1. **Course Designation and Identifier**

1.1 Adler Graduate School
1.2 Course number 521
1.3 Values, Ethics & Legalities
1.4 One(1) credit
1.5 Prerequisite: 511, 710 or 521

2. **Course Description**

This course provides an overview of the ethics and legal issues affecting professional practice in working with co-occurring disorders. Students will explore the ethical and legal requirements found in direct care, and current issues in the clinical helping professions as well as professional roles, functions and relationships in the field of COD.

3. **Texts, Materials and Resources (required and optional)**

3.1 Required texts:


3.1.2: Minnesota Certification Board (2014), *Code of Ethical Conduct Co-Occurring Disorders Professionals*, available at:


3.1.4: Minnesota Statute 148F.001 – 148F.205, available at:

[https://www.revisor.mn.gov/statutes/?id=148F.01](https://www.revisor.mn.gov/statutes/?id=148F.01)
3.1.5: National Association of Alcohol and Drug Abuse Counselors (2011) Ethical Standards of Alcoholism and Drug Abuse Counselors, available at:


3.2 Other required reading – all available on a coursepage

4. Competencies and Learning Outcomes

Students in this course learn application of the following competencies to the treatment of COD:

4.1 To understand and distinguish legalistic and aspirational ethical standards;

4.2 To understand and apply a model for ethical decision-making;

4.3 To understand a broad continuum of professional ethical issues and obligations;

4.4 To understand the application of ethical standards in the context of ambiguous situations;

4.5 To understand legal and aspirational ethics related to licensure standards;

4.6 To understand multicultural and diversity themes associated with the application of ethical standards;

4.7 To understand legal and ethical standards concerning counseling and consultation utilizing online and other technological media;

4.8 To understand legal and ethical standards as applied to counseling modalities, supervision, and consultation;

4.9 To understand legal and ethical standards related to diagnosis, testing, assessment, and research;

4.10 To understand the ethics of professional advocacy for the profession and social justice;

5. AGS Online Course Overview
5.1 Generally, AGS online courses have the same total duration as residential courses – 7 weeks (5 weeks of coursework plus two weeks for completing final assignments). In this 1 credit course, you should expect to spend approximately 45 hours on all course-related activities. Your instructor will be actively available for all class activities and individual consultations for the duration of the coursework and as needed until final papers grades are submitted.

5.2 Your course instructor will respond to your questions or comments within 48 hours (barring unforeseen circumstances). You will be expected to observe the same response time -- replying within 48 hours. During the class, your instructor will post specific office hours on your class webpage.

5.3 Please stay current in the class. Generally, you will be expected to complete reading assignments, submit at least two substantive postings per week (in response to the questions and/or tasks by your instructor), and – in some cases - engage in experiential activities, per syllabus. These expectations are very general, as you will find unique teaching style and specific expectations presented in each online class.

5.4 Although you will likely find that you have a lot of experience in the discussed topics, please remember that the most convincing position is the one supported by the most current and relevant research. You will find these sources in peer-reviewed journals. Use APA style and format requirements in referencing sources.

6. Course Outline

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Unit Topic</th>
<th>Learning Outcomes</th>
<th>Knowledge, awareness, &amp;/or skills developed in each unit</th>
<th>Reading and other sources</th>
<th>Assessment Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ethical Reasoning. Ethical Decision Making.</td>
<td>4.1, 4.2, 4.5; 4.10</td>
<td>Ethical decision making, counselor as person and professional</td>
<td>3.1.1 (Chapters 8 &amp;9)</td>
<td>Posting and discussions</td>
</tr>
<tr>
<td>2.</td>
<td>Professional competence</td>
<td>4.3, 4.4, 4.5; 4.2; 4.5; 4.6; 4.9</td>
<td>Client rights and counselor responsibilities; legal issues; impaired clinician and self-care</td>
<td>3.1.4; 3.1.3</td>
<td>Posting and discussions</td>
</tr>
<tr>
<td>3.</td>
<td>Informed Consent and Privileged</td>
<td>4.2; 4.3; 4.7; 4.9</td>
<td>Ethical and legal issues; confidentiality</td>
<td>3.1.6</td>
<td>Posting and discussions</td>
</tr>
</tbody>
</table>
4. Boundaries and Multiple Relationships

| Communication | awareness of confidentiality issues with special groups (limited capacity to consent and other issues) | posting |
| 4.3; 4.4; 4.8 | Diversity issues and cultural values | 3.1.4; 3.1.2; 3.1.5 |

5. Quiz

<table>
<thead>
<tr>
<th>Final Course Assignment</th>
<th>Personal presentation</th>
<th>all</th>
<th>Application of learned material</th>
<th>Video production</th>
</tr>
</thead>
</table>

7. Assessment/Evaluation Procedures and Grading

(Detailed descriptions of these assignments are available on Moodle)

7.1 Assignment Overview

<table>
<thead>
<tr>
<th>Assignment/Activity</th>
<th>Due Date</th>
<th>Point Value</th>
<th>Course outcome Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular postings</td>
<td>Dates on Moodle Page</td>
<td>Total of 16 points in 4 units</td>
<td>Per course outline above</td>
</tr>
<tr>
<td>Peer postings</td>
<td>Dates on Moodle Page</td>
<td>Total of 8 points in 4 units</td>
<td>Per course outline above</td>
</tr>
<tr>
<td>Quiz</td>
<td>Posted on Moodle page</td>
<td>10 points</td>
<td>Per course outline above</td>
</tr>
<tr>
<td>Final presentation</td>
<td>Posted on Moodle page</td>
<td>16 points possible</td>
<td>Per course outline above</td>
</tr>
</tbody>
</table>

7.2 Grading

A  90-100 percent
B  80-89 percent
C  70-79 percent
R Retake- Needs more time or instruction to master the requirements of the class

NC Quality of work or participation falls below minimum expectations, including:
- Not attending class.
- Not properly notifying registrar of a withdrawal
- Missing class periods in excess of the number allowed by AGS’s course attendance policy (see section 9 below)
- Not resolving a grade of incomplete within 45 days after the last class meeting (not the assignment due date) and an agreed upon extension has not been arranged by the student and instructor. The Incomplete turns to No Credit (NC) and the course must be repeated at full price.

7.3 Original Forum Posting Submissions
Original posts are graded on a scale of 0-4 points. Responses posted after the deadline will not be graded. You can earn a maximum of 16 points in this required activity.

<table>
<thead>
<tr>
<th>Points</th>
<th>Interpretation</th>
<th>Grading Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Excellent</td>
<td>Comments a) are accurate and relevant; b) demonstrate original thinking; c) use appropriate scholarly support; d) are well written, with no significant grammar and punctuation errors and no violation of “netiquette”. Four point comments contribute substantially to the course discussions and stimulate additional thought and further discussions about the topic discussed in the particular unit.</td>
</tr>
<tr>
<td>3</td>
<td>Above Average</td>
<td>Comments lack at least one of the above qualities, but are above average overall, with regard to their content, and make a good contribution to our understanding of the issue being discussed.</td>
</tr>
<tr>
<td>2</td>
<td>Average</td>
<td>Comments lack two or three of the required qualities. Comments which are based upon personal opinion but not supported by scholarly research or personal experience and/or comments violating important netiquette rules often fall within this category.</td>
</tr>
<tr>
<td>1</td>
<td>Minimal</td>
<td>Comments present little or no new information, lack three or more of the above qualities. However, one point comments may provide important social presence and contribute to a collegial atmosphere.</td>
</tr>
<tr>
<td>0</td>
<td>Unacceptable</td>
<td>The comment lacks all four qualities or in violation of AGS academic integrity policy</td>
</tr>
</tbody>
</table>

7.4 Peer Responses
Peer responses can earn up to 2 points per unit, with a maximum of 8 points total. Peer responses are graded on accuracy, relevance, presence of scholarly support, and delivery (including compliance with major grammar and punctuation rules and netiquette). Peer responses posted after deadline will not be graded.

In these responses, you will a) bring another aspect to the discussion, add a new insight to already offered ideas; b) find additional scholarly support for your classmate’s position and demonstrate that you have done some good additional reading on the issue; c) reply to a group of your classmates by comparing or contrasting their stated positions, or probing, offering a counter-thought; and/or d) integrate your classmates’ observations into your original position (whether supportive or not).
In meeting at least one of the above (a-d) requirements, a good peer response will bring the discussion to an advanced level and will parallel what you might observe in a live scholarly debate. While offering a good challenge in your peer responses, please don’t forget that validation and respect are two integral rules in any scholarly conversation.

7.5 Final course assignment, and assessment due by 5pm, April 5th, 2015.

In your 2-5 minutes video presentation, please speak to your future and new clients.

Explain, using examples from readings, how you will formulate your ethical decision making process for COD clients. In your explanation, explain your rubric/decision making tree and how you will incorporate both legal and ethical requirements.

Record your video. You can do this with a camera on your laptop and save in YouTube with limited - links only - access; and post a link to your video. Or you can upload the video to Moodle - as long as it is not greater than 100 MB. You MUST e-mail the instructor with a url/location of the video.

The assignment is worth 16 points. There will be no final paper in this class.

7.6 Other assignments (if applicable)

A final quiz – 20 questions x 0.5 points worth each = 10 points

7.7 Summary of points

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
</tr>
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<tbody>
<tr>
<td>Regular postings</td>
<td>Total of 16 in 4 units</td>
</tr>
<tr>
<td>Peer postings</td>
<td>Total of 8 in 4 units</td>
</tr>
<tr>
<td>Quiz</td>
<td>10 points</td>
</tr>
<tr>
<td>Final project</td>
<td>16 points possible</td>
</tr>
<tr>
<td>TOTAL</td>
<td>50 TOTAL points</td>
</tr>
</tbody>
</table>

8. Online Discussions or Activities

Online classes provide an opportunity for open and insightful dialogue. As in any dialogue, these discussions demonstrate many facets of diversity, including diversity of values, opinions, and experiences. We view these differences as welcomed and needed attributes of a scholarly discussion. Acknowledgement of and respect for these differences is a sign of mature scholarly debate.

Following are guidelines governing online discussions:

8.1 Faculty members monitor discussions and intervene when requested or deemed necessary.
8.2 NEVER post to the course room content:
- That is known to be illegal,
- That is potentially harassing, threatening, or embarrassing,
- That might be offensive and might be received as disrespectful in any way.
- That is vulgar or sexually explicit

8.3 The tone of the exchange is one of respect for individual differences. If you disagree with an opinion expressed by a classmate or instructor, respond in a scholarly manner, arguing about the subject of discussion vs. the person who posted it.

8.4 Students are encouraged to not overuse exclamation marks!!!!!!, CAPITAL LETTERS, or other marks of emotional reaction that may be received as yelling, etc.

8.5 Online communication presents a significant level of ambiguity, as verbal content of communication is not well supported by its non-verbal (including contextual) components. If a student feels threatened or offended by a statement made by another student during online portion of a class, please address the issue immediately with the other student(s) to clarify their position and your reaction. If this does not work, contact your class instructor so actions can be taken if necessary.

8.6 During online discussion, follow the same rules concerning protection of confidential information as you would follow in face-to-face discussion. Confidential client information is not appropriate in forum postings. Further, mental health related issues pertaining to you or your family members must be used with caution, if at all.

8.7 Be aware that some agency-specific information, such as descriptions of programs that have been developed or specialized treatment approaches, may potentially be a subject of copyright law. Although it is not always possible to know whether information is protected, the minimum expectation is to always identify and credit the source of information.

8.8 If the expectations in professional communication or other expectations specific to unique nature of online scholarly activities are not met, the concerning issue will be addressed with involvement of Program Director (or Academic VP, if needed or determined by the PD as requiring higher level of intervention). A student or a faculty member may raise the issue.

8.9 Any off-list communication between student and faculty will be conducted through Moodle, or redirected to Moodle of a student starts it via conventional private e-mailing.

9. Writing Guidelines including APA Format
All written assignments in courses at the Adler Graduate School, including those submitted in online courses, must be in APA format unless specifically noted by the course instructor (Publication Manual of the American Psychological Association (6th edition), 2009, American Psychological Association. ISBN 1-4338-0561-8).

Strict APA publication rules in Online Peer Discussions might prove difficult, if not impossible, to maintain. Following the “letter” of the Manual (i.e., not using “I”, or passive voice, keeping proper margins, or complying with headings requirements) may be either difficult or counterproductive in forums such as peer discussions. However, it is still important to adhere to the “spirit” of the APA Manual (i.e., grammar, orderly presentation of ideas, reducing bias in language, and presenting scholarly statements and arguments).

Prior to submitting a response, please proofread carefully. Grammar and spelling errors may make your response difficult for other students to appreciate.

Please keep in mind that, while the internet offers a lot of exciting and up-to-date information, not all internet sources are considered scholarly. For example, Wikipedia is not an academically peer-reviewed source. Rather, it is an “anybody-reviewed” source and, therefore, can’t be used in presenting your argument in AGS classes-related tasks.

Attendance and Participation Policy

At the beginning of each course, please complete or update your student profile on Moodle and get familiar with your classmates and the instructor by visiting their profile information.

You are expected to attend all the course learning activities. In the AGS asynchronous online courses, you attend the class by complying with posting and other submission deadlines.

In most of the courses, you will have two deadlines per week during the five weeks of coursework. For each week, and in conjunction with online instruction and other learning activities, your course instructor will announce two discussion questions or topics corresponding with two of the units in the course outline. The questions will appear in Moodle each Monday morning for the five weeks of coursework. You will have until Tuesday night (11:59 PM CST) for the first question and Friday night (11:59 PM CST) for the second question to submit your original response.

Your original response will be at least 350 words, with at least one scholarly reference. Through discussions supported by in-text citations and other references, your response will reflect critical thought related to the topic and specific assignments for that unit.

You will then have until Wednesday night (11:59 PM CST) and Saturday night (11:59 PM) to respond to at least two of your classmates’ postings for each question (four responses per week). These peer responses have to be substantive. In these responses, you will bring another aspect to the discussion, find additional
scholarly support for your classmate’s position, reply to a group of your classmates by comparing or contrasting their stated positions, integrate your classmates’ observations into your original position. In sum, an ideal peer response will bring the discussion to an advanced level and will parallel what you might observe in a live scholarly debate.

10.6 Please post your Peer Responses no later than Wednesday at midnight (for discussion topic One) and no later than Saturday at midnight (for discussion topic Two), but not before you post your original response. Your course instructor will acknowledge your participation and will grade the quality of it by responding to your original pasting, whether individually or in a summary format.

10.7 Not complying with posting deadlines or not posting at all will be counted as a missed class.

11. Participation Disclaimer

Active participation in class discussions/exercises/demonstrations is encouraged.

As with other AGS courses, in this course, individual students must determine for themselves the level of personal disclosure/intimacy that is appropriate for them.

Faculty members and students do not disclose confidential, personally identifiable information concerning their clients, students, research participants, organizational clients, or other recipients of their services.

Whenever confidential information/material is used in any AGS course, students and faculty members are expected to observe AGS policy concerning the handling of confidential information/material. Full descriptions of these policies are readily available on Moodle main page.

12. Academic Integrity Policy

Honesty and trust among students and between students and faculty are essential for a strong, functioning academic community. Consequently, students are expected to do their own work on all academic assignments, tests, projects, and research/term papers. Academic dishonesty, whether cheating, plagiarism, or some other form of dishonest conduct may result in failure for the work involved. Academic dishonesty could also result in failure for the course and, in the event of a second incident of academic dishonesty, suspension from the Adler Graduate School. Here are examples of academic dishonesty:

- Cheating - Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit.

- Fabrication - Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

- Facilitating academic dishonesty - Intentionally or knowingly helping or attempting
to help another to violate a provision of academic integrity.

- Plagiarism - The deliberate adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgment.

13. Nondiscrimination Clause

The Adler Graduate School is an equal opportunity educator and employer. The Adler Graduate School does not discriminate on the basis of race, creed, color, national origin, sex, age, sexual orientation, veteran status, or physical disability in the employment of faculty or staff, the admission or treatment of students, or in the operation of its educational programs and activities. The institution is committed to providing equal education and employment opportunities in accordance with all applicable State and federal laws.

14. Learning Accommodations (including students with disabilities)

If a student in this course has a documented learning disability, tell the instructor during the first week of class. The instructor needs to know on the front end so that he or she can work with you. The Adler Graduate School is committed to helping all students be successful, as best as can be reasonably accommodated. Documenting a learning disability occurs at the student’s expense. When documented appropriately, the Adler Graduate School makes all reasonable accommodations.

15. Instructor Contact Information

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Rick.Moldenhauer@alfredadler.edu