Course Syllabus
Fall 2013

CED 497: Ethics for Human Services, W01 & W02

Instructor: **Ruth Whitely PhD, NCC, LPC-S**
Office Location: Virtual Office
Office Hours: Virtual Office Open 24 hours
Email: ruth_whitely@tamuc.edu (email through ecollege link)
Phone: email me first to determine if we need to speak on the phone
Psych Office Fax: 903-886-5510 (please contact psych dept before sending a fax)

The best way to contact me is by email. I make a concerted effort to answer emails within 24hours with the exception of the weekends and holidays.

Please note: If you maintain other email accounts please make an effort to forward your myleo account or check it on a regular basis as all university correspondence is sent to your myleo account.

Formatting emails: Please be sure to always put your name in the body of your emails, even if you are replying to one that has been written, etc. ***All communication should be professional and well-written. Your emails project and communicate your image---be sure that you do that appropriately.***

Please note: if you find it necessary to fax me information the above fax is in the psych dept office and is *not confidential*.

COURSE INFORMATION

Textbook: No text is required (readings will be assigned)

Course Description: This course is designed to provide the student with information and a general understanding of the basic principles of Ethics

Course Objective: This class is intended to introduce the student to the basic elements of Ethics. Some areas that will be covered include the principles of ethics, the philosophy of ethical concepts, ethical decisions making models and relevant case studies.

Learning Outcomes

1. An understanding of the principles of ethics in human services.
2. An understanding of ethical dilemmas and how to incorporate ethical decision making models.
3. Knowledge of the major concepts, models, and issues of ethics.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

University Closing Due to Inclement Weather

Online class has no closed dates

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library, Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

Student Behavior: Disturbing the education of students by other students is taken seriously. Appropriate (as defined by the instructor) level of interaction/participation during discussions and all interactions is expected. ***It is my expectation that every student will have the utmost respect for their peers in class when discussing experiences of a sensitive nature.***

> ***"All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct.)***

Academic Honesty: The *Student's Guidebook* addresses the issues of academic cheating and plagiarism. These are a breach of conduct, and students are subject to disciplinary actions.

Attendance: The student is expected to attend and participate through the **course dates**. University guidelines will be followed (See 2005-2006 *Undergraduate Student's Guidebook).* Only University approved excuses (in writing) are accepted reasons to make up assignments, activities, or tests.

a. You should log in on a weekly basis and contribute to online discussions.
b. On average, you will be expected to read substantive materials weekly. Do not wait until the last minute to start your reading. It is advised to stay on top of the assigned readings.

COURSE REQUIREMENTS

This course is web based and will require you to work on ecollege an online course program. You will be required to connect multiple times a week and participate in class discussions. The technology requirements are outline below in that section.

Participation: Students are expected to make an active and personal effort to contribute to class, as a part of developing professional collegial skills. This will include such basic commitments as prior preparation, regular attendance (logging in), and participating appropriately in discussions and other class activities. I consider class participation to be one of the most important, yet underrated elements of a student's education.

There are numerous elements that go into class participation:

a) Good attendance logging on multiple times a week
b) Somewhat frequent, and preferably intelligent, contributions to class discussions
c) On average, you will be expected to read assigned materials weekly. Do not wait until the night before the exam to start your reading. It is advised to stay on top of the readings.
d) Polite and civil interactions with all members of the class (See Student's Guide Handbook, Policies and Procedures, Conduct)**.**
e) Online classes require special consideration to our written word and may require some additional thought and consideration, to state a point of view in a manner that indicates respect for the other party.

Evaluation and Assessment:

Method	Total Percentage
Weekly Assignments	60 %
Discussions	40 %

Note: This class is an easy "A", thus I am a sticker for following directions.

Assignments: 60% grade (175 points) 7 essays, 25 points each

Following instructions is paramount for full credit. There will be weekly writing assignments. The assignments will focus on comparing and contrasting or defining a concept in ethics. The writings are for your personal reflection/ exploration, of your values and ideals. Most of the assignments will have a maximum length (3 pages) requiring the writer to be succinct and clear in their writing style and thought processes. There are a few special writing assignments in which specific directions are given. There will be a due date requirement (**turned in by Fridays at midnight**) and **No makeup assignments will be given. Assignments must be turned in on time to be graded.** To study, participate in class discussions and read assigned materials.

Online Discussions 40% Grade: (225 points) 15 weeks, 3 responses week, 15 points week

1. Students are required to participate in the online discussions each week. In general, these assignments are designed to augment your comprehension of the material. For obvious reasons, there are absolutely no make-ups for these online class discussions.
2. **Each student is required to post at least 3 responses,** the first of which must be posted by **Wednesday** of the week to allow for ample feedback and discussion by all students.
3. Discussion postings must be substantive and thoughtful responses, to receive full credit. A substantive response includes content and contextual additions, add something to the discussion. "Wow I agree", or "How interesting", are not substantive responses.
4. The discussions are open from **Monday 1AM through Saturday, midnight (11:59PM)** of each week. No discussions on Sundays.
5. **Each posting can earn 5 points each for a total of 15 points each week. Students will not receive full credit if all postings are made on the same day.**

TECHNOLOGY REQUIREMENTS

The following information has been provided to assist you in preparing to use technology in your **web enhanced** course.

The following technology is required to be successful in this course.

Internet connection – high speed recommended (not dial-up)
Word Processor (Microsoft Office Word – 2003 or 2007)
Access to University Library site
Access to an Email

Additionally, the following hardware and software are necessary to use eCollege:

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems..

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login in to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

ACCESS AND NAVIGATION

Access and Log in Information

This course will be utilizing eCollege to enhance the learning experience, eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: https://leo.tamu-commerce.edu/login.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamucommerce.edu

This course will be utilizing the Sona system to coordinate your research participation. Register with the Psychology Research Participant Pool via the EMS website (using the "request a new account" link) at http://tamu-commerce.sona-systems.com/. If you already have an account and can log in, it is fine to continue using it. You do not need to create a new one. Complete instructions are below. See attached student memo and students guide to research participation.

COMMUNICATION AND SUPPORT

Texas A&M University Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week. If you experience issues while taking your exams or at any other point, feel free to contact the support desk.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
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- **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the *'Help'* button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc…).