

Columbia College
Policies, Issues, Ethics and Professional Practices (HSPD275)

Lecture 1

Course Outline

Semester Dates: November 16, 2015 – December 19, 2015

Please note that when a holiday falls during the week, your class will be rescheduled for the Friday of that week. Students are required to make arrangements to be present at the rescheduled class.

Facilitator: Crystal Smith, MSW, RSW

Email: crystals@columbia.ab.ca

Class Time: 8:30 am – 5:00 pm (Sat)

Room: 805-114

Credit: 3

Prerequisite: None

Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Course Description:

This course focuses on becoming a professional. To choose to enter a profession is to take on a distinct and important set of responsibilities. The course is designed to probe into and investigate legal, personal, and societal values, ethics, morals and ideologies that impact on being a professional. The student will learn how their personal ethics come into play in their success as a professional. The course will pose many ethical issues and dilemmas for the student to consider as they evolve into a professional.

Learning Outcomes:

As a result of active participation in these sessions, a student can expect to:

- Critically analyze what it means to be a good human service professional.
- Critically analyze professional ethics issues and resolve issues using ideas and techniques learned from this course.
- Apply, analyze, and evaluate the effectiveness of various theories of moral reasoning and behaviour in ethical situations.
- Develop a personal ethical model of professional-client relationship and evaluate it for suitability and appropriateness.
- Analyze and critique the moral issues surrounding lying and truth telling.
- Explore and determine a position on the ethical obligation of a professional in the protection of private information and the boundaries of confidentiality.
- Critically deliberate on the moral dilemma of whistle-blowing and loyalty.
- Apply and critically analyze the principles of justice as they apply to an individual and to the professional's obligation to society.
- Explore the implications of conflict of interest in professional life.

Course Format:

This course uses a variety of teaching/learning methods including discussion, personal reflection, experiential exercises, student presentations, role-plays, group activities and especially case studies. Our faculty aims to create a learning environment where the learner is actively engaged in inquiry, critical thinking and problem solving. The classroom provides you with a place where you can learn with and from others in a cooperative and collaborative manner.

You are expected to take a very active part in class discussions and take responsibility for your own learning. Be a positive and co-operative team member. Columbia College uses a facilitation model of instruction where the facilitator's role is to facilitate your learning. The expectation is that you will come to class prepared with pre-class homework completed. Your facilitator will engage you in activities that are based on your completed homework and readings. Your enthusiastic and positive approach in the classroom will create an atmosphere that will help every student develop the knowledge, skills and attitudes that are needed for success.

How you conduct yourself in our classes will, to a large extent, mirror your conduct in society and your future work site. For example, if you have a tendency to ask questions, challenge the ideas of others in a respectful manner, draw out the best from your colleagues, and encourage both group development and task accomplishment in this class, it is likely you will do the same at work. A high level of student involvement and developing professionalism is expected in the classroom as you work towards your goal.

Required Textbooks and Equipment:

Martin, C., Vaught, W., & Solomon, R. (2010). *Ethics across the professions: A reader for professional ethics*. New York, NY: Oxford University Press.

Haig, J., MacMillan, V., Raikes, G., (2014). *Cites & sources – An apa documentation guide (4th ed.)*. Toronto, ON: Nelson Education Ltd.

Recommended Readings and Resources:

Students may access these sources from the College and from home.

ProQuest Nursing and Allied Health, Canadian Business and Current Affairs, and Canadian Newsstand

- <http://proquest.umi.com/login>
Username: cc-library
Password: welcome

GALE InfoTrac Custom Journals

- <http://infotrac.galegroup.com/itweb/calg145?db=SP00>
Password: cclibrary09

Further Recommended Readings and Resources:

N/A

Homework Assignment Due for the First Class:

- Read Chapter 1 in the textbook for this course, *Ethics across the professions: A reader for professional ethics*. For Saturday class, please also remember to read for class 2: Chapter 2.
- As a result of your reading assignment, write down at least three questions that you would want clarified in class.
- Prepare for a quiz based on the assigned readings.
- Read this syllabus and prepare to discuss in class.

Evaluation - Assessment of Student Performance:

The final grade in the course will be based on the following elements. Wherever possible facilitators will use rubrics to assess your performance and offer feedback.

Title of Assignment/Examination	Due Date	Weight
Assignment 1	Class 9	25%
Presentation	Class 8 or 9	15%
Quizzes	Class 1-8	20%
Summary Activities	Class 1-8	10%
Final Exam	Class 10	30%

Please note that all homework and assignments are due at the beginning of each class.

Grading:

Grades for each component will be added together at the end of the semester. The final total will be translated to the Columbia College's 4.0 grading scale as follows:

Marking and Grading Conversion:

Description	Letter Grade	Grade Points	Percentage Scale	
Excellent	A+	4.0	100	95
	A	4.0	94	90
	A-	3.7	89	85
Good	B+	3.3	84	80
	B	3.0	79	75
	B-	2.7	74	70
Satisfactory	C+	2.3	69	65
	C	2.0	64	60
	C-	1.7	59	55
Poor	D	1.0	54	50
Failure	F	0.0	49	0

Please note that to pass this course you must earn at least a "D" (a minimal pass).

Submission and Completion of Assignments:

You are expected to submit assignments by the due date. Any late assignments may be assessed a marking penalty of 5%. If you are unable to submit an assignment on the due date, you must request an extension **before** the due date by filling out an *Application for Assignment Extension form (SSPP-F012)* that is to be submitted to the Department Chair for approval. This form is available on Columbia's website, Bldg. 802 – Main Office and from Department Chairs.

Requesting an Examination Deferral:

If you are requesting an exam to be deferred, you must submit an Application for *Deferred Examinations form (SSPP-F012)* to the Department Chair **within 48 hours of the missed examination date and time**. Applications for deferred examinations will only be considered due to medical or personal emergency. A medical certificate or other appropriate documentation may be required. This form is available on Columbia's website, Bldg. 802-Main Office and from Department Chairs.

Attendance Requirements:

Columbia College believes that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late is also considered unacceptable as it interferes with the learning opportunities of others. Unavoidable absences or lateness must be reported to the course facilitator in advance. Please refer to Columbia College's *Attendance Policy and Regulations (ADM-P151)* for detailed information on Attendance Requirements.

Academic Integrity:

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

There is no tolerance for academic dishonesty and any student caught plagiarizing is subject to serious sanctions as outlined in the *Student Code of Conduct Policy (ADM-P229)*. Students are encouraged to familiarize themselves with this policy and avoid any behavior that could possibly be seen as cheating, plagiarizing, misrepresenting, or putting into question the integrity of one's academic work.

Student Conduct:

It is the responsibility of each student to uphold the expectations and responsibilities outlined in the *Student Code of Conduct Policy (ADM-P229)* and any additional requirements established by your program.

Generally, each student will:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;
- conduct themselves in a professional manner with regard to their communication with others and their behavior in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

Important Dates:

Description	Date
Last to add/drop courses	5 school operating days from the start of the semester OR before the third scheduled class, whichever is greater
Last day to withdraw without academic penalty	50% or less of the semester has been completed
Final Examination	A final exam may take many formats. If a final exam is scheduled, it will be taken in an assigned room under the supervision of a Test Proctor. <u>Students must be on time as they will not be permitted to enter once the exam has started.</u> Exam dates, times, and location are posted by the main office Bldg. 802 and by the library in Bldg. 4. <u>It is the student's responsibility to check this exam posting.</u>

Appeals:

Please refer to the *Student Appeal Policy (ADM-P177)*.

Students with Temporary or Permanent Disabilities:

Students with temporary or permanent disabilities may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Disability Services by making an appointment with a Disability Services Advisor – Main Office – Bldg. 802 or emailing disabilityservices@columbia.ab.ca. The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Accommodation Policy and Handbook (ADM-P188)*.

Student Support:

Students should be aware that Life Coaching, Career and Disability Services, and Student Support Services (i.e. tutoring, academic strategists, etc.) are provided by Columbia College. Inquire how to request these services at the Main Office in building 802. It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.

Class Schedule/Overview:

Please note that this schedule is subject to change. Any changes or cancellations will be emailed to you. It is your responsibility to check the email address you have given to the school on a daily basis for any messages from the Department Chair/designate, facilitator or College Administration. It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Class Session	Topics	Pre-Class Readings
1	<ul style="list-style-type: none">• Course review• What Is It to Be a Professional	<ul style="list-style-type: none">• Chapter 1
2	<ul style="list-style-type: none">• How to Be Ethical	<ul style="list-style-type: none">• Chapter 2
3	<ul style="list-style-type: none">• Professional Duties, Clients' Rights	<ul style="list-style-type: none">• Chapter 3
4	<ul style="list-style-type: none">• Truth, Lies, and Deception	<ul style="list-style-type: none">• Chapter 4
5	<ul style="list-style-type: none">• Privacy, Confidentiality, Secrecy, and Trust	<ul style="list-style-type: none">• Chapter 5
6	<ul style="list-style-type: none">• Integrity and Loyalty: Whistle-Blowing and Self-Regulation	<ul style="list-style-type: none">• Chapter. 6
7	<ul style="list-style-type: none">• Professionalism, Justice, and Social Welfare	<ul style="list-style-type: none">• Chapter 7
8	<ul style="list-style-type: none">• Reciprocity, Conflicts of Interest, and Government Regulation	<ul style="list-style-type: none">• Chapter 8• Presentations Due
9	<ul style="list-style-type: none">• <i>Class Reviews</i>	<ul style="list-style-type: none">• Assignment 1 Due• Presentations Conclude
10	<i>Final Exam – 3 hrs.</i>	<ul style="list-style-type: none">• <i>Review</i>

Appendix 1 Assignment Outlines

Assignment 1

Due Date: Class 9

Weight: 25%

Each student will be presented a video or case study in class by the facilitator. Student will watch this video or read a case study and outline your own reflections as a critical analysis paper. APA format is required and 5 academic references are required. This paper will follow the following format:

1. What is the scenario presented to you about?
2. What are ethics involved in the case?
3. Identify any ethical dilemmas (or ethics in conflict) for the worker in this scenario
4. How would you resolve these conflicts or ethical dilemmas, and why choose this path/resolution?
5. What informs your resolution (source of your approach)?
6. Conclusion: what are your thoughts and research say about these issues?

Oral Presentation

Due Date: Classes 8 or 9

Weight: 15%

Each student will make a 10- to 15-minute PowerPoint presentation on topic of your choice within the course content or any relevant topic pre-approved by the facilitator, and be prepared to respond to questions from class members. Students will be evaluated according to the attached rubric: Oral Presentation Rubric.

Daily Summary Activity

Due Date: End of each class from class 1 through 8.

Weight: 10% (2.5% per summary assignment)

Students will conclude each of the classes with a summary of the day's topic that answers the following: What did I learn? What do I need to know more about? What steps do I need to do to be successful in light of what I learned today? Be sure to specifically refer to what was discussed during the class. Write in a reflective journaling style and turn your answers into the facilitator for grading. The paper will have a minimum length of 250 words and contain insight into each of these three questions. N. B. These three questions are there to guide your answers to this assignment, and your facilitator may give you different questions per class, depending on the lessons of the class. Answers are to be written in the last 30 minutes of the class. No answers will be accepted that were prepared prior. If you are absent from the Summary Test, you will receive a —zero.

Quizzes

Due Date: Each class from classes 1 through 8.

Weight: 20%

Students will be expected to read the assigned chapters in the text and other assigned readings and be prepared to write a graded quiz based on these reading assignments

Final Exam

Due Date: Class 10 (11:59pm)

Weight: 30%

Students will be required to write a final exam on the content of classroom learning and assigned text readings. The exam will be a research paper of **1500 words (not including the title page and the reference page)**

You will research the Professional Code of Ethics that governs your chosen profession. As Professional Codes of Ethics are established by professional associations, if your chosen profession does not have a professional organization, then research a number of existing corporations/organizations in your specialization area and find out about their professional Code of Ethics. Your paper must consist of the following:

- An Introduction: what are Code of Ethics and what values are based on?
- What is the relevance of Code of Ethics, and what does research say about this?
- Choose one or two legislations in Canada that affect(s) your Code of Ethics and its application.
- A conclusion about your final thoughts on your findings.
- A copy of the Code of Ethics you are addressing in your paper.
- Use APA formatting and referencing. All papers must be word-processed.

You will be assessed based on the term-paper rubric attached.

Appendix 2
Assignment Rubrics

Columbia College
Critical Analysis Essay Marking Rubric
Revised Jan. 2012

Student's Name	Course Code	Date	Facilitator/Evaluator's Name	
	A	B	C-D	F
	5	4	3-2.5	2.4-0
Purpose Essential Information	<ul style="list-style-type: none"> Introduces and presents paper effectively and clearly; purpose is readily apparent to the reader. First paragraph identifies three of the following: title, date, author and essential background information on the author. 	<ul style="list-style-type: none"> Introduces and presents paper adequately; purpose is not consistently clear throughout the paper. First paragraph identifies only two of the following: the title, date, author and essential background information on the author. 	<ul style="list-style-type: none"> Introduces and presents paper somewhat effectively; writing has a clear purpose but may at times move away from that purpose. First paragraph identifies only one of the following: the title, author and essential background information on the author. 	<ul style="list-style-type: none"> Introduces and presents paper poorly; purpose is generally unclear. First paragraph does not identify the title, author and essential background information on the author.
	10-9	8-7	6-5	4-0
Essay Structure	<ul style="list-style-type: none"> Essay has a clear introduction, conclusion and well-developed essay body. Thesis is clearly stated and developed to demonstrate point of view. Paragraphs are logically developed both internally and externally, with transitions within and between paragraphs. 	<ul style="list-style-type: none"> Essay has required introduction, conclusion and essay body that adequately presents essay components. Thesis is presented clearly, but may need more development. Paragraphs are mostly logically developed, both internally and externally, with some transitions within and between paragraphs. 	<ul style="list-style-type: none"> Essay has required introduction, conclusion and essay body, but requires some further development. Thesis is presented but at times is slightly unclear. Paragraphs are not always logically developed, requiring attention to this area. Transitions are used but rarely. 	<ul style="list-style-type: none"> Essay does not have all the components – introduction, conclusion and body paragraphs. Thesis is difficult to identify. May be restatement of an obvious point. Paragraphs are poorly developed and do not show logical progression of ideas. Transitions are not used.

	A	B	C-D	F
	5	4	3-2.5	2.4-0
Argument	<ul style="list-style-type: none"> Clearly identifies and summarizes the main issues Effectively addresses all of the author's issue/s. Identifies all embedded issues and how they relate to each other. Formulates a clear and precise personal point of view Critiques with insight. Identifies and rigorously evaluates all important evidence offered. After considering all the relevant information and evidence, identifies and thoroughly discusses the implications, conclusions and consequences of the issue. Provides new data or information to be considered Ideas are supported effectively and sources are clearly attributed. Acknowledges objections and provides convincing replies to these 	<ul style="list-style-type: none"> Successfully identifies and summarizes most of the main issues. Explains most of the author's issue/s satisfactorily. Identifies most embedded issues and how they relate to each other. Formulates a clear and precise personal point of view Critique is adequate. Identifies all important evidence offered. After considering most of the relevant information and evidence, identifies and briefly discusses the implications, conclusions and consequences of the issue. Evaluates the information Discusses alternate points of view. Ideas are generally supported and paper includes clear attribution. 	<ul style="list-style-type: none"> Identifies main issues, but requires more explanation to be effective. Alludes to embedded issues without development or explanation. Demonstrates a vague or indecisive point of view Some critique provided, but requires more development. Successfully identifies data and data and information that counts as evidence but does not thoroughly evaluate its credibility. Suggests some implications, conclusions and consequences of the issue but without reference to the context and relevant information Considers weak alternative views. Some ideas are substantiated, but more attention is needed to this area. 	<ul style="list-style-type: none"> Fails to identify, summarize, or explain the main problem or issue. Represents the issues inaccurately. Does not identify embedded issues. No critique provided. Fails to identify data and information that counts as credible evidence. Fails to identify implications, conclusions and consequences of the issue Fails to identify the key relationships between the context, data or evidence. Difficult to determine point of view. Attribution is missing, or sources given are poorly selected.

	A	B	C-D	F
	5	4	3-2.5	2.4-0
Mechanics, Grammar, Professional Format	<ul style="list-style-type: none"> • Mainly error free. • Uses APA citation correctly. • Meets and exceeds all requirements for an excellent academic response. • Meets and exceeds all requirements of the assignment. 	<ul style="list-style-type: none"> • A few minor errors in usage, grammar, or mechanics. • Generally uses APA citation correctly. • Meets requirements for a well written academic response. • Meets requirements of the assignment. 	<ul style="list-style-type: none"> • Some errors in usage, grammar, and mechanics, beginning to interfere with the readability and meaning of the paper. • Uses APA citation inconsistently and with some errors. • Meets some requirements for an acceptable academic response. • Meets some of the requirements of the assignment. 	<ul style="list-style-type: none"> • Numerous errors in usage, grammar, and mechanics, affecting the readability and meaning of the paper. • Many errors in APA citation, demonstrating lack of citation knowledge. • <input type="checkbox"/> Does not meet enough requirements for an acceptable academic response. • Does not meet enough requirements of the assignment.

Plagiarism: A “0” grade will be given to a paper where significant sections of the paper were copied from other, unattributed sources.

Total Score out of 30:

Facilitator/Evaluator’s Comments:

Columbia College
Observation Rubric
 Last Revised: January 2012

Student's Name		Course Code	Date	Facilitator/Evaluator's Name	
Area	A – B (70% - 100%) 10.0 – 7.0	C - D (50% - 69%) 6.9 – 5.0	F (0% - 49%) 4.9 - 0	Score	
Summary of Key Observations	<ul style="list-style-type: none"> Key observations are carefully identified and presented. Maintains neutrality in statements. Excellent organization in summary. Excellent quantity of information. 	<ul style="list-style-type: none"> Key observations are mostly well identified and presented. Most times maintains neutrality in statements. Most of organization shows a logical progression. Sufficient quantity of information. 	<ul style="list-style-type: none"> Some key observations have been made, but there is generally not enough content. Neutrality in statements is not maintained. Summary lacks organization. Quantity of information is inadequate. 		
Analysis and Interpretation	<ul style="list-style-type: none"> Analysis and interpretation of data has been presented with thoroughness and accuracy. Perceptive insights. 	<ul style="list-style-type: none"> Analysis and interpretation of data is satisfactory. Analysis is well done with a few weak areas. 	<ul style="list-style-type: none"> Analysis and interpretation of data is minimal. 		
Field notes	<ul style="list-style-type: none"> Excellent field notes assist in making key observations. Quantity of field notes demonstrates excellent observation skills. Demonstrate excellent use of point form notes. 	<ul style="list-style-type: none"> Satisfactory field notes serve as good source for key observations. Quantity of field notes demonstrates satisfactory observation skills. Demonstrates some inconsistency in using point form notes. 	<ul style="list-style-type: none"> Field notes are somewhat limited in content. Quantity of field notes is limited. Demonstrates little knowledge of how to make point form notes. 		

Area	A – B (70% - 100%) 10.0 – 7.0	C - D (50% - 69%) 6.9 – 5.0	F (0% - 49%) 4.9 - 0	Score
Mechanics, Grammar, Professional Format	<ul style="list-style-type: none"> • No errors in usage, grammar, or mechanics. • Generally uses APA citation correctly. • Meets all requirements for a well written academic response. • Meets all requirements of the assignment. 	<ul style="list-style-type: none"> • A number of errors in usage, grammar, and mechanics. • May be some interference with the readability and quality of the paper. • Uses APA citation inconsistently and with some errors. • Generally meets most requirements for a satisfactory academic response. • Generally meets most requirements of the assignment. 	<ul style="list-style-type: none"> • Numerous errors in usage, grammar, and mechanics, affecting the readability and meaning of the paper. • Many errors in APA citation, demonstrating lack of citation knowledge. • Meets few requirements for an acceptable academic response. • Meets few requirements of the assignment. 	

Plagiarism: A “0” grade will be given to a paper where significant sections of the paper were copied from other, unattributed sources.

Total Score out of 40:

Facilitator/Evaluator’s Comments: