



PSY 205: Applied Professional Ethics Course Syllabus: Spring, 2020 3 credits

INSTRUCTOR INFORMATION

Instructor: Dr. Arlene Horne

Office Location: Virtual Office

Office Hours: By Appointment

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University Email Address: arlene.horne@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: 24 hours

Formatting Emails: When sending emails, please be sure to state your name and your CWID. *All communications should be professional and well-written. Your emails project and communicate your image.....be sure you do that appropriately.*

COURSE INFORMATION

Materials: Textbooks, Readings, Supplementary Readings:

Textbook: Corey, G., Schneider-Corey, M., & Corey, C. (2019). *Issues & Ethics in the Helping Professions (10th ed)*. Cengage Learning.

Course Description

This course is designed to provide students with information and a general understanding of the basic principles of ethics.

Course Objective: This course is intended to introduce you to the basic elements of ethics. Areas that will be covered include the principles of ethics, the philosophy of ethical concepts, ethical decision-making models, and relevant case studies.

NOTE: This course is condensed into a short time-frame. An entire semester course will be presented in 8 weeks. Be prepared to be assigned a large quantity of work to be completed in a very short timeframe. Due to the fast pace of this course, NO makeups of quizzes, exams, or discussions will be accepted under any circumstances. Instead, if the instructor is

notified in advance of an absence, arrangements can be made to take a quiz or exam in advance as long as it is accompanied by a doctor's excuse, etc.

The text used for this course is comprehensive and will be important to keep as a reference in your careers. This course will not cover all chapters in the text, however, if you are going into a helping profession, it is strongly suggested that you use this text as a reference in your professional endeavors in the future.

Student Learning Outcomes

1. An understanding of the principles of ethics in applied professional situations.
2. An understanding of ethical dilemmas and how to incorporate ethical decision-making models in everyday practice.
3. Knowledge of the major concepts, models, and issues of ethics.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

A reliable and virus-free computer is required for this course. In addition, because this is a web-based course, constant and reliable internet connection is required. Having a computer breakdown or internet outage are not acceptable reasons for submitting assignments late. No late assignments will be accepted. There are many computer labs on campus and at public libraries. Students in this course must be able to use and navigate in the learning management system, D2L, successfully. All assignments must be posted in D2L and not sent in an email message.

Instructional Methods

Because this course is a web-based course, meaning that everything is online, all exams and quizzes must be completed electronically online. It is not acceptable to complete any assignments by sending them via email. Everything must be posted in D2L in order to be counted.

Because this course is a flex course, it is basically a full-semester 16-week course packed into 8 weeks. This means that you will need to complete twice the amount of work each week as you would when taking this course during a full semester. Be prepared to work hard, devote a lot of time to the assignments, and keep up with the work.

Quizzes

This course is set up into weekly modules. Each week will conclude with a quiz covering the assigned reading material for that week and will consist of 10 multiple choice or T/F questions. Quizzes will be available to take online from 12:00 am on Thursdays and must be completed by 11:59 pm each Sunday. There will be no quiz on Weeks 4 or 8 when there will be exams.

There are no makeups for quizzes under any circumstances. In cases when you will not be able to take a quiz, you must gain permission to take the quiz BEFORE the due date, not after. All quizzes must be completed in D2L.

Exams

Two exams are scheduled during this course. One will be during Week 4 (Midterm) and one will be during Week 8 (Final). Each exam will be comprised of 50 multiple choice and/or T/F questions, worth 100 points, and will be accessible in D2L, just like the quizzes. The Midterm Exam will be available to take in D2L from 12:00 am on Monday of Week 4, April 6th, until 11:59 pm on Sunday of Week 4, April 12th, and will cover Chapters 1-4. The Final Exam will be available to take in D2L from 12:00 am on Monday of Week 8, May 4th, until 11:59 pm on **Friday** of Week 8, May 8th, and is not comprehensive. It will cover Chapters 5-7.

Again, in cases where you will not be able to take an exam, you must gain permission to take the exam BEFORE the due date, not after. There are no makeups for exams under any circumstances.

Student Responsibilities or Tips for Success in the Course

Your participation in this course will directly affect your success. The more hours you spend in the course, the more likely you are to be successful. You should log in to this course a minimum of daily and be sure to complete all readings, discussions, and exams on time.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Less

Assessments

<u>Method</u>	<u>Percentage</u>
Exams	70 %
Quizzes	30 %

The learning outcomes will be assessed by a midterm exam and a final exam, each worth 100 points and 35% of the course grade. The midterm exam will cover all material from Week 1 through Week 3. The final exam will not be comprehensive. It will cover only the material from Week 5 through Week 7. Each exam will include the material from both

lecture (the powerpoint slides) and assigned readings and will consist of 50 questions, worth two points each. A 60-minute time limit to complete each exam will be enforced.

The learning outcomes will also be assessed by 6 quizzes, one each week except for Weeks 4 and 8, when you have exams. Each quiz will consist of 10 questions per book chapter, except for the Week 1 quiz which will have 5 questions per chapter because two chapters are covered during Week 1. Weeks 2, 3, 5, 6, and 7 will cover only one book chapter per week. Each quiz will consist of 10 questions and a 15-minute time limit to complete each quiz will be enforced. The quizzes will cover all of the reading material and powerpoint slides for that week. The quizzes will be worth 30% of the course grade.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact me.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

Email communications will be responded to within 24 hours except in the case of emergencies. Exam results should be available 24-36 hours after taken.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance is required. Missed Quizzes and Exams may **NOT** be made up under any circumstances. Instead, a quiz or exam may be taken early if the instructor is notified of a potential absence. **NO late work** will be accepted. All quizzes are due by Sunday at midnight of the week they are assigned.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University must follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Students with Disabilities - ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library-Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed

handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

This schedule is to be used as a guide. It is possible that it will change.

Dates	Topic
3/16 – 3/22	Chapter 1: Introduction to Professional Ethics Chapter 2: The Counselor as a Person and as a Professional
3/23 – 3/29	Chapter 3: Values and the Helping Relationship
3/30 – 4/5	Chapter 4: Multicultural Perspectives and Diversity Issues
4/6 – 4/12	MIDTERM EXAM
4/13 - 4/19	Chapter 5: Client Rights and Counselor Responsibilities
4/20 – 4/26	Chapter 6: Confidentiality: Ethical and Legal Issues
4/27 – 5/3	Chapter 7: Managing Boundaries and Multiple Relationships
5/6 – 5/8	FINAL EXAM