

**Syllabus: Ethical and Legal Issues in Counseling**

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**Author Note**

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## ***Course Syllabus***

### **CMHC 501**

Legal and Ethical Issues in Counseling

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**Office Hours and Appointments:** By Appointment

#### **I. Course Description**

This course provides students the opportunity to learn the history of professional counseling and the role of ethics, standards, credentialing, and legal concerns in the profession. Current issues regarding the practice of counseling will be explored.

#### **II. Rationale**

Competency as a professional counselor must include a thorough understanding of legal and ethical requirements of professional counselors within a variety of situations. Counselors must be able to systematically evaluate interactions and experiences to have a solid foundation to navigate complex ethical dilemmas when they enter the profession post-graduation.

#### **III. Resources**

American Association of Christian Counselors (2023). *AACC code of ethics*. Retrieved from [https://aacc.net/wp-content/uploads/2023/10/AACC\\_Code-of-Ethics-2023\\_FINAL.pdf](https://aacc.net/wp-content/uploads/2023/10/AACC_Code-of-Ethics-2023_FINAL.pdf)

**Rationale:** This resource provides the guidelines for the AACC code of ethics, to be used when comparing various ethical codes for similarities and differences.

American Association for Marriage and Family Therapy. (2015). *AAMFT code of ethics*. Retrieved from [https://www.aamft.org/AAMFT/Legal\\_Ethics/Code\\_of\\_Ethics.aspx](https://www.aamft.org/AAMFT/Legal_Ethics/Code_of_Ethics.aspx)

**Rationale:** This resource provides the guidelines for the AAMFT code of ethics, to be used when comparing various ethical codes for similarities and differences.

American Counseling Association. (2014) *ACA code of ethics*. Retrieved from <https://www.counseling.org/docs/default-source/default-document-library/ethics/2014-aca-code-of-ethics.pdf>

**Rationale:** This resource provides the guidelines for the AAMFT code of ethics, to be used when comparing various ethical codes for similarities and differences.

American Psychological Association. (2019) *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association. ISBN: 978-1433832178

**Rationale:** This resource provides the guidelines for the APA 7<sup>th</sup> edition formatting requirements for student papers.

Forester-Miller, H., & Davis, T. E. (2016). Practitioner's guide to ethical decision making (Rev. ed.). Retrieved from <https://www.counseling.org/docs/default-source/ethics/practitioner-39-s-guide-to-ethical-decision-making.pdf>

**Rationale:** This article provides a resource for assisting students in navigating ethical decision making, with an ethical decision making model recommended by the American Counseling Association.

Remley, Jr., T. P. & Herlihy, B. (2024). *Ethical, legal and professional issues in counseling*, 7th ed. Pearson. ISBN# 978-0830839940.

**Rationale:** This text discusses various ethical, legal, and professional challenges that students may face in the counseling profession. Case studies are provided to highlight these challenges and provide practical recommendations for managing the situation. This aligns with the 2024 CACREP standards and is grounded in evidenced-based research with recommendations from professionals in the counseling field.

Sanders, R. (2013). *Christian counseling ethics: A handbook for psychologists, therapists and pastors*. IVP Academic.

**Rationale:** This text provides recommendations for Christian counselors approaching ethical dilemmas that counselors may face when engaging in professional practice with a variety of populations and practice settings. This aligns with the 2024 CACREP standards and is grounded in evidenced-based research with recommendations from professionals in the Christian counseling field.

University of California, Irvine. (2015). *Assessing your life balance*. Retrieved from <https://studentwellness.uci.edu/wp-content/uploads/2015/04/Assessing-Your-Life-Balance.pdf>

**Rationale:** This resource will be used for the self-reflection of wellness assignment in the 4<sup>th</sup> week of class.

If you read this whole list of resources, email me a silly joke for an extra ten points towards your final grade.

#### IV. Learning Outcomes

Students will:

1. Identify and analyze professional roles and responsibilities of mental health professionals across multiple practice areas.
2. Explore various ethical codes that guide practice in a variety of mental health settings.
3. Engage in self-awareness strategies to support ethical practice through self-care and self-reflection.
4. Reflect on multicultural considerations when addressing ethical concerns in professional counseling.

| <b>CACREP Standard</b>                                                                                                                                                                                                                                                                         | <b>Performance Measure</b>                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section 3.A.2.</b><br>The multiple professional roles and functions of counselors across specialized practice areas                                                                                                                                                                         | Remley (2024) chapters 1, 4, 5, 7, 9, 11, 12<br>Sanders (2013) chapters 1-3, 7, 8, 10, 11, 14-17                                                                                      |
| <b>Section 3.A.4.</b><br>The role and process of the professional counselor advocating on behalf of and with individuals receiving counseling services to address systemic, institutional, architectural, attitudinal, disability, and social barriers that impede access, equity, and success | Remley (2024) chapters 3, 4, 9, 11, 12<br>Sanders (2013) chapters 1, 2, 5-9, 10-12, 16-19<br><br>ACA Code Reflection Assignment                                                       |
| <b>Section 3.A.7.</b><br>Professional counseling credentialing across service delivery modalities, including certification, licensure, and accreditation practices and standards for all specialized practice areas                                                                            | Remley (2024) chapters 2-5, 7-10, 13<br>Sanders (2013) chapters 1-4, 7, 9, 12, 13, 20<br><br>Ethical Code Comparison Discussion Board, ACA Code Reflection Assignment                 |
| <b>Section 3.A.8.</b><br>Legislation, regulatory processes, and government/public policy relevant to and impact on service delivery of professional counseling across service delivery modalities and specialized practice areas                                                               | Remley (2024) chapters 2, 3, 6, 8, 10, 13, 14<br>Sanders (2013) chapters 1-4, 7, 13                                                                                                   |
| <b>Section 3.A.10.</b><br>Ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling across service delivery modalities and specialized practice areas                               | Remley (2024) chapters 4, 5, 8, 9, 11-13<br>Sanders (2013) chapters 1, 3, 4, 7, 14-17<br><br>Article Review, Ethical Code Comparison Discussion Board, ACA Code Reflection Assignment |
| <b>Section 3.A.11.</b>                                                                                                                                                                                                                                                                         | Remley (2024) chapters 2, 3, 7, 13<br>Sanders (2013) chapters 3, 4, 9, 12                                                                                                             |

|                                                                                                                                                        |                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Self-care, self-awareness, and self-evaluation strategies for ethical and effective practice                                                           | Wellness Improvement Plan, Article Review                                                                                                                                |
| <b>Section 3.B.11.</b><br>The role of religion and spirituality in clients' and counselors' psychological functioning                                  | Remley (2024) chapters 3, 7<br>Sanders (2013) chapters 2, 3, 9, 12<br><br>Ethical Code Comparison Discussion Board                                                       |
| <b>Section 3.E.6.</b><br>Ethical and legal issues relevant to establishing and maintaining counseling relationships across service delivery modalities | Remley (2024) chapters 2, 3, 5, 8, 13, 15<br>Sanders (2013) chapters 1, 3, 13, 14-17, 19<br><br>Ethical Code Comparison Discussion Board, ACA Code Reflection Assignment |
| <b>Section 5.3.C.</b><br>Legislation, government policy, and regulatory processes relevant to clinical mental health counseling                        | Remley (2024) chapters 3, 4, 6, 8, 13, 16<br>Sanders (2013) chapters 3, 4, 13, 21<br><br>Ethical Code Comparison Discussion Board, ACA Code Reflection Assignment        |

## V. Course Assignments

### A. Class Participation

Class participation will be graded based on the participation rubric (Appendix A). Students will complete their own participation rubric with a 3-5 sentence summary of why they believe they should receive chosen points.

### B. Reading Verification Quiz

Complete assigned reading (Remley & Herlihy, 2024; Sanders, 2013; *ACA Code of Ethics*; *AACC Code of Ethics*) before the first class to best participate in class discussion and activities. You will complete a quiz (Appendix E) on Canvas confirming you read the required readings (Learning Outcomes 1, 2, 3, & 4)

### C. Ethical Code Comparison Discussion Board

Students will pick one other code of ethics (AACC, AAMFT, NASW) to compare with the ACA code of ethics for a discussion board post on Canvas. See Appendix B for specific instructions and the grading rubric. (Learning Outcomes 1 & 2)

**D. Journal Article Reflection**

Students will read the following six articles and complete a review and personal application of two articles. See Appendix C for specific instructions and the grading rubric. (Learning Outcome 1, 2, 3, & 4)

Brownlee, K. (1996). Ethics in community mental health care: The ethics of non-sexual dual relationships: A Dilemma for the rural mental health profession. *Community Mental Health Journal*, 32(5), 497-503.

Burkholder, J., Burkholder, D., & Gavin, M. (2020). The role of decision-making models and reflection in navigating ethical dilemmas. *Counseling and Values*, 65(1), 108–121.  
<https://doi.org/10.1002/cvj.12125>

Burns, S.T., & Cruikshanks, D.R. (2017). Impact of ethical information resources on independently licensed counselors. *Counseling and Values*, 62(2). <https://doi.org/10.1002/cvj.12057>

Charles, J.J., Byrd, R., Donald, E.J., Milner, R.J., & Flowers, T. (2022). Avoiding boundary violations: Recommendations for managing attraction to and from clients in response to the Healthcare Providers Services Organization's 2019 report. *Journal of Mental Health Counseling*, 44(1). <https://doi.org/10.17744/mehc.44.1.02>

Jacob, C.J., & Prikhidko, A. (2020). Exploring emotion regulation in counselors' management of attraction to clients. *Journal of Creativity in Mental Health*, 17(3).  
<https://doi.org/10.1080/15401383.2020.1856015>

Pope, K.S., & Keith-Spiegel, P. (2008). A practical approach to boundaries in psychotherapy: Making decisions, bypassing blunders, and mending fences. *Journal of Clinical Psychology*, 64(5). <https://doi.org/10.1002/jclp.20477>

**E. ACA Code Reflection Assignment**

Students are required to review the ACA *Code of Ethics* and choose two sections on which to review and reflect. See Appendix D for specific instructions and the grading rubric. (Learning Outcomes 1, 2, & 4)

**F. Wellness Improvement Plan**

Students will complete the wellness wheel in preparation for class four using the University of California, Irvine resources *Assessing Your Life Balance*. The plan from the assignment will be uploaded to Canvas for a completion grade. (Learning Outcome 3)

VI. **Grading**

| <b>Evaluation</b>                        | <b>Points</b> |
|------------------------------------------|---------------|
| Reading Verification Quiz                | 100 points    |
| Ethical Code Comparison Discussion Board | 150 points    |
| Journal Article 1 Reflection             | 100 points    |
| Journal Article 2 Reflection             | 100 points    |
| Wellness Improvement Plan                | 100 points    |
| ACA Ethical Code Reflection Assignment   | 250 points    |
| Class Participation Professor Assessment | 150 points    |
| Class Participation Self-Assessment      | 50 points     |

**Grading Criteria:**

|                      |                      |                      |                     |                      |                       |
|----------------------|----------------------|----------------------|---------------------|----------------------|-----------------------|
| <b>A</b><br>940-1000 | <b>A-</b><br>920-939 | <b>B+</b><br>900-919 | <b>B</b><br>860-899 | <b>B-</b><br>840-859 | <b>C+</b><br>820-839  |
| <b>C</b><br>780-819  | <b>C-</b><br>760-779 | <b>D+</b><br>740-759 | <b>D</b><br>700-739 | <b>D-</b><br>680-699 | <b>F</b><br>Below 679 |

**Late Policy:**

1. There will be a 5% deduction per day that an assignment is past the due date.
2. No assignment will be accepted 7 days after the original due date without written approval from the professor prior to the assignment due date.
3. All assignments are due by 5p on Friday, to give you a break for the weekend.

**Honor Code:**

The Liberty University Student Honor Code applies to all students, and any violation of this code may result in a grade of “F” for the course and/or future disciplinary action.

Be mindful about using Artificial Intelligence (AI) technology for course assignments. These tools, such as ChatGPT and Grammarly, may jeopardize academic integrity and could violate the Liberty Way. Turnitin can detect AI just as it can detect other forms of plagiarism.

**Attendance Policy:**

Due to the shortened nature of this course, students are not allowed to miss a class period without prior communication to the professor. Approvals will be provided on a case-by-case base in accordance with university policy.

## VII. Course Calendar

| Week | Topics                                                                                                                                                                                                          | Assignments                                                                                                                                                                                                                                                         |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <ul style="list-style-type: none"> <li>- What is the history of the counseling profession?</li> <li>- Review ACA Ethical Code</li> </ul>                                                                        | <ul style="list-style-type: none"> <li>- Reading Verification Quiz: (Remley &amp; Herlihy, 2024; Sanders, 2013; <i>ACA Code of Ethics</i>; <i>AACC Code of Ethics</i>)</li> <li>- Ethical Code Comparison Discussion Board</li> </ul> <p><b>Due 11/15 at 5p</b></p> |
| 2    | <ul style="list-style-type: none"> <li>- What happens when you violate the code of ethics?</li> <li>- Discussion of ACA ethical code and journal reflections</li> <li>- Review 2 ACA code violations</li> </ul> | <ul style="list-style-type: none"> <li>- Journal Article 1 Reflection</li> </ul> <p><b>Due 11/22 at 5p</b></p>                                                                                                                                                      |
| 3    | <ul style="list-style-type: none"> <li>- What does it mean to be culturally competent?</li> </ul>                                                                                                               | <ul style="list-style-type: none"> <li>- Journal Article 2 Reflection</li> </ul> <p><b>Due 11/29 at 5p</b></p>                                                                                                                                                      |
| 4    | <ul style="list-style-type: none"> <li>- What is counselor wellness?</li> <li>- Wellness wheel activity and improvement plan</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>- ACA Ethical Code Reflection Assignment</li> <li>- Wellness Improvement Plan</li> </ul> <p><b>Due 12/6 at 5p</b></p>                                                                                                        |

### Appendix A Class Participation

#### Participation Rubric

| Points | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0      | <ul style="list-style-type: none"><li>Physically absent for one class or is late more than two classes in the semester. Late is defined as 5 minutes after class begins.</li></ul>                                                                                                                                                                                                                                                                                        |
| 50     | <ul style="list-style-type: none"><li>Present in class with 1 or fewer occurrences of being late.</li><li>Responds when directly called on but does not participate otherwise.</li><li>Frequently not prepared to class as evidenced by not reviewing the reading, not having materials.</li><li>Observed using technology in class for other-than-class work.</li></ul>                                                                                                  |
| 100    | <ul style="list-style-type: none"><li>Demonstrates some preparation for class, but inconsistently. No instances of being late for class.</li><li>Occasionally participates in class discussions, responds when called on directly.</li></ul>                                                                                                                                                                                                                              |
| 150    | <ul style="list-style-type: none"><li>Consistently participates in class discussion with minimal or no prompting from professor.</li><li>Demonstrates preparation for class through discussion and has required materials for class.</li><li>Significant contributions to discussion as evidenced by thoughtful reflections, contributing to discussion. Provides analysis of material during discussion by encouraging alternate perspectives of the material.</li></ul> |

**Student Feedback:**

**Professor Feedback:**

## **Appendix B**

### **Ethical Code Comparison Discussion Board**

In this assignment you will compare two ethical codes relevant to the mental health field. You must use the American Counseling Association (ACA) code of ethics and can choose one other of the following codes:

- American Association of Marriage and Family Therapy (AAMFT)
- American Association of Christian Counselors (AACC)
- American Psychological Association (APA)
- National Association of Social Work (NASW)
- Association for Addiction Professionals (NAADAC)

This will give you an opportunity to engage with other students in your class and share insights and knowledge with one-another. Remember to be respectful in your dialogue.

#### **Instructions:**

Your original post will be 1000 words, due Wednesday of the first course week by 11:59pm. You should have at least one reference other than the ethical codes. Make sure to cover the following:

#### **Content:** (about 400 words)

1. How do the organizations differ from one another?
2. What do you notice that is similar between the codes? What is different?

#### **Reflection:** (about 600 words)

1. What would you change about the ethical codes given the information you discovered?
2. How do these ethical codes best inform your work as a mental health professional?
3. How do these codes influence your view of the importance of multiculturalism in professional counseling?

You must complete a 500-word reply to two peer's discussion boards, due Friday of the first course week by 12pm. Make sure to address similarities and differences in your own research and how these relate to the other student's findings. Identify at least one thought provoking question for the other student.

**Ethical Code Comparison Discussion Board Rubric**

| <b>Criteria</b>                                           | <b>Ratings</b>                                                                                                                                                              |                                                                                                                                                 |                                                                                                                                                      |                                                                                                                                                   | <b>Score</b> |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Initial Post: Content</b><br><br><b>40 Points</b>      | <b>40 to &gt;30 points</b><br><br>Thoroughly compares the codes, highlighting differences and similarities.                                                                 | <b>30 to &gt;20 points</b><br><br>Comparison was present but lacks depth.                                                                       | <b>20 to &gt;0 points</b><br><br>Comparison was unclear and/or not connected to the identified codes.                                                | <b>0 points</b><br><br>Comparison was missing from the post, or the original post was not completed.                                              |              |
| <b>Initial Post: Reflection</b><br><br><b>50 Points</b>   | <b>50 to &gt;35 points</b><br><br>Answers the reflective questions in a way that displays thorough reflection on the material.                                              | <b>35 to &gt;20 points</b><br><br>Personal reflection was present, but some content was missing from the reflection questions.                  | <b>20 to &gt;0 points</b><br><br>Personal reflection was minimally present. Not all reflection questions were answered.                              | <b>0 points</b><br><br>Personal reflection was missing from the paper.                                                                            |              |
| <b>Peer Responses</b><br><br><b>50 Points</b>             | <b>25 to &gt;20 points</b><br><br>Provides responses to two peers, offering personal thoughts and feedback. Ask questions and interacts in a respectful manner.             | <b>20 to &gt;15 points</b><br><br>Responds to two peers but did not thoroughly engage with their ideas. Responses were more general.            | <b>15 to &gt;0 points</b><br><br>Only one peer response, or two responses with very little engagement or reflection the peer's post.                 | <b>0 points</b><br><br>Does not respond to peer's post or does not engage or superficially engages with the peer's post.                          |              |
| <b>APA Formatting and Writing</b><br><br><b>10 Points</b> | <b>25 to &gt;20 points</b><br><br>Post and replies are organized and follow APA formatting. There are no grammatical or spelling errors. Posts met all length requirements. | <b>20 to &gt;15 points</b><br><br>A few minor grammatical and APA formatting errors. The post and replies did not meet the minimum requirement. | <b>15 to &gt;0 points</b><br><br>There were multiple grammatical and APA errors present. The post and replies did not meet the minimum requirements. | <b>0 points</b><br><br>Multiple significant grammatical and APA formatting errors were present. The post and/or replies were significantly short. |              |
| <b>Total</b><br><b>150 Points</b>                         |                                                                                                                                                                             |                                                                                                                                                 |                                                                                                                                                      |                                                                                                                                                   |              |

### **Appendix C**

#### **Journal Article Reflection Assignment**

This assignment requires you to select two of the articles provided and reflect on the content. The purpose is to help you become more familiar with the research process, engage in thoughtful evaluation of the material, and improve your understanding of various ethical dilemmas in the field of counseling.

#### **Instructions:**

Choose one of the articles listed on the syllabus and complete a review and reflection of the material. You will do this for two separate assignments.

Use the following formatting for your paper to ensure you have thoroughly interacted with the material. This paper should be 3 pages in length, 1 page of summary and 2 pages for reflection and application. Make sure to adhere to APA formatting and include the articles in your reference page.

#### **Article Summary**

What was the topic of the article? What were the key findings or conclusion of the material? How does the article relate to ethics and the counseling profession?

#### **Reflection**

Consider these questions to help you complete this section.

1. What have you learned about the field of ethics in counseling from this article?
2. What surprised you about the article?
3. How did this article change or affirm your thoughts and feelings on ethical practice as a counselor?

#### **Application**

Consider these questions to help you complete this section.

1. What new knowledge have you gained from reading this article?
2. How do you see this information impacting your approach to counseling?
3. How does this information interact with your biblical worldview?

**Journal Article Reflection Assignment Rubric**

| <b>Criteria</b>                                            | <b>Ratings</b>                                                                                                                                                                |                                                                                                                                                                      |                                                                                                                                    |                                                                                                           | <b>Points</b> |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------|
| <b>Content: Article Summary</b><br><br><b>35 Points</b>    | <b>35 to &gt;25 points</b><br><br>A brief but thorough summary of the article, including key points and findings.                                                             | <b>25 to &gt;15 points</b><br><br>Provides a good summary with some key points but lacking clarity or minor details.                                                 | <b>15 to &gt;0 points</b><br><br>Summary was unclear and/or did not include key points from the article.                           | <b>0 points</b><br><br>Summary was missing, or very inaccurate to the content.                            |               |
| <b>Content: Article Reflection</b><br><br><b>25 Points</b> | <b>25 to &gt;20 points</b><br><br>Demonstrates a thorough reflection of the article, including strengths and weaknesses. Incorporates the questions from the assignment.      | <b>20 to &gt;10 points</b><br><br>Provides generally a good reflection but does not incorporate all questions provided in the assignment.                            | <b>10 to &gt;0 points</b><br><br>Article reflection lacks depth and/or the assignment questions were not answered.                 | <b>0 points</b><br><br>Article reflection was missing from the paper.                                     |               |
| <b>Content: Application</b><br><br><b>25 Points</b>        | <b>25 to &gt;20 points</b><br><br>Demonstrates thoughtful reflection on how this article influenced their personal perspective. Includes interaction with biblical worldview. | <b>20 to &gt;10 points</b><br><br>Some reflection on the impact of the article but does not include personal application. Minimally incorporates biblical worldview. | <b>10 to &gt;0 points</b><br><br>Limited reflection on article impacts, with little personal application. No biblical application. | <b>0 points</b><br><br>Article application was missing from the paper.                                    |               |
| <b>APA Formatting and Writing</b><br><br><b>15 Points</b>  | <b>15 to &gt;10 points</b><br><br>The paper was well-organized and free from grammatical errors. APA formatting was followed and met the page requirements.                   | <b>10 to &gt;5 points</b><br><br>A few minor grammatical and formatting errors. The page requirement was not met.                                                    | <b>5 to &gt;0 points</b><br><br>Multiple grammatical and APA formatting errors present. The page requirement was not met.          | <b>0 points</b><br><br>Multiple significant grammatical and APA errors. The page requirement was not met. |               |
| <b>Total</b><br><b>100 Points</b>                          |                                                                                                                                                                               |                                                                                                                                                                      |                                                                                                                                    |                                                                                                           |               |

## **Appendix D**

### **ACA Code Reflection Assignment**

This assignment requires you to review the American Counseling Association (ACA) Code of Ethics and reflect on two sections (A-I) of your choice. Discuss how these sections relate to ethical practices in counseling and how each section resonates with your awareness of the counseling role. This assignment will improve your understanding of the ACA Code of Ethics and how these guide our professional practice.

#### **Instructions:**

This paper should be no more than 4 pages in length, double spaced. Submit as a word document to Canvas by 12pm Friday of week 4. Make sure to follow all APA guidelines for formatting, and use the following template to organize your paper. You do not have to include outside resources, but make sure to cite the ACA code. Consider the Forester-Miller and Davis (2016) article as you complete this assignment.

#### **Introduction**

Make sure to introduce the topic and sections of your paper.

#### **Section \_\_ Summary**

Summarize the key points of this section, including the key focus of the overall section. This section should include about two paragraphs of content.

#### **Personal Reflection**

Discuss why you chose this section and your understanding of the material. This section should include at least three paragraphs to fully answer the following reflection questions:

1. How does this section improve your understanding of ethics in counseling?
2. What challenges may you have when adhering to the guidelines in this specific section?
3. How does these guidelines promote client well-being?

#### **Section \_\_ Summary**

Summarize the key points of this section, including the key focus of the overall section. This section should include about two paragraphs of content.

#### **Personal Reflection**

Discuss why you chose this section and your understanding of the material. This section should include at least three paragraphs to fully answer the following reflection questions:

1. How does this section improve your understanding of ethics in counseling?
2. What challenges may you have when adhering to the guidelines in this specific section?
3. How does these guidelines promote client well-being?

#### **Conclusion**

Summarize the general content of the paper. What have you learned about yourself through this assignment? What do you want to learn more about?

ACA Code Reflection Assignment Rubric

| Criteria                                                     | Ratings                                                                                                                                        |                                                                                                                                                       |                                                                                                                                                         |                                                                                                                | Points |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------|
| <b>Content: Summary of Sections</b><br><br><b>75 Points</b>  | <b>75 to &gt;55 points</b><br><br>A brief but thorough summary of the ACA ethical code section was present in the paper.                       | <b>54 to &gt;30 points</b><br><br>Summary was present and generally connected to the section with a few missing points.                               | <b>30 to &gt;0 points</b><br><br>Summary was unclear and/or not connected to the selected section.                                                      | <b>0 points</b><br><br>Summary was missing from the paper.                                                     |        |
| <b>Content: Personal Reflection</b><br><br><b>125 Points</b> | <b>125 to &gt;100 points</b><br><br>Personal reflection was at least three paragraphs in length and covered the reflection questions provided. | <b>99 to &gt;50 points</b><br><br>Personal reflection was present, but some content was missing from the reflection questions.                        | <b>50 to &gt;0 points</b><br><br>Personal reflection was minimally present. Not all reflection questions were answered.                                 | <b>0 points</b><br><br>Personal reflection was missing from the paper.                                         |        |
| <b>APA Formatting</b><br><br><b>25 Points</b>                | <b>25 to &gt;20 points</b><br><br>All guidelines for APA formatting were followed. References included at least the ACA ethical code.          | <b>20 to &gt;15 points</b><br><br>APA formatting was generally followed, with some minimal errors. References included at least the ACA ethical code. | <b>15 to &gt;0 points</b><br><br>APA formatting was minimally used with multiple significant errors. References included at least the ACA ethical code. | <b>0 points</b><br><br>APA formatting was not used. There were no references present.                          |        |
| <b>Organization and Writing</b><br><br><b>25 Points</b>      | <b>25 to &gt;20 points</b><br><br>The paper was well-organized and free from grammatical errors. The paper was four pages or less.             | <b>20 to &gt;15 points</b><br><br>A few minor grammatical errors. The page requirement was not met.                                                   | <b>15 to &gt;0 points</b><br><br>There were multiple grammatical errors present. The page requirement was not met.                                      | <b>0 points</b><br><br>Multiple significant grammatical errors were present. The page requirement was not met. |        |
| <b>Total</b><br><b>250 Points</b>                            |                                                                                                                                                |                                                                                                                                                       |                                                                                                                                                         |                                                                                                                |        |

**Appendix E**  
**Reading Verification Quiz Example Questions**

1. I have read Remley & Herlihy (2024) chapter 2, *Professional Identity of Counselors*.
  - a. True
  - b. False
2. I have read Remley & Herlihy (2024) chapter 10, *Technology in Counseling*.
  - a. True
  - b. False
3. I have read Remley & Herlihy (2024), chapter 13, *Professional Relationships, Private Practice, and Health Care Plans*.
  - a. True
  - b. False
4. I have read Sanders (2013) chapter 4, *Essential Elements for Ethical Counsel*.
  - a. True
  - b. False
5. I have read Sanders (2013) chapter 9, *Addressing Spiritual and Value Issues in Therapy*.
  - a. True
  - b. False
6. I have read Sanders (2013), chapter 18, *Ethics in Member Care: Toward an International Framework*.
  - a. True
  - b. False
7. I understand that I am bound by the Liberty University Honor Code and hereby verify that all my responses are an honest and accurate representation of the reading I have completed.
  - a. True
  - b. False