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

Course Title:
Ethical Issues in Human Relations Counseling

Course Number:
HR 5453-492

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, 2013
Last day to enroll or drop without penalty: December 4, 2012

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 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.). (Text prices are available online.)

1. Corey, G., Corey, M. S., & Callahan, P. (2010). Issues and ethics in the helping professions (8th ed.), bundled with the CD-ROM Ethics in Action 1.2. Florence, KY: Brooks/Cole. ISBN 9781111115753. **Note:** This is a special bundle for the class which contains the text and CD. The text does not come with the CD if you buy it elsewhere, and buying the two pieces separately will most likely cost more, unless you can find low cost used options.

3. 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:
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 is divided into four modules. Below is a general outline for each module. Each module will be broken down into lessons, which will be comprised of readings, discussion boards, CD-ROM activities, and written assignments. Specific assignments, due dates, and guidelines will be posted on the class D2L site in detail.

Module 1: What is Ethics and why should we study it?
In this module, we will examine the concept of ethics. Using the Kidder text, we will explore why ethics is important, different paradigms of ethics, and how to resolve ethical dilemmas.

Module 2: Introduction to ethics in helping: awareness, values, and challenges.
In this module, we will use the first 4 chapters of the Corey text and the first two segments of the CD-ROM, as well as additional (brief) readings to be posted on the D2L site. The first chapter is an overview of the field. The other three chapters will challenge you to look at difficulties of being an ethical person and therapist, including counseling individuals who are different than you. You will develop awareness of your readiness to be an ethical counselor and pinpoint areas for further development.

Module 3: Ethical codes, laws, and morals: how to make sense of it all.
In this module, we will use chapters 5-9 of the Corey text and segment 3 of the CD-Rom. We will explore the rights and responsibilities of clients and counselors, examine various codes and laws, and develop an understanding of the importance of competence as an ethical issue.

Module 4: Applying ethics to practice settings.
In this module, we will use chapters 10-13 of the Corey text and short stories to examine ethical behavior in a variety of practice settings.
Final paper:
The final paper will be a chance to bring together everything that you have learned and apply it to your life. There will be specific questions to guide your 2000-2500 word essay. 20% of grade

Writing instructions:
Your name, student ID number, and email address should appear on each assignment. Use headings to organize your paper and to ensure that each section of the assignment has been addressed. All papers should be typed, double spaced, and saved as either Word (.doc), Word Perfect (.wpd) or Rich Text Format (.rtf) document. All assignments should be submitted to the dropbox on D2L. Please use APA format for references, in-text citations, and paper format.

Grading:
This is a letter-graded course: A, B, C, D, or F. The activities in the modules will count for 80% of the 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 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/ 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 Distance Learning webpage, http://www.goou.ou.edu/distance_learn.html. Students should click on the applicable semester link under “Course Evaluations” 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.

Important information you should know about online courses:

- To sign on to Desire2Learn (D2L), 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 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

- 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. You can drop a course after the add/drop date through the first day of class with a penalty. There will be a 25% penalty if you drop 16-29 days before the start of class, 50% penalty if you drop between 15 days before and the start of the class, or 100% penalty if you drop on the first day of class or later.

- 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

Susan Marcus-Mendoza, Ph.D.

Education

- 1983 B.S in Psychology, University of Houston
- 1987 M.S. in Clinical/Community Psychology, Texas A&M
- 1988-89 Pre-doctoral internship in Clinical/Community Psychology, Baylor College of Medicine, Houston, Texas
- 1990 Ph.D. in Clinical/Community Psychology, Texas A&M

Current Positions

- Chair, Department of Human Relations
- Associate Professor of Human Relations
- Associate Professor of Women’s Studies
- Licensed Psychologist in Oklahoma
- Advanced Programs Professor since 1993

Frequently Taught Advanced Programs Courses

- HR 5463 Counseling Skills
- HR 5473 Women and Mental Health
- HR 5003 Theoretical Foundations of Human Relations
- HR 5013 Current Problems in Human Relations

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