

## Imperial Valley College Spring 2016 Syllabus

### Basic Course Information

Semester:	<b>Spring 2015</b>	Instructor Name:	<b>Aruna Patel</b>
Course Title & #:	<b>ADS 240 Ethics &amp; Legal Standard Addiction Counselor</b>	Email:	<b>aruna.patel@imperial.edu</b>
CRN #:	<b>20774</b>	Webpage (optional):	-
Classroom:	<b>411</b>	Office #:	<b>302</b>
Class Dates:	<b>16th Feb-10th June 2015</b>	Office Hours:	<b>By Appointment Only</b>
Class Days:	<b>Tuesday</b>	Office Phone #:	<b>(760)355-6579</b>
Class Times:	<b>06:30-09:40pm</b>	Emergency Contact:	<b>(760)355-6144</b>
Units:	<b>3</b>		

### Course/Catalog Description:

This course reviews ethical and legal standards required by the industry, state entities, or federal entities and affecting the practice of addiction prevention and addiction counseling of adults and minors.

Course will address specific requirements of the judicial system, Department of Children's Protective Services, the Department of Adult Protective Services, and the Department of Mental Health. (CSU)

**A. PREREQUISITS, IF ANY: NONE**

**B. COREQUISITE, IF ANY : NONE**

**C. RECOMMENDED PREPARATION, IF ANY: NONE**

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Understand legal and ethical responsibilities as they relate to clients, colleagues and agencies. (ILO1, ILO2, ILO3, ILO4, ILO5)
2. Demonstrate the understanding of ethical standards through role play scenarios. (ILO1, ILO2, ILO3, ILO5)

3. Identify personal ethical framework and discuss how it relates to counseling. (ILO1, ILO2, ILO3, ILO5)
4. Demonstrate appropriate interaction with addicted clients in the Addiction Counseling work place. (ILO1, ILO2, ILO3, ILO5)

**Course Objectives: Measurable Course Objectives and Minimum Standards for Grade of “C”:**

**Upon satisfactory completion of the course, students will be able to:**

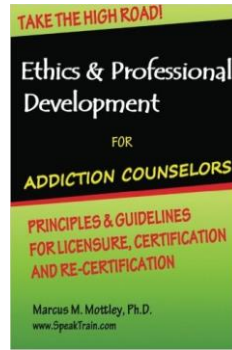
1. understand ethical responsibilities to clients, colleagues and various agencies.
2. Understand and deal with ethical dilemmas in the therapeutic setting for individuals, groups and families.
3. Reflect on personal ethical framework and ethical issues that arise in a learning environment.
4. Recognize the importance of ethical standards in an addiction counseling work place and the impact on the scope of practice and limitations of an addiction counselor.
5. Restate the confidentiality mandates as related to client treatment, ethical counseling, management of client information in teaching, and conducting research.
6. Identify critical elements of the California Business and Professions Code specific to the scope of practice, competency, licensing, continuing education, and disciplinary actions for Certified ADS Abuse Counselors and Certified Addiction Treatment Specialists.

**Textbooks & Other Resources or Links**

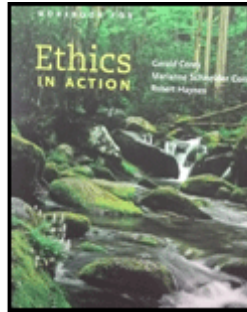
1.



**Federico C. Grosso (2011).**  
***Advanced Applications of Law and Ethics for California Drugs and Alcohol Counselors and Certified Addiction Treatment Counselor (8th/e).*** Santa Barbara Federico C. Grosso, D.D.S., Ph.D., M.F.T., B.C.F.E.  
Textbook Information: [www.fgrosso.com](http://www.fgrosso.com)  
ISBN: 0-9654534-1-3



2. **Take the High Road. Ethics & Professional Development for Addiction Counselors Principles & Guidelines for Licensure, Certification and Re-Certification**  
By: **Marcus M. Mottley, Ph.D. (2012)**  
ISBN: 13-978-140149352  
ISBN: 10-147049354  
Textbook information: [www.SpeakTrain.com](http://www.SpeakTrain.com)



3. **Workbook For: Ethics In Action**  
By: **Gerald Corey**  
**Marianne Schneider Corey**  
**Robert Haynes**  
ISBN: 13-978-1-285-85108-2  
ISBN: 10-1-285-85108-0  
Textbook Information: [www.cengage.com](http://www.cengage.com)

### Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) Credit hour is the amount of student work that reasonably approximates not less than one hour of class time and (2) Two Hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement. Out-of-class:

**Visit addiction treatment programs, either inpatient or outpatient and interview a licensed or certified, experienced staff member. Students can also do the interview over the phone. The interview should be centered on all things ethical.**

**Reading and Writing:**

**Thought paper for students' understanding of the ethical standards. Case Study and Clinical examples.**

## Course Grading Based on Course Objectives

**Grading Criteria: \*\*ADS 240 must be taken on a “letter grade” basis only.  
The breakdown of this course is on a grade point scale:**

**A 270 – 300 points  
B 240 – 269 points  
C 210 – 239 points  
D180 – 209 points  
F 0 – 179 points**

**The breakdown of this course is on a grade point scale:**

Assignment	Total Required	Point Value	Total Points	% Of Total Grade
Tests	3	30	90	30 %
Written Thought paper Assignments	1	25	25	8.33%
Group work in class	5	5	25	8.33%
Research Assignment	1	50	50	16.67%
Final Exam	1	100	100	33.34%
Attendance	17 weeks	10	10	3.33%

## Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

## Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

## Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

## Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other

misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### **Additional Student Services**

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### **Disabled Student Programs and Services (DSPS)**

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### **Information Literacy**

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

**Anticipated Class Schedule/Calendar Subject to change**

<b>Date or Week</b>	<b>Activity, Assignment, and/or Topic</b>	<b>Pages/ Due Dates/Tests</b>
Week 1 16 <sup>th</sup> Feb	Introduction and go over syllabus. Personal view of what ethics and moral standard.	Read chapter 1 from both text books.
Week 2 23 <sup>rd</sup> Feb	What is Ethics? Professional vs. Unethical vs Illegal.(Green Book) <b>Chapter 1.</b> The counselor's Personal Belief System. (Blue Book)	Homework Page 15-16 Blue textbook Group Work 1.
Week 3 1 <sup>st</sup> March	Enforcement of Ethical Principles.(pages 7-67) 12 principles (Green Book) Eight Steps in Making Ethical Decisions. (work Book) <b>Chapter 2</b> Informal Consent.	Read chapter 3(blue Book)
Week 4 8 <sup>th</sup> March	<b>Chapter 3.</b> Confidentiality & Principle# 8 Confidentiality Vs Privilege Page 21 <b>Group Work: 1</b> Self-Inventory to complete. Page 7-9 Green Work Book.	Ethics in Action. Read Chapter 4 (Blue Book)
Week 5 15 <sup>th</sup> March	<b>Chapter 4.</b> Privileges. Checklist for Informed Consent. Green Book page32-35 Group work: Ethical Decision Making(Video) page 9	Read Chapter 5 & 6
Week 6 22 <sup>th</sup> March	<b>Test 1.</b> <b>Chapter 5</b> Importance Legal Concepts in Drug & Alcohol Counseling Practice. (Blue Book pages 61-77) <b>Chapter 6.</b> Future State Licensing.	Research Paper Review & <b>Thought Paper Review</b> Read Chapter 7
Week 7 29 <sup>th</sup> March	<b>Spring Break</b>	<b>No Class</b>
Week 8 5 <sup>th</sup> April	<b>Chapter 7.</b> Malpractice and Unprofessional Conduct. HIPAA (Green Book Page 41-44) <b>Group work 2.</b> Ethics in Action: Boundaries Video Pg. 53	Group work 2. Read Chapter 8 & 9
Week 9 12 <sup>th</sup> April	<b>Chapter 8.</b> Counseling Relationship/ Client Relationship. Boundary issues. Principle #9 Chapter 9. Dual Relationships	Read Chapter 10
Week 10 19 <sup>th</sup> April	<b>Thought paper 1.</b> <b>Chapter 10</b> Managing Crises Issues and Creating Counseling Safely.	Group work 3. Read Chapter 11 & 12
Week 11 26 <sup>th</sup> April	<b>Chapter 11 &amp; 12</b> The suicide Client and Standard of Care. The Dangerous Client- Serious Threat to Harm <b>Group Work 3.</b>	Read Chapter 13 &14
Wee12 3 <sup>rd</sup> May	<b>Test 2.</b> Chapter 13, 14, Principles of Professional Development. (pages 68-85)	Read Chapter 15,16 , & 17

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	12 General Mistakes Counselors must avoid. <b>Green Book (Pgs. 93-94)</b> Ten Rules for Counseling Professions. (Pages 95- 96) <b>Green Book</b>	
Week 13 10 <sup>th</sup> May	<b>Chapter 15</b> Treatment Records, <b>Chapter 16</b> Subpoenas, Chapter 17 Supervision	Group work 4. Read Chapter 18 & 19& 20
Week 14 17 <sup>th</sup> May	<b>Chapter 18</b> Advertising. <b>Chapter 19 Fees,</b> <b>Chapter 20</b> Insurance and Management. <b>Work Group 4.</b>	Read Chapter 21 & 22
Week 15 24 <sup>th</sup> May	<u><b>Test 3.</b></u> <b>Chapter 21.</b> Forensic, Telephone and online counseling. <b>Chapter 22</b> Cultural Diversity competence and recommendation	Read Chapter 23 & 24
Week 16 31 <sup>st</sup> May	<b>Chapter 25.</b> Accessing California Law through the Internet. <b>Research Paper due</b>	Group work 5. Read Chapter 25
Week 17 7 <sup>th</sup> June	<b>Finals</b>	

\*\*\*Tentative, subject to change without prior notice\*\*\*