

*Houston Graduate School of Theology equips women and men to be ministers and messengers of God's mission of reconciliation through academic excellence, personal transformation, and leadership development*

**COU 801 Legal, Ethical, and Management Considerations for  
Counseling Practice (2 credit hours)  
Spring 2020**

**Required Texts**

- Anderson, S. K. & Handelsman, M. M. (2010). *Ethics for psychotherapists and counselors: A proactive approach*. Wiley-Blackwell: West Sussex, UK. ISBN978-1-4051-7766-5.
- Aronoff, K. (2017). *Best practice: Everything you need to know about starting your successful private therapy practice*. Aronoff Counseling: Albany, OR. ISBN 978-1-52046-322-3.
- Barnes, F. P. & Murdin, L. (2001). *Values and ethics in the practice of psychotherapy and counseling*. Open University Press: Philadelphia, PA. ISBN-13 978-0335204755.
- Wheeler, A. M. & Bertram, B. (2015). *The counselor and the law: A guide to legal and ethical practice*. American Counseling Association: Alexandria, VA. ISBN 978-1-55620-350-3.

**Recommended Texts**

- ACA Code of Ethics, 2014. PDF online.
- ACA Code of Ethics, Resources. ACA online.
- ACA Mental Health, Competencies, online.
- ACA Mental Health, Clearinghouses, online: Mental Health Agency/Private Practice Counseling.
- Myers, Morse, and Wheeler (2014): "When unchecked biases lead to imposition of values: The case for counseling ethics." PDF online.

**Course Description**

This course is designed to expand legal, ethical, and management principles that students have acquired in the Master of Arts in Counseling courses. A variety of specific scenarios that require ethical and legal considerations will be addressed. This course will cover risk management, counseling and technology, introducing spirituality into the counseling process, and avoiding lawsuits. A best practices model will be used in setting up either an agency or an independent counseling practice.

**Student Learning Outcomes**

Upon completion of this course, the student will be able to:

1. Define and distinguish ethics, law, morals, and values as measured by a four-page APA style paper. DPC-4
2. Apply ethical principles to situations arising in the counseling process and sessions as measured by the student's ethical autobiography. DPC-4

3. Apply principles of risk management to their counseling practice as measured by a three-page paper discussing a risk management problem the student has encountered in counseling and how the problem was addressed. DPC-4
4. Ethically integrate spirituality into their own and their clients lives as measured by class discussion and participation. DPC-5
5. Apply the necessary safeguards to ensure any use of technology is private and confidential as measured by a five-page APA style paper reviewing ethical codes that address this issue. DPC-4
6. Apply a best practices model to establishing practice within an agency or an independent practice as measured by a five-page APA essay as to how your personal values affect the ethical practice of counseling. DPC-4

### **Pre-seminar Assignments: Due Wednesday, January 15, 2020**

(40% of the final grade)

1. Define and distinguish ethics, law, morals, and values as measured by a four-page APA-style paper.
2. Using the Anderson and Handelsman book, write an ethical autobiography. Students may address ethical problems they have encountered while counseling and how problems were resolved. This is to be a minimum of six pages APA-style paper.
3. Using the Anderson and Handelsman book, write a four-page APA-style paper discussing what the authors mean by a proactive approach.

### **Post-seminar Assignments: Monday, March 16, 2020**

(60% of the final grade)

1. In a five-page APA-style paper, review the ethical codes that address the use of technology in counseling and how to ensure confidentiality and privacy.
2. In a three-page APA-style paper, discuss a risk management problem encountered in counseling and how the problem was addressed.
3. In a five-page APA-style paper, discuss how one's values affect the ethical practice of counseling. Utilize the Barnes and Murdin textbook.

### **Student Workload Expectations**

Class time = 6 hours

Required and recommended textbooks (1200 pages @ 25 pp/hr.) = 48 hours

Six papers (27 pages @ 4 pp/1.5/hr.) = 41 hours *Total = 95 hours*

### **Course Grading**

“A” represents excellent work in all categories (fulfillment of assignment, writing and formatting, and doctoral level content); “B” represents good work in all categories; anything below a “B-” is considered below doctoral level.

A 98-100	C+ 84-85
A- 94-97	C 80-83
B+ 92-93	C- 78-79
B 89-91	D 70-77
B- 86-88	F 0-69

### **Classroom-related Academic Policies**

- A. Regular submission of assignments on due dates in the syllabus are expected.
- B. **Electronic Equipment Usage in Classrooms**  
It is expected that students will use technology (cell phones, laptop computers, iPads, etc.) during classes only for the purposes of class work. Therefore, students should turn off cell phones and refrain from texting and using laptop computers during classes except for the purposes of taking notes or doing research specifically authorized by the course instructor. Students who have emergency needs not covered by this policy must ask for an exception from the course instructor.
- C. *Please review the Academic Catalog for requirements regarding Incompletes and Plagiarism issues. For more information on Library Services, please download the Library Handbook from the HGST website.*

### **Notes for Writing Assignments**

For DPC students: APA formatting is accepted as prescribed in the *Publication Manual of the American Psychological Association, 6<sup>th</sup> edition*.

All students shall utilize 12-point Times New Roman font throughout. All written assignments should be turned in through Course Sites, uploaded as a PDF or Word document.

Critical, or formal, writing differs from colloquial writing or spoken English at several points. The student should note the following guidelines for critical writing. The instructor expects students to follow these guidelines strictly for academic-style assignments. Failure to do so will be penalized.

- Avoid second-person references and use the first person sparingly. Keep the written projects objective and professional. The student must remember that imperative forms are second person.
- Never use contractions.
- Avoid passive voice construction (i.e., The student should write “God chose Joshua” rather than “Joshua was chosen by God.”). Some exceptions are necessary but limiting the use of passive voice is a good policy.
- Be sure that number and tense always agree (i.e., Do not write in one place that “Brueggemann argues . . .” and at another place “Brueggemann argued . . .”). Subject-verb agreement is imperative.
- Spellcheck! Spellcheck! Spellcheck!
- Grammar check works as well!
- All pronouns should have clear antecedents. Avoiding “it is” and “there is” in the paper removes much of the ambiguity of pronoun usage.
- Sentence fragments are unacceptable. Every sentence must have a subject and a predicate.

## Sample Academic Paper Grading Rubric

Criterion	Points Possible	Points Earned
<b><i>Content - 65%</i></b>		
Introduction of Topic with Clarity of Purpose	10	
Ethical Problem or Dilemma	20	
Application of Relevant Principles	20	
Citations of Principles	10	
Conclusion	5	
<b><i>Grammar and Formatting - 20%</i></b>		
Academic Writing	10	
APA Style Formatting	10	
<b><i>Fulfillment of Assignment - 15%</i></b>		
Length of paper (5 to 6 pages)	5	
Submitted to Turnitin.com	5	
Submitted by deadline	5	
<b>Total</b>	<b>100</b>	<b>0</b>
	<b>Grade</b>	
	Student	
	Date	
	Due Date	

Comments	Points Earned	Grade Points
	98-100	A
	94-97	A-
	92-93	B+
	89-91	B
	86-88	B-
	84-85	C+
	80-83	C
	78-79	C-
	70-77	D
	0-69	F