



Syllabus

SCHOOL OF HEALTH AND SCIENCES HSVC 250: Ethics of Human Services Practice

5 Credits
Effective: Winter 2017/2018

*Access to the Internet is required.
All written assignments must be in Microsoft-Word-compatible formats.
See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.*

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

This course introduces students to the fundamental principles, theoretical constructs, professional expectations, and ethical standards that apply to the human services profession. Students learn about the scope of the profession and how it is responding ethically to twenty-first century challenges and opportunities. Students use an ethical decision-making framework to apply ethical principles and standards related to confidentiality, personal and professional boundaries, and cultural competence.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are found on the course [Reading List](#). The reading list can be found under Course Information in Blackboard as well as from the library homepage.

Note: Required resources that must be purchased by the student are tagged “Purchase from a vendor of your choosing.” Required resources with a direct link, “Available through CityU Library”, are available at no cost to students.

Students in Canada will see required resources they need to purchase tagged “Purchase from the Canadian Bookstore.” Students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

COURSE OUTCOMES

In this course, learners:

- Understand and apply ethical decision making procedures in human services practice
- Identify personal values and beliefs that are the foundations of a personal ethic
- Analyze and apply professional human services codes of ethics
- Compare and contrast various philosophic and professional approaches to ethical decision-making

CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Applying ethics codes to practice
- Creating a personal code of ethics
- Ethical decision making
- Ethical theories
- Human services professional ethics codes
- Identifying personal values

OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Course Activities & Discussion	25%
Quizzes	10%
Application Essays #1: Personal Values and Moral Development	20%
Application Essay #2: Ethical Principles and Human Services Ethics Codes	20%
Application Essay #3: Ethical Decision Making	25%
TOTAL	100%

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Course Activities & Discussion

Class participation through discussion activities is an integral part of this course. To provide a structure for balanced participation and allow the student to maximize the benefit of the discussion activities, students should follow these guidelines: 1) Post responses to discussion questions in the first three days of the school week (Monday through Wednesday in online classes; various days in mixed-mode classes). 2) Post at least three or more thoughtful and topic-relevant comments to responses made by classmates over at least three different days of the school week, ending on Sunday in online classes and various days in mixed-mode classes. 3) Respond to any questions that the instructor has regarding the original post by the end of the school week. Additionally, students are expected to attend and participate in all classroom sessions and course activities conducted during those sessions. Instructors will provide detailed grading criteria for in-class attendance and participation in classroom-based activities. The following is the grading criteria for online discussion board activities.

<i>Components</i>	<i>% of Grade</i>
Quality of Responses	70%
Quantity of Responses	15%
Timeliness of Responses	15%
TOTAL	100%

Quizzes

Students will take bi-weekly equally weighted online quizzes to reinforce the course materials. The quizzes will test your ability to utilize ethical terminology as well as the identification and application of principles, codes of ethics, and ethical decision making procedures. All quizzes are closed book and

notes.

<i>Components</i>	<i>% of Grade</i>
TOTAL	100%

Application Essays #1: Personal Values and Moral Development

Students complete a four to six page paper that presents their personal values and reflects on their moral development. The essay must address the following: What are your values? How did you learn moral values? Who or what were the major sources or models of your moral values and beliefs? How have your values and your perception of ethics and morals changed over your lifetime? What events in your life initiated changes? How have your values and beliefs led you to the human services profession? Conclude this paper by drafting your personal moral code, using the process described in Chapter 4 of the Howard and Korver text. This reflection paper should be written in the first person. No resources other than the textbook are required for this essay. If you do refer to additional resources to write this paper, please cite them correctly in the paper and in a reference list at the end using APA format.

<i>Components</i>	<i>% of Grade</i>
Personal reflections and values clarification	35%
Organization and Coherence	20%
Style and Mechanics	20%
Use of course concepts	25%
TOTAL	100%

Application Essay #2: Ethical Principles and Human Services Ethics Codes

Students will write a three to five page paper comparing two ethics codes from the human services professions. The first code the students will analyze is the code of the National Organization of Human Services (NOHS). Then choose a second ethics code that matches your specialty, emphasis area, or area of interest in the human services and compare it to the NOHS code. Compare the two codes and discuss similarities and differences. Why do the codes differ, and what do these differences tell us about the ethical issues that are most common in each profession? What ethical principles provide the foundation for each code? Discuss the ethical standards in these codes that might conflict with your own personal values or with the ethical framework you most resonate with. Which ethical areas do you find particularly challenging in these codes? Use critical thinking skills and research to support your analysis of the codes. Three references from professional journals must be used and referenced in addition to the two codes and the course texts. This essay must meet APA requirements of format and style. Students must cite the sources of all ideas, facts, and information used that are not their own, even if they have put the information into their own words. Failure to do so is plagiarism, even if the oversight is unintentional.

<i>Components</i>	<i>% of Grade</i>
Organization and Coherence	20%
Style and Mechanics	20%
Evidence and Support	30%
Use of course concepts	30%
TOTAL	100%

Application Essay #3: Ethical Decision Making

Students will write a five to seven page paper analyzing an ethical issue using an ethical dilemma decision-making process. Students will analyze a violation of ethics in the human services profession as reported in the popular media or a professional journal, or as experienced by the student in a work or internship situation. Students will demonstrate how using an ethical decision making procedure, the appropriate professional ethics code, and their personal ethics could support a more ethical choice. The paper must contain: 1) a brief description of the ethical violation which includes the context and stakeholders who are involved or have a stake in the outcome; 2) an application of the steps in the ethical decision-making process to the case; 3) an explanation of how the student's personal ethics provides guidance in this situation; 4) a presentation of three different perspectives or solutions on how to address the dilemma with an explanation of why human services professionals might choose each perspective or alternative; the student should link these perspectives with one or more ethical frameworks from the literature; and 5) the student's recommendation for the resolution of the case and his/her rationale for choosing this outcome. Three references from professional journals must be used in addition to sources for the ethical violation, the professional codes, and the texts. This essay must meet APA requirements of format and style. Students must cite the sources of all ideas, facts, and information used that are not their own, even if they have put the information into their own words. Failure to do so is plagiarism, even if the oversight is unintentional.

<i>Components</i>	<i>% of Grade</i>
Organization and Coherence	20%
Style and Mechanics	20%
Evidence and Support	30%
Professional Ethics	30%
TOTAL	100%

COURSE POLICIES

Late Assignments

LATE ASSIGNMENT

Participation

PARTICIPATION

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

UNIVERSITY POLICIES

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Non-Discrimination & Prohibition of Sexual Misconduct

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the University Catalog in the section titled [Academic Integrity Policy](#) under Student Rights & Responsibilities.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly. Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled Attendance under Student Rights & Responsibilities.

Final Assignments Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

SUPPORT SERVICES

Disability Services Accommodations Statement

Students with documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.2369.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with your course instructors.

Library Services

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services](#) online, 24 hours a day, seven days a week.

Smarthinking Tutoring CityU students have 24/7 access to free online tutoring offered through Smarthinking, including writing support, from certified tutors. Contact CityU's Student Support Center at mycityusupport@cityu.edu to request a username and password.