



Course Syllabus: Ethics in Substance Abuse Counseling

West College of Education and Professional Studies

COUN 3013 X10

Fall 2026 Part of Term A

Online

Contact Information

Instructor: Dr. Michelle Hall, FT LPC-S

Office: Online

Office hours: Tuesdays 9-10 AM

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Instructor Response Policy

During the week (Monday – Friday), I will respond to emails and D2L messages within 48 hours. Do not expect a response from me on holidays and weekends. As professionals, it is important that we implement boundaries around home and work and model good self-care. Please try to ask your questions before the weekend.

Course Description

Examines professional ethics and addiction issues in substance abuse counseling.

Course Objectives/Learning Outcomes/Course Competencies

1. Students will be able to discuss the ethics associated in substance abuse counseling.
2. Students will be able to discuss the laws and codes pertaining to substance abuse counseling.
3. Students will understand an ethical decision-making model and be able to walk through an ethical dilemma using an ethical decision-making model.

Textbook & Instructional Materials

Hegblom, T., Ahmed, Z., Fischer, L., Roelike, L., & Webb, E. (2025). Ethical practice in co-occurring substance use disorder and mental health counseling. University of Minnesota Libraries. <https://open.lib.umn.edu/ethicalpractice/>

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

Online Etiquette: It is expected that students use a formal, professional tone when communicating online. Please address each other with respect and follow the American Counseling Association (ACA; 2014) Code of Ethics, and treat all students respectfully.

Confidentiality: Upholding confidentiality is of the utmost importance. Anything discussed and shared by fellow students should remain confidential.

Academic Dishonesty: Students at MSU Texas are an essential part of the academic community. Students enjoy freedom necessary for learning in a community geared towards achieving success toward our educational objectives which requires high standards of academic integrity.

Academic dishonesty has no place in advanced learning. It is each student's responsibility to know about elements of academic dishonesty and to seek clarification directly from the instructor as necessary. Examples of academic dishonesty include, but are not limited to:

- Submission of an assignment as the student's original work that is entirely or partly the work of another person.
- Failure to appropriately cite references from published or unpublished works or print/non-print materials, including work found on the World Wide Web or generated through AI.
- Observing or assisting another student's work.
- Multiple Submission - Submitting a substantial portion or the entire same work for credit in different classes without permission or knowledge of the instructor.

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Table 1: Points allocated to each assignment

Assignments	Points
Quizzes (3 at 100 pts each)	300
Discussions (8 @ 50 pts each)	400
Ethical Dilemma Case Analysis Paper	100
Ethical Practice Topic Presentation	100
Counselor Ethics Toolkit	100
Total Points	1000

Table 2: Total points for final grade.

Grade	Points
A	900
B	800 to 899
C	700 to 799
D	600 to 699
F	Less than 600

Extra Credit

Due to the short duration of this course, I do not accept extra credit.

Late Work

All assignments must be turned in the day they are due. **No exceptions.* If you have an emergency, please let me know in advance, and/or email me your assignment the same day it is due. Any late papers will be lowered by 20%. Please note that your assignments hold valuable points and skipping even one assignment will most likely lower your grade. Please plan for deadlines as this is a brief eight-week semester and each deadline matters.

Grading/Assessment

****ALL WRITTEN ASSIGNMENTS MUST BE SUBMITTED VIA D2L AND ALL WORK MUST BE COMPLETED USING THE LATEST APA EDITION STYLE.**

Discussions

Online Discussion Posts and Comments: (50 pts each.) Students are required to answer questions or complete assignments regularly related to the weekly reading. Every week students will be required to answer questions about the reading or be asked to reflect on a particular topic for that week. Students are required to participate and comment on at least one other person's thread. You

will be required to post at least three academic paragraphs made up of 5 sentences each in each week's discussion board post (at least 200 words). You are also required to reply to at least one other student's discussion board post (at least 150 words). *You should not be copying and pasting each week's post, and doing so will result in loss of points.

Quizzes

There will be 3 quizzes given in this course that cover the chapters from our free online course textbook.

Exam 1 (100 pts): Students will complete their first exam on D2L Brightspace. Students may attempt the exam twice with their highest grade being kept. Students will have 120 minutes to take the exam. Students will only be able to access the exam while it is open, there is NO late work for exams. Exams feature multiple choice questions.

Exam 2 (100 pts): Students will complete their second on D2L Brightspace. Students may attempt the exam twice with their highest grade being kept. Students will have 120 minutes to take the exam. Students will only be able to access the exam while it is open, there is NO late work for exams. Exams feature multiple choice questions.

Exam 3 (100 pts): Students will complete their final exam on D2L Brightspace. Students may attempt the exam twice with their highest grade being kept. Students will have 120 minutes to take the exam. Students will only be able to access the exam while it is open, there is NO late work for exams. Exams feature multiple choice questions.

Assignments

Ethical Dilemma Case Analysis Paper (100 pts)

Students will analyze an ethical dilemma related to concepts presented in the textbook. Then students will identify the ethical concerns, consider possible courses of action, and explain how they would respond using ethical principles and professional standards. *See full instructions in your course.*

Ethical Practice Topic Presentation (100 pts)

Students will create a brief recorded presentation exploring an ethical issue discussed in the textbook. The presentation will explain the issue, provide a

realistic example, and identify recommendations for ethical professional practice. *See full instructions in your course.*

Counselor Ethics Toolkit (100 pts)

Students will create a practical ethics toolkit using concepts learned throughout the textbook. The toolkit will include resources such as an ethical decision-making checklist, confidentiality and boundary considerations, and strategies for maintaining ethical professional practice. *See full instructions in your course.*

Important Dates

- Last day for term schedule changes: August 27, 2026.
- Deadline to file for graduation: September 21, 2026.
- Last Day to drop with a grade of "W:" October 7, 2026
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. Computers are available on campus in various areas of the buildings as well as the Academic Success Center. *Your computer being down is not an excuse for missing a deadline!! There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Recording Classes

Recording classes is generally prohibited without the professor's explicit permission. Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

Inclement Weather

This online course will continue as scheduled. If emergent circumstances arise, please contact instructor via email.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the

information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

Title 9

Obligation to Report Sex Discrimination under State and Federal Law-Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University’s Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

- Laura Hetrick
- Title IX Coordinator
- Sunwatcher Village Clubhouse
- 940-397-4213
- laura.hetrick@msutexas.edu

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University’s policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

Week or Module	Activities/Assignments/Exams	Due Date
Week 1 8/24	Read through Syllabus and Calendar Introductions	AUG 30 11:59 PM Week 1 Discussion Board Question
Week 2 8/31	Chapter 1: Introduction Chapter 2: Professional Identity	SEP 6 11:59 PM Week 2 Discussion Board Questions
Week 3 9/7	Chapter 3: Counselor as a Person Chapter 4: Ethical Decision Making, Issues in Theory and Practice	SEP 13 11:59 PM Week 3 Discussion Board Questions SEP 13 11:59 PM Ethical Dilemma Case Analysis Paper - Due
Week 4 9/14	Chapter 5: Client Rights and Counselor Responsibilities Chapter 6: Values in the Helping Relationship Chapter 7: Confidentiality and Privacy	SEP 20 11:59 PM Week 4 Discussion Board Questions - Due SEP 20 11:59 PM Quiz 1 Chapters 1-7 - Due
Week 5 9/21	Chapter 8: Professional Competence and Training Chapter 9: Families and Couples Chapter 10: Adolescents	SEP 27 11:59 PM Week 5 Discussion Board Questions SEP 27 11:59 PM Ethical Practice Topic Presentation - Due
Week 6 9/28	Chapter 11: Boundaries and Multiple Relationships Chapter 12: Multicultural Counseling Chapter 13: Technology and Counseling	OCT 4 11:59 PM Week 6 Discussion Board Questions OCT 4 11:59 PM Quiz 2 Chapters 8-13 - Due
Week 7 10/5	Chapter 14: Group Counseling Chapter 15: Supervision Chapter 16: Harm Reduction	OCT 11 11:59 PM Week 7 Discussion Board Questions OCT 11 11:59 PM Counselor Ethics Toolkit - Due

Week or Module	Activities/Assignments/Exams	Due Date
Week 8 10/12	Chapter 17: Business Practices in Counseling Chapter 18: Conclusion	OCT 16 11:59 PM Week 8 Discussion Board Questions OCT 16 11:59 PM Quiz 3 Chapters 14-18 - Due