



Note to Instructor: Replace the placeholder text beneath the headings with the appropriate information for your course. Please note that all sections, except for “Other Course Information,” are required elements.

Basic Course Information

Semester:	Fall 2021	Instructor Name:	Tina A. Williams
Course Title & #:	ADS 240 Ethics & Legal Standard Addiction Counselor	Email:	Tina.williams@imperial.edu
CRN #:	20774	Webpage (optional):	N/A
Classroom:	Online (CANVAS)	Office #:	N/A
Class Dates:	02/16-06/11/2021	Office Hours:	Tuesday and Thursday
Class Days:	Online	Office Phone #:	(760) 352-8320
Class Times:	Online	Emergency Contact:	(760) 562-5404
Units:	3	Class Format:	

Course Description

This course requires 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 Prerequisite(s) and/or Corequisite(s)

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. COREQUISITIES, 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 (IL01, IL02, IL03, IL04, IL05).
2. Demonstrate the understanding of ethical standards through role play scenarios (IL01, IL02, IL03, IL05).
3. Identify personal ethical framework and discuss how it relates to counseling (IL01, IL02, IL03, IL05)
4. Demonstrate appropriate interaction with addicted clients I the Addiction Counseling workplace (IL01, IL02, IL03, IL05).

Course Objectives

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

1. Understand ethical responsibilities to clients, colleagues, and various agencies.
2. Reflect on personal ethical framework and ethical issues that arise in a learning environment.
3. Recognize the importance of ethical standards in an addiction counseling workplace and the impact on the scope of practice and limitations of an addiction counselor.
4. Restate the confidentiality mandates as related to client treatment, ethical counseling, management of client information in teaching, and conducting research.
5. Identify critical elements of the California Business and Professions Codes 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

- Required Textbook: Advanced Application of Law and Ethics for California Drugs and Alcohol Counselors and Certified Addiction Treatment Counselor, 8th ed. Federico C. Grosso (2011).
- Take the High Road. Ethics & professional Development for Addiction Counselors Principles & Guidelines for licensure, Certification and Re-Certification. Marcus M. Mottley, Ph.D (2012). ISBN: 13-978-140149352

Course Requirements and Instructional Methods

Individual Assignment: You are to research a “Case Law” and write a three-page paper on the case of your choice. More information will be given at a later.

Case studies: In Class/Homework Assignments will be given for each chapter we cover. If absent, you will not be able to it make up. Case studies are part of your participation grade.

Quizzes: Quizzes will consist of multiple choice, true-false, matching, fill-in-the-blank, and short answer/essay. If you are absent, you will not be allowed to take the quiz.

Mid-term and Final Exam will cover chapters and course material throughout the semester. Exams will consist of multiple choice and true and false. No make-up exams will be given unless you have called me PRIOR to the exam and let me know that you will not be able to take the exam. If you contact me prior to the exam, you will have one week to make-up the exam. Each exam will be worth 50 points.

Class participation and Attendance: At the beginning of each class, attendance will be taken (roll call). If a student must arrive late or leave early, the instructor should be notified so that the student is not penalized unfairly. It is the student’s



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responsibility to let the instructor know when they are in class, particularly if they miss the roll call. Class participation will be measured by presence, active interest and involvement in discussions, exercises, and presentations.

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.

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or another electronic device, please submit your request here:

<https://imperial.edu/students/student-equity-and-achievement/>

2. If you would like to access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI: -Park in every other space (empty space BETWEEN vehicles) -Must have facemask available -For best reception park near buildings -Only park at marked student spaces -Only owners of a valid disabled placard may use disabled parking spaces -Only members of the same household in each vehicle -Occupants MUST remain in vehicles -Restrooms and other on-campus services not available Imperial Valley College Course Syllabus.

College campus safety will monitor the parking lot -Student code of conduct and all other parking guidelines are in effect -Please do not leave any trash behind -No parking permit required If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

Course Grading Based on Course Objectives

Individual Assignment: 50 points

Case Studies: 75 points

Quizzes: 100 points

Exams: 100

Participation: 25

Total: = 350 points

90-100% A

80-89% B

70-79% C

60-69% D

00-60% F

Course Policies

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 absence 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. What does it mean to “attend” an online class? Attendance is critical to student success and for IVC to use federal aid funds.

Acceptable indications of attendance are:

- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference
- Documented student interaction with class postings, such as an interactive tutorial or computer assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course. Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

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:

- 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 (!!!!)].

How am I expected to act in an online “classroom” (especially Zoom)? Attending a virtual meeting can be a challenge when there are many students on one conference call. Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings.

Follow the tips below for best results:

- 1) Be RESPECTFUL. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.
- 2) Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming) a. People walking around and pets barking can be a distraction.
- 3) EAT AT A DIFFERENT TIME. a. Crunching food or chugging drinks is distracting for others. b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.

- 4) ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU a. It is hard to see you in dim lighting so find a location with light. b. If your back is to a bright window, you will be what is called “backlit” and not only is it hard on the eyes (glare), but you look like a silhouette.
- 5) POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING a. If you are using the camera, show your face; it helps others see your non-verbal cues. b. You may be at home but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.
- 6) Be READY TO LEARN AND PAY ATTENTION a. Catch up on other emails or other work later. b. If you are Zooming, silence your phone and put it away. c. If you are in a room with a TV – turn it off.
- 7) USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It is best if you conference in a private space, but if you cannot find a quiet place, when noises arise MUTE your laptop.
- 8) REMEMBER TO UNMUTE WHEN SPEAKING a. Follow your instructor’s directions about using the “raise hand” icon or chat function to be recognized and to speak, but make sure you have unmuted your device. b. Do not speak when someone else is speaking.
- 9) REMAIN FOCUSED AND PARTICIPATE IN THE MEETING a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked. b. Do not use the Zoom meeting to meet with your peers or put on a “show” for them.
- 10) PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.

Other Course Information

[Optionally, include other necessary information.]

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. How do I access services now that we are mostly online?

- CANVAS LMS. Canvas is Imperial Valley College’s Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The Canvas Student Guides Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- Learning Services. To accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link (IVC online Tutoring). When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- Library Services. Visit the Spencer Library’s page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- Career Services Center. The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.



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- **Child Development Center.** The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: <https://forms.imperial.edu/view.php?id=150958>

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

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, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128, or when campus reopens, visit Room 1536 for more information.

***Mental Health Counseling Services.** Short-term individual, couples, family, and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 for appointments, or when campus reopens visit Room 1536, for more information.

***The mission of the IVC Military and Veteran Success Center** is to provide a holistic approach to serving military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is in Building 600 (Office 624), telephone 760-355-6141.

***The Extended Opportunity Program and Services (EOPS)** offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also, under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing issues that are particular to this population.

Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program. For additional information about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

The Student Equity & Achievement Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented.

* SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need.



SEA strives to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to enrollment, 10 education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system.

*Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or when campus reopens, visit Building 401. What if I cannot afford food, books, or need other help? We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement>.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests		
Week 1 February 16 - 21	Syllabus & Introduction What is Ethics? Enforcement of Ethical Principles Chapter 1: The Counselor's Personal Belief System Principle 1: Non-Discrimination/Quiz			
Week 2 February 22- 28	Chapter 2: Informed Consent Principle 2: Responsibility/Quiz Chapter 3: Confidentiality Principle 3: Competence/Quiz			
Week 3 March 1-7	Chapter 4: Privilege Principle 4: Legal & Moral Standards/ethnics and the Law/Quiz Chapter 5: Important Legal Concepts in D & A Counseling Practice. Principle 5: Public Statement/Quiz			
Week 4 March 8-14	Chapter 6: Future State Licensing Principle 6: Public Credit/Quiz/Video Chapter 7: Malpractice Principle 7: Client Welfare/Quiz			
Week 5 March 15-21	Chapter 8: The Counseling Relationship Principle 8: Confidentiality (pgs. 21-41)/Quiz Chapter 9: Dual Relationships			



Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests		
<p>Week 6 March 22-28</p> <p>Week 7 March 29- April 4</p> <p>Week 8 April 5-11</p>	<p>Principle 9: Client Relationships (pgs. 45-63)/Quiz</p> <p>Chapter 10: Managing Crisis Issues Principle 10: Client Inter-Professional Relationships/Supervisors/Quiz Exam: Chapters 1 thru 8</p> <p>Chapter 11: The Suicidal Client Principle 11: Remuneration</p> <p>Chapter 12: The Dangerous Client/Quiz</p> <p>"Spring Break"</p>			
<p>Week 9 April 12-18</p> <p>Week 10 April 19-25</p> <p>Week 11 April 26-May 2</p> <p>Week 12 May 3-9</p> <p>Week 13 May 10-16</p> <p>Week 14 May 17-23</p> <p>Week 15 May 24-30 Week 16</p>	<p>Chapter 13: Child Abuse Reporting Chapter 14: Elder and Dependent Abuse/Quiz</p> <p>Chapter 15: Treatment Records Chapter 16: Subpoenas</p> <p>Chapter 17: Elder and Dependent Abuse/Quiz Chapter 18: Advertising Chapter 19: Fees</p> <p>Chapter 20: Insurance and Managed Care/Quiz Research Paper Due</p> <p>Chapter 21: Forensics, Telephone and Online Counseling</p> <p>Chapter 22: Cultural Diversity Chapter 23: Treatment of Minors</p> <p>Chapter 24: A Structure to Process Legal and Ethical Decisions</p>			



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Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests		
May 31-June 6	Chapter 25: Accessing the Internet for California Codes Issues & Principles in Professional Development (pgs. 68-85)/Quiz			
Week 15 June 7-11	Final Exam (Chapters 9-25/Principles)			

*****Subject to change without prior notice*****