



**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, 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 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 and development of an ethical understanding and stance).

### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

1. Corey, G., Corey, M., & Callanan, P. (2003). 6<sup>th</sup> 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. Mid-Term Exam                         | 25% |
| 2. Ethical Dilemma Case Study Assignment | 20% |
| 3. Ethical Dilemma Case Study Assignment | 20% |
| 4. Final Exam                            | 25% |
| 5. 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 703 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. 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 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 Rights and Responsibilities and the Social Service Worker Program Policies will apply at all times in this course.
9. Beverages/food are 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 Dean'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 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:           Wednesday, October 19, 2005**

**Final Exam Date:             Thursday, December 15, 2005**

**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. The professor in class will provide case studies and additional guidelines.

**Case Study #1 Due Date: Wednesday, October 26, 2005**

**Case Study #2 Due Date: Wednesday, November 16, 2005**

**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.

## Schedule for SSW206

Week	Topic	Related Readings
1 Sept 6/7	Review of course outline/expectations Introduction to Professional Ethics	Chapter 1 & Social Work/Social Service Worker Code of Ethics
2 Sept 13/14	Intro con't & Overview of Social Work Legislation & Impact Ethical Decision Models/Screening Tools	Supplementary material/in-class discussions Social Work and Social Service Work Act, 1998 (available on-line)
3 Sept 20/21	Personal Responsibilities/Self Awareness	Chapter 2
4 Sept 27/28	Values, Social Work Principles & the Helping Relationship	Chapter 3, supplementary materials
5 Oct 5/6	Values continued & Client Rights	
6 Oct 12/13	Client Rights & SSW Responsibilities/Standards of Practice	Chapter 5, OCSWSSW Standards of Practice Booklet
7 Oct 19/20	Ethical responsibilities & multicultural/diversity issues	Chapter 4 <b>Wednesday, October 19, 2005 – mid-term</b>
8 Oct 26/27	Ethical issues related to confidentiality	Chapter 6, OCSWSSW Standards of Practice Booklet <b>Case Study #1 due in class on October 26, 2005</b>
9 Nov 2/3	Confidentiality continued & Mandatory Reporting Requirements	Supplementary material & OCSWSSW Standards of Practice Booklet
10 Nov 9/10	Professional Boundaries & Multiple Relationships/Professional Misconduct	Chapter 7, OCSWSSW Standards of Practice
11 Nov 16/17	Boundary issues continued	<b>Case Study #2 due in class November 16, 2005</b>
12 Nov 23/24	Record-keeping/Ethical responsibilities regarding professional documentation	OCSWSSW Standards of Practice & Supplementary materials
13 Nov30/Dec1	Professional Competence	Chapter 8, OCSWSSW Standards of Practice
14 Dec7/8	Special Topics on Ethics	Highlights from Chapter 9, 11, 12,13
15 Dec 14/15	Exam preparation & final exam	<b>Thursday, December 15, 2005- Final Exam</b>