Department of Social Work

Diversity and Ethical Practice

Fall Semester 2021

Instructor: Kadeeja Lyons, MSW
Email: kadeeja.lyons@angelo.edu
Office: Virtual
Office Hours: By appointment in Collaborate or by email
Collaborate as needed

Course Information

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. 3 credit hours

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 MSW 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 self-regulation 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>
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<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>
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<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>
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<td>Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities</td>
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<tr>
<td>negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies</td>
<td></td>
<td>Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities</td>
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<tr>
<td>apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes</td>
<td></td>
<td>Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities</td>
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</table>
Course Delivery
This is an online course offering. The course will be delivered via the Blackboard Learning Management System. The course site can be accessed at [ASU's Blackboard Learning Management System](https://asulms.asu.edu).

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* (6th ed.) 2nd Publication.

Technology Requirements

Testing via Respondus™ Monitor

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.

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.

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Performance</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Threads</td>
<td>15</td>
</tr>
<tr>
<td>Ethical Dilemma Assignments</td>
<td>20</td>
</tr>
<tr>
<td>Examinations</td>
<td>30</td>
</tr>
<tr>
<td>Power Point Presentation</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**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
- **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.*

**Professional Performance**

10%

This is relevant to attendance; engaging in collaboration activities, including frequency and quality; professional presentation; and any factors that would normally be evaluated in a professional social work setting. Essentially, ask yourself if what you are
doing would be perceived as professional in an employment setting among social workers.

Please note that I view absences from collaborate in the same way as an employer and co-workers might see absences from work. An absence may be excused for academic purposes (medical issues, deaths, school sports, etc.) as it might at work, but in a professional setting, to miss work, you must take PTO, and once you run out of PTO/sick leave, if you miss work, you do not get paid. Therefore, any absence will result in point deductions in professional performance.

Discussions Posts and Peer Feedback 15%

Students are expected to answer each weekly discussion question. Each student must post an original response by Wednesday. If you do not participate in the weekly group discussion, you will receive a “0”. All students will also respond to at least 1 of your peer postings each week. The responses to your peers must be more than: “I agree with you”, “Great post”, etc. There needs to be critical thinking, relevant content to topic, and content from the book. (You must locate at least 1 peer reviewed journal article or use your book as a resource for your post. You must also respond to at least 1 of your peer’s posts making sure you use a credible resource for each post). All discussions are due by Sunday @ 11:59 PM within current week.

Ethical Dilemma Assignments 20%

There will be 4 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 25%

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 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. I will provide you a rubric in the next couple of weeks with more guidelines. You will need to cite and reference your PPT as you would a paper. Each student will watch and provide feedback to at least 4 other students PPT presentation.
Examinations

There will be four (3) timed examinations (75 minutes with the final being 120 minutes) in this course. You will have 2 attempts for each exam. Each of these examinations is worth 10% of your total course grade. You will take each of these examinations via Blackboard using the Respondus Monitor LockDown browser.

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 kadeeja.lyons@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 10 point deduction for the first day and a 5 point deduction for each day after the posted deadline. No papers or postings will be accepted more than one week past the assigned due date.

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.

**Note:** This course utilizes Collaborate to engage in role plays, case study, and interaction. A day and 2 session times will be offered for students to have some flexibility. **Attendance is not mandatory.** Collaborate times will be posted in Banner and a reminder email will be sent the day of the sessions. Collaborate sessions will be recorded so students who cannot or do not attend can review them.

**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](#).

**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](#). The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
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 Procedures for more information.

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
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](http://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 (325-
942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-
2171).*

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s
policy please visit: [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).
## Course Schedule

<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topic/Assignments/Assessments DUE</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
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<tr>
<td>Aug. 23-29</td>
<td>Chapter 1 Lecture: Introduction to Professional Ethics</td>
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<td></td>
<td><strong>Discussion Board Self Introduction</strong></td>
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<tr>
<td></td>
<td><strong>Chapter 1 Discussion Due 8/25 end of day</strong></td>
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<tr>
<td><strong>Week 2</strong></td>
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<tr>
<td>Aug. 30-Sept. 5</td>
<td>Chapter 2 Lecture: The Counselor as a Person and as a Professional</td>
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<tr>
<td></td>
<td><strong>Chapter 2 Discussion Due 9/1 end of day</strong></td>
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<tr>
<td><strong>Week 3</strong></td>
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<tr>
<td>Sept. 6-12</td>
<td>Chapter 3 Lecture: Values and the Helping Relationship</td>
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<tr>
<td></td>
<td><strong>Chapter 3 Discussion Due 9/8 eod</strong></td>
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<tr>
<td></td>
<td><strong>Ethical Dilemma Vignette #1 Due by 9/12 by 11:59 PM</strong></td>
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<tr>
<td><strong>Week 4</strong></td>
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<tr>
<td>Sept. 13-19</td>
<td>Chapter 4 Lecture: Multicultural Perspectives and Diversity Issues</td>
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<tr>
<td></td>
<td><strong>Chapter 4 Discussion Due 9/15 eod</strong></td>
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<tr>
<td><strong>Week 5</strong></td>
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<tr>
<td>Sept. 20-26</td>
<td>Chapter 5 Lecture: Client Rights and Counselor Responsibilities</td>
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<tr>
<td></td>
<td><strong>Chapter 5 Discussion Due 9/22 eod</strong></td>
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<tr>
<td></td>
<td><strong>Exam 1: Chapter 1-4 (Opens 9/23 @ 8AM and closes 9/26 @ 11:59 PM)</strong></td>
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<tr>
<td><strong>Week 6</strong></td>
<td></td>
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<tr>
<td>Sept. 27-Oct. 3</td>
<td>Chapter 6 Lecture: Confidentiality: Ethical and Legal Issues</td>
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<td></td>
<td><strong>Chapter 6 Discussion Due 9/29 eod</strong></td>
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<tr>
<td></td>
<td><strong>Ethical Dilemma Vignette #2 Due by 10/3 by 11:59 PM</strong></td>
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<tr>
<td><strong>Week 7</strong></td>
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<tr>
<td>Oct. 4-10</td>
<td>Chapter 7 Lecture: Managing Boundaries and Multiple Relationships</td>
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<td></td>
<td><strong>Chapter 7 Discussion 10/6 eod</strong></td>
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<tr>
<td><strong>Week 8</strong></td>
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<tr>
<td>Oct. 11-17</td>
<td>Chapter 8 Lecture: Professional Competence and Training</td>
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<td></td>
<td><strong>Chapter 8 Discussion Due 10/13 eod</strong></td>
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<tr>
<td></td>
<td><strong>Ethical Dilemma Vignette #3 Due by 10/17 by 11:59 PM</strong></td>
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<tr>
<td><strong>Week 9</strong></td>
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<tr>
<td>Oct. 18-24</td>
<td>Chapter 9 Lecture: Ethical Issues in Supervision</td>
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<tr>
<td></td>
<td><strong>Exam 2: Chapters 5-8 (Opens 10/21 @ 8 AM and closes 10/24 @ 11:59PM)</strong></td>
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<tr>
<td><strong>Week 10</strong></td>
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<tr>
<td>Week/Date</td>
<td>Topic/Assignments/Assessments DUE</td>
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<tr>
<td>Week 11</td>
<td>Chapter 11 Lecture: Ethical Issues in Couples and Family Therapy</td>
</tr>
<tr>
<td>Nov 1 -7</td>
<td><em>Ethical Dilemma Vignette #4 Due by 11/7 by 11:59 PM</em></td>
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<tr>
<td>Week 12</td>
<td>Chapter 12: Ethical Issues in Group Work</td>
</tr>
<tr>
<td>Nov 8 -14</td>
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<tr>
<td>Week 13</td>
<td>Chapter 13: Community and Social Justice Perspectives</td>
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<tr>
<td>Nov 15-21</td>
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<tr>
<td>Week 14</td>
<td>PowerPoint Presentations are due by Sunday 11/23 by 11:59 PM</td>
</tr>
<tr>
<td>Nov 22-23</td>
<td><em>Thanksgiving holiday 24-26</em></td>
</tr>
<tr>
<td>Week 15</td>
<td>Discussion to PowerPoint Presentations- Respond to 4 peers Due 12/1</td>
</tr>
<tr>
<td>Nov 29-Dec. 5</td>
<td></td>
</tr>
<tr>
<td>Week 16</td>
<td>Final Exam: Chapters 9-13 (Opens 12/4 and closes 12/7 at 11:59 PM)</td>
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<tr>
<td>Dec. 6-11</td>
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**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 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