

## Justice Institute of British Columbia COURSE OUTLINE

**Course Code:** APO154

**Course Title:** Professional Ethics and Standards of Conduct (Community)

**Sponsoring Division:** Corrections and Community Justice Division

**Previous Course Code & Title:** N/A

**Course Effective Date:** January 2007

<b># of Credits:</b>	.5
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### Course Description:

This course is intended to stimulate thought and conversation in the area of professional conduct and ethics within the context of working as an employee of the BC Government, specifically the B.C. Corrections Branch. The course will examine moral behaviour and explore integrity, both personal and professional. You will be provided with the *Standards of Conduct for Corrections Branch Employees* that provides guidelines and structure in relation to professional conduct and ethical behaviour. You will also be presented with an eight step *Guide to Moral Decision Making*, which is intended to assist the course participants to work through scenarios in the training, as well as situations that may arise in the workplace.

This course is one of the four prerequisite courses required before applicants can apply to be hired as an Adult Probation Officer or a Probation Officer 14. Please see the JIBC website for more information about these two job classifications:  
[www.jibc.bc.ca/corrections/programs/public/adultProbation.htm](http://www.jibc.bc.ca/corrections/programs/public/adultProbation.htm)

**Course Goal(s):** N/A

### Course Learning Objectives:

Upon successful completion of this course, the participant will be able to:

- Explain why personal and professional integrity is important for government employees.
- List and describe three things an employee can do to promote integrity.
- Define “loyalty” as a duty to government.
- Explain what “conflict of interest” means.
- Locate, describe and compare the standards of conduct for provincial government employees and B.C. Corrections Branch employees.
- Provide three avenues of recourse for clients who wish to seek redress.
- List at least four guidelines for ethical decision-making.
- Apply the *Guide to Moral Decision Making* to a case scenario.

### Course Topics/Content:

1. MODULE 1: AN INTRODUCTION TO ETHICS
  - 1.1. Why take a course on ethical behaviour?
  - 1.2. The best rationalizations to justify our behaviour
  - 1.3. Self Help Quiz 1: Ethics
2. MODULE 2: INTEGRITY

- 2.1. How do you define integrity?
- 2.2. Promoting integrity
  - 2.2.1. Act with integrity
  - 2.2.2. Reward integrity in others
  - 2.2.3. Act early
  - 2.2.4. Help before you condemn
- 2.3. Discussion Assignment 1
3. MODULE 3: STANDARDS OF CONDUCT FOR B.C. CORRECTIONS
  - 3.1. Looking at Standards of Conduct
    - 3.1.1. Loyalty
    - 3.1.2. Confidentiality
    - 3.1.3. Public comments
    - 3.1.4. Political activity
    - 3.1.5. Service to the public
    - 3.1.6. Conflict of interest
    - 3.1.7. Professional conduct with clients or former clients
    - 3.1.8. Allegations of wrong doing
    - 3.1.9. Legal proceedings
    - 3.1.10. Working relations
    - 3.1.11. Outside remuneration and volunteer work
    - 3.1.12. Use of reasonable force
    - 3.1.13. Use of government resources
  - 3.2. Complaints and the investigative process
  - 3.3. Discussion Assignment 2
  - 3.4. Self Help Quiz 2: Standards of Conduct
4. MODULE 4: MORAL DECISION-MAKING
  - 4.1. A guide to moral decision-making
  - 4.2. Final Assignment 3
5. MODULE 5: SUMMARIZING THE COURSE

**Text and Resource Materials:** Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

**Required:**

1. Policy:
  - *Standards of Conduct for Corrections Branch Employees*, B.C. Ministry of Public Safety and Solicitor General, Corrections Branch, January 2004.
  - *Fourteenth Master Agreement*, between the Government of the Province of British Columbia represented by the BC Public Service Agency and the B.C. Government and Service Employees' Union (BCGEU), April 13, 2006.
  - *Human Rights in the Workplace*, Personnel Policy Directive 3.1, B.C. Public Service Agency
2. Legislation:
  - B.C. Legislation: *Freedom of Information and Protection of Privacy Act (B.C.)*
3. Articles:
  - "Ethics and Conflict of Interest", Michael McDonald, CAI Electronic Working Paper Series, The W. Maurice Young Centre for Applied Ethics, Faculty of Graduate Studies, The University of British Columbia, Vancouver, British Columbia.
  - *Moral Decision Making – An Analysis*, Chris MacDonald, Ph.D., Department of Philosophy, Saint Mary's University, Halifax, Nova Scotia, Revised June 6, 2002.
  - "The Best Rationalizations to Justify Our Behaviour", from *Ethics in Psychotherapy and Counselling: A Practical Guide*, (2<sup>nd</sup> edition), Pope, K.S. and M.J.T. Vasquez, San Francisco – Jossey-Bass, 1998.

4. All other course materials are provided online.

**Recommended:**

Not included with the course materials but available from the JIBC Library at <http://www.jibc.bc.ca/Libraryfiles/jilibrary.htm> :

- Jones, J.R. *Reputable Conduct*. Scarborough: Prentice Hall Canada Career and Technology. 1998.
- Martin, M. *Everyday Morality*. Belmont CA: Wadsworth Publishing Company, Second Edition. 1995.
- Pollock, J.M. *Ethics in Crime and Justice: dilemmas and decisions*. Belmont CA: Wadsworth Publishing Company. 1998.

**Course Level:**

	First Year		Second Year		Third Year		Fourth Year
	Other (describe): <b>Adult Probation Officer Prerequisite Training</b>						

**Prerequisite Courses:** N/A

**Equivalent Course(s) within the JIBC:**

COPO101: Professional Ethics and Standards of Conduct (Corrections)

**Class Delivery Methods:**

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion				
Simulation/Lab				
Practicum/Fieldwork				
Online	7			
Correspondence				
<b>Total Class Hours</b>	7			

**Comments on Delivery Methods:** N/A

**Related Program(s):** (where applicable) N/A

**Credit Transfer exists at:** N/A

**Course Grading System:**

*Check the system that applies to this course:*

	Letter Grades		Percentage	X	Pass/Fail		Credit/No Credit
	Complete/Incomplete		Attendance Only		Not Applicable		

<b>Passing Grade:</b>	Pass
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*JIBC Standard Grading Scale for Letter, Grade Point and % Grades:*

Letter Grade	Grade Points	% Range	Letter Grade	Grade Points	% Range
A+	4.33	90-100	C+	2.33	64-67
A	4.00	85-89	C	2.00	60-63
A-	3.67	80-84			
B+	3.33	76-79	C-	1.67	56-59
B	3.00	72-75	D	1.00	50-55
B-	2.67	68-71	F	0.00	0-49

**Evaluation Activities and Weighing:** (complete the %'s which apply – total must equal 100%)

Final Exam	%	Assignments	75 %	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	25 %	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

**Comments on Evaluation:**

Course Requirements:

- Self Help Quiz 1 (Ethics) – Minimum 80% score required; unlimited attempts allowed – P/F
- Self Help Quiz 2 (Standards of Conduct) – Minimum 80% score required; unlimited attempts allowed – P/F
- Discussion Assignment 1 (case scenario with discussion board participation required) – P/F
- Discussion Assignment 2 (case scenarios with discussion board participation required) – P/F
- Final Assignment 3 (written submission required) – P/F

In order to receive a Pass in this course, students must complete **all** required assignments and quizzes. Students are entitled to one (1) rewrite of the Final Assignment 3 if they do not receive a Pass on their first attempt.

**Other Course Guidelines, Procedures and Comments:**

To view CCJD divisional policies listed below, visit:

<http://www.jibc.bc.ca/corrections/main/policies.htm>

Grades and Appeals  
Harassment

Withdrawals and Transfers  
Student Code of Conduct

**View the Justice Institute of BC Policies listed below at:**

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>

Access Policy  
Harassment Policy  
Prior Learning Assessment Policy  
Student Code of Conduct

Academic Appeals Policy  
Intellectual Property Rights Policy  
Research on Human Subjects: Ethics  
Student Records