

HSM420 Legal and Ethical Issues in Human Services

Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Faculty Information



Faculty contact information and office hours can be found on the faculty profile page.

Course Description and Outcomes



Course Description:

This course explores the legal and ethical issues facing human service practitioners. The roles, functions, and legal/ethical responsibilities of human services workers, including the process of ethical decision-making and awareness of the moral and legal complexities in the field of human services, are explored.

Course Overview:

HSM420 examines ethical and legal standards as related to critical professional issues in the field of human services. Emphasis is placed on the integration of ethical values with the counselor's role in practice, training, and supervision. Although professional counselors need to operate under personal and professional codes of ethics, often these guidelines leave many ethical questions unanswered and do not provide authoritative specification of what is proper action under all circumstances. No single universally "right" answer exists for many or even most ethical dilemmas. It is therefore necessary to develop critical capabilities to analyze current professional, ethical, and legal issues that confront the counselor's role in a variety of settings. Rather than providing correct answers to a range of specific questions, the course teaches students to think through ethical issues in a systematic manner

Course Learning Outcomes:

1. Analyze and explain the ways in which personal ethical perspectives affect ethical decision-making.
2. Apply current research and standards of practice in professional ethics and ethical decision-making.
3. Demonstrate self-awareness of personal life experiences, including their emotional influences on perceptions of legal issues and professional ethics.
4. Utilize the code of ethics of the National Organization of Human Services Ethical Standards and other applicable professional codes of ethics.
5. Apply appropriate, ethical decision-making skills to complex professional situations.
6. Establish a comprehensive ethical framework, to serve as a foundation for addressing legal and ethical issues faced by human services professionals.

Participation & Attendance



Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

Course Materials



Required:

Corey, G. Corey M.S. Corey, C. & Callanan, P. (2015). *Issues and ethics in the helping professions* (9th ed.). Stamford, CT: Cengage Learning. ISBN-13: 9781305388284

Suggested:

NOTE: All non-textbook required readings and materials necessary to complete assignments, discussions, and/or supplemental or required exercises are provided within the course itself. Please read through each course module carefully.

Course Schedule



Due Dates

The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- Discussion Boards: The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- Opening Exercises: Take the opening exercise before reading each week's content to see which areas you will need to focus on. You may take these exercises as many times as you need. The opening exercises will not affect your final grade.
- Mastery Exercises: Students may access and retake mastery exercises through the last day of class until they achieve the scores they desire.
- Critical Thinking: Assignments are due Sunday at 11:59 p.m. MT.

Week #	Readings	Assignments
1	<ul style="list-style-type: none">• Chapters 1 & 2 in <i>Issues & Ethics in the Helping Professions</i>• Module 1 <i>Issues & Ethics in the Helping Professions</i> PowerPoint Presentation• National Association of Social Workers. (n.d.). <i>Code of ethics of the National Association of Social Workers</i>. Retrieved from http://www.socialworkers.org/pubs/code/code.asp	<ul style="list-style-type: none">• Discussion (25 points)• Opening Exercise (0 points)• Mastery Exercise (10 points)

	<ul style="list-style-type: none"> National Organization for Human Services. (2013). <i>Ethical standards for human service professionals</i>. Retrieved from http://www.nationalhumanservices.org/ethical-standards-for-hs-professionals American Counseling Association. (2014). <i>2014 ACA code of ethics</i>. Retrieved from http://www.counseling.org/Resources/aca-code-of-ethics.pdf 	
2	<ul style="list-style-type: none"> Chapter 3 & 4 in <i>Issues & Ethics in the Helping Professions</i> Module 2 <i>Issues & Ethics in the Helping Professions</i> PowerPoint Presentation Death with Dignity National Center. (n.d.) Retrieved from http://www.deathwithdignity.org Fee, S. (2015, March 6). What's the state of assisted suicide laws across the U.S.? Retrieved April 23, 2016, from http://www.pbs.org/newshour/updates/brittany-maynard-case-revives-right-die-movement-us/ PBS Newshour. [PBS Newshour]. (2015, January). <i>The right to die in Belgium: An inside look at the world's most liberal euthanasia law</i> [Video file]. Retrieved from https://youtu.be/eo8Hn0DEcpw 	<ul style="list-style-type: none"> Discussion (25 points) Opening Exercise (0 points) Mastery Exercise (10 points) Critical Thinking (125 points) Portfolio Milestone (10 points)
3	<ul style="list-style-type: none"> Chapters 5 & 6 in <i>Issues & Ethics in the Helping Professions</i> Module 3 <i>Issues & Ethics in the Helping Professions</i> PowerPoint Presentation Aggett, P., Swainson, M., & Tapsell, D. (2015). 'Seeking permission': an interviewing stance for finding connection with hard to reach families. <i>Journal Of Family Therapy, 37</i>(2), 190-209. Greer, J., Ireland, C., Lees, C., & Turner, N. (2015). Maintaining boundaries in couple work. <i>Therapy Today, 26</i>(9), 35-37. National Conference of State Legislatures. (2013, January). Mental health professionals' duty to warn/protect. Retrieved from http://www.ncsl.org/research/health/mental-health-professionals-duty-to-warn.aspx 	<ul style="list-style-type: none"> Discussion (25 points) Opening Exercise (0 points) Mastery Exercise (10 points)
4	<ul style="list-style-type: none"> Chapters 7 & 8 in <i>Issues & Ethics in the Helping Professions</i> Module 4 <i>Issues & Ethics in the Helping Professions</i> PowerPoint Presentation Dual relationships in training. (2015). <i>Therapy Today, 26</i>(3), 32-34. Klaus, C. L., & Hartshorne, T. S. (2015). Ethical Implications of Trends in Technology. <i>Journal Of Individual Psychology, 71</i>(2), 195-204. 	<ul style="list-style-type: none"> Discussion (25 points) Opening Exercise (0 points) Mastery Exercise (10 points) Critical Thinking (125 points)
5	<ul style="list-style-type: none"> Chapters 9 & 10 in <i>Issues & Ethics in the Helping Professions</i> Module 5 <i>Issues & Ethics in the Helping Professions</i> PowerPoint Presentation The Association for Counselor Education and Supervision. (2011). Best practices in clinical supervision. Retrieved from https://psychotherapy.psychiatryonline.org/doi/pdf/10.1176/appi.psychotherapy.2014.68.2.151 Merriman, J. (2015). Enhancing counselor supervision through compassion fatigue education. <i>Journal Of Counseling & Development, 93</i>(3), 370-378. 	<ul style="list-style-type: none"> Discussion (25 points) Opening Exercise (0 points) Mastery Exercise (10 points)

	<ul style="list-style-type: none"> • Wilkinson, E. (2015). Peer supervision and collaborative power. <i>Therapy Today</i>, 26(4), 33-35. 	
6	<ul style="list-style-type: none"> • Chapter 11 in <i>Issues & Ethics in the Helping Professions</i> • Module 6 <i>Issues & Ethics in the Helping Professions</i> PowerPoint Presentation • Love, M. M., Smith, A. E., Lyall, S. E., Mullins, J. L., & Cohn, T. J. (2015). Exploring the relationship between gay affirmative practice and empathy among mental health professionals. <i>Journal Of Multicultural Counseling & Development</i>, 43(2), 83-96. • Ohrt, J. H., Prosek, E. A., Ener, E., & Lindo, N. (2015). The effects of a group supervision intervention to promote wellness and prevent burnout. <i>Journal Of Humanistic Counseling</i>, 54(1), 41-58. 	<ul style="list-style-type: none"> • Discussion (25 points) • Opening Exercise (0 points) • Mastery Exercise (10 points) • Critical Thinking (120 points)
7	<ul style="list-style-type: none"> • Chapter 12 in <i>Issues & Ethics in the Helping Professions</i> • Module 7 <i>Issues & Ethics in the Helping Professions</i> PowerPoint Presentation • Managing boundaries in groupwork. (2015). <i>Therapy Today</i>, 26(7), 33-35. 	<ul style="list-style-type: none"> • Discussion (25 points) • Opening Exercise (0 points) • Mastery Exercise (10 points)
8	<ul style="list-style-type: none"> • Chapter 13 in <i>Issues & Ethics in the Helping Professions</i> • Module 8 <i>Issues & Ethics in the Helping Professions</i> PowerPoint Presentation • Roffey, S. (2015). Becoming an agent of change for school and student well-being. <i>Educational & Child Psychology</i>, 32(1), 21-30. 	<ul style="list-style-type: none"> • Discussion (25 points) • Opening Exercise (0 points) • Mastery Exercise (10 points) • Portfolio (340 points)

Assignment Details



This course includes the following assignments/projects:

Module 2

Critical Thinking Assignment Option #1

Applying a Decision-Making Model (125 Points)

For this assignment, select one of the cases described in Chapter 4 that is of particular interest to you. Then review the steps in the ethical decision-making process described in Chapter 1 in last week's textbook readings and submit an essay addressing the following items:

1. Identify and briefly summarize the case you have selected.
2. Identify the ethical issues raised in the case.
3. Explain in detail how you would apply each step of the ethical decision-making process to if you were handling the case as a human services professional.

Instructions:

- Write a 3-4 page paper or about 1500 words, not including the title and reference pages, which are required.
- The paper must be formatted correctly using APA style. Remember, all research material used in your paper must be paraphrased and include an in-text citation.
- Your paper must be properly cited and formatted according to the *CSU-Global Guide to Writing and APA*.
- This is an individual paper; however, you should reflect on our Discussion Forums and incorporate ideas from there, as appropriate.
- Be sure you utilize your text appropriately as a reference and cite at least one other credible external reference such as a website or journal article to support your proposed resolution of the case.
- Turn the paper in via the Submissions Folder.

Critical Thinking Assignment Option #2

How to Apply a Decision-Making Model: PowerPoint Presentation (125 Points)

Construct a Power Point presentation of a 6-8 slides, with corresponding speaker notes, that educates an audience of newly hired human services workers about how to apply a decision-making model to address ethical dilemmas. You should reference key concepts from the module with in-text citations to support your answer in the slides and in the slide notes. Be sure to address the following key content components in your presentation:

- Describe a specific decision-making model (either from the text or another appropriate source).
- Offer at least one potential ethical dilemma as an example to illustrate the application of a decision-making model.
- Include a title slide and a closing slide for references in addition to at least six content slides.

Instructions:

- Write a 6-8 page presentation, not including the title and reference pages, which are required.
- To keep your slides engaging and brief, you must include speaker notes of 150-200 words for each of your content slides. Notes should be written in a manner so as to help guide the presenter.
- The presentation must be formatted correctly using APA style. Remember, all research material used in your presentation must be paraphrased and include an in-text citation.
- Your presentation must be properly cited and formatted according to the *CSU-Global Guide to Writing and APA*. You may want to use the Sample PowerPoint cited in APA in the Library's website under the "APA Guide & Resources" link.
- This is an individual assignment; however, you should reflect on our Discussion Forums and incorporate ideas from there, as appropriate.
- Be sure you utilize your text appropriately as a reference and cite at least one other credible external reference such as a website or journal article to support your proposed resolution of the case.
- Turn the paper in via the Submissions Folder.

Portfolio Project Milestone Option #1 (10 points)

Based on your records and notes regarding the Self-Assessment you took during Week 1 and discussion of the self-assessment in the Week 1 Discussion forum, summarize your initial reflections on what the survey reveals about ethical and legal practices in the field of human services. A 1-2 page, well written and substantive submittal, will be counted as 10 points toward your final project.

As you have learned from reviewing the Portfolio Project Description on the Module 8 Assignments page, the self-assessment in conjunction with your thoughts on taking the self-assessment will serve as the basis of the Portfolio Project Option #1, which is due at the end of Week 8. If you have not already done so, take some time now to review the Portfolio Project description in the **Week 8 folder**.

Please see the Portfolio Project Milestone grading rubric for specific requirements and details for this assignment.

Portfolio Project Milestone Option #2 (10 points)

Based on your records and notes regarding the Self-Assessment you took during Week 1 and discussion of the self-assessment in the Week 1 Discussion forum, summarize your initial reflections on what the survey reveals about ethical and legal practices in the field of human services. Which survey items stood out to you the most and why? A 1-2 page, well written and substantive submittal will be counted as 10 points toward your final project.

As you have learned from reviewing the Portfolio Project Description on the Module 8 Assignments page, the self-assessment will serve as the basis of the Portfolio Project Option #2, which is due at the end of Week 8. If you have not already done so, take some time now to review the Portfolio Project description in the **Week 8 folder**.

Please see the Portfolio Project Milestone grading rubric for specific requirements and details for this assignment.

Module 4

Critical Thinking Assignment Option #1

Dual Relationships (125 Points)

Some say that multiple relationships are inevitable, pervasive, and unavoidable and have the potential to be either beneficial or harmful. Submit a paper analyzing both sides of this issue. Account for each of the following items:

1. Identify and explain the potential benefits of multiple relationships, and evaluate the argument that they cannot be dealt with by simple legislative or ethical mandates.
2. Examine the other side of this issue, evaluating the argument that multiple relationships are unethical, and provide reasons.
3. Compare and contrast the two arguments, noting any contradictions, tensions, or fallacies that arise from the comparison. Is one position stronger or more efficacious than the other?

Instructions:

- Write a 3-4 page paper or about 1500 words, not including the title and reference pages, which are required.
- Be sure your answer names and discusses relevant established ethical codes. Discuss and cite the textbook readings and/or at least one additional credible or scholarly source to support your analysis and positions.
- Your paper must be properly cited and formatted according to the *CSU-Global Guide to Writing and APA*.
- This is an individual paper; however, you should reflect on our Discussion Forums and incorporate ideas from there, as appropriate.
- Turn the paper in via the Assignment Submission section of the Module 4 folder.

Critical Thinking Assignment Option #2

Boundary Violations & Dual Relationships Pamphlet (125 Points)

You are a human services program administrator employed at an outpatient clinic that provides counseling services to 300 active clients. Recently, one of the licensed professional counselors at your agency was terminated after several clients came forward with allegations of misconduct. One client alleged the counselor asked for a discount on auto parts at the client's place of employment. Another client alleged the same counselor approached them about "going on a date." A third client alleged the counselor asked for frequent hugs during therapy sessions. Create a pamphlet that you will give to future clients at your agency to help them understand dual relationships and boundary violations. Describe information from this week's textbook readings, ethical standards and other sources that will help clients understand what kinds of relationships constitute boundary violations and how they

may report inappropriate conduct by clinic staff (offer a fictitious phone number in the pamphlet to report misconduct).

Instructions:

- Write a 2-3 page pamphlet plus reference pages, which are required.
- Be sure your answer names and discusses relevant established ethical codes. Discuss and cite the textbook readings and/or at least one additional credible or scholarly source to support the knowledge and recommendations in the pamphlet.
- Your pamphlet must be properly cited and formatted according to the *CSU-Global Guide to Writing and APA*.
- This is an individual paper; however, you should reflect on our Discussion Forums and incorporate ideas from there, as appropriate.
- Turn the paper in via the Assignment Submission section of the Module 4 folder.

Module 6

Critical Thinking Assignment Option #1

Initiating a Discussion of Values (120 Points)

Values tend to be personal and not always easy to discuss or share. Assume that you work for a non-profit organization whose mission statement requires that you uphold the values of the client above your own. One of your clients, Tracy, a 21 year-old unemployed, single woman, confides in you that she is six weeks pregnant and is morally conflicted over the decision regarding whether to keep the baby, terminate the pregnancy, or give the child up for adoption. Tracey knows who the father is, but has not told him that she is pregnant.

Submit a critical essay addressing the following questions:

- How would you initiate a value discussion with Tracy?
- What rationale would you offer her?
- How would you clarify to be certain that you understand what Tracy is saying?

Instructions:

- Write a 2-4 page paper or about 1500 words, not including the title and reference pages, which are required.
- Be sure your answer names and discusses relevant established ethical codes. Discuss and cite the textbook readings and/or at least one additional credible or scholarly source to support your analysis and positions. The CSU-Global Library is a good place to find scholarly sources.
- Your paper must be properly cited and formatted according to the *CSU-Global Guide to Writing and APA*.
- This is an individual paper; however, you should reflect on our Discussion Forums and incorporate ideas from there, as appropriate.
- Turn the paper in via the Assignment Submission section of the Module 6 folder.

Critical Thinking Assignment Option #2

Personal Reflection Journal: Values (120 Points)

Identify one situation involving a client where you would find it difficult to provide human services without imposing your own beliefs and values. Examples may include: counseling a gay or transgendered client, assisting an ex-convict with suitable housing options, supporting a terminally ill patient through end-of-life decisions, etc. Compile a journal entry (2-4 pages) with personal reflections that pertain to your own values and professional development. How might you prepare yourself to uphold ethical standards should you ever encounter a client in such circumstances?

Instructions:

- Write a 2-4 page journal entry or about 1500 words, not including the title and reference pages, which are required.
- Be sure your answer names and discusses relevant established ethical codes. Discuss and cite the textbook readings and/or at least one additional credible or scholarly source to support your analysis and positions. The CSU-Global Library is a good place to find scholarly sources.
- Your paper must be properly cited and formatted according to the *CSU-Global Guide to Writing and APA*.
- This is an individual paper; however, you should reflect on our Discussion Forums and incorporate ideas from there, as appropriate.
- Turn the paper in via the Assignment Submission section of the Module 6 folder.

Module 8

Portfolio Project Option #1

Personal Reflection Essay (340 points)

Revisit, or if helpful, retake, the self-assessment at the end of the course textbook Chapter 1, which surveys attitudes about ethical and professional issues, and which you took as a Week 1 Portfolio Milestone assignment at the beginning of the course.

Based on the evolution of your thinking about ethical and legal practices in the field of human services from the beginning through the middle and to the end of the course, revisit the notes you have taken on the self-assessment during each module of the course and then submit a critical essay that accounts for each of the following items:

1. Describe what you consider to be the most important shifts, revisions, or additions to your thinking about ethical practice on five specific survey items. Specify on which of these items and in which areas of ethics your thinking has changed most and explain the changes.
2. Explain how the evolution of your thinking on these issues reflects on what constitutes an ethical practitioner in the field, naming, applying, and critically evaluating applicable codes of ethics
3. Offer a critique of the self-assessment instrument itself. Was the instrument useful in terms of helping gauge your acquisition of knowledge in human services ethics? Why or why not? What improvements to the instrument would you suggest, if any?
4. Of all of the ethical codes you have reviewed in this course, identify two that you feel are the most essential to your thinking and explain why.
5. Of all of the ethical codes you have reviewed in this course, identify two that you feel are the least essential or that constitute a hindrance to your thinking on ethics and professional practices and explain why.

Preliminary Deliverable: This deliverable must be submitted in the assigned week or you will lose points on your final project submission:

- Week 2: Based on your records and notes regarding the Self-Assessment you took during Week 1 and discussion of the self-assessment in the Week 1 Discussion forum, summarize your initial reflections on what the survey reveals about ethical and legal practices in the field of human services. A 1-2 page, well written and substantive submittal, will be counted as 10 points toward your final project.

Final Paper Instructions:

1. Include an introduction. It must provide a clear statement of your position on the topic.

2. Your paper must be at 8-10 pages in length, not counting the title and reference pages, which you must include.
3. Examine your position for each question by providing citations from at least three sources two of which are not the course textbook. The CSU-Global Library is a great place to find sources.
4. Your paper must be properly cited and formatted according to the *CSU-Global Guide to Writing and APA*.
5. Refer to the Portfolio Project rubric for grading criteria.

The paper must demonstrate the evolution of your thinking about ethical and legal practices in the field of human services. Your paper is expected to have depth and offer a thoughtful analysis. The paper should be based on references to scholarly materials (rather than on introductory textbooks, popular website writings, or musings, for example) and should support your claims with evidence.

The most common mistakes in writing an essay are (a) simply summarizing the topic and not analyzing it or discussing your views and (b) failing to relate the subject to the broader context as discussed in class and as found in the readings.

The paper and preliminary deliverables must be well written and formatted in conformity with the *CSU-Global Guide to Writing and APA*.

Portfolio Project Option #2

Summative Essay (340 points)

Revisit, or if helpful, retake, the self-assessment at the end of the course textbook Chapter 1, which surveys attitudes about ethical and professional issues, and which you took as a Week 1 Portfolio Milestone assignment at the beginning of the course.

Based on the evolution of your thinking about ethical and legal practices in the field of human services from the beginning through the middle and to the end of the course, revisit the notes you have taken on the self-assessment during each module of the course and then submit a summative essay that addresses each of the following items:

1. Select five specific survey items that represent the biggest shift in your thinking about ethical practice. For example: feelings towards clients, end-of-life decisions, counseling friends, internet counseling, spirituality & religion, etc.
2. For each of the five survey items you select, identify and name one ethical guideline from each of the following three professional organizations that best addresses the survey item:
 - a. The American Counseling Association
 - b. The National Organization for Human Services
 - c. The National Association for Clinical Social Workers
3. Offer a critical analysis of the guidelines from each of the three professional organizations. How does each professional organization handle each specific survey item similarly? How does each organization handle each specific survey item differently?
4. Based upon your analysis, which professional organization's guidelines do you prefer overall? Which professional organization's guidelines do you least prefer or find least applicable to the kind of work you envision yourself doing in the future?
5. Describe how you plan to use ethical standards/guidelines in your future career in human services.

Preliminary Deliverable: This deliverable must be submitted in the assigned week or you will lose points on your final project submission:

- Week 2: Based on your records and notes regarding the Self-Assessment you took during Week 1 and discussion of the self-assessment in the Week 1 Discussion forum, summarize your initial reflections on

what the survey reveals about ethical and legal practices in the field of human services. A 1-2 page, well written and substantive submittal, will be counted as 10 points toward your final project.

Final Paper Instructions:

1. Include an introduction. It must provide a clear statement of your position on the topic.
2. Your paper must be at 8-10 pages in length, not counting the title and reference pages, which you must include.
3. Examine your position for each question by providing citations from at least three sources two of which are not the course textbook. The CSU-Global Library is a great place to find sources.
4. Your paper must be properly cited and formatted according to the *CSU-Global Guide to Writing and APA*.
5. Refer to the Portfolio Project rubric for grading criteria.

The paper must demonstrate the evolution of your thinking about ethical and legal practices in the field of human services. Your paper is expected to have depth and offer a thoughtful analysis. The paper should be based on references to scholarly materials (rather than on introductory textbooks, popular website writings, or musings, for example) and should support your claims with evidence.

The most common mistakes in writing an essay are (a) simply summarizing the topic and not analyzing it or discussing your views and (b) failing to relate the subject to the broader context as discussed in class and as found in the readings.

The paper and preliminary deliverables must be well written and formatted in conformity with the *CSU-Global Guide to Writing and APA*.

Course Policies



Course Grading

20% Discussion Participation
0% Opening Exercises
8% Mastery Exercises
37% Critical Thinking Assignments
35% Final Portfolio Paper

Grading Scale and Policies

A	95.0 – 100
A-	90.0 – 94.9
B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9
F	59.9 or below

In-Classroom Policies

For information on late work and incomplete grade policies, please refer to our [In-Classroom Student Policies and Guidelines](#) or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

Academic Integrity

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /re-purposing your own work (see *CSU-Global Guide to Writing and APA Requirements* for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information

on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

Citing Sources with APA Style

All students are expected to follow the *CSU-Global Guide to Writing and APA Requirements* when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions on your course’s Assignments page.

Disability Services Statement

CSU-Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations for students with documented disabilities.

Netiquette

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom.

If you have concerns about something that has been said, please let your instructor know.