

Basic Course Information

Semester:	Spring 2018	Instructor Name:	Aruna Patel
Course Title & #:	ADS 240 Ethics & Legal Standard Addiction Counselor	Email:	aruna.patel@imperial.edu
CRN #:	20774	Webpage (optional):	-
Classroom:	402	Office #:	302
Class Dates:	12th Feb-8th June 2018	Office Hours:	12:45-1:45pm Wednesdays
Class Days:	Wednesdays	Office Phone #:	(760)355-6579
Class Times:	2:00-5:10PM	Emergency Contact:	(760)355-6144
Units:	3		

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. PREREQUISITES, if any: None

B. COREQUISITES, 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
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

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 (copies provided)

4. Ethics, Laws, And Confidentiality: Fifth Edition 2016
Guidelines for Substance Abuse, Mental Health, & Addiction Counselors:
Understanding your personal, Legal. And Ethical Responsibilities
By: Lou Hughes. Ph.D.,
Cheryl Branch, M.S.,
Patrick Hughes, B.A.,
Alicia Recob, M.A.,CATC-III
Van Pat Publishing
115 W. California Blvd. Suite 250
Pasadena, CA 91105
Counselor Training Approved Program(C-TAP)
Phone: 949-424-3827
counselortap@gmail.com
www.counselortap.com

Course Requirements and Instructional Methods

METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

1. **Class Activity**
Group discussions, participation, rubric
2. **Essay**
On ethical standards, writing rubric
3. **Mid-Term/Final Exam(s)**
On the material covered in class
4. **Objective**
Ethical dilemmas
5. **Problem Solving Exercise**
Case study
6. **Quizzes**
On chapter notes from the lectures and text book
7. **Written Assignments** Extra credits from outside class.

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 two (2) 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 project	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 Feb 14th – JUNE 6TH 2018

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1 14 th Feb	Go over the syllabus. Personal views of what ethics, law and moral standard.	Read chapter 1 from both text books.
Week 2 21 nd Feb	Pretest What is Ethics? Professional vs. Unethical vs Illegal. (green book) Chapter 1. The counselor's Personal Belief System.	Homework Page 15-16 Blue textbook
Week 3 28 th Feb	Enforcement of Ethical Principles.(pages 7-67) 12 principles Eight Steps in Making Ethical Decisions. Hand Out Chapter 2 Informal Consent.	Read chapter 3
Week 4 7 th March	Chapter 3. Confidentiality & Principle of Confidentiality. Group Work: 1 Self-Inventory to complete. Page 7.	Ethics in Action. Read Chapter 4
Week 5 14 th March	Chapter 4. Privileges. Informed Consent. Group work: Ethical Decision Making	Read Chapter 5 & 6
Week 6 21 st March	Test 1. Chapter 5 Importance Legal Concepts in Drug & Alcohol Counseling Practice. Chapter 6. Future State Licensing.	Research Paper Review & Thought Paper Read Chapter 7
Week 7 28 th March	Chapter 7. Malpractice and Unprofessional Conduct. HIPAA Group work 2. Ethics in Action: Case study	Read Chapter 8 & 9
Week 8th April 4th	Spring Break	No Class
Week 9 11 th April	Chapter 8. Counseling Relationship/ Client Relationship. Boundary Chapter 9. Dual Relationships	Read Chapter 10
Week 10 18 th April	Thought paper 1. Chapter 10 Managing Crises Issues and Creating Counseling Safely.	Read Chapter 11 & 12 & 23
Week 11 25 th April	Chapter 11 The suicide Client and Standard of Care. Chapter 12 The Dangerous Client- Serious Threat to Harm Chapter 23. Treatment of Minors. Group Work 3.	Read Chapter 13 & 14
Wee12 2nd May	Test 2. Chapter 13 Child Abuse reporting Chapter 14 Elder & Dependent Abuse Reporting	Read Chapter 15,16 , & 17

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
	11 Principles of Professional Development. (green book)	
Week 13 9 th May	Chapter 15 Treatment Records, Chapter 16 Subpoenas, Chapter 17 Supervision	Read Chapter 18 & 19& 20
Week 14 16 th May	Chapter 18 Advertising. Chapter 19 Fees, Chapter 20 Insurance and Management. Work Group 4.	Read Chapter 21 & 22
Week 15 23 th May	Test 3. Chapter 21. Forensic, Telephone and online counseling. Chapter 22 Cultural Diversity competence and recommendation Chapter 24. A structure to Process legal and Ethical Decision Chapter 25. Accessing California Law through the Internet. 12 General Mistakes Counselors must avoid. Pg. 93-94 Ten Rules for Counseling Professions. Pg. 95-96 (Green book) Group Work 5. Research Paper Due.	Read Chapter 23 & 24&25
Week 16 30 th May	Finals preparation Project presentation	Group work
Week 17 6th June	Finals	Last day of class

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