. There are four exams included in your text. Each student should take a timed self-exam on the assigned week, and then post his/her score and comments in the appropriate discussion board. The purpose of this exam is to document measurable growth, as well as to stimulate appropriate conversation about student performance with other class members.

• Assignment 5: Integrated ethical issues paper. This paper is due by the final week of class, no later than August 30. The paper should be placed in the D2L dropbox. This paper should be 6-10 pages in length and divided into the following sections used as headings:
  o Ethical issues in Social and Cultural Diversity
  o Ethical issues in Human Growth and Development
  o Ethical issues in Lifestyle and Career Development
  o Ethical issues in the Helping Relationship
  o Ethical issues in Group Work
  o Ethical issues in Assessment
  o Ethical issues in Research

For each section, the student should identify one or more ethical issues which he/she finds especially challenging or threatening, and discuss the type of threat that exists and his/her own personal plan for anticipating and combatting such a threat. The personal plan should rely on research, and not personal opinion. At least one citation other than the text is required for each section.
Sequence of Course, Readings, and Assignments

<table>
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<tr>
<th>Week Beginning</th>
<th>Topic</th>
<th>Readings</th>
<th>What to Post</th>
<th>What’s Due</th>
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<tr>
<td>July 2</td>
<td>Professional Orientation &amp; Ethics</td>
<td>Chapter 1</td>
<td>Post exam score and related questions in Discussion Board</td>
<td>Exam 1</td>
</tr>
<tr>
<td>July 9</td>
<td>Research and Program Evaluation</td>
<td>Chapter 8</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>July 16</td>
<td>Social and Cultural Foundations</td>
<td>Chapter 2</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>July 23</td>
<td>Helping Relationships</td>
<td>Chapter 5</td>
<td>Post exam score and related questions in Discussion Board</td>
<td>Exam 2</td>
</tr>
<tr>
<td>July 30</td>
<td>Group Work</td>
<td>Chapter 6</td>
<td>N/A</td>
<td>N/A</td>
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<td>August 6</td>
<td>Career and Lifestyle Development</td>
<td>Chapter 4</td>
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<td>Exam 3</td>
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<td>August 13</td>
<td>Appraisal</td>
<td>Chapter 7</td>
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<td>August 20</td>
<td>Human Growth and Development</td>
<td>Chapter 3</td>
<td>Post exam score and related questions in Discussion Board</td>
<td>Exam 4</td>
</tr>
<tr>
<td>August 27</td>
<td>N/A</td>
<td>N/A</td>
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Grading: This course is graded Satisfactory or Unsatisfactory (S/U). A grade of S is equivalent to B or better.

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.

Incomplete Grade Policy:

A grade of “I” is not automatically assigned, but rather must be requested by the student by submitting to the instructor a “Petition for and Work to Remove an Incompleted Grade” form. An “I” can never be used in lieu of an “F” nor can an “I” be assigned because of excessive failure to participate in class activities.

Technical Support Information:

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

Important information you should know about online courses:

- To sign on to Desire2Learn (D2L), go to [www.learn.ou.edu](http://www.learn.ou.edu) and log in using your 4+4 and your OU network password (note that this is the same 4+4 and password that you use to access your OU email). Once you are logged in, please look on the right-hand side for “My Courses,” locate your course and click on it. Remember to check your course site on D2L every day.
- Students enrolled in online courses may be required to take the CAS student orientation in Desire 2 Learn. To take the orientation, sign-on to D2L and then click on “Self Registration” at the top left corner of the page. Information about and instructions for the orientation can be found at [http://casweb.ou.edu/olr/public/students/orientation.htm](http://casweb.ou.edu/olr/public/students/orientation.htm)
• If the course is using a course website, you will find a link for the website on the first page of this syllabus. Please click on this link to start your course.

• Course Materials are available at Follett/AP Bookstore. On this syllabus you will find a link to the Follett Bookstore.

• If you need to drop or withdraw from a course, please contact your Site Director. You can drop a course without a penalty up to the add/drop date. Courses dropped after the add/drop date may result in a penalty.

• After the class has started, you can only withdraw from the course with the professor’s permission; you will not receive a refund for your tuition. You can only drop without a penalty after the add/drop date by providing proper documentation and receiving approval from the Advanced Programs Theater Director. Provide this documentation to your Site Director.
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.

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 and all 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
Ginger L. Welch, Ph.D.

Education
- Ph.D. Oklahoma State University. Major: Counseling Psychology (APA-accredited). Internship: Missouri Health Sciences Psychology Consortium-Department of Veterans Affairs and Rusk Rehabilitation Center, Columbia, MO
- B.S. Oklahoma State University. Major: Early Childhood Education. Minor: English

Current Positions
- August 2010 – present Assistant Professor, University of Oklahoma, Department of Human Relations
- December 2010 – present Adjunct Professor, Liberal Studies, University of Oklahoma
- May 2011-present Clinical Associate Professor, Pediatrics, University of Oklahoma Health Sciences Center

Frequently Taught Advanced Programs Courses
- HR 5453 Career Counseling
- HR 5003 Theoretical Foundations of HR
- HR 5463 Counseling Skills
- HR 5453 Ethical Issues in HR Counseling
- HR 5433 Group Counseling
- HR 5483 Diagnosis in HR Counseling

Major Areas of Teaching and Research Interest
- Prevention of Child Maltreatment
- Educational Issues related to Sickle Cell Disease
- Early Childhood Education
- Fatal Child Neglect

Representative Publications and Presentations

Representative Honors and Awards Received
- 2008-09 Elected President to the Board for the Oklahoma Chapter of the American Professional Society on the Abuse of Children
• 2005 Recipient of the Bravo Award for outstanding service to the OUHSC, Department of Pediatrics
• 2001 Recipient of the James Leonard Prince Memorial Scholarship
• 1998 Volunteer of the Year, Stillwater Domestic Violence Services
• Honor Societies: Phi Kappa Phi, Kappa Omicron Nu, Phi Upsilon Omicron

Major Professional Affiliations

• American Psychological Association
  o APA Division 17: Counseling Psychology
  o APA Division 53: Child Clinical and Adolescent Psychology
  o APA Division 54: Pediatric Psychology
• American Professional Society on the Abuse of Children
• National Association for the Education of Young Children