Department of Social Work and Sociology
SWK 4311 Social Work Diversity and Ethical Practice
Fall 2021

Instructor: Andrew Rivera, LMSW
Email: Andrew.rivera@angelo.edu
Phone: 325-486-6968
Office: 120C (1st floor SW offices)
Office Hours: Mon/Wed 9am-11am, Tues/Thurs 9am-12pm or by appointment (via Collaborate)
Collaborate Session: Wednesday 3:30pm-4:30pm (Attendance is encouraged but not required. Sessions will be recorded.)

Course Information
3.0 Credit course: Introduction to understanding and applying ethical decision-making with diverse populations. Prerequisites: SWK 2307.

Course Description
This course is designed to increase student awareness, knowledge and understanding of issues related to the diverse populations served in generalist social work practice. Additional topics covered include a history of the evolution of ethics in social work, ethics theories, and the ethical decision-making process. It also provides an introduction to understanding and applying ethical decision-making with diverse populations.

Course Credits
3 credit hours

(The instructor reserves the right to modify this syllabus throughout the semester if necessary)
Prerequisite and Co-requisite Courses
SWK 2307

Prerequisite Skills
Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the Department of Social Work

Program Outcomes
Upon completion of the program of study for the BSW program, the graduate will be prepared to:

Student Learning Outcomes

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
<th>Mapping to Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>use reflection and selfregulation to manage personal values and maintain professionalism in practice situations</td>
<td></td>
<td>Competency 1: Demonstrate Ethical and Professional Behavior</td>
</tr>
<tr>
<td>apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies</td>
<td></td>
<td>Competency 2: Engage Diversity and Difference in Practice</td>
</tr>
<tr>
<td>use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies</td>
<td></td>
<td>Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities</td>
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<tr>
<td>select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies</td>
<td></td>
<td>Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities</td>
</tr>
</tbody>
</table>

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negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies | Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes | Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Course Delivery
This is course is delivered online.

Management System.
The course site can be accessed at ASU's Blackboard Learning Management System

Required Texts and Materials


Recommended Texts and Materials


NOTE: All assignments submitted in this course are to be written in strict accordance with the Publication Manual of the American Psychological Association (7th ed.) 2nd Publication.

Technology Requirements

Testing via Respondus™ Monitor

(The instructor reserves the right to modify this syllabus throughout the semester if necessary)
Access to Exams will be through Respondus™ Lockdown Browser and will be video recorded via Respondus™ Monitor [See Other Required Materials for a list of needed equipment]. Use of another electronic device is prohibited.

There is one practice quiz: a short 10 question practice quiz over ASU trivia that is not graded. This tool will be available to the student to assure accessibility. Students are highly encouraged to go through the practice quiz in advance of taking a graded quiz. This process will allow you to become familiar with the technology associated with testing and improve the testing environment. These quizzes, instructional videos, and more information regarding Respondus Monitor can be found under the Respondus Monitor Help tab in your Blackboard course.

To participate in one of ASU’s distance education programs, you need this technology:

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam

Refer to Angelo State University’s Distance Education website for further technology requirements: Angelo State University's Distance Education Website

Topic Outline

Module 1: Includes chapters 1-4 and provides an overview of common themes in ethics codes, limitations of codes of ethics, and ethical dilemmas

Module 2: Includes chapters 5-8 and discusses informed consent, record-keeping, ethical issues related to online counseling, legal issues and risk management strategies related to online counseling.

Module 3: Includes chapters 9-13 and discusses the ethical issues in clinical supervision, as well as the roles and responsibilities of supervisors, practices in supervision, and the supervisory process.

(The instructor reserves the right to modify this syllabus throughout the semester if necessary)
Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

- Please note that emails received after 6 p.m. will be answered the following morning.

**Written communication via email:** All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

**Virtual communication:** Office hours and/or advising may be done with the assistance of the telephone, Collaborate, Skype, etc.

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## Grading

### Evaluation and Grades

Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent/Points of Total Grade</th>
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<tbody>
<tr>
<td>Ethical Dilemma Assignments</td>
<td>30</td>
</tr>
<tr>
<td>Examinations</td>
<td>40</td>
</tr>
<tr>
<td>Power Point Presentation</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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### Grading System

Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

- A = 90.00-100 points
- B = 80.00-89.99 points
- C = 70.00-79.99 points

(The instructor reserves the right to modify this syllabus throughout the semester if necessary)
D = 60.00-69.99 points
F = 0-59.99 points (Grades are not rounded up)

Teaching Strategies
Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

Assignment and Activity Descriptions
*Please note: Rubrics for all assignments and activities are located at the end of this syllabus.

Ethical Dilemma Assignments (30%)

There will be 6 ethical dilemma vignettes during the semester where you are expected to utilize the content from the textbook to provide a 1-2-page response, which you will post in the discussion board section.

PowerPoint Presentation (30%)

Your course project involves a power point on a topic of your choice. You will make this presentation as if you are giving to other professional social workers and it will be an ethics and diversity driven presentation. You must include not only content from the textbook, but you will need to include 5 peer-reviewed journal articles as well. You will record the PPT presentation and upload into Blackboard. Each PPT presentation will be at least 15 minutes long, but not more than 25. You will need to cite and reference your PPT as you would a paper.

Examinations (40%)

There will be four (4) untimed examinations in this course. You will have 1 attempt for each exam and will not be able to use your books, notes or any other material. You will take each of these examinations via Blackboard using the Respondus Monitor LockDown browser.

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Assignment Submission
All assignments MUST be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at Andrew.rivera@angelo.edu and attach a copy of what you are trying to submit. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

Late Work or Missed Assignments Policy

POLICY ON LATE OR MISSED ASSIGNMENTS
The course is set up on weekly modules. The week begins on Monday and ends on Sunday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. Failure to submit your assignments on the assigned date will result in a ZERO. No assignments or exams will be accepted late except in cases of university approved absences.

General Policies Related to This Course
All students are required to follow the policies and procedures presented in these documents:

- Angelo State University Student Handbook
- Angelo State University Catalog

Student Responsibility and Attendance
This class is asynchronous, meaning you do not have to be on-line at a certain time. There are readings which you will have to complete to be able to adequately participate in individual and group assignments. In order to complete this course successfully, you do have to participate in all course activities i.e. discussion boards, course projects, reflective logs, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

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Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Health and Human Services adheres to the university’s Statement of Academic Integrity.³

Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website.⁴ The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services Office of Student Affairs 325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

Incomplete Grade Policy

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures⁵ for more information.

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Plagiarism
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the ASU Writing Center.

Student Absence for Observance of Religious Holy Days
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Copyright Policy
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Syllabus Changes
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

Title IX at Angelo State University
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of

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gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form
Face to face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-9422171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

Course Schedule

<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topic/Assignments/Assessments DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Chapter 1 Lecture: Introduction to Professional Ethics</td>
</tr>
<tr>
<td>Aug. 23-29</td>
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<tr>
<td>Week 2</td>
<td>Chapter 2 Lecture: The Counselor as a Person and as a Professional</td>
</tr>
<tr>
<td>Aug. 30-Sept 5</td>
<td></td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topic/Assignments/Assessments DUE</th>
</tr>
</thead>
</table>
| Week 3  
Sept 6-12 | Chapter 3 Lecture: Values and the Helping Relationship  
*Ethical Dilemma Vignette #1 Due by Sunday at 11:59pm* |
| Week 4  
Sept. 13-19 | Chapter 4 Lecture: Multicultural Perspectives and Diversity Issues  
*Ethical Dilemma Vignette #2 Due by Sunday at 11:59pm* |
| Week 5  
Sept. 20-26 | Chapter 5 Lecture: Client Rights and Counselor Responsibilities  
Exam 1: Chapter 1-4 (Opens Wednesday and closes Friday at 11:59pm) |
| Week 6  
Sept. 27-Oct 3 | Chapter 6 Lecture: Confidentiality: Ethical and Legal Issues  
*Ethical Dilemma Vignette #3 Due by Sunday at 11:59pm* |
| Week 7  
Oct 4-10 | Chapter 7 Lecture: Managing Boundaries and Multiple Relationships |
| Week 8  
Oct. 11-17 | Chapter 8 Lecture: Professional Competence and Training  
*Ethical Dilemma Vignette #4 Due by Sunday at 11:59pm* |
| Week 9  
Oct. 18-24 | Chapter 9 Lecture: Ethical Issues in Supervision  
Exam 2: Chapters 5-8 (Opens Wednesday and closes Friday at 11:59pm) |
| Week 10  
*Ethical Dilemma Vignette #5 Due by Sunday at 11:59pm* |

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<table>
<thead>
<tr>
<th>Week 11</th>
<th>Nov 1-7</th>
<th>Chapter 11 Lecture: Ethical Issues in Couples and Family Therapy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 12</td>
<td>Nov 8-14</td>
<td>Chapter 12: Ethical Issues in Group Work Ethical Dilemma Vignette #6 Due by Sunday at 11:59pm</td>
</tr>
<tr>
<td>Week 13</td>
<td>Nov 15-21</td>
<td>Thanksgiving Holiday Nov 24-26 Chapter 13: Community and Social Justice Perspectives</td>
</tr>
<tr>
<td>Week 14</td>
<td>Nov 22-28</td>
<td>PowerPoint Presentations are due by Sunday at 11:59 PM</td>
</tr>
<tr>
<td>Week 15</td>
<td>Nov 29-Dec 5</td>
<td>Dead Week-No class</td>
</tr>
<tr>
<td>Week 16</td>
<td>Dec 6-10</td>
<td>Final Exam: Chapters 9-13 <strong>Opens Monday and Closes Wednesday at 11:59pm</strong></td>
</tr>
</tbody>
</table>

**Grading Rubrics**

**Student Evaluation of Faculty and Course**

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences. Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of

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Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
2. Developing knowledge and understanding of diverse perspectives, global awareness, or other cultures
3. Learning to apply course material (to improve thinking, problem solving, and decisions)
4. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
5. Acquiring skills in working with others as a member of a team
6. Developing creative capacities (inventing, designing, writing, performing in art, music, drama, etc.)
7. Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc.)
8. Developing skill in expressing oneself orally or in writing
9. Learning how to find, evaluate, and use resources to explore a topic in depth
10. Developing ethical reasoning and/or ethical decision making
11. Learning to analyze and critically evaluate ideas, arguments, and points of view
12. Learning to apply knowledge and skills to benefit others or serve the public good
13. Learning appropriate methods for collecting, analyzing, and interpreting numerical information

End of Syllabus

1 https://www.angelo.edu/student-handbook/
2 https://www.angelo.edu/catalogs/
3 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
4 https://www.angelo.edu/services/disability-services/
5 https://www.angelo.edu/content/files/14197-op-1011-grading-procedures
6 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
7 https://www.angelo.edu/dept/writing_center/academic_honesty.php
8 https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of

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