

**Columbia College**

**Policies, Issues, Ethics and Professional Practices (PHIL275)**

**Lecture 1**

**Course Outline**

Semester Dates: January 02, 2018 to February 03, 2018

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](mailto:crystals@columbia.ab.ca)

Class Time: 8:30 AM - 5:00 PM (Sat.)

Room: 805-114

Credit: 3

Prerequisite: None

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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:**

Rachels, J., & Rachels, S. (2015). *The Elements of Moral Philosophy*. New York, NY: McGraw Hill Ed.

Haig, J., MacMillan, V., Raikes, G., (2018). *Cites & sources – An APA documentation guide (5<sup>th</sup> ed.)*. Toronto, ON: Nelson Education Ltd.

Instructor handouts and Course Reading Package

### **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:*

To be provided and listed on the Course Moodle website

### **Homework Assignment Due for the First Class:**

- Read Chapter 1 in the textbook for this course.
- Log on to the Learning Portal and answer the Discussion Forum Question posted.
- As a result of your reading assignment, write down at least three questions that you would want clarified in class.
- Prepare for a test based on the assigned readings.
- Read this course outline 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
Daily Tests; at the start of class	Classes 1 through 8	30%
Case Study Analysis Paper	Class 6	20%
Discussion Forum	Class 1 through 9	20%
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% per day. 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)*, *Columbia's Commitment to Human Rights and Diversity Policy (ADM-P204)*, 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:

<b>Description</b>	<b>Date</b>
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 schedules are available in each building on a bulletin board, as well as online at <a href="http://www.columbia.ab.ca/exams">www.columbia.ab.ca/exams</a> . <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 or Medical Conditions:

Students with temporary or permanent disabilities or medical condition may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Accessibility Services by making an appointment with an Accessibility Services Advisor – Main Office – Bldg. 802 or emailing [accessibilityservices@columbia.ab.ca](mailto:accessibilityservices@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 *Student Accommodation Policy (ADM-P188)* and the *Student Guide to Accessibility Handbook (SSCM-001)*.

## Student Support:

Students should be aware that Life Coaching, Career and Accessibility 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"> <li>• Course review</li> <li>• What is Morality?</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 1</li> <li>• Discussion Forum</li> </ul>
2	<ul style="list-style-type: none"> <li>• The Challenge of Cultural Relativism</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 2</li> <li>• Discussion Forum</li> <li>• Further readings as assigned in class and on course website</li> </ul>
3	<ul style="list-style-type: none"> <li>• Subjectivism in Ethics</li> <li>• Does Morality Depend of Religion?</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 3, Chapter 4</li> <li>• Discussion Forum</li> <li>• Further readings as assigned in class and on course website</li> </ul>
4	<ul style="list-style-type: none"> <li>• Ethical Egoism</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 5</li> <li>• Discussion Forum</li> <li>• Further readings as assigned in class and on course website</li> </ul>
5	<ul style="list-style-type: none"> <li>• Social Contract Theory</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 6</li> <li>• Discussion Forum</li> <li>• Further readings as assigned in class and on course website</li> </ul>
6	<ul style="list-style-type: none"> <li>• The Utilitarianism Approach</li> <li>• The Debate Over Utilitarianism</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 7, Chapter 8</li> <li>• Discussion Forum</li> <li>• Further readings as assigned in class and on course website</li> <li>• <b>Case Study Analysis Paper Due</b></li> </ul>
7	<ul style="list-style-type: none"> <li>• Are there Absolute Moral Rules?</li> <li>• Kant and Respect for Persons</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 9, Chapter 10</li> <li>• Discussion Forum</li> <li>• Further readings as assigned in class and on course website</li> </ul>
8	<ul style="list-style-type: none"> <li>• Feminism and the Ethics of Care</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 11</li> <li>• Discussion Forum</li> <li>• Further readings as assigned in class and on course website</li> </ul>
9	<ul style="list-style-type: none"> <li>• <i>Virtue Ethics</i></li> <li>• <i>What Would a Satisfactory Moral Theory Look Like?</i></li> <li>• <i>Class Reviews</i></li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 12, 13</li> <li>• Further readings as assigned in class and on course website</li> </ul>
10	<i>Final Exam – 3 hrs.</i>	<ul style="list-style-type: none"> <li>• <i>Review</i></li> </ul>

## Appendix 1 Assignment Outlines

### Daily Tests

**Due Date:** Each class from classes 1 through 8.

**Weight:** 30%

Students will be expected to read the assigned chapters in the text and other assigned readings and be prepared to write a graded test based on these reading assignments. Students will be evaluated according to the appended Short Writing Reflective Rubric.

### Case Study Analysis Paper

**Due Date:** Class 6

**Weight:** 20%

Each student will answer questions related to an ethical dilemma case study, which will be presented to you by your facilitator. Students will use either The Alberta College of Social Workers (ACSW) Code of Ethics or The Child & Youth Care Association Code of Ethics and reflect on personal and professional considerations. Paper length will be minimum of **600 words** with a maximum of 700 words. APA format is required. Students should refer to their Moodle course site for information on writing their paper and use of an electronic template. The Cites text is the College's official source to use as a reference. Students will be evaluated according to the appended "*Case Study Analysis Rubric*". This paper will follow the following format:

1. Identify at least two (2) ethical issues for the worker in this scenario
2. Identify who is affected in this case. Explain.
3. Identify at least two (2) risks and two (2) benefits for each party involved.
4. Who would you consult with on this case?
5. What action would you take in this case?
6. What informs your resolution (source of your approach)?
7. How would you monitor the result of your decision?

### Discussion Forum

**Due Date:** Pre-Class from 1-8

**Weight:** 20%

Each student will be required to participate in online discussion forum questions throughout the course. These discussion forums questions will be accessed from the Course Moodle website. The facilitator will post questions relating to the next class topic for discussion. Each student will be required to respond to at least one (1) post related to the topic or post a new topic for each discussion forum. Responses must be at least **50 words** to receive a grade. Students will be evaluated according to the "*Discussion Forum Rubric (2) attached*."

### Final Exam

**Due Date:** Class 10

**Weight:** 30%

Students will be required to write an in-class reflective final exam on the content of classroom learning and assigned text readings.

**Appendix 2  
Assignment Rubrics**

**Columbia College  
Case Study Analysis  
Last Revised: December 8, 2017**

<b>Student's Name</b>		<b>Course Code</b>		<b>Date</b>	<b>Facilitator/Evaluator's Name</b>	
<b>Area</b>	<b>10.0 – 7.0</b>	<b>6.9 – 5.0</b>	<b>4.9 – 3.5</b>	<b>3.4 - 0</b>	<b>Score</b>	
<b>Identification of main issue/problem/key ideas</b>	<ul style="list-style-type: none"> <li>Clearly identifies the main issue/problem and summary of key ideas. Provides a clear position statement.</li> </ul>	<ul style="list-style-type: none"> <li>Clearly identifies the main issue/problem and summary of most key ideas.</li> <li>Provides a relatively clear position statement.</li> </ul>	<ul style="list-style-type: none"> <li>Identifies the main/problem and some key ideas, but the statements are not clear.</li> <li>Provides a vague position statement.</li> </ul>	<ul style="list-style-type: none"> <li>Unable to identify the main issue/problem and key ideas.</li> <li>Doesn't identify own position.</li> <li>Identifies some irrelevant ideas.</li> </ul>		
<b>Quality of analysis and interpretation</b>	<ul style="list-style-type: none"> <li>Provides a comprehensive, insightful analysis and interpretation of the issue.</li> <li>Draws clear conclusions and identifies implications.</li> <li>Demonstrates excellent problem solving skills.</li> <li>Supports main ideas with a range of varied, timely and relevant references.</li> </ul>	<ul style="list-style-type: none"> <li>Provides very good analysis and interpretation of the issue.</li> <li>Draws most conclusions and identifies most implications.</li> <li>Identifies original and well developed solution/strategies, demonstrating effective problem solving skills.</li> <li>Provides sufficient</li> <li>Uses relevant, timely and varied sources to convince.</li> </ul>	<ul style="list-style-type: none"> <li>Provides partial analysis and interpretation. Issue needs further exploration.</li> <li>Draws a few conclusions and identifies some implications.</li> <li>Provides some solution/strategies, showing limited problem solving skills.</li> <li>Uses limited resources that are not well selected to support the response.</li> </ul>	<ul style="list-style-type: none"> <li>Analysis and interpretation is limited.</li> <li>Conclusions and implications of the issue are missing.</li> <li>Unable to provide solution/strategies. Lacks problem solving skills.</li> <li>Lacks fundamental resources to write an effective response.</li> <li>Inadequate reference support.</li> </ul>		



Area	5	4 - 3	2	1 - 0	Score
<b>Mechanics, Grammar, Professional Format</b>	<ul style="list-style-type: none"> <li>Mainly error free.</li> <li>Meets all requirements for an excellent response.</li> <li>Meets all case study written requirements.</li> </ul>	<ul style="list-style-type: none"> <li>A few minor errors in usage, grammar, or mechanics.</li> <li>Meets most requirements for a well written response.</li> <li>Meets most case study written requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Frequent errors in usage, grammar, and mechanics, beginning to interfere with readability and meaning.</li> <li>Meets a few requirements of an acceptable response.</li> <li>Meets a few case study written requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Numerous errors in usage, grammar, and mechanics, affecting the readability and meaning of the paper</li> <li>Does not meet requirements for an acceptable response.</li> <li>Does not adequately meet any case study written requirements.</li> </ul>	

**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 25:**

**Facilitator/Evaluator’s Comments:**

**Columbia College**  
**Discussion Forum Rubric**  
 Last Revised: December 8, 2016

<b>Student's Name</b>	<b>Course Code</b>	<b>Date</b>	<b>Facilitator/Evaluator's Name</b>
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Area	3	2	1	0	Score
<b>Critical Thinking</b>	<ul style="list-style-type: none"> <li>Rich in content, thoughtful, reflective, insightful; shows careful analysis</li> </ul>	<ul style="list-style-type: none"> <li>Substantial information, thoughtful, insightful; analysis has taken place.</li> </ul>	<ul style="list-style-type: none"> <li>Information is thin and covers the surface of the topic. Lacks enough evidence of critical thinking.</li> </ul>	<ul style="list-style-type: none"> <li>Basic information, no analysis or insight demonstrated.</li> </ul>	
<b>Connections</b>	<ul style="list-style-type: none"> <li>Clear connections made to previous or current information; creates relevancy in the discussion.</li> </ul>	<ul style="list-style-type: none"> <li>Some connections are made to previous or current information; generally needs more depth and/or detail.</li> </ul>	<ul style="list-style-type: none"> <li>Limited connections, vague generalities.</li> </ul>	<ul style="list-style-type: none"> <li>No connections made to previous or current information.</li> </ul>	
<b>Uniqueness</b>	<ul style="list-style-type: none"> <li>New ideas are presented with good depth and detail.</li> </ul>	<ul style="list-style-type: none"> <li>Some new ideas are presented. Depth and details are satisfactory.</li> </ul>	<ul style="list-style-type: none"> <li>Few, if any, new ideas are presented. Depth and details are lacking.</li> </ul>	<ul style="list-style-type: none"> <li>No new ideas presented. No depth or details.</li> </ul>	
<b>Timeliness</b>	<ul style="list-style-type: none"> <li>All required postings are on time for others to read and respond.</li> </ul>	<ul style="list-style-type: none"> <li>Most postings are on time for others to read and respond.</li> </ul>	<ul style="list-style-type: none"> <li>Postings are rarely on time or last minute without allowing for response time.</li> </ul>	<ul style="list-style-type: none"> <li>Some, or all, required postings are missing.</li> </ul>	
<b>Stylistics</b>	<ul style="list-style-type: none"> <li>No grammatical or stylistic errors.</li> </ul>	<ul style="list-style-type: none"> <li>Several grammatical or stylistic errors.</li> </ul>	<ul style="list-style-type: none"> <li>Obvious grammatical or stylistic errors; errors interfere with content.</li> </ul>	<ul style="list-style-type: none"> <li>Obvious grammatical or stylistic errors. Makes understanding impossible.</li> </ul>	

**Total Score out of 15:**

**Facilitator/Evaluator's Comments:**