Working Course Outline/Syllabus

Institution: Southern Methodist University

Course CIP: Check with Admissions Office
Course Prerequisites: Check with Admissions Office

ETHICS & MENTAL HEALTH
HDCN 6381, Section 775

Thomas L. Hartsell, Jr.

Winter Term 2013-2014

Mondays: 10:00 a.m. – 2:15 p.m.

Course Information

INSTRUCTOR Thomas L. Hartsell, Jr.
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Law Office phone: [redacted]
Cell Phone/Voice Mail: [redacted]
SMU Internet Address: thartsel@smu.edu
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I do not have set school office hours, but I will be happy to set a mutually convenient time to discuss any matter in person or by phone. My office is located in Room 118 in Building 3.

REQUIRED TEXTS 1) The Portable Ethicist for Mental Health Professionals – An A –Z Guide to Professional Practice, 2nd Edition (John Wiley & Sons) ISBN 978-0-470-14030-7 (paperback.

2) The Portable Lawyer for Mental Health Professionals – An A-Z Guide To Protecting Your Clients, Your Practice, and Yourself, 3rd Edition (John Wiley & Sons) ISBN 978-1-118-34108-7 (paperback).

In addition, students should print the Texas ethics codes (applicable to declared tracts or professional goals) for Licensed Professional Counselors, Licensed Marriage and Family Therapists and Licensed Dependency Chemical Counselors (from the websites for the respective state licensing boards), the ethics code for Texas Educators as well as the ethics codes of the American Counseling Association, American School Counselor Association and the American Association of Marriage and Family Therapists (from the websites from these professional organizations).

CATALOG DESCRIPTION Mental health professionals are legally compelled to provide services in an ethical manner. A simple rule that is not always easily put into practice. The various ethical rules and codes impacting mhps do not all ways provide specific and clear cut rules to follow. Ethics can be a minefield for even the most prudent professional. Both state and federal regulatory authorities are looking over the shoulders of mhps with the ability to severely impact their ability to practice. Knowledge and understanding of the minefield is critical to effectively and safely deliver mental health services.

Key Learning Objectives	How Achieved
Upon successful completion of this course, the student will be able to demonstrate knowledge and application of ethical terminology and principles	Textbook and related ethical codes will be studied to acquaint students with ethical terminology and rules.
Students will learn to recognize and handle ethical issues confronted by mental health professionals.	Textbook and related ethical codes will be used to identify rules and strategies for the prevention and appropriate handling of ethical issues.

ATTENDANCE POLICY Attendance is crucial and class participation will be factored into the final grade.

- Your instructors should be given 24 hours' notice of any absence whenever possible.
- If a student must miss one class, it is the student's responsibility to get all material and assignments covered during their absence.
- A student's final grade will be impacted if two absences occur.
- A student missing more than two classes may, at your instructor's discretion:
    - receive a grade of Incomplete if the requirements to do so have been met (see the policy on Grades of Incomplete contained in this syllabus)
    - receive a failing grade for the course
    - drop or withdraw from the course. (This option may have a financial and/or financial aid impact. Student should refer to the Add/Drop Policy and the Withdrawal Policy for the Counseling program which can be found at http://smu.edu/education/counseling/AcademicCalendar2011-12.asp then consult with the Program Specialist if they believe this option is a possibility.)

EVALUATION/GRADING POLICY 1/2 of the final grade will be based on a final written examination. 1/4 of the final grade will be based on a group research project which shall include a paper and class presentation. 1/4 of the final grade will be based on attendance and class participation. I use the following grading system.

Grade	Performance Description	Range	GPA	Points
A	Exceptional	93 – 100	4.0	12.0
A-	High Pass	90 – 92	3.7	11.1
B+		87 – 89	3.3	9.9
B	Pass	83 – 86	3.0	9.0

B-		80 – 82	2.7	8.1
C+	Failure, any C or below	77 – 79	2.3	6.9
C			2.0	6.0
C-		73 – 76	1.7	5.1
D+			1.3	3.9
D		70 – 72	1.0	3.0
D-			0.7	2.1
F		67 – 69	0.0	0.0
		63 – 66		
		60 – 62		
		59≥		

Class Participation & Readings Assessment

	Needs Improve. 80-82	Developing 83-89	Accomplished 90-92	Exemplary 93-100	**Score**
Preparation for class/class discussion/writing assignments	Does not ask questions or make comments that indicate familiarity with topics for class; turns in most writing assignments	Rarely asks questions or makes comments that indicate familiarity with the topics prepared for class; turns in all writing assignments	Occasionally asks questions or makes observations that indicate reflections, some knowledge or readings for class; turns in all writing assignments	Regularly asks questions or makes observations that indicate reflection, knowledge or readings for class; turns in all writing assignments	
Small group participation	Does not participate in small groups in class	Does not actively participate in small groups in class	Participates actively in small groups in class	Participates actively and provides leadership in small groups in class	
Class absences	Misses class often	Misses no more than 2 classes w/o prior arrangement	Misses 1 class with prior arrangement	Attends class regularly (no missed classes)	

RESEARCH PROJECT AND PAPER EVALUATION

Student(s) posed a focused question or topic involving them in challenging research.	Student(s) gathered information from a variety of relevant sources—direct, print and electronic and effectively analyzed the information collected	Student(s) logically organized the product and made good connections among ideas	Student(s) documented sources with some care, Sources are cited, both in-text/in-product and on Works-Cited/Works-Consulted pages/slides. Few errors noted.	Student(s) effectively communicated the results of research to the audience

Each of the five areas of evaluation will receive a separate score for a maximum total possible score of 100 points.

Exceptional: 20 points
Good: 18 points
Average: 15 points
Poor: 12 points

CLASS PRESENTATIONS AND PAPER: Class presentations should be upbeat, creative and exciting. They are a combination of information, presentation, performance and enthusiasm. The other students should both learn and enjoy.

An outline or summary must be given to each member of the class the day of presentation. It is up to the student presenters to decide what additional information he/she wishes to reproduce and distribute to the class.

If an outside resource person is to be used, furnish the Professor the name and a one-sentence biography one week before class. Arrange to greet and introduce all resource people. At least one-half of the session must be a student presentation.

Resource people have a tendency to cover fully and in detail their own area of competence. Therefore, discover this area in advance and make sure relevant material will be covered during the class. This is essential.

Outside resource people have a tendency to ramble and use more time than is assigned to them. THERE IS ALWAYS MORE MATERIAL THAN CAN BE COVERED. THE TRICK IS TO PICK OUT THE TRULY RELEVANT

MATERIAL AND PRESENT IT.

Each presentation is scheduled for forty-five minutes student Presentation and Discussion. It is the student's responsibility to secure a substitute if the student cannot make the Presentation. The student should arrange for the substitute and call the professor. The student must begin and end promptly.

The paper shall follow APA formatting and shall be doubled spaced. You may use both sides of the page to print your papers.

Final Exam

One major exam (final) comprising 200 points of your total 400 points for this course. The 200 point exam includes 100 true/ false, multiple-choice and short answer questions worth 2 point each. Please refer to the rubrics listed below regarding grading standards and point distributions. The professor will construct all exams utilizing best practices for validity and reliability, and will perform an item-analysis after each examination to evaluate student performance related to question clarity and other threats to item validity.

Cognitive Domain	***Objectives***	***Material Covered/Content Distribution*** **Textbook reading and related lecture**	***Evaluation 0 – 2 point***
Knowledge	Recognize key ethical terms, concepts and rules Recall concepts and rules	Chapters 1 -33, materials including statutes, covered and discussed in class	2 points earned per correct question
Comprehension	Identify best response and approaches to nuanced questions and scenarios	Chapters 1 -33, materials including statutes, covered and discussed in class	2 points earned per correct question
Application	Apply the terms, concepts and rules correctly to scenarios or questions presented	Chapters 1 -33, materials including statutes, covered and discussed in class	2 points earned per correct question

STUDENT DROP POLICY If you are unable to complete this course or will miss 3 or more classes, it is **YOUR RESPONSIBILITY** to withdraw formally from the course.

STUDENT HONOR CODE Students are reminded of the SMU Honor Code as referenced in the *Student Handbook*. Intellectual integrity and academic honesty are both the foundation and the goals for this program. Please reference and review the university policies on the responsibilities, policies, and penalties regarding academic honesty.

http://www.smu.edu/studentlife/PCL_05_HC.asp

Class Decorum

- Be punctual, class begins on time.
- Breaks will be granted, but the student is expected to be back on time.
- Do not read newspapers, books for other classes, or other outside reading material during class.
- Attendance is mandatory and roll will be taken.
- Be quiet if you arrive late for class when you enter the classroom.
- If you have to leave class early let me know before class begins.
- Beepers and cellular phones are to be turned off during class.
- Be prepared to participate.
- Professional respect and courtesy is expected.

Disability Accommodations: Students needing academic accommodations for a disability must first contact Disability Accommodations & Success Strategies (DASS) at 214-768-1470 or www.smu.edu/alec/dass.asp to verify the disability and to establish eligibility for accommodations. They should then schedule an appointment with the professor to make appropriate arrangements. (See University Policy No. 2.4; an attachment describes the DASS procedures and relocated office.)

Religious Observance Religiously observant students wishing to be absent on the holidays that require missing class should notify their professors in writing at the beginning of the semester, and should discuss with them, in advance, acceptable ways of making up any work missed because of absence. (See University Policy No. 1.9.)

Statement on Confidentiality and Emotional Safety:

In order to provide a safe learning environment for students in the class and to protect the confidentiality of practice clients and class members, students will discuss case material and other's personal information, reactions, etc. only while in class or privately with other current class members. It is the responsibility of each

class member to treat classmates with respect and integrity, thus providing emotional safety for each other during class activities. All students in the Counseling Department will demonstrate behavior that is consistent with the Ethical Standards forwarded by the APA and ACA in their code of ethics. Failure to do so can result in termination from the Department.

SMU Fall 2009 Emergency Preparedness

As part of the federal government response to the H1N1 (Swine Flu) virus, the Department of Health and Human Services issued a nationwide public health emergency preparedness declaration on April 26, 2009. The declaration was renewed on July 23, 2009 and is currently in force. For the semester ahead, there is concern that the level and intensity of flu cases could increase substantially.

1) For updates on the campus-wide status of flu conditions at SMU, please visit http://www.smu.edu.

2) If flu conditions require cancellation of a class session or other changes for this course, an email will be sent to all class members.

3) In the event of a major campus emergency at SMU, course requirements, deadlines, and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control.

Final Exam:

The final exam will consist of at least 100 questions, either multiple choice, true/false or fill in the blank items that reflect content from the course text and as well as other class materials presented and discussed in class. This exam will be on the last day of class.

Grade of Incomplete

A student may receive a grade of I (Incomplete) if at least 50 percent of the course requirements have been completed with passing grades, but for some justifiable reason, acceptable to the instructor, the student has been unable to complete the full requirements of the course. At the time a grade of I is given, the instructor must stipulate in writing to the student and to the University registrar the

requirements and completion date that are to be met and the grade that will be given if the requirements are not met by the completion date. The maximum period of time allowed to clear the Incomplete grade normally is 12 months. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the 12-month Policies and Procedures 25 deadline, the grade of I will be changed to the grade provided by the instructor at the time the Incomplete grade was assigned or to a grade of F if no alternate grade was provided. The grade of I is not given in lieu of a grade of F or W, or other grade, each of which is prescribed for other specific circumstances.

If the student's work is incomplete, poor quality and not acceptable, a grade of F will be given. The grade of I does not authorize a student to attend the course during a later term. Graduation candidates must clear all Incomplete grades prior to the deadline in the Official University Calendar, which may allow less time than 12 months. Failure to do so can result in removal from the degree candidacy list and/or conversion of the grade of I to the grade indicated by the instructor at the time the grade of I was given.

For graduate students, a maximum of two (six hours) concurrently held grades of Incomplete in courses other than thesis is allowed. If this maximum is reached, the student will be allowed to take only one three-hour course per term until the Incomplete total is reduced. Students who accumulate a total of three grades of Incomplete in courses other than thesis will be put on probation and not allowed to enroll further until the total is reduced.

COURSE OUTLINE

DATE	CLASS NO.	TOPIC
10/21/13 (Mon)	1	Overview of Class, Syllabus, Assignments Overview of Ethics, **Treatment Methods** Portable Ethicist Chapters 1, 8, 32 Portable Lawyer Chapters 35, 36, 37, 38

Research Assignment: Prepare a group research paper and presentation on a topic of interest related to ethical issues confronting mental health professionals. (A one page written summary of your proposed research project will be due on the date of the third class).

10/29/13 (Mon)	2	**Confidentiality** Portable Ethicist Chapters 3, Portable Lawyer Chapters 2, 9, 10, 11 31, 32, 39, 40 - 49
11/04/13 (Mon)	3	**Reporting Laws** Portable Ethicist Chapters 19, 27 Portable Lawyer Chapters 18, 24
11/11/13 (Mon)	4	**Informed Consent** Portable Ethicist Chapter 7 Portable Lawyer Chapters 6, 19
11/18/13 (Mon)	5	**Boundaries & Professional Issues** Portable Ethicist Chapters 2, 6, 12, 26 & 28 **Termination & Supervision** Portable Ethicist Chapters 13, 30 Portable Lawyer Chapters 4, 33, 34
11/25/13 (Mon)	6	**Fees** Portable Ethicist Chapters 20, 23 Portable Lawyer Chapters 15, 16, 17 **Records** Portable Ethicist Chapter 25 Portable Lawyer Chapters 1, 3, 5, 7, 8
12/02/13 (Mon)	7	**Regulation**

		Portable Ethicist Chapters 14 - 17, 24, 29, 33 Portable Lawyer Chapters 28 – 30 **Clients** Portable Ethicist Chapters 4, 5 9, 10, 11
12/09/13 (Mon)	8	**Forensic** Portable Ethicist Chapters 31 Portable Lawyer Chapters 20-23 **Opening & Closing A Practice** Portable Ethicist Chapters 21, 22 Portable Lawyer Chapters 13, 14, 25 - 27
12/16/13 (Mon)	9	Research Project Presentations
01/06/13 (Mon)	10	Research Project Presentations/Final Exam