

IT 293-505: Professional Ethics - Fall 2020

CRN 66789

Second 8 Weeks- October 12 to December 12, 2020

Course:	IT 293 Professional Ethics
Instructor:	Susan Jackson
Office Hours:	Online Monday-Friday 6 am to 7:30 am/6 pm to 7:30 pm. Weekends by appointment.
Class Time and Place:	We will meet online through UNM Learn at https://learn.unm.edu . You are expected to log in to the course in Learn at least once a day.
Prerequisites:	Students will need a UNM Net ID and password. If you have any issues with obtaining a Net ID, contact UNM Information Technologies directly at 277-5757.
Technology Requirements	Students must have basic computer skills, a computer or laptop, high speed internet connection and Microsoft Office software is needed for this course.
Textbooks Required:	Ethics at Work by William H. Shaw ISBN 978-0-19-513942-6 Soft skills for the Workplace ISBN 978-1-63126-826-7
Course Description:	<p>This course is designed to provide the student with information and a general understanding of the basic principles of professional ethics and soft skills to help prepare them to become responsible moral agents regardless of their chosen career field.</p> <p>Professional Ethics will examine the philosophy of ethics, and the different aspects of soft skills in the workplace and how we interact and react to ethical situations.</p> <p>This course includes lectures, power point presentations, discussions, case analyses, study of codes of ethics and individual and possible team projects (to be announced).</p>

Content of Syllabus Subject to Change at Instructor's Discretion

Course Learning Objectives:

By the end of this course, students will be able to:

CLO1: Gain a basic understanding of major ethical theories.

CLO2: Discuss in informed critical discussion on the nature of professionalism and the ethical challenges inherent in professionalism.

CLO3: Recognize and analyze the types of ethical challenges and moral dilemmas that confront members of a range of professions, such as in business, engineering and medical.

CLO4: Relate ethical concepts and materials to ethical problems in specific professions both in writing and in discussion.

Course Requirements and Class Format:

You must have a book prior to beginning this course. This class is taught solely online via Blackboard Learn. You will need access to a reliable computer and the internet. The week begins on Monday at 12:00 am and ends on Sunday at 11:49 pm. All assignments and correspondence will be submitted through the UNM Learn platform. Emailed assignments are not accepted. You are required to log in to Learn once a day to check for updates, messages, discussions, assignments and feedback.

Do not wait until Sunday night to submit required assignments-be respectful of your fellow students by submitting early!

Learn Course Email:

The course email is a place for you to ask questions regarding the class. All correspondence in this class must be made through the course email. Check the course FAQ's before contacting me as your question may already be listed in the FAQ's section.

Attendance:

It is the student's responsibility to attend class through UNM Learn and complete all work assigned. Non completion of the course or failing will affect your grade. This may affect any scholarships, grants, or financial aid; requiring payment back to the offering institution. Students are to log onto the class at least once a day. Students who fail to log in more than 7 days past, may be dropped from the course. DO NOT assume, however, that you are dropped from the course for not attending. Make yourself aware of the drop dates and course refund policy. It will be your responsibility to drop the course in the required time frame.

Confidentiality:

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances your records will not be released without your written and signed consent.

In this course, we may be working with third party applications online (i.e., wikis, blogs, and other Web 2.0 applications). The different proprietors of these sites may or may not have privacy guarantees and the FERPA policy at UNM does not apply to these sites. It will be your responsibly to read the privacy documentation for each site.

I cannot (by law) discuss any information about a student, their situation, or their progress with anyone except the student themselves. If you are taking this course with a spouse, sibling, or other relative; I cannot discuss anything with them except issues that pertain to them personally. Please do not ask someone else to contact me regarding a situation you are experiencing. You must discuss your issues or personal situation with me yourself.

Course Grading Policy:

Academic Dishonesty:

The UNM Catalog definition states, “Academic Dishonesty includes, but is not limited to: dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others (plagiarism); hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University. For more information on UNM’s Academic Integrity Policy go to: <http://grad.unm.edu/aire/academic-integrity.html>

Assignments (e.g. Discussions/Reflections/Quizzes/Projects): You will find your assignments and tasks listed under the Weekly Units link in UNM Learn. You are given a due date on each assignment. The week begins Monday at 12:00 am and ends Sunday at 11:59 pm.

Make-up and Late Assignment Policy: Late assignments and assessments will be accepted up to 7 days after the due date; but will receive a penalty: 20% for 1-4 days late; or 30% for 4-7 days late. IF you have a medical emergency (death of family member, hospitalization) contact me 48 hours prior to submission deadline. You must upload a doctor note or other documentation in order to get the percent penalty waived.

Grading:

100% - 93% = A	89% - 87% = B+	79% - 77% = C+	69% - 67% = D+
92% - 90% = A-	86% - 83% = B	76% - 73% = C	66% - 63% = D
	82% - 80% = B-	72% - 70% = C-	62% - 60% = D-

Course Items	Total Points
Course Begin Check-in	2
Blackboard Orientation	5
Code of Conduct Agreement	5
Attendance (Every Monday x 7)	14
Assignments (13 @ 15)	195

Final Project	65
Case Study Discussions (7 @ 15)	105
Quizzes (6 at 10 pts each), (1 at 30 pts each)	90
Self-Reflection (8 @ 15)	120
Evaluations	5
Total Points	606

How to calculate your points into percentage: Enter the number of points you have earned into a calculator. Divide that number by the number of **total possible points**. You will get a decimal number. This is your current average. For example, if you have earned 470 **points out of 591 possible points**; then enter 470 divided by 591 – your current percentage will be 79% or a B+ grade.

Extra credit: is not given in this course. There are assignments that are not calculated into the course total that will help to bring your overall grade up should you need it.

Discussions and Self Reflections:

Discussion board assignments will be based on actual cases or case questions from the textbooks or videos. These discussion questions are to be answered by all students in the class. Students are also required to make at least two to three comments to peers for each weekly discussion task.

Please refer to the Discussion Rubric which will be posted with each discussion thread. This will help you to provide quality and insightful discussion threads and comments to your peers.

You will be required to post a self-reflection thread by the end of each week (Sunday 11:59 pm). Reflection makes learning more meaningful as it enables you to develop a personal relationship with the course material, readings, assignments and discussions covered for the week, and to see how it fits into a larger picture (your personal experience, career, personal life, etc.).

Rubric for Discussions and Self Reflection's: The discussion rubric is broken down into 3 categories and 4 scoring categories. Each category has **discussion** (criteria for discussion) and **reflection** (criteria for reflection). Please use this guide when submitting discussions or reflections to ensure your knowledge and understanding of the materials. (See Rubric end of Syllabus)

Quizzes and Assessments: Quizzes and assessments will be given to test students' knowledge and application of skills. These quizzes will be found on each Weekly Unit and will be based on the readings and assignments that you complete in each lesson. Quizzes are taken in UNM Learn online. Exams will also be taken in UNM Learn. Quizzes will be a mix of fill in the blank, multiple choice, true/false, match and some essay or short definition. Quizzes and assessments will be randomly mixed for each student. This means if John Doe texts Jane Deer and wants to know the answer to #1; the question will not be the same. This is protecting you and the university from dishonesty (please refer to UNM's Academic Integrity Policy).

Instructor Feedback and Response Time:

One of the most challenging aspects of education I found is to be told you did something wrong but never being told why or what steps you could have taken to make it better. I have never been one to be a “Negative Nelly” so don’t fret! Pointing out what you did wrong doesn’t facilitate motivation any more than saying “Great Job”, I will answer any questions you may have by providing you valuable guidance and practical insight via Feedback.

Feedback will be given within 24-36 hours from when you submit any assignment, discussion, self-reflection, project or quiz. It is my endeavor to provide feedback as soon as possible; however, if you have not received a grade or feedback after 3 days please do not hesitate to contact me. My response time to answer emails is within 24 hours

Feedback is a great way to ascertain where your strengths and weaknesses are and gives you areas for improvement while also helping you to maximize your potential.

Students with Disabilities who need Accommodations:

If you are a student with disabilities who might need reasonable accommodations in academic settings, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs. If you are requesting specific accommodations, you are required to have your accommodations officially documented by the UNM Disability Resource Center.

Student Grievances:

Article 1

1.1. General

The UNM Student Grievance Procedure is intended to provide Procedures for the resolution of disputes of an academic nature between students and University faculty, as well as Procedures for handling student disciplinary matters. For more information on the campus grievance policy go to: <http://valencia.unm.edu/students/student%20grievance%20procedure.html>

Title IX:

UNM is committed to fostering a safe, productive learning environment and we comply with all aspects related to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106. Title IX prohibits sex discrimination to include sexual misconduct defined as harassment, domestic and dating violence, sexual assault, and stalking. Incidents of harassment or assault must be reported to the Office of Equal Opportunity and the Title IX Coordinator at 505-925-8560. For more information, please review UNM’s policy regarding sexual misconduct: https://oeo.unm.edu/title-ix/reporting_obligations.html

Netiquette:

Netiquette is a set of rules for behaving properly online. Something about cyberspace makes it easy for people to forget that they are interacting with other real people. The following bullet points cover some basics to communicating online:

- Be sensitive to the fact that there will be cultural and linguistic backgrounds, as well as different political and religious beliefs, plus just differences in general.
- Use good taste when composing your responses in Discussion Forums or emails. Swearing and profanity is also part of being sensitive to your classmates and should be avoided. Also consider that slang can be misunderstood or misinterpreted.
- Don't use all capital letters when composing your responses as this is considered "shouting" on the Internet and is regarded as impolite or aggressive. It can also be stressful on the eye when trying to read your message.
- Be respectful of your others' views and opinions. Avoid "flaming" (publicly attacking or insulting) them as this can cause hurt feelings and decrease the chances of getting all different types of points of view.
- Ask simple questions and stick to one subject. Asking various questions in one entry and/or pointing fingers such as "you did..." can be considered flaming (see above)
- Be careful when using acronyms. If you use an acronym it is best to spell out its meaning first, then put the acronym in parentheses afterward, for example: Frequently Asked Questions (FAQs). After that you can use the acronym freely throughout your message.
- Use good grammar and spelling and avoid using text messaging shortcuts.

Withdrawal from Class:

Please refer to the UNM Valencia Website for deadlines for dropping a class. It is the student's responsibility to drop the class. DO NOT assume that your instructor will drop you or change your grade if you fail to make progress in the class.

Incomplete Grade Policy:

Students missing assignments through poor time management and then asking for an Incomplete WILL NOT BE GRANTED ONE. Incompletes are only given to accommodate students with extreme and extenuating circumstances beyond their control.

Course Outline:

Below is a tentative list of weekly activities. Weekly units, course objectives, student outcomes and due dates are listed on the Weekly Unit Overview Page as well. This is subject to change at the discretion of the instructor:

Subject to change at instructor discretion!

Students must refer to the Weekly Units in Learn for detailed listing of activities for each week

OPTIONAL BUT HIGHLY ENCOURAGED:

Students to research YouTube, OER Commons and TedTalk for additional information on topics covered each week.

Week	Reading	Instructional Materials	Course Activities
1	Syllabus, IT 293 FAQ's; Instructor Introduction	Blackboard Student Orientation, Code of Conduct	Assignments and projects; Discussions on ethical case studies; Videos on Ethics and Professionalism; Inductive Reasoning; Q&A; Quizzes; Reflections; Peer/Edit/Review; Web questing
2	Ethics at Work Chap. 1, 2; Soft skills for the Workplace Chap. 1, 3; Ethical Theories; Employer Responsibility; How to approach Case Studies	Required Video: Significance of Ethics; Ethics Communication; Tips to Critical Thinking;	Assignments and projects; Discussions on ethical case studies; Videos on Ethics and Professionalism; Inductive Reasoning; Q&A; Quizzes; Reflections; Peer/Edit/Review; Web questing
3	Ethics at Work Chap. 5 & 6; Soft skills Chap. 4 & 6; Ethical Problem-Solving Paradigm; Whistleblower Protections; Kohlberg's Moral Development; 5 Qualities of Successful Professional;	Required Video: Would you Sacrifice...; Communication: Sender/Receiver; 7 C's of Communication;	Assignments and projects; Discussions on ethical case studies; Videos on Ethics and Professionalism; Inductive Reasoning; Q&A; Quizzes; Reflections; Peer/Edit/Review; Web questing
4	Soft skills Chap. 7, 8 & 9; Components of Ethical Leadership; code of ethics and professional conducts; Samples of code of ethics and conduct; Mind tools for active listening;	Required Video: Establishing a code of ethics; 10 Barriers to effective communication; Ethical communication in the workplace; Body posture; Cultural communication	Assignments and projects; Discussions on ethical case studies; Videos on Ethics and Professionalism; Inductive Reasoning; Q&A; Quizzes; Reflections; Peer/Edit/Review; Web questing
5	Ethics at Work Chapter 8; Better Ways to Communicate; Workplace Negativity; Understanding personalities in the workplace; Conflict Management Strategies; Conflict and mediation;	Required video: Attitude, Value and Ethics; 4 personality types; Conflicts in the workplace;	Assignments and projects; Discussions on ethical case studies; Videos on Ethics and Professionalism; Inductive Reasoning; Q&A; Quizzes; Reflections; Peer/Edit/Review; Web questing
6	Softskills in the Workplace Chapters 12 and 13; Why critical thinking skills are important; There is no "I" in team; How approachable are you; Build a foundation of trust;	Required video: Diversity made simple; Good and bad teamwork; Work Scenarios;	Assignments and projects; Discussions on ethical case studies; Videos on Ethics and Professionalism; Inductive Reasoning; Q&A; Quizzes; Reflections; Peer/Edit/Review; Web questing

Week	Reading	Instructional Materials	Course Activities
7	Softskills in the workplace chapter14; Understanding Emotional Intelligence; 7 reasons why organizational culture is important; Victimization in the workplace; Types of discrimination;	Required video: Leading with Emotional Intelligence; What is organizational culture; Typos of confidentiality; Bullying and harassment in the workplace;	Assignments and projects; Discussions on ethical case studies; Videos on Ethics and Professionalism; Inductive Reasoning; Q&A; Quizzes; Reflections; Peer/Edit/Review; Web questing
8	Why Customer Service; Customer service vs customer experience; Do's and don'ts of customer services; Ethical Marketing; Social responsibility; Moral leadership; Ethics and moral leadership; Applied ethics.	Required video: Customer Service LAST method; Business ethics and social responsibility; What is moral leadership;	Assignments and projects; Discussions on ethical case studies; Videos on Ethics and Professionalism; Inductive Reasoning; Q&A; Quizzes; Reflections; Peer/Edit/Review; Web questing

In order to create and submit thorough discussions and self-reflections; follow the rubric.

Discussion/Reflection Rubric

Grade	Above Expectations	Meets Expectations	Approaching Expectations	Below Expectations
Points	5	4	3	1
Identification of Issues	<p>Discussion identifies and understands all the main issues and stakeholders in the case study.</p> <p>Reflection explains the students' own thinking and learning processes, as well as implications for future learning.</p>	<p>Discussion identifies and understands most of the issues and stakeholders in the case study.</p> <p>Reflection explains the students' thinking about his/her own personal learning processes and future learning.</p>	<p>Discussion identifies and understands some of the issues and stakeholders in the case study.</p> <p>Reflection attempts to demonstrate thinking about learning, but is un-clear about the personal learning process.</p>	<p>Discussion identifies few or none of the issues or stakeholders of the case study.</p> <p>Reflection does not address the student's thinking and/or personal learning process.</p>
Analysis	<p>Discussion is an insightful and thorough analysis of all the issues. Comments are informative with appropriate solutions or proposals for solutions, to all the issues in the case study.</p> <p>Reflection is an in-depth analysis of the learning experience, and the value of the derived learning to self or others, and the student's appreciation for the discipline.</p>	<p>Discussion is a thorough analysis of most of the issues. Comments are well thought out about solutions or proposals for solutions, to most of the issues in the case study.</p> <p>Reflection is an analysis of the learning experience and the value of the derived learning to self or others.</p>	<p>Discussion shows some understanding of the issues. Comments are weak with inappropriate solutions or proposals to solutions, to the issues in the case study.</p> <p>Reflection attempts to analyze the learning experience but the value of the learning to the student or others' is vague and/or unclear.</p>	<p>Discussion lacks understanding of the issues. Lack of comments, solutions or proposals for solutions, to the issues in the case study are provided.</p> <p>Reflection does not move beyond a description of the learning Experience.</p>

<p>Making Connections</p>	<p>Discussion clearly links course readings, materials and outside research to enhance self-knowledge and understanding. Responses are thought provoking asking probing questions.</p> <p>Reflection articulates multiple connections between this learning experience and content from other courses, past learning, life experiences and/or future goals.</p>	<p>Discussion links most of the course readings and activities to enhance self-knowledge and understanding. Responses are thorough with some probing questions.</p> <p>Reflection articulates connections between this learning experience and content from other courses, past learning experiences, and/or future goals.</p>	<p>Discussion attempts to link some of the course materials but lacks understanding. Responses are attentive with no probing questions.</p> <p>Reflection attempts to articulate connections between this learning or personal goals, but the connection is vague and/or unclear.</p>	<p>Discussion doesn't link course materials. There is a lack of understanding and connection. Responses are unclear.</p> <p>Reflection does not articulate any connection to other learning or experiences. There is no connection.</p>
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