

**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-VC002 - Professional Orientation**

Term:Spring 2019

Instructor:Bryan Moffitt, PhD, JD, LPC-Supervisor

Office Phone Number and WBU Email Address**:** 806-577-9987 bryan.moffitt@wayland.wbu.edu

Office Hours, Building, and Location: Will be scheduled on an as-needed basis

Class Meeting Time and Location: Virtual Campus

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): Applied Ethics & Decision Making in

Mental Health (2017) by Moyer & Crews, (Sage Publishing) ISBN 9781483349756

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. 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:

Exam #1- 25% (25 points possible)

Exam #2- 25% (25 points possible)  
Discussion Board Assignments- 50% (50 points possible)

**Discussion Board**

Students are expected to complete discussion board assignments every week for the first ten weeks of the eleven week semester. The assignment is posted as a thread topic and the assignment is your response to the thread topic/question and your reply to two other posts. Grades will be assigned for each discussion board contribution throughout the semester. Please adhere to a respectful discussion board interaction with colleagues. While there may be disagreement, it is important to be able as professionals to be open to others’ views as well as to be able to state one’s position in a clear, diplomatic manner.

It is important for you to know that I will read and note every contribution to the Discussion Board area. However, I may not comment on each one individually, but rather will be monitoring the “conversation” among classmates for content and relevance to the topic under discussion. I may at times comment in order to stress a key point, summarize a portion of the thread, ask for clarification, or to bring the class back “on topic”. I may also “reply privately” to provide individual guidance and feedback.

**Please review the Discussion Board Grading Rubric on the Blackboard. Students must have one initial post and at least 2 responses in at least two different days before the discussion due date to receive maximum points. Also, your initial posts are due on Wednesday 11:59 p.m. CST and responses are due on Friday 11:59 p.m. CST. Weekly discussion board will be closed and next one will be available on Saturday 12 a.m. CST**

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 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 (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 I is converted to an F.

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.

Tentative Schedule:

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| **Module/Week** | **Topic** | **Due Date** |
| One | Chap 1 Introduction to Ethics | Mar 2 |
| Two | Chap 2 The Counselor as a Person and Professional Identity | Mar 6 |
| Three | Chap 3 Ethical Decision Making  (Note: 3/12-3/16 is Spring Break- No assignments are due during that time) | Mar 11 |
| Four | Chap 4,5 Ethics and Diversity--  Clients’ Rights and Counselors’ Responsibilities | Mar 27 |
| Five | Exam #1 | April 3 |
| Six | Chap 6 Confidentiality and Privileged Communication | April 10 |
| Seven | Chap 7,8 Ethics in Theory, Practice, and Professional Relationships--  Appropriate Boundaries and Multiple Relationships | April 17 |
| Eight | Cha 9,10 Ethics and Technology--  Ethics in Group Work, Couples, and Families | April 24 |
| Nine | Chap 11 Ethics in School Counseling | May 1 |
| Ten | Chap 12,13,14 Ethics in Counselor Education--Ethics in Supervision--  Ethics in Research and Publications | May 8 |
| Eleven | Exam #2 | May 9 |

<http://catalog.wbu.edu>