

I. COURSE DESCRIPTION:

This course is designed to introduce CICE students to ethical decision-making approach, standards and values within the social services field. CICE students will become familiar with the Social Work & Social Service Work Code of Ethics & Standards of Practice in order to make informed ethical decisions in their practice. An ethical stance requires careful reflection, self-monitoring and self-awareness. Therefore in this course there is an emphasis on personal/professional value awareness, development and self reflection.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist, will demonstrate the basic ability to:

1. Identify and have an understanding of the values and ethics in social service practice.

Potential Elements of the Performance:

- A) Define and describe basic ethical concepts and principles.
- B) Recognize the role that values play in everyday practice.
- C) Demonstrate familiarity with to the Ontario College of Social Workers and Social Service Workers Code of Ethics and Standards of Practice.
- D) Identify and understand how personal value systems may be a factor in developing collaborative relationships with others.
- E) Identify and understand key ethical guidelines such as confidentiality, competence, professional boundaries, multiple relationships and informed consent.

2. Recognize and identify ethical dilemmas in practice and adhere to legal and ethical standards.

Potential Elements of the Performance:

- A) Identify and have an understanding of how to apply a model of ethical decision-making to selected client and professional situations.
- B) Value the use of a consistent process for addressing ethical challenges.
- C) Establish working relationships that reflect professional values and ethics.
- D) Describe the dimensions of ethical decision-making.

- Promote and develop “professional” self and an ethical stance.

Potential Elements of the Performance:

- Maintain professional helping relationships that are consistent with the ethical and legal standards learned in class.
- Solicit constructive feedback relating to one’s own ethics, values, strengths and areas of growth.
- Commit to ongoing personal and professional development.
- Identify and explore own values and implications for practice.
- Identify values, ethics and obligations of the profession.
- Demonstrate an ability to accept views/values different from their own, particularly with respect to gender, culture, ethnicity, age, and sexual orientation.

III. TOPICS:

- Introduction and overview on ethics.
- The Social Service Worker as a person and as a professional.
- Values and Social Work Principles/Code of Ethics.
- Theories & Models of Ethical Decision-making.
- Ethical issues in the Social Services Field (confidentiality, informed consent, boundaries, record-keeping, client rights, competence).
- Professional Growth (self awareness and value clarification and development of an ethical understanding and stance).

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- Ontario College of Social Workers & Social Service Workers *Code of Ethics & Standards of Practice*
- Readings as assigned (will be posted on LMS and/or available through Sault College library data base)*

V. EVALUATION PROCESS/GRADING SYSTEM:

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| 1. Mid-Term Exam | 25% |
| 2. Ethical Dilemma Case Study Assignment | 20% |
| 3. In-class exercises | 15% |
| 4. Final Exam | 25% |
| 5. Attendance, Participation & Professionalism | 15% |

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

Note: For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Other Notes:

1. All submissions must be in word processing format and follow APA guidelines.
2. Assignments completed with significant (more than 5-10) writing errors or non-compliance with APA standards will not be graded. Support for minimum APA expectations (i.e. in-text citation and reference page) will be provided by the Learning Specialist. At the professor's discretion, students may be provided one week to re-submit in accordance with the SSW program/professional writing requirements.

Late assignments will be handled at the professor's discretion and **only for substantial and substantiated reasons**. It is the student's responsibility to make arrangements in advance of due date directly with the professor. Late assignments will be subject to a 10% grade reduction per day (including weekends). No late assignments will be accepted or graded after **one week** following the due date. Students are encouraged to proactively discuss with the Professor any serious circumstances that might interfere with the timely completion of their assignment.

3. Students are responsible to contact the professor directly and **immediately** when substantial and substantiated reasons create the need for missing an exam. Students must **email** the professor immediately requesting a make-up test and state the reasons why this is needed. Consideration and determination of the opportunity to make up a missed exam is at the professor's discretion. Generally, this is granted only for exceptional circumstances.
4. Students will be expected to come prepared to class to facilitate discussion and review of course material. Grades assigned for participation will reflect the student's knowledge of the content discussed, willingness to share thoughts about the material, and ability to respect viewpoints different from their own. Final grade is at the discretion of the professor.
5. All attempts are made by the Professor to start and end classes on time. Students who arrive late for class may not be permitted entry, and those who chronically arrive late will be asked to meet with the Professor. Marks will be deducted for chronic lateness and will be reflected in the class participation mark.
6. Students must follow established and agreed upon classroom conduct. Students are expected to model in the classroom behaviour reflective of the profession.
7. Cell phones, pagers, and watches that 'beep' must be off or on vibrate mode. Students may respond to calls/pages after class time.
8. The provisions of both the College Student Code of Conduct available at <http://www.saultcollege.ca/StudentServices/Student%20Code%20of%20Conduct.pdf> and the Social Service Worker Program Policies will apply at all times in this course.
9. Beverages/food is allowed in class on the condition that students' dispose of garbage and it does not interrupt learning of others. This privilege will be rescinded if these conditions are not followed.
10. Students are encouraged to discuss their learning needs and assignments with the Professor. If a student has a particular concern about the grade of a particular assignment, or overall mark in the course, they must email the professor and request an appointment to discuss this issue. Students are expected to come prepared to the meeting with a written summary of their concerns, comments.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Chair's secretary. Students will be required to provide a transcript and course outline related to the course in question.

Course Assignments:**Mid-term and final exams:**

Exams will be based upon the assigned readings, video presentations, classroom lectures and discussions. Additional instructions will be provided.

Mid-term Exam Date: Tuesday, February 19th, 2008

Final Exam Date: Tuesday, April 22, 2008

In-class Assignments/Exercises:

Students will be expected to respond in writing to specific exercises/activities/questions at various points in semester at the professor discretion. Students who are absent during in-class evaluation, will receive a grade of zero unless there is a substantial and substantiated reason for absence.

Please note: The in-class evaluation exercises may be scheduled as “pop quizzes/mini-assignments” (i.e. no advanced notice)

Ethical Dilemma Case Study Assignments:

Students will be expected to complete **one** case study. Submissions must reflect depth of thinking, critical evaluation, and ability to apply theory/model to practice situations, professional judgment and insight. Evidence that you have read the relevant material and/or supplementary research is required. Submissions must be typed and a reference page included according to APA style. The professor in class will provide the case studies and additional grading criteria.

Due Date: Tuesday, March 18th, 2008

Grade: 20%

Participation & Attendance

Grades for participation will reflect attendance, punctuality and active participation in class. Students will be expected to actively contribute to class discussions and to participate in role-plays/demonstrations. Demonstrated growth in topic knowledge is expected. Please refer to page 8 of the course outline.

Grade: 15 %

CLASS PARTICIPATION & PROFESSIONAL DEVELOPMENT GUIDELINES**ALL EXPECTATIONS MET 15 points**

- Demonstrates excellent preparation for class: has read assigned material and references this in class
- Contributes in a very significant way to ongoing discussions, keeps focused
- Responds thoughtfully and respectfully to other students' comments
- Takes the risk of verbalizing questions, concerns, disagreements
- Demonstrates consistent, active, on-going involvement in all aspects of the course
- Demonstrates good level of self-understanding and commitment to personal and professional development
- Models sound and consistent professional behaviour and ethics
- Has attended all classes

MOST EXPECTATIONS MET 12-14 points

- Demonstrates good preparation for class, knows some of the material
- Is prepared with questions and insights from course material
- Contributes regularly to ongoing discussions, generates discussion with questions or insights, responds thoughtfully and respectfully to others' comments
- Takes responsibility for asking questions/seeking clarification
- Demonstrates consistent involvement in most aspects of course
- Demonstrates adequate level of self-understanding and commitment to personal and professional development
- Models good professional behaviour and consistent ethical stance
- Has attended 90% of classes

SOME EXPECTATIONS MET, SOME CONCERNS NOTED 9-11 points

- Demonstrates adequate preparation, knows basic material
- Appears interested in content of course material
- Initiates and contributes occasionally to class to class discussions, usually respectful of others' opinions and views,
- Usually takes responsibility for asking questions/seeking clarification
- Demonstrates involvement in some aspects of the course
- Demonstrates a level of self-understanding but may lack evidence of commitment to personal and professional development
- Occasionally disruptive, (involved in side discussions and reading other material during class etc.)
- Beginning level of professional behaviour and ethical understanding evident
- Has attended less than 80 % of classes

FEW EXPECTATIONS MET, SERIOUS CONCERNS NOTED 0-8 points

- Demonstrates minimal preparation, lack of knowledge of material
- Body language has given the impression of disinterest in content of class
- Participates usually only when called on
- Can be disrespectful of others opinions, can display tendency to dominate discussions or intimidate in ways that may discourage others from participating
- Does not take responsibility for asking questions/seeking clarification, and/or projects blame on others
- Demonstrates minimal involvement in most aspects of the course
- Demonstrates a noticeable lack of self-understanding and lack of commitment to personal and professional development
- Displays behaviours/thoughts that are inconsistent with the standards of SSW
- Limited ability to problem solve ethical challenges related to the profession
- Is disruptive (frequent side discussions, reading other materials during class, etc.)
- Frequent absence has impacted ability to participate

Schedule for SSW0221: Winter 2008

Note: The schedule may be revised to address course outcomes & student needs at the professor's discretion.

Week	Topic	Related Readings
1 Jan 8	Review of course outline/expectations Introduction to Professional Ethics	Social Work/Social Service Worker Code of Ethics & Standards of Practice
2 Jan. 15	Intro con't & Overview of Social Work Legislation & Impact Ethical Decision Models/Screening Tools	Social Work and Social Service Work Act, 1998 (available on-line)
3 Jan 22	Ethical Decision Models/Tools Personal Responsibilities/Self Awareness	Ethic Model/Decision-Making Handouts
4 Jan 29	Ethical Decision Making: Self Awareness: SSW as a person & professional Professional Values & Guiding Principles Value Conflicts in Practice	Supplementary Material
5 February 5	Professional Values & Guiding Principles Value Conflicts in Practice Multicultural & Diversity Issues	<i>In-class assignment</i> <i>Cross-Cultural Approach</i> Article
6 February 12	Ethical principles and the helping relationship	OCSWSSW Standards of Practice: Principle I
7 February 19	Ethical issues related to confidentiality: Standards of practice	OCSWSSW Standards of Practice: Principle V <i>OCSWSSW Confidentiality</i> Article
8 February 26	Confidentiality continued & Mandatory Reporting Requirements Ethical Obligations regarding high risk situations	<i>Confidentiality</i> Article
9 March 4	Ethical Obligations regarding high risk situations	<i>In-class assignment</i>
10 March 11	Client Rights & Professional Responsibilities Client Rights, Informed Consent	OCSWSSW Standards of Practice: Principle III OCSWSSW Standards of Practice: Principle I <i>Informed Consent</i> Article
11 March 18	Professional Boundaries: Managing boundaries, multiple-relationships	OCSWSSW Standards of Practice: Principle VIII <i>Boundary Violations</i> Article <i>Beyond Dual Relationships</i> Article
12 March 25	Professional Boundaries & Professional Misconduct continued	OCSWSSW Standards of Practice: Principle VIII <i>Conflicts of Interest</i> Article <i>In-class assignment</i>
13 April 8	Professional Competence & Scope of Practice	OCSWSSW Standards of Practice: Principle II & Scope of Practice
14 April 15	Record-keeping/Ethical responsibilities regarding professional documentation The "Ethics of Self Care" Exam Review	OCSWSSW Standards of Practice: Principle IV
15 April 22	Final Exam	

CICE Modifications:**Preparation and Participation**

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

B. Tests will be written in CICE office with assistance from a Learning Specialist.***The Learning Specialist may:***

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

C. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

D. Evaluation:

Is reflective of modified learning outcomes.