

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

CSL6770. E1 Advanced Counseling Ethics
Winter 2021

PROFESSOR INFORMATION:

Name: Verlene Springer, Ph.D.
Phone Number: 972-279-6511 ext. 161
Email Address: **VSpringer@Amberton.edu**

COURSE INFORMATION:

CSL6770.E1 Advanced Counseling Ethics
Level: Graduate
Beginning Date of Session: Saturday, December 5, 2020
Ending Date of Session: Thursday, February 25, 2021
Student access available to the Student Portal: Saturday, December 5.

Winter Holiday Break:

Friday, December 18th, 2020 through Friday, January 1st, 2021
(Classes resume on Saturday, January 2nd, 2021)

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:

CSL6740

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: The Portable Lawyer for Mental Health Professionals: An A-Z Guide to Protecting Your Clients, Your Practice, and Yourself
Author: Thomas L. Hartsell Jr., JD, Barton E. Bernstein JD, LMSW
Publisher: John Wiley and Sons
Year Published: 2013
Edition: 3rd
ISBN: 10: 1118341082 or 13:9781118420164 or 9781118341087
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal. The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please

consult the *Publication Manual of the American Psychological Association*, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

SCHOOL COUNSELING PROFESSIONAL CERTIFICATE PROGRAM CHANGE

Beginning Fall 2019, there will be three practicums: CSL6870, CSL6875, AND CSL6880. The TExES (Texas Examination of Educator Standards) must be passed before enrolling in CSL6870. The TExES application form and practice tests are located in the TExES Review Course in Moodle. The Application and Contract are required at the first meeting of CSL6870 Practicum I and are in the Review Course. Effective September 1, 2019, the Master of Arts School Counseling degree will be a forty-eight (48) hour degree program for students entering the program.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course is designed to provide practicing professionals with knowledge of the professional code of ethics and its application to professional services. The course fulfills the licensure requirements of the Licensed Professional Counselor and the Licensed Marriage and Family Therapist.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. In-depth examination, analysis, and application of ethics, ethical decision-making, codes of ethics, and related legal issues pertaining to the practice of professional counseling and marriage and family therapy.
2. Identification of ethical issues and refining the role of the counselor to effectively meet the needs of increasingly diverse individuals and communities served by mental health professionals.
3. Deciphering and connecting historical and systemic issues to the client's presenting concerns, and linking client change as an integral aspect of multiculturalism.
4. Examining and determining counselor's own biases and worldview to develop knowledge, awareness, and skills to form a framework to continue personal and professional lifelong learning.
5. Writing and maintaining case notes that meet clinical, ethical, legal and organizational guidelines for effective treatment, risk management, and reimbursement.
6. Examining the general issues involved when working with minors including to whom counselors owe the ethical obligation of confidentiality, parental consent and legal rights, informed consent, and competency level of the minor.
7. Describing specific confidentiality concerns in working with minors including the client's relationship with the parent or guardian, whether disclosure is expected to help the situation, and the severity of potential harm or injury that might result from not disclosing information.
8. Assessing ethical guidelines for crisis counseling using American Counseling Association guidelines.
9. Analyzing malpractice risks related to health services (e.g., managed health care; privacy, consent, hospital record access; quality and review issues; interdisciplinary relationships, and hospital privileges.
10. Describing activities, procedures, and responsibilities for clinicians in private practice and in various mental health settings.
11. Analyze hierarchical responsibility for medical regimes and medical liaison consultation for clients.
12. Describing ethical and legal constraints/responsibilities related to multiple codes of ethics and licenses.
13. Identifying and describing the process for professional responses to client complaints filed with the board(s) and timely, effective responses to potential legal actions against the counselor.
14. Generating ethical guidelines and counselor, effective court testimony for the mental health practitioner.

15. Describing and applying ethical guidelines related to scope of practice and competency issues for counselors in use of counseling assessments and tests including the use of objective personality tests, and cognitive/academic testing.
16. Detailing ethical duty to clients pertaining to court appearances and guidelines for effective court testimony for the mental health practitioner.
17. Researching, examining and applying federal and state laws that impact counselors in Texas.
18. Reviewing future trends and current board actions, promote legislative awareness, and encourage professional involvement and participation in decisions and activities that impact the counseling profession.

COURSE POLICIES:

Full participation is expected in all classes and with all assignments. A late penalty of one letter grade will apply to any assignments turned in late. No late assignments will be accepted after 7 days.

Student’s Responsibilities

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

Attendance Policy:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student’s responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student’s responsibility to follow the university’s policy on formally withdrawing from a course. Ceasing to attend classes **does not** constitute an official withdrawal.

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. “Active participation” can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

Plagiarism Policy

Plagiarism is using another person’s work as your own. Plagiarism is a violation of the University’s code of student ethical conduct and is one that is taken seriously. Amberton University operated on an honor system, and honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all of their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

COURSE OUTLINE AND CALENDAR:

This course is online. Online meetings will be held on Tuesdays at 7:00 p.m. during Weeks 1,2,4,6,8.

The course has a midterm, final, and periodic short weekly assignments to reinforce concepts. An optional research paper must be completed to be eligible for an “A” in the course. Students choosing not to complete the research will be eligible for a “B” in the course. The course will include online meetings, exercises, cases and discussion.

Week	Topic	Assignment	Competencies Covered	Due Date
1	<i>Online Meeting, Tuesday 7:00 P.M.</i> SECTION ONE CLINICALRECORDS: PROTECTED OR NOT	Readings Discussion	1-10	Discussion Cases Questions per Moodle Calendar

	1 Clinical Notes 2 Consent to Disclosure Forms 3 Correcting Errors 4 Discharge or Termination 5 Electronic Records 6 Intake and Consent Forms			
2	Online Meeting, Tuesday 7:00 P.M. 7 Maintaining Records 8 Treatment Plans and Client Access to Records SECTION TWO CONFIDENTIALITY 9 Couples, Family, and Group Therapy 10 Insider Information 11 Third-Party Payers	Readings Discussion	1,5-15	
3	No Online Meeting this week SECTION THREE CONTRACTS 12 Capitation Agreements 13 "Gag Rules" 14 Office Leases		15-18	
	SECTION FOUR FEES 15 Setting Fees 16 Sliding Fee Scales 17 Recovering Unpaid Fees			
4	Online Meeting, Tuesday 7:00 P.M. SECTION FIVE FORENSIC ISSUES 18 Abuse Allegations 19 Child Custody and Consent-to-Treat Issues 20 Children as Witnesses 21 Expert Witness 22 Forensic Evaluation 23 Involuntary Commitment 24 Threats of Violence	Research Paper	3-8	
5	No online Meeting this week SECTION SIX PRACTICE MODELS (<i>Section Six may be scanned. Bring an questions about the material to class for discussion.</i>) 25 Groups 26 Partnerships 27 Solo Practitioner: Incorporate or Not? SECTION SEVEN HOW TO AVOID MALPRACTICE		1-15	Midterm Exam

	CHARGES 28 Acts of Commission 29 Acts of Omission 30 What to Do If You Are Sued			
6	Online Meeting, Tuesday 7 P.M. SECTION EIGHT MANAGED CARE 31 Confidentiality Issues 32 Duty to Appeal SECTION NINE TEAMWORK 33 Legal Aspects of Delegating 34 Supervisor/Supervisee Responsibilities		11-18	
7	No Online Meeting this week SECTION TEN UNUSUAL PRACTICES 35 Geriatric Clients 36 Nontraditional and Exotic Therapies 37 Internet Therapy 38 Social Media		10, 12-18	Optional Research Paper Due
8	Online Meeting, Tuesday 7 P.M. SECTION ELEVEN FEDERAL REGULATIONS, HIPAA, AND HITECH 39 HIPAA Overview 40 HIPAA Privacy Rule 41 Personal Representatives 42 Business Associates 43 Uses and Disclosures for Treatment, Payment, and Health Care 44 Disclosures for Public Health Activities and Workers' Compensation 45 Marketing and Research (Accounting for Disclosures) 46 Notice of Privacy Practices for Protected Health Information 47 Restrictions on Government Access to Health Information (Subpart C; 48 HIPAA Security Rule 49 The HITECH Act		5-18	
9	No online meeting this week Comprehensive Final Exam		1-18	Final Exam
10	No Online Meeting this week Wrap-Up	Final Exam Completed	1-18	Final Exam Due Mon. of Week 10

GRADING CRITERIA:

Research Paper (Optional Assignment)
Midterm Exam

(10%)
30%

Final Exam 40%
Weekly Cases, Discussions, Participation (avg.) 20%

Graduate

92 – 100	A
82 – 91	B
72 – 81	C
62 – 71	D
Below 62	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student's address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their University email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How To Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

- Access to the Internet
- General knowledge in:
 - Internet browser settings and configuration
 - e-mail and file attachments
 - Uploading and downloading files
 - Using a word processing package
- Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

Through the Amberton University Student Portal

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

Students are responsible for reviewing the “Communication Guidelines” provided on the individual E-Course for specific instructor requirements.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the “Communication Guidelines” of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

ACADEMIC HONESTY/PLAGIARISM:

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University's ethics policy.

RESEARCH RESOURCES:

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state

of Texas. Students with research questions or questions about Library services are encouraged to visit the Library or email their questions to library@Amberton.edu.

RESEARCH TUTORIALS:

Online research resources are available through “Research Tools Database”, accessible through the Student Portal. (For additional assistance, students may access the “Research Tutorials” link located in the General Tools area on the Student Portal.) Access the Portal by clicking “Student Portal” from the University’s website. You must know your Amberton ID to access the Portal.

Library Live Chat Feature

The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. www.amberton.edu/current-students/library/index.html