

I. COURSE DESCRIPTION:

This course is designed to assist students in developing an informed ethical conscience by introducing them to ethical theory, decision-making and standards within the social services field. The course will help students to clarify their values and attitudes and how these may influence ethical decision-making and practice. Ethical issues which relate to a wide variety of concerns are examined. Students will review the Social Work & Social Service Work Code of Ethics & Standards of Practice and apply ethical models to various dilemmas within the practice. An ethical stance requires careful reflection, self-monitoring and self-awareness. Therefore in this course there is an emphasis on personal/professional awareness, development and self-study.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Demonstrate 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 and adherence to the Ontario College of Social Workers and Social Service Workers Code of Ethics and Standards of Practice.
- D) Analyze 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, dual relationships, 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 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.

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

Potential Elements of the Performance:

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

III. TOPICS:

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

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. Corey, G., Corey, M., & Callanan, P. (2003). 6th Ed. *Issues & Ethics In The Helping Professions*. Scarborough: Thomson Learning
2. Ontario College of Social Workers & Social Service Workers *Code of Ethics & Standards of Practice*

V. EVALUATION PROCESS/GRADING SYSTEM:

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| 1. Self Reflection & Value Clarification Paper | 20% |
| 2. Mid-Term Exam | 20% |
| 3. Ethical Dilemma Case Study Assignment | 15% |
| 4. Ethical Dilemma Case Study Assignment | 15% |
| 5. Final Exam | 20% |
| 6. Attendance & Participation | 10% |

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%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
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 493 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.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. 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. Students are expected to be familiar with and abide by the College's “Student Rights and Responsibilities” policies.
3. Late assignments or missed tests will be handled at the professor's discretion and **only for substantial and substantiated reasons**. It is the student's responsibility to make arrangements directly with the professor. Late assignments will be subject to a 10% grade reduction per day (including weekends).
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. Students' classroom behaviour will model professional conduct expected of SSW's.

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 Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.

Course Assignments:**Self Reflection & Value Clarification Paper:**

This exercise is designed to assist the students to become more aware of their personal values that are influenced by familial, cultural, social, spiritual, and gender experiences. As a social service worker, it is critical to identify one's values and biases and how these may impact ethical decision-making.

Students will describe the primary influences upon their values. Students will identify their core values and beliefs and acknowledge any current biases and/or prejudices. Following this, students will describe how these values are consistent/inconsistent with the professional value base. Discuss how these values may impact your professional work. Identify and discuss any concerns, personal reflections or future areas for professional growth.

This paper will be treated with sensitivity, respect and confidentiality in accordance with program policies.

Length of Assignment: Minimum 4 pages, double-spaced, #12 font.

Due Date: _____

Mid-term and final exams:

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

Mid-term Exam Date: _____

Final Exam Date: _____

Ethical Dilemma Case Study Assignments:

Students will be expected to complete two case study analyses. 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. Three pages, double-spaced are required. The professor in class will provide case studies and additional guidelines.

Case Study #1 Due Date: _____

Case Study #2 Due Date: _____

Participation

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.