

**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**VIRTUAL CAMPUS**

# 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.

Course Title, Number, and Section**:**

**CNSL 5310 VC01 - Professional Orientation**

# Term**:**

Spring 2019

# ****Instructor:****

Dr. Cassie Collins

# ****Office Phone Number and WBU Email Address:****

806-291-1182 (Office #) 806-685-7626 (cell

 collinsc@wbu.edu

# ****Office Hours, Building, and Location:****

Mon 9:00am-12:00pm; 1:00pm-1:45pm

Wed 1:00pm-1:45pm; 3pm-3:30pm

Or call to set up an alternative appointment time

WBU Plainview TX Campus, Gates Hall, Room 318

# ****Class Meeting Time and Location:****

Virtual Campus via Blackboard

**Course start date: February 25, 2019**

**Course end date: May 18, 2019**

# 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.**

# ****Required Textbook(s) and/or Required Material(s):****

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

# Optional Materials:

American Psychological Association (2009). *Publication manual of the American*

*Psychological Association* (6th edition). Washington, DC: Author. ISBN 9781433805615

# ****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 (Virtual Campus)

***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. Students MUST thoroughly read the syllabus! 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 3 or more weeks of an 11 week term, 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 term 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.

# 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 Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765.  Documentation of a disability must accompany any request for accommodations.

# 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 <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. 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. 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.

Professional behavior dictates that the student will contact the instructor through class email ahead of time if s/he 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, Family Law and Counseling Essay, Business Law and the Counseling Practice Essay, and HIPAA Essay) 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 (16 points for each, 160 points total)** Each week (Not including Week #1’s self-introduction submission) 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. 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. 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.**

# 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 or within the last two days of a micro-term 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 (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the “incomplete” is converted to an F.

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.

# 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 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.

| **Course Tentative Schedule: WEEK#** | **Reading** **Chapter and Content** | **Assignment Due** |
| --- | --- | --- |
| Week #1Feb 25-March 3 | 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 counseling interests you, and what you hope to get from this course. | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. Thursday, Feb 28Two (2) responses to other students’ self-introductions due by 11:59 p.m. Sunday, March 3. For example: What similarities do you have with others in the class? What things did you find interesting about other students’ current careers, things they enjoy, etc.? |
| Week #2March 4-March 10 | **Chapter** 1 – Introduction to Ethics | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. Thursday, March 7Two (2) responses to other students’ responses due by 11:59 p.m. Sunday, March 10 |
| **March 11-****March 17** | **Spring Break** |  |
| Week #3March 18-March 24 | **Chapter 2** – The Counselor as a Person and Professional Identity | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. Thursday, March 21Two (2) responses to other students’ responses due by 11:59 p.m. Sunday, March 24 |
| Week #4March 25-March 31 | **Chapter 3** – Ethical Decision Making | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. Thursday, March 28Two (2) responses to other students’ responses due by 11:59 p.m. Sunday, March 31**Family Law and Counseling Essay Due** by 11:59 p.m. Sunday, March 31, Submit to Blackboard  |
| Week #5April 1-April 7 | **Chapter 4** – Ethics and Diversity | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. Thursday, April 4Two (2) responses to other students’ responses due by 11:59 p.m. Sunday, April 7 |
| Week #6April 8-April 14 | **Chapter 5** – Clients’ Rights and Counselors’ Responsibilities | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. Thursday, April 11Two (2) responses to other students’ responses due by 11:59 p.m. Sunday, April 14 |
| Week #7April 15-April 21 | **Chapter 6** – Confidentiality and Privileged Communication | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. Thursday, April 18Two (2) responses to other students’ responses due by 11:59 p.m. Sunday, April 21**Business Law and the Counseling Practice Essay Due** by 11:59 p.m. Sunday, April 21, Submit to Blackboard |
| Week #8April 22-April 28 | **Chapter 7** – Ethics in Theory, Practice, and Professional Relationships**Chapter 8** – Appropriate Boundaries and Multiple Relationships | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. Thursday, April 25Two (2) responses to other students’ responses due by 11:59 p.m. Sunday, April 28 |
| Week #9April 29-May 5 | **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, May 2Two (2) responses to other students’ responses due by 11:59 p.m. Sunday, May 5 |
| Week #10May 6-May12 | **Chapter 11** – Ethics in School Counseling / **Chapter** **12** – Ethics in Counselor Education  | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. Thursday, May 9Two (2) responses to other students’ responses due by 11:59 p.m. Sunday, May 12**HIPAA Essay Due** by 11:59 p.m. Sunday, May 12, Submit to Blackboard |
| Week #11May 13-May 18 | **Chapter 13** – Ethics in Supervision / **Chapter 14** – Ethics in Research and Publications | **Discussion Board:**Student’s Initial Response due by 11:59 p.m. Wednesday, May 15Two (2) responses to other students’ responses due by 11:59 p.m. Saturday, May 18 |

**Additional Information:**

<http://catalog.wbu.edu>