**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

**Course**

: CNSL 5310 VC01 – Professional Orientation

**Campus**

: WBUonline

**Term/Session**

**:** Spring 1 2021

**Instructor**

**:** Dr. Cassie Collins

**Office Phone Number**

**:** 806-291-1182 or cell # 806-685-7626

**WBU Email Address**

**:** collinsc@wbu.edu

**Office Hours, Building, and Location**

**:**

Mondays 9am-11am; 1:15pm-1:45pm; 3pm-3:30pm

Wednesdays 1:15pm-1:45pm; 3pm-3:30pm

Fridays 10:30am-11am; 12:15pm-12:45pm

Or call to set up an alternative appointment time

WBU Plainview Campus, Gates Hall, Room 318

**Class Meeting Time and Location**

**:** WBUonline Spring 1 (8 week session) 2021

**Course start date: January 11, 2021**

**Course end date: March 6, 2021**

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:** Moyer (2017). *Applied Ethics & Decision Making in Mental Health*. Sage ISBN 9781483349759

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Optional Materials**

**:** None

**Course Information**

**Catalog Description**

**:** Overview of ethical and legal aspects of the practice of a Licensed Professional Counselor, including the maintenance of records and business and family law. Special attention will be given to issues of confidentiality, record keeping/management/retention, electronic record security and current state and national board rules.

**There is no prerequisite for this course**.

**Course Outcome Competencies**

**:** Upon completion of this course, students will be able to:

* Understand and apply the American Counseling Association Code of Ethics
* Understand and apply the American School Counselor Association Code of Ethical Standards for School Counselors
* Understand and apply the American Association for Marriage and Family Therapy Code of Ethics
* Understand and apply the American Psychological Association Ethical Principles of Psychologists and Code of Conduct
* Understand and apply good records management practices

**Attendance Requirements**

WBUonline

 Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

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**Course Requirements and Grading Criteria**

Minimum Technical Skills:

To succeed in this class, students need to be able to understand and engage in a few important technical activities and have a basic skill set of each. Here is a general list: be knowledgeable in utilizing Blackboard 9.1; be able to navigate the web, including downloading and reading files from web sites; be able to use their WBU email, including attaching and downloading documents from email; be able to create and save files in commonly used word processing formats (i.e. .doc, .docx); be able to copy and paste text and other items on a computer; be able to save and retrieve documents and files on a computer; be able to locate information on the internet using search engines.

Because this is a full online class via Blackboard 9.1, students should be familiar with how to use Blackboard 9.1 including using Discussion board, submitting assignments, etc. Please contact Blackboard helpdesk at (806) 291-3740 during business hours or for 24/7 support at (806) 547-9192.

In addition, Blackboard tutorial is located at [Blackboard Help Desk](https://www.wbu.edu/wbu-online/blackboard-tutorials.htm)

****Readings:****

Readings should be completed early in the week in which they are assigned with the expectation that graduate students will be able to adequately address the question(s) posted through the weekly discussion board assignment. All class assignments are due on Sunday by 11:59 p.m. Central Standard Time (CST) with exception to the final Discussion Board submission, which is due on Saturday by 11:59 p.m. (CST). Each due date is listed on the Course Tentative Schedule. Specifically, regarding discussion board postings, your discussion board postings are posted by the instructor by 11:59 p.m. (CST) Sunday and your initial response to the postings are due on Thursday by 11:59 p.m. (CST). Your follow-up responding discussion board postings to other student’s initial responses are due on Sunday at 11:59 p.m. (CST)T.

Professional behavior dictates that the student will contact the instructor through class email ahead of time if he or she will need to turn an assignment in late. Late work will be accepted only upon permission of the instructor. Any work accepted by the instructor late will receive a 5% reduction per day.

Response Times of the Grading of Assignments:

Grades for discussion board postings are typically entered a couple of days from the due date. Grades for other assignments may be expected no later than a week from the due date. Please check the instructor comments section of each (Discussion Board, At-Risk Populations Essay, Social Media Resources Essay, and Rural Human Services Writing Assignment – APA Style) for feedback and further instructions. The “My Grades” section of Blackboard provides a method for tracking your progress through the course. Grades will be entered in “My Grades” generally within a week. Response times may vary for each assignment type based on the criteria and length of the paper.

Emails are responded to within 24 hours during the work week and 48 hours during the weekends and holidays, although they are generally responded to sooner than that.

# **Course Assignments:**

DISCUSSION BOARD

**Weekly Chapter Reflections (20 points for each, 160 points total)**

Each week there will be one or more questions that will be posted by the instructor on Discussion Board that reflect contents of each chapter that is assigned on the tentative course schedule. Students will read each chapter(s) and make thoughtful answers. In addition, each student is required to respond ***to at least 2*** other student’s initial responses to the discussion board question(s). Initial responses and two (2) responses to another student’s initial response must be a paragraph in nature each.

Readings should be completed early in the week in which they are assigned with the expectation that graduate students will be able to adequately address the question(s) posted through the discussion board assignment. A discussion board question(s) will be asked by the instructor by 11:59 p.m. (CST) Sunday each week. By Thursday of the same week by 11:59 p.m. (CST) each student is expected to have responded to the discussion question(s) from their own perspective. Within 3 days, by Sunday at 11:59 p.m. (CST) each student is expected to have intelligently and comprehensively responded to two (2) other students.

**Exception: The last week of the course the discussion board question(s) will be asked by the instructor by 11:59 p.m. (CST)** **Sunday. By Wednesday of the same week by 11:59 p.m. (CST) each student is expected to have responded to the discussion question(s) from their own perspective. Within 3 days, by Saturday at 11:59 p.m. (CST) each student is expected to have intelligently and comprehensively responded to two (2) other students.**

FAMILY LAW AND COUNSELING ESSAY **(80 points total)**

Spend some time exploring family law on the internet to gain a basic understanding of what it involves. Once you think you have a decent understanding, write an essay describing how aspects of family law could affect your counseling practice. In other words, what types of clients or family situations could your clients be involved in that might require you to have to either testify in court or submit reports or progress notes to the court?

***This essay should be at least 4 double-spaced pages with 1-inch margins in length and cite resources.***

BUSINESS LAW AND THE COUNSELING PRACTICE ESSAY

**(80 points total)**

Spend some time exploring the scope of business law on the internet so that you can begin to understand how it might affect you when you are preparing to start your own private practice. You might also explore such ideas as to how to incorporate your small business (i.e. private practice) and what records, receipts, etc. that you need to keep for tax purposes. You should be able to find many websites that discuss the business and legal aspects of a private counseling practice. Based on your research, write an essay discussing what you learned that you did not know about regarding the legal and business aspects of a private practice and also discuss specific business and legal aspects that you would use in your own private practice (i.e. How to advertise and what you can and cannot say in an ad, what must you hang on the wall in your office, what type of corporation would you use, what records and receipts to keep for the IRS, will you be using a sliding scale, what is your “no show” policy, etc.). You might want to consult the ACA code of ethics and the state’s LPC board rules for guidance as well. ***This essay should be at least 4 double-spaced pages with 1-inch margins in length and cite resources.***

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA) ESSAY **(80 points total)**

Explore on the web how HIPAA law affects the practice of counseling. Once you have a decent understanding, find several cases on the internet where a counselor, psychologist, physician, or related practitioner violated HIPAA law. Write an essay briefly discussing some of the cases that you found and also discuss what steps you would take as a practitioner to ensure that you do not violate HIPAA law. ***This essay should be at least 4 double-spaced pages with 1-inch margins in length and cite resources.***

**Course Grading Scale**

(400 total possible points)

A = 90%-100% 400-360

B = 80%-89% 359-320

C = 70%-79% 319-280

D = 60%-69% 279-240

F= below 60% 239 and below

\*This scale may be revised to accommodate any changes in assignments.

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

| **Course Tentative Schedule: WEEK#** | **Reading** **Chapter and Content** | **Assignment Due** |
| --- | --- | --- |
| Week #1January 11-January 17  | Students should orient themselves to the syllabus and Blackboard. Via Discussion Board, tell the class a little about yourself. For example, your name, important family facts, what you enjoy doing when you are not studying or working, current occupation, why the field of human services interests you, and what you hope to get from this course.**Chapter** **1** – Introduction to Ethics **Chapter 2** – The Counselor as a Person and Professional Identity | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. (CST) Thursday, January 14.Two (2) responses to other students’ responses due by 11:59 p.m. (CST) Sunday, January 17.Responses should be directed at Chapter 1 and Chapter 2 discussion Board Initial Responses; however, feel free to reply to others’ personal responses to their introductions, too.  |
| Week #2January 18-January24 | **Chapter 3** – Ethical Decision Making**Chapter 4** – Ethics and Diversity | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. (CST) Thursday, January 21.Two (2) responses to other students’ responses due by 11:59 p.m. (CST) Sunday, January 24. |
| Week #3January 25-January 31 | **Chapter 5** – Clients’ Rights and Counselors’ Responsibilities | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. (CST) Thursday, January 28.Two (2) responses to other students’ responses due by 11:59 p.m. (CST) Sunday, January 31.**FAMILY LAW AND COUNSELING ESSAY Du e** by 11:59 p.m. (CST) Sunday, January 31, Submit to Blackboard  |
| Week #4February 1-February 7 | **Chapter 6** – Confidentiality and Privileged Communication**Chapter 7** – Ethics in Theory, Practice, and Professional Relationships | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. (CST) Thursday, February 4.Two (2) responses to other students’ responses due by 11:59 p.m. (CST) Sunday, February 7. |
| Week #5February 8-February 14 | **Chapter 8** – Appropriate Boundaries and Multiple Relationships | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. (CST) Thursday, February 11.Two (2) responses to other students’ responses due by 11:59 p.m. (CST) Sunday, February 14.**BUSINESS LAW AND THE COUNSELING PRACTICE ESSAY Due** by 11:59 p.m. (CST) Sunday, February 14, Submit to Blackboard |
| Week #6February 15-February 21 | **Chapter 9** – Ethics and Technology **Chapter 10** – Ethics in Group Work, Couples, and Families | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. Thursday, April 30Two (2) responses to other students’ responses due by 11:59 p.m. Sunday, April 30 |
| Week #7February 22-February 28 | **Chapter 11** – Ethics in School Counseling**Chapter** **12** – Ethics in Counselor Education | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. (CST) Thursday, February 25.Two (2) responses to other students’ responses due by 11:59 p.m. (CST) Sunday, February 28. |
| Week #8March 1-March 6 | **Chapter 13** – Ethics in Supervision / **Chapter 14** – Ethics in Research and Publications | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. (CST) Wednesday, March 3.Two (2) responses to other students’ responses due by 11:59 p.m. (CST) Saturday, March 6.**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA) ESSAY Due** by 11:59 p.m. (CST) Saturday, March 6, Submit to Blackboard |

**Additional Information**

[WBU Catalog](http://catalog.wbu.edu/)