

Syllabus for COUN 231 • Seminar in Ethics and Professional Practices of Counseling (3)			
<b>Semester:</b>	Fall 2018	<b>Department:</b>	Counselor Education & Rehabilitation
<b>Course:</b>	Sem. in Ethics & Professional Practices of Counseling	<b>Instructor:</b>	H. Dan Smith, EdD, MFT
<b>Units:</b>	Three (3)	<b>Office:</b>	ED 481 (Fall ONLY)
<b>Time:</b>	Thursdays, 4:00 pm to 7:50 pm	<b>e-mail:</b>	dans@mail.fresnostate.edu
<b>Location:</b>	ED 193 (AKA: "The Dungeon")	<b>Telephone:</b>	559-278-0329 / 559-287-5413
<b>Website:</b>	http://hdansmith.com	<b>Office Hours:</b>	See below . . .

**Course Description:** Prerequisites: COUN 200, 230 (or concurrent), and permission of instructor. This course addresses professional concerns, including legal/ethical issues, professional identity and Board of Behavioral Sciences regulations. This course includes a minimum of seven training hours in child abuse assessment and reporting in accordance with MFT licensing requirements, and provides a required certificate. *It is usually expected that students will spend approximately 1-1/2 hours of study time outside of class for every one hour in class. Since this is a 3-unit class, you should expect to study an average of 4-1/2 hours outside of class each week.*

**Instructor Office Hours (ED 481-Fall Semester Only):** Tuesday, 9:30 a.m. to 1:00 p.m. (when not in meetings). I'm a pretty busy guy, but I'll find a way to make time for you for consultation. *ALWAYS by e-mail!*

**Communication:** My office phone number is 559-278-0329, but I am there ONLY during office hours. I monitor e-mail constantly, regardless of my schedule or my travels, so you might try this first: [dans@mail.fresnostate.edu](mailto:dans@mail.fresnostate.edu). Our class has its own web site portal at <http://hdansmith.com/coun231.html> where you can find additional information about the course, the syllabus, links to additional information, test study guides, the grade book, etc. You can also text or phone my cell to: 559-287-5413.

**Required Textbooks** (there are TWO, and you can't function without both . . .)

Wilcoxon, A.S., Remley, T.P., & Gladding, S.T. (2013). *Ethical, legal, and professional issues in the practice of marriage and family therapy* (Updated 5th ed.). Upper Saddle River, NJ: Pearson/Merrill Prentice Hall.

Atkins, C., Griffin, M., Jensen, D., Johnson, A., Jasper, S., Montgomery, A., Tran-Lien, A. (January 2018). *Compendium: A collection of articles concerning the legal & ethical obligations of California Marriage and Family Therapist Licensees, Associates, and Trainees*. San Diego, CA: California Association of Marriage and Family Therapists (CAMFT).

[The *Compendium* is available ONLY as a .pdf document for you to purchase and download directly from CAMFT. Go to CAMFT.org → Education → Compendium for details.]

**The Overarching Goals of this Course are to:**

- Enhance your understanding of the legal and ethical standards and models of ethical decision-making that guide the profession of marriage and family therapy.
- Provide you with a solid understanding of child abuse assessment, reporting, and treatment. *This will fulfill seven (7) hours of pre-licensure training in child abuse assessment and reporting required by the Board of Behavioral Sciences.*
- Promote your understanding of the structure and operations of professional organizations, preparation standards, and credentialing bodies pertaining to the practice of Marriage, Couple, and Family Counseling.
- Promote your understanding of the ethical and legal considerations related to the practice of Marriage, Couple, and Family Counseling.
- Conduct a literature review of a relevant area of law and ethics and produce an original research paper in the realm of legal/ethical considerations.

**Course Objectives for Marriage, Family and Child Counseling Graduate Students (per the Council for the Accreditation of Counseling and Related Educational Programs – CACREP):**

2016 CACREP Standard	Learning Activities & Experiences	Evaluation Method
<b>SECTION 2: PROFESSIONAL COUNSELING IDENTITY</b> <b>F. 1. Professional Counseling Orientation and Ethical Practice</b>		
b. <u>Demonstrate</u> understanding of multiple professional roles and functions across specialty areas and their relationships with human service and integrated behavioral health care systems, including interagency and interorganizational collaboration and consultation.	Readings & Discussion	Exams; Potential paper topic Students' choice

f.	<u>Demonstrate</u> understanding of professional counseling organizations, including membership benefits, activities, services to members, and current issues.	Readings & Discussion	Exams; Potential paper topic, Students' choice
g.	<u>Demonstrate</u> understanding of professional counseling credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues.	Readings & Discussion	Exams; Potential paper topic Students' choice
h.	<u>Demonstrate</u> understanding of current labor market information relevant to opportunities for practice within the counseling profession	Readings & Discussion	Exams; Potential paper topic Students' choice
i.	<u>Demonstrate</u> understanding of ethical standards of professional counseling organizations and credentialing bodies, and application of ethical and legal considerations in professional counseling (e.g., ACA, AAMFT, and CAMFT Codes of Ethics).	Readings & Discussion	Exams; Potential paper topic Students' choice
j.	<u>Demonstrate</u> understanding of technology's impact on the counseling profession.	Readings & Discussion	Exams; Potential paper topic Students' choice
l.	<u>Demonstrate</u> understanding of self-care strategies appropriate to the counselor role.	Readings & Discussion	Exams; Potential paper topic Students' choice
m.	<u>Demonstrate</u> understanding of the role of counselor supervision in the profession.	Readings & Discussion	Exams; Potential paper topic Students' choice
<b>F. 2. Social and Cultural Diversity</b>			
d.	<u>Demonstrate</u> understanding of the impact of heritage, attitudes, beliefs, understandings, and acculturative experiences on an individual's views of others.	Readings & Discussion	Exams; Potential paper topic Students' choice
e.	<u>Demonstrate</u> understanding of the effects of power and privilege for counselors and clients.	Readings & Discussion	Exams; Potential paper topic Students' choice
g.	<u>Demonstrate</u> understanding of the impact of spiritual beliefs on clients' and counselor's worldviews.	Readings & Discussion	Exams; Potential paper topic Students' choice
<b>F. 5. Counseling and Helping Relationships</b>			
b.	<u>Demonstrate</u> understanding of a systems approach to conceptualizing clients.	Readings & Discussion	Exams; Potential paper topic Students' choice
d.	<u>Demonstrate</u> understanding of ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships.	Readings & Discussion	Exams; Potential paper topic Students' choice
e.	<u>Demonstrate</u> understanding of the impact of technology on the counseling process.	Readings & Discussion	Exams; Potential paper topic Students' choice
f.	<u>Demonstrate</u> awareness of counselor characteristics and behaviors that influence the counseling process.	Readings & Discussion	Exams; Potential paper topic Students' choice
l.	<u>Demonstrate</u> understanding of suicide prevention models and strategies.	Readings & Discussion	Exams; Potential paper topic Students' choice
<b>F. 8. Research and Program Evaluation</b>			
a.	<u>Conduct</u> literature review of a relevant area of law and ethics and produce an original research paper in the realm of legal/ethical considerations that demonstrates "the importance of research in advancing the counseling profession, including how to critique research to inform counseling practice."	Readings & Discussion	Major Paper
<b>SECTION 5: ENTRY-LEVEL SPECIALTY AREAS</b>			
<b>F. Marriage, Couple, and Family Counseling</b>			
<b>2. Contextual Dimensions</b>			
i.	<u>Demonstrate</u> understanding of the impact of interpersonal violence on marriages, couples, and families.	Readings & Discussion	Exams; Potential paper topic Students' choice

n.	<u>Demonstrate</u> understanding professional organizations preparations standards, and credentials relating to the practice of marriage, child, and family counseling.	Readings & Discussion	Exams; Potential paper topic Students' choice
o.	<u>Demonstrate</u> understanding of ethical and legal considerations and family law issues unique to the practice of marriage, couple, and family counseling.	Readings & Discussion	Exams; Potential paper topic Students' choice
p.	<u>Demonstrate</u> understanding of record keeping, third party reimbursement, and other practice and management considerations in marriage, couple, and family counseling.	Readings & Discussion	Exams; Potential paper topic Students' choice
<b>3. Practice</b>			
e.	<u>Demonstrate</u> awareness of strategies for interfacing with the legal system relevant to marriage, couple, and family counseling.	Readings & Discussion	Discussion, Exams

**Student Outcome and Assessment Plan (SOAP):** The Counselor Education faculty is committed to providing a program milieu that offers students the opportunity for professional and personal growth. The learning goals of the program emphasize achieving a firm understanding of the theoretical foundations of counseling and its practical applications, and becoming responsive to the cultural, ethnic, racial, disability, gender, sexual identity, and socio-economic context of individuals, couples, and families. COUN 231 emphasizes the following four learning objectives.

SOAP Goals/Objs.	Objective	Evaluation Method
<b>Goal 4:</b> Promote the development of counselor professional identity and an understanding of the ethical standards of the American Counseling Association and the legal statutes of the State of California.		
Objective 4.1	Identify counseling, legal, and ethical concerns related to the needs of people who are living and developing in a pluralistic society	Readings, Discussion, Two Midterm Exams, Major Paper, Final Exam
Objective 4.2	Adhere to the legal statutes of the State of California and ethical standards of the American Counseling Association (ACA) and the California Association of Marriage and Family Therapists (CAMFT)	Readings, Discussion, Two Midterm Exams, Major Paper, Final Exam
<b>Goal 5:</b> Provide Counseling: Marriage, Child, and Family Counseling students with the academic and practical experiences that satisfy the program accreditation standards set forth by the Council for the Accreditation of Counseling and Related Education Programs (CACREP) and the licensure requirements of the State of California's Board of Behavioral Science as a Marriage and Family Therapist.		
Objective 5.1	Monitor and adjust program curricula to comply with the regulations of the State of California's Board of Behavioral Science.	Readings, Discussion, Two Midterm Exams, Major Paper, Final Exam
Objective 5.2	Maintain academic and practical curricula reflective of standards set forth by the Council for the Accreditation of Counseling and Related Education Programs (CACREP)	Readings, Discussion, Two Midterm Exams, Major Paper, Final Exam

**Supplementary Material:** This class will call upon you to do some retrieval of information from various sources, as indicated in the Calendar of Events. Much of the material may be acquired over the Internet via download from various government agencies and/or professional societies. Please scan the Calendar of Events to get a feel for the pace in which you will have to acquire materials. Keep an extra ink cartridge handy for your printer ... we'll be doing some heavy Internet retrieval in this class.

On the attached calendar of events, you will frequently see "**TPM**" next to your weekly reading assignment. This boldfaced notation means that a "Talking Points Memo" or study guide accompanies your reading and ultimately our discussion for the following

meeting. There is only one way to retrieve a **TPM**, and that is to download it from <http://hdansmith.com/coun231.html>. Each **TPM** is in Adobe Acrobat® (.pdf) format. Please see below for "University policy on student access to computers."

**Major Paper: This is a "unique" and "original" paper to this class, not a "shared-with" or "recycled-from" paper for COUN 201, 202, 206, 230, 233 or ANY OTHER COURSE. Doing so will result in your failing this course---Doing so will result in your failing this course---Doing so will result in your failing this course.**

As you might imagine, the area of ethical and legal development and application is evolving. Your paper (APA style, in the 8-ish page range) will review the literature on a specific area, its relevance to the MFT profession and practice, and how the profession is being impacted by the developments. My hope is that you will be stimulated by our early discussions and find an area where you would like to develop greater expertise. My goal is that you develop knowledge and expertise ... your goal may be "getting it done." I hope is that you will develop a sincere interest in a niche area, and not just do it to get it done.

The campus subscribes to Turnitin® plagiarism prevention service through Blackboard®, and you will need to submit your written assignment to Turnitin. Student work will be submitted for plagiarism detection and for no other purpose. Turnitin Originality Reports **WILL be available for your viewing.**

For many students in COUN 231 this may be your first formal introduction to "APA style"; it is a rather strict formatting protocol that is exclusively used by our profession for papers, articles, etc. The definitive source is the sixth edition (2010) of the *Publication Manual of the American Psychological Association*, and this may be a required text for some classes (but not for this class). I often consult the Internet on APA style questions; just Google "APA style." I also like Russ Dewey's "APA Research Style Crib Sheet" from Georgia Southern University. It is well organized and pretty helpful. Also, the "Purdue Owl" is a great internet APA resource.

**PLEASE READ THIS TWICE:** Papers that are not appropriately crafted to reflect graduate-level work (including respect for APA style), will be returned after I get through reading a page or two ... you'll have to bring such papers up-to-speed *and* lose points. If you need help with your writing, please get it! **Have someone (else) proofread your paper and verify the logic and message that you are putting forth, and/or make an appointment with the Writing Studio (great resource in the Madden Library). Make sure the paper that comes to me has been rigorously examined and proofed before I receive it.** While you are certainly encouraged to use Internet-based resources to develop your paper, I expect that a majority of the sources used be of a "traditional nature." **OUR DEPARTMENT HAS A STRONG "NO CHEATING ON PAPERS, NO PLAGIARISM ETHIC." IF YOU DO EITHER, YOU NEED TO GO ...** All papers will be submitted to me via electronic means subsequent to being received by Turnitin. **The only hard copy that I will require is a copy of your References section.** Full instructions will be forthcoming. This paper is a "big deal."

To help assure that you are thinking about a topic and beginning to formulate some ideas on the direction you plan to pursue, you are required to submit (via email) a working title and abstract or outline on **Week 9, Thursday, October 18, 2018** (for 2

points toward your final grade). The paper is due, in final form, on **Week 13, Thursday, November 15, 2018** (for 28 points toward your final grade). Think ahead so you don't have to do this on a "last minute basis" (as if this caution would help, ha!).

**Late Papers:** Please don't . . . unless absolutely necessary. I take off points for late papers, mostly because they are a headache for me. Gearing up to grade late papers is quite an ordeal; you will have been given ample notice of the due date throughout this course. Please keep me posted on extenuating circumstances.

**Let's have a serious chat about Extra Credit.** I'm not a fan. The request for "extra credit" usually follows one having done a crappy job on a paper, a test, or the like. So, when a person asks me for extra credit, what they're really saying is, "Hey, dude, you caught me doing a crappy job on my work and I'd appreciate the opportunity to do it right this time." That sounds good, but it puts me through more work than it does you! For example, I will thoroughly mark your papers, so extra credit means you get to incorporate my corrections and then get a great grade. That means I should get the extra credit, not you! Right? Hey, you're the student here, not me! So, if extra credit is ever in order, **I WILL ASK YOU TO DO IT, NOT THE OTHER WAY AROUND.** The best way that I know to eliminate the need for requesting extra credit is to not do crappy work in the first place.

**Participation:** Participation in class is key to our mutual, collective success in this class (and accounts for 9 points toward your final grade). There is a great deal of information to be covered and that task will be enhanced if you actively engage in the business at hand, and responsibly speak your mind when the various topics stimulate your desire for expression. Most of this material has a subjective aspect, and we can only discern the full meaning by bouncing ideas off each other. Also, there are many highly technical concepts involving the law and ethics, and lack of discussion could render this class exceedingly boring (I have even been known to even bore myself!). Only through discussion can we bring life to the classroom experience.

**Evaluation:** You will be evaluated based on the following: Participation 10% (10-points for the semester), two exams 40% (2 X 20-points each = 40-points), major paper 30% (30-points total; 28-points for the paper, 2-points for the proposal that is due early), and final exam 20% (20-points). Your final grade will be based on the following point system: 100 - 90 = A; 89 - 80 = B; 79 - 70 = C; 69 - 60 = D; 59 - 0 = F.

**Let's have a serious chat about grades.** Every semester, without fail, someone (who earned a "B" or a "C" on the first exam), will come to me and say, "*Dr. Smith, I must get an 'A' in this class. What can I do to assure that?*" To save you from asking that question, the answer is to get "A's" on all your assignments and exams. Typically, about half of the class gets an "A," about a third-to-a-half will get a "B," and there may be some other grades, too. I feel no guilt, shame, or sorrow about issuing a "B" where warranted, and I freely assign "A's," "C's," and even lower grades if they are supported by the numbers. So, in summary, **you don't have to get an "A" in this class**, but you will get what you earned. Please don't lay this personal need on me; I'm not *that* codependent.

The two scheduled exams and the final exam will allow you to demonstrate your ability to assimilate, synthesize elaborate, infer, and illustrate your grasp of the course material. The two exams during the semester are objective-type items, and the final exam will be an essay-type exam that will require synthesizing and applying knowledge learned in the class.

**Dan's Policy on Attendance:** Be here. It is expected. Really. This is the second mention of "attendance" in this syllabus. And, I take roll.

**University Policy on Students with Disabilities:** The University is committed to providing reasonable academic accommodation to students with disabilities. Services for Students with Disabilities provide university academic support services and specialized assistance to students with disabilities. Individuals with physical, perceptual, or learning disabilities as addressed by the Americans with Disabilities Act should contact Services for Students with Disabilities (SSD) at 559-278-2811 for information regarding accommodations. Please notify your instructor that instructions from SSD will be forthcoming so that reasonable efforts can be made to accommodate your needs. **IF YOU EXPECT ACCOMMODATION, YOU MUST REQUEST IT THROUGH SERVICES FOR STUDENTS WITH DISABILITIES (SSD).** I'm all about accommodation, so speak-up if you need it.

**University Honor Code:** "Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities." You should:

1. Understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration);
2. Neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading; and
3. Take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

It is important that we all do the "right thing" where exams, papers, and other academic matters are concerned; the university permits me to require students to sign a statement on all exams and assignments that "I have done my own work and have neither given nor received unauthorized assistance on this work." You'll see this on the 3 exams.

**University Policy on Cheating and Plagiarism:** "Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a "0" or "F" on a particular

assignment, through an "F" for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the *University Catalog* ("Policies and Regulations"). **Dude, cheating in an "ethics" class? ... Seriously? For reals?**

**Statement on Copyright Policy:** Copyright laws and fair use policies protect the rights of those who have produced the material. The copy distributed in this course has been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of such work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code). To help you familiarize yourself with copyright and fair use policies, the University encourages you to visit its Copyright Web Page <http://www.fresnostate.edu/home/about/copyright.html>

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**University Policy on Student Access to Computers:** "At California State University, Fresno, computers and communication links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services (<http://www.csufresno.edu/technology/>) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

It will be **impossible** to deal with the material in this class without access to the Internet, an e-mail address that is frequently checked for messages, and the ability to print from your Internet browser. Many of the documents we review will be available over the Internet via .pdf file, using Adobe Acrobat® Reader (v4.0 or higher). Acrobat is free from <http://www.adobe.com> (see the buttons in the "download" section of their home page).

**University Policy on Disruptive Classroom Behavior:** "The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others



seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live ... Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class." This is my 41st year in the department; no problems thus far ...

**Subject to Change Statement:** This syllabus and schedule are subject to change in the event of extenuating circumstances. I try to avoid change, but sometimes it happens.

**Clinical Review: a Process to Assist Students . . . and Protect the Profession:**

Counselor education students are evaluated throughout their time in the program. Any faculty member may present concerns regarding a student's academic progress, dispositional characteristics, emotional stability, and professional fit to the Clinical Review Committee at any time during the student's tenure in the program. Please see the program handbook for additional information regarding the Clinical Review process.

**Student Liability Insurance:** Students pay an additional fee upon enrolling in clinical courses, which provides them with liability insurance coverage through the university; however, the faculty cannot guarantee coverage under this policy, as students are not identified by name as the holder of the policy. Most agencies in our community require that trainees have a policy where they are the "named insured." Therefore, I highly recommend that students acquire additional professional liability insurance. **Excellent liability insurance is a << free >> benefit of your student membership** in the California Association of Marriage and Family Therapists (CAMFT), the American Counseling Association (ACA), and/or the American Association for Marriage and Family Therapy (AAMFT). *[This is informational only; this is not a "clinical" course, but "liability insurance" will be a serious topic for discussion in this course.]*

**Counselor Education Program Policy on the use of Electronic Devices in the Classroom (Adopted 12-11-2007):**

Living in these modern times comes with unique challenges that, by their very nature, may degrade the learning environment, create a disrespectful environment for the professionalism of the instructor, and be a nuisance for all. As such, the department has adopted guidelines for appropriate use of electronic devices within the classroom. **Cell Phones:** Students must put cell phones on "silent mode" (**not** "vibrate mode") upon entering the classroom, and all cell phone business must be handled on breaks. In some specific laboratory settings, the presence of even "silent" cell phones may interfere with electronic devices used to advance the learning process, and in such cases your instructor may require that you turn cell phones to the "off" mode (or the "airplane" mode). "Texting" during class is offensive and will not be tolerated. If you are "on call" for a mental health agency or some other urgent service, let your instructor know in advance of each class meeting that you have such responsibilities. **Computers:** While computers are generally welcome in most classrooms (unless otherwise specified by the instructor), their use is

strictly confined to direct educational support for the specific class being attended (note taking, seeking course-related material, etc.). The use of an open computer for activities such as instant messaging, chatting, social networking (Facebook, Twitter, Instagram, LinkedIn, etc.), shopping, bidding, surfing, e-mailing, etc., are strictly prohibited. **iPods, MP3 players, etc.:** The use of such devices, with the accompanying use of earphones, ear buds, etc., is strictly prohibited. Of course, assistive devices of a similar nature are always welcome; the instructor should be apprised in advance of their presence. Students who are in violation of this policy and have been previously warned are considered to be in violation of the **University Policy on Disruptive Classroom Behavior** and will be subject to disciplinary action.

**Calendar:** A calendar of events is included in a separate .pdf file. The dates presented thereon are to help us stay on task, and are subject to change in the event of extenuating circumstances (or a better deal ...). I'm sure we'll get off track by adding new items and deleting items that were covered elsewhere in our discussions. Be flexible ... be ready to dig in.

**Selected Bibliography**

(a partial listing, for sure)

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- Thomas, A. J. (1998). Ethical mandates for multicultural sensitivity for family counseling. *Family Journal: Counseling and Therapy for Couples and Families*, 6, 49-51. [a classic]
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