**Course Policy and Procedures**

**St. Petersburg College**

**Applied Ethics**

**Seminole Campus, Blended Course**

**Seminole Campus, Room LI 115A**

**Monday – 11:00 pm – 12:15 pm - Section 1745**

**Monday – 12:30 pm – 1:45 pm – Section 535**

**AND**

**Online**

**Spring 2015**

**Instructor:** Laurie King

**Office and Office Hours:** Please see my instructor page for this information: <http://www.spcollege.edu/instructors/id/1146>

**Web Address for Desire to Learn (D2L**): <https://mycourses.spcollege.edu/>

**Office Phone:** 727-394-6035

**Email:** [king.laurie@spcollege.edu](mailto:king.laurie@spcollege.edu) **(D2L e-mail is the best way to contact me)**

**College Help Desk:** 727-341-4357 – For ALL computer problems with D2L

**E Campus Website (useful information for online classes):** <http://www.spcollege.edu/ecampus/>

**Course Prefix and Number:** PHI 1600 – Section 1745 and Section 535

**Course Name:** Studies in Applied Ethics

**Instructor Page Link:** <http://www.spcollege.edu/instructors/id/1146>

**Spring 2015 – Syllabus Addendum Link:** <http://www.spcollege.edu/addendum/>

**Welcome to Class:**

The rest of this syllabus is the “legalistic” requirements of all syllabi at St. Petersburg College. So, before we get started with all of the formalities, I would like to welcome you to my class. I sincerely hope you can walk away from this class with some practical guidelines on how to lead your life both professionally and personally. I am here to help facilitate this learning experience, and I would like for you to get the most out of it. That being said, I am here for you. If you have questions, don’t understand something, encounter a problem or just need some clarification, please contact me. I will do my best to help you, or point you in the right direction for assistance. Below, is the rest of the “stuff” I have to tell you about. Here we go!

**Course Description:** [**http://www.spcollege.edu/webcentral/acad/CourseDescriptions.php?pre=PHI&num=1600**](http://www.spcollege.edu/webcentral/acad/CourseDescriptions.php?pre=PHI&num=1600)

A practical overview of key issues, questions and concepts in applied ethics. Special emphases are placed on the historical development of ethical thinking, a variety of ethical approaches, and on multicultural aspects of ethics. Students will also examine a variety of personal, social, and professional ethical issues and learn methods of resolving them through the use of critical thinking skills, sound ethical reasoning, and legal and professional codes. Students are provided an active learning experience, increased student interaction, and opportunities for independent research into ethical issues of personal interest. This course is a 2000 word Gordon Rule course and partially satisfies the SBE 6A - 10.30 writing requirements outlined in the General Education Requirements. A student must complete the 2000 word applicable writing assignments and earn a minimum grade of "C" in order to earn credit for this course. Class meets 3 hours per week in the regular session. Satisfies the college's general education requirement for applied ethics. Credit is not given for both PHI 1600 and any of the following: PHI 1603, PHI 1602H, PHI 1631, PHI-2621, PHI-2622, PHI 2649, or PHI2635

**Internet Access:** If you do not have regular internet access you should probably not take this BLENDED class. If you happen to lose internet access, you can always come to any of the SPC campuses and use the computers for free. If you live too far away from the campus to do that, I would recommend that you try a public library. Regardless, it is your responsibility to stay connected.

**Blended Course Requirements:** We will meet once per week in person. HOWEVER, a large component of this class will take place via D2L. There will usually be at least three items due via D2L each week. Thus, you MUST understand this in order to be successful in this class. You need to have RELIABLE access to D2L and the internet. The paper assignments for this class will also be turned in via D2L. I find that some students mistakenly believe there will be less work and time involved because this is a blended course. This is not accurate. Since we have such limited class time, you will be responsible for some online learning and activities. Please plan accordingly!

**Course Objectives:**

1. The student will trace the historical development of ethical thinking and demonstrate the relevance of these ideas in contemporary personal, social, professional and political life.
2. The student will identify and explain the nature of ethical issues when confronted with examples of situations containing such issues.
3. The student will understand the relationship between the foundational values of a society and the quality and mode of life of that society.

D. The student will become familiar with the multi-cultural dimensions of national and

global issues as they relate to the synthesis of sound ethical reasoning.

E. The student will identify and apply consistent and logical reasoning processes to resolve ethical issues.

**Prerequisites:**

REA 0002 and ENC 0010 or satisfactory score on the SPC Placement test.

**Textbook Information:**

***Ethics Applied, Edition 7.0***

**Textbook Update:**

Important: This class requires the purchase or lease of the following textbook: Manias, Nicholas; Monroe, Dave & Till, Jane (2013), Ethics Applied, Edition 7.0 Boston: Pearson.

**Previous editions of Ethics Applied cannot be used for the course.**

Book - ISBN: 13:  978-1-256-82535-7

**COURSE REQUIREMENT:**

PHI 1600 is a Gordon Rule Class (the Gordon Rule originated with the Florida legislature).   A Gordon Rule Class requires students to demonstrate college-level writing skills through multiple assignments.  St. Petersburg College has designated the CTAP as one indicator that the Gordon Rule has been fulfilled.

In order to pass PHI 1600 and fulfill the general education requirement for ethics, you must (a) successfully complete the CTAP assignment AND (b) achieve a final grade of “C” or better in PHI 1600

It is strongly recommended that each student keep a copy of each Gordon Rule paper. Papers will be written using MLA guidelines

**Attendance Policy:**

The college-wide attendance policy is included in the Syllabus Addendum <http://www.spcollege.edu/central/asa/addendum.htm>. The policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”). For this class, my attendance policy is as follows:

Attendance in an Applied Ethics course is critical to learning. Online posting and discussion forum participation will be just as much of your grade as showing up for our class meetings. Furthermore, tests, papers and course work will also require knowledge of both in class AND online lessons and discussions. Thus, it is highly improbable that a student who misses assignments as well as class meetings will earn a passing grade. If you will be absent for a week or more, you must also notify the Associate Provost.

I will take attendance immediately at the beginning of class. It is your responsibility, if late, to be certain I change you to tardy.

\*\*\*\*\*\* Please note that the policy of this class is that any student who is absent for **6 or more times**  will receive an F for this class. Because this is a blended class, and you have a lot of flexibility of when to work on the online assignments, I do **not** distinguish between excused or unexcused absences. For our in class meetings, the only excused absences are those that can be documented, and you had no other option but to miss the class. An example would be being asked to Jury Duty. PLAN ACCORDINGLY.

If you arrive more than 15 minutes late to class, I will count that as an absence. If you miss 15 minutes or more in any class meeting, I will also change your attendance as an absence for that class. Your attendance and number of tardies will count toward your participation grade. We all live in the real world, so we know that sometimes events occur that make us late. However, we also know that some people are never late. My policy is to start class on time to reward those who take punctuality seriously. Students who come into class late are a distraction from the serious work of learning. If you have trouble getting to class on time, then we can work together to find another class time that will fit your schedule better.

The only way you can receive a “W” for this class is to withdraw yourself. The instructor is unable to input a “W” on your behalf. If you simply stop coming to class, and do nothing, you will receive an F.

I will take attendance twice each week. Attendance will be taken during our class meetings at the BEGINNING of class. Additionally, you will be required to show up online via a **minimum of two assignments each week.** An online assignment can be a quiz, posting or a discussion post. If you do not complete at least two assignments, you will be counted as absent for that week’s online assignment. In order for an assignment to be counted towards your attendance, you must complete that assignment in a MEANINFUL fashion. If very little actual work is completed for an online assignment, I will not count it toward being “present” that week. Each week runs from Monday – Sunday.

You will usually have a minimum of 7 days to complete the online weekly unit. Often, the assignments will be visible for at least two weeks (if not more) before they are due. You can work ahead if you wish. These assignments and due dates will be posted clearly. **On the day an assignment or paper is due, it will ALWAYS BE DUE ON SUNDAY, NO LATER THAN 11:00 PM. Review the schedule at the end of this syllabus to see what will be due and when.**

Each week will consist of several reading assignments, coming to class, quizzes and postings. Again, you will usually have from Monday through the next Sunday to complete these assignments. If you do not complete these assignments in that given time frame, you will **NOT** be able to make up the work at a later date. This course is not self-paced, any more than a regular face to face class would be. You are expected to keep up with the class schedule.

I do not have this policy to punish you. Rather, it has been my experience that without a strict schedule to adhere to, students often become their own worst enemy. Procrastination is a key factor to many students not succeeding. I WANT you to be successful in this class. You can work on the online assignments at any time on any day. You just have to complete each week’s work within that time frame. Please make note of this so you can have a successful experience in this blended class. Your attendance and online assignments and discussions will count toward your participation grade.

**Late Assignment:** There are only two assignments that can be turned in late – with a significant penalty. (1. The CTAP paper, and 2. The Code of Ethics Paper.) Fairness dictates that those who do the work on time get full credit. Therefore, any paper turned in up to one week late will be penalized 30%. Work not turned in by the one week deadline will not be accepted. (So, if the paper is due on Sunday at 11:00 p.m., you will have until the following Sunday at 11:00 p.m. to turn in the paper, for a 30% reduction in the score. Any paper turned in after that, will receive a 0.)

**Late Work:** Other than what is stated above: **I do not accept late work.** For most assignments, you will have a minimum of 7 days to get it done. Thus, **You MUST plan ahead for this class.** **There will be no excuses for work not completed on time. Computer problems, problems with D2L, problems with the internet, etc. will not allow for work to be turned in late. The lesson here is to do the work early so you don’t run into problems.**

**Veterans Attendance Policy**:

The Veteran's administration requires timely reporting of students who are receiving veterans' benefits and who are no longer attending classes. In order to meet these requirements, a report is completed whenever a student receiving VA benefits misses **two consecutive weeks**.

**ACADEMIC DEPARTMENT:**

Dean:                     Susan Demers

Office Location:        Clearwater

Office Number:        SS 165

Phone:                    727-791-2501

Email:                     [demers.susan@spcollege.edu](https://webmail.spcollege.edu/owa/redir.aspx?C=f70844871a7e4bafa1b69aea275a5521&URL=mailto%3ademers.susan%40spcollege.edu)

Ethics, South County: SP/Gibbs, Seminole, DT, MT, Allstate,

Academic Chair:       David Monroe

Office Location:        SP/Gibbs

Office Number:        EI 127

Phone:                    727-341-4335

Email:                     [monroe.david@spcollege.edu](mailto:monroe.david@spcollege.edu)

Ethics, North County: Clearwater, TS, HEC, EPI

Academic Chair:       Adeniji Odutola

Office Location:        Tarpon Springs

Office Number:        LY 114

Phone:          727-712-5812

Email:           [odutola.adeniji@spcollege.edu](mailto:odutola.adeniji@spcollege.edu)

**Important Web Pages:**

**Applied Ethics Institute:** <http://www.appliedethicsinstitute.org>

**MySPC****:** [https://my.spcollege.edu](will%20serve%20as%20our%20inaugural%20online%20tutor%20this%20spring.)

**SPC Homepage:** <http://spcollege.edu>

**Library:** <http://www.spcollege.edu/libraries/>

**Financial Aid:** <http://www.spcollege.edu/central/SSFA/HomePage/calendar.htm>

**Learning Support:** <http://www.spcollege.edu/SE/campus/commons/index.htm>

**MAP web pages**: [http://www.spcollege.edu/MAP/](https://webmail.spcollege.edu/owa/redir.aspx?C=f70844871a7e4bafa1b69aea275a5521&URL=http%3a%2f%2fwww.spcollege.edu%2fMAP%2f).

**Student course planning:** [http://www.spcollege.edu/myplanner/](https://webmail.spcollege.edu/owa/redir.aspx?C=f70844871a7e4bafa1b69aea275a5521&URL=http%3a%2f%2fwww.spcollege.edu%2fmyplanner%2f)

**Grading:**

Your final grade in this class will be based on the points you earn on assignments, participation and exams. There are 415 total points available for the semester, not counting extra credit. The final grades will be determined as follows:

A = 90-100% (374 - 415 points) and no more than 3 absences

B = 80 - 89% (332 - 373 points)

C = 70 - 79% (291 - 331 points)

D = 60 - 69% (249 - 290 points) (D is not a passing grade)

I will grade your papers/postings/quizzes as quickly as possible. If there is ever any question or problem with your grade, let me know immediately so I can clear it up. **Do not** wait until the last week of class to inform me of a potential problem with your grade. I am happy to fix my errors, but will have far more time and patience in doing so when notified immediately of a concern.

**Academic Honesty:**

Cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are all defined in Rule 6Hx23-4.461, Student Affairs, Academic Honesty Guidelines, Classroom Behavior. In an academic program, as well as in the rest of society, this behavior will not be tolerated.

To put it plainly, this is an ethics course and cheating of any kind cannot be tolerated. Cheating, whether on exams, quizzes, presentations or papers, is an attempt to get a grade without learning. It violates the rights of your fellow students who do not cheat. Cheating defeats your purpose for being in school and hurts you in the long run. If a student is caught cheating or plagiarizing he/she will receive an "F" in the assignment, will be reported to the administration upon the FIRST INFRACTION, and may receive an “F” for the course. Any additional incident shall result in an "F" for the course.

Please review this site for the entire policy: <http://www.spcollege.edu/academichonesty/>

**Assignments:**

**Submitting Assignments**

Assignments and/or postings will be submitted on the dates they are due. All assignments, papers and postings will be due **NO LATER THAN 11:00 P.M. ON THE SUNDAY THEY ARE DUE**. All assignments must be submitted pursuant to the instructions for each assignment. Thus, if you are to submit an assignment via an ASSIGNMENT DROP BOX, you MUST submit the assignment in that format. E-mailing me the assignment will not be acceptable. It will be your responsibility to let me know of any issues regarding this prior to any due date. Waiting until after the due date will not be acceptable.

**How to submit assignments:**

We will use drop boxes in this class. To submit the assignments properly in the appropriate **drop box** please **(1) copy and paste your assignment AND (2) attach you assignment as a .doc or .docx or .rtf file. Finally, type your name at the top of each assignment.**

*To receive credit for an assignment it must be submitted in the correct format and on time assignments submitted on time but in a format that is incorrect will not be accepted. It is the student’s responsibility to go back and check the drop box after the work has been submitted.*

(Discussion Posts do not have to be submitted via a document. There are individual directions for each assignment, and it is very clear when you must submit via a document.)

If you want to receive points for your submissions you must follow the directions above AND please note the following: Points will be deducted, or you possibly will not receive any points unless you follow these suggestions:

**Discussion Post and E-Communication Do’s and Don’ts:**  
1.      Do use spell check.  
2.      Do write in complete sentences with grammatically correct sentence structure.  
3.      Do use email greetings and closings when sending and replying to messages.  
4.      Do be as clear and specific as possible when you have a question or concern.  
5.      Do capitalize your “I’s.” You are important; refer to yourself as such.  
6.      Don’t hesitate to contact me if something is unclear.  
7.      Don’t be afraid to ask your classmates questions, engage them in discussion, or make suggestions on their work.  
8.      Don’t treat discussion boards, emails, or written assignments as text messages, i.e. don’t leave out your vowels or use colloquial acronyms – the occasional emoticon, however, is more than fine. ;-).  
9.      Don’t forget to be yourself – let your personality shine in our online environment.  
10. Don’t explain a concept using the same word you are defining.

11. Do use examples and analogies to make your point. They make great conversation starters.

12.     Don’t wait until the last minute for anything – rushing breeds mistakes and misunderstandings!

**Pre-Survey:** In D2L there is a folder for the Pre-Survey. This must be completed for you to begin earning points in the class.

**Organization of the Class:** As stated above, each week, new assignments will be available for you to work on. These units will be organized into Chapters which correspond to the book. It will be up to you to stay up to date on the work. Also, you will have two papers to write during this course. I will also go over this in class as the time nears. If you stay up to date with everything, it will be very manageable. However, if you start to lag behind, you will miss points, and all of the work will become overwhelming.

For each weekly unit, you will usually have review questions to complete, discussion posts / drop box assignments, and a quiz for each chapter. (Except for Chapters 1-3 – I combine those chapters into one quiz since it is at the beginning of the course.

**Review/ Analysis Questions:** The study guide/review questions at the end of each chapter are designed to help develop study skills and ensure a good grasp of the knowledge. Most chapters will require you to complete a few of these questions and submit the answers via a drop box. Doing these questions prior to taking the chapter quizzes will be helpful. We will cover a total of 13 chapters (11 Assignments). Each of these assignments will be worth a total of 5 points, for a total of 55 points. (As stated above, I combine Chapters 1, 2 and 3) Stay up to date on these assignments. These points will add up over the semester!

**Discussion Posts:** Ethics is a very interactive subject. For most units, there will be an opportunity to share ideas with your fellow classmates. Each discussion post is worth 5 points for a total of 55 points during the semester. Your participation score (45 points) will also be based on your activity within the discussion posts, as well as your attendance, etc. The discussion posts are a very important part of the learning process for this class, and well worth your time and effort to share your insights and thoughts on the topics we will be discussing.

**Quizzes:** As stated above, you will take a total of 12 quizzes through out the semester. Each quiz is worth 5 points, for a total of 60 points. The quiz will cover the assigned reading for that week. Stay up to date on these quizzes. The points will add up over the semester!

**I cannot stop you from using your books and other materials while taking this quiz. However, please note that you can only sign in to take each quiz one time, and each quiz is timed. Thus, you will need to be prepared to take the quiz before attempting the quiz.**

**I DO NOT reset quizzes. If you mess up, your computer freezes, your cat walks across the key board, your child spills milk all over you, etc. etc. etc., I will not reset the quiz. I cannot tell over the phone or e-mail who has had a legitimate emergency, and who simply did not study for the quiz and wants another chance. Thus, before you take the quiz, please make sure you will have 15 minutes of undistracted time. I also offer some extra credit opportunities that just happen to be the same amount of points as the quizzes. If something happens, do not panic, you can do an extra credit assignment to earn the points back if you choose to do so.**

**Ethics Application/Critical Thinking Project:**  The Application Paper is worth 50 points, and should be approximately 1,000 – 1,500 words in length. We will discuss the paper in greater detail when I actually assign the paper. You will be given the paper to work on for 1 week. You will use what you have learned from the first 7 chapters to address a moral dilemma that will be presented in a story format. You will address questions of moral reasoning and moral development. This assignment will be completed by each individual student. No group work allowed. However, you may use your book, power points and any notes you have taken from our class discussions. **This paper will count as one of your Gordon Rule papers.**

\*\*\* Please Note: The Critical Thinking Application Paper will be turned in via a drop box as described above. The drop box will automatically submit the paper to Turn It In for review. \*\*\*

**Course Requirement:**

PHI 1600 is a Gordon Rule Class (the Gordon Rule originated with the Florida legislature).   A Gordon Rule Class requires students to demonstrate college-level writing skills through multiple assignments.  St. Petersburg College has designated the CTAP as one indicator that the Gordon Rule has been fulfilled.

In order to pass PHI 1600 and fulfill the general education requirement for ethics, you must (a) successfully complete the CTAP assignment AND (b) achieve a final grade of “C” or better in PHI 1600.

**Code of Ethics Paper:** This assignment is worth 50 points. The information from Chapter 18 will be very helpful to you in preparing this paper. You will prepare a paper concerning the Code of Ethics for the occupation you are interested in joining, or already belong to. Each class member will prepare a paper on their topic. I will provide the details of what should be included in this paper as the time for the assignment approaches. This is an individual project – not to be worked on with anyone else.

\*\*\* Please Note: Your Code of Ethics Paper will be turned in via a drop box as described above. The drop box will automatically submit the paper to Turn It In for review. \*\*\*

**Online Assignments, Discussions and Postings:** Throughout this course you will be required to complete at least 22 different online assignments. Each assignment will have its own set of directions. These assignments will be due no later than Sunday evening at 11:00 p.m. as described above. You will have a minimum of 7 days to complete these assignments. However, if you wish, you can work ahead on these assignments.

For the Discussion Posts, you can receive up the 5 points each, for a total of 55 points. Your participation score will be figured at the very end of the course. Please keep in mind that a large portion of your participation score will be tied to your activity within the discussion posts.

The Review and Analysis Questions are worth 5 points each. The questions and answers will prove invaluable to you while studying for the final exam. I do require that you provide both the questions and answers. Doing a thorough job with these assignments will help you with the exam. These will be worth a total of 55 points.

These points for each individual assignment might seem small, but they add up over the semester. Stay up to date on these assignments. The points add up and these assignments will also indirectly impact your other grades in the course.

**Discussion Post and E-Communication Do’s and Don’ts:**  
1.      Do use spell check.  
2.      Do write in complete sentences with grammatically correct sentence structure.  
3.      Do use email greetings and closings when sending and replying to messages.  
4.      Do be as clear and specific as possible when you have a question or concern.  
5.      Do capitalize your “I’s.” You are important; refer to yourself as such.  
6.      Don’t hesitate to contact me if something is unclear.  
7.      Don’t be afraid to ask your classmates questions, engage them in discussion, or make suggestions on their work.  
8.      Don’t treat discussion boards, emails, or written assignments as text messages, i.e. don’t leave out your vowels or use colloquial acronyms – the occasional emoticon, however, is more than fine. ;-).  
9.      Don’t forget to be yourself – let your personality shine in our online environment.  
10. Don’t explain a concept using the same word you are defining.

11. Do use examples and analogies to make your point. They make great conversation starters.

12.     Don’t wait until the last minute for anything – rushing breeds mistakes and misunderstandings!

**Exams:**

There will be two exams given during this class. (Mid Term and Final Exam) The exams will be mostly multiple choice, with a few true false questions as well. Both exams will be administered in class. The best way to study for these exams is to stay up to date with the reading and assignments, pay very close attention to the quiz questions for each chapter, and be familiar with the review questions at the end of each chapter. I will also provide a study guide in D2L for each exam.

**Mid Term Exam:** The Mid Term exam will cover Chapters 1-7, and everything we have discussed in the first half of the semester. There will be 50 questions, each worth 1 point. There will be approx. 7 questions from each chapter.

**Final Exam:** If, after the last assignment is due and has been graded, you have an “A” in the class. (90% or higher), you are exempt from the final exam! This is a great incentive to do an excellent job all semester.

Students will need to determine after the last assignment has been graded if he or she has a score of 90% or higher. If yes, the student is exempt from taking the final exam. If no, the student must take the final exam. It is the student’s responsibility to understand this policy and make that determination. If the student does not show up to take the final exam, and the student is not exempt from taking the exam, he or she will receive a 0.

If you have to take the final exam, it will be worth 50 points. It will cover Chapters 18, 21, 22, 19, 11, 12, and the Florida Sunshine Law. There will be 50 questions, each worth 1 point. There will be approximately 8 questions from each chapter.

**Participation:** Ethics is not a spectator sport. To get the most out of an ethics course, participation in discussion is essential. You may earn a total of 45 participation points. You can earn these points by participating in **meaningful** online and in class discussions, by not missing online assignments, by following all of the directions and suggestions for creating thoughtful posts, and by not being absent and/ or tardy. Participation points will be mainly earned by some extra effort in contributing to our online and in class discussions. Most of these discussions boards are already set up in certain chapters and will be assigned accordingly. Participation is a cumulative score that I put in the grade book at the very end of the semester. So, here is a very easy opportunity to gain some points and have some lively and respectful discussions on some thought provoking topics. Participation points are not automatic. You will need to earn them as the semester goes on.

**Extra Credit:** You may earn a total of 30 extra credit points. So, if you miss a quiz, or an assignment, you may make up these points. For each week during this semester, you may turn in an article from a written source such as a magazine or newspaper that describes an ethical dilemma or event that is **currently** taking place. You will receive up to 5 points for each article and outline of the article that you turn in. Please note that you may only turn in a maximum of 6 extra credit articles, and you may only turn in one per week. Since you can turn these assignments in at any time you choose, you have to wait 7 days, “one week” from when you submit an extra credit assignment to submit another one.

I have given you an example of what I expect in D2L. It is in the folder entitled, “Extra Credit Example.” The extra credit assignment must be completed in the format that I have provided. This assignment should be submitted via e-mail in D2L. If you are turning in an extra credit assignment, please title your e-mail as Extra Credit. Remember, you must send me BOTH your analysis of the article in the format I have provided to you, and either a copy of the article, or the link to the article. Additionally, remember that the article you are writing about needs to be no more than one month old. Use your imagination here. There are ethical dilemmas going on all around us. Pick a topic you find interesting. I love politics, so I would look there. If you like reading *People Magazine*, find something in that publication. The point is that I want you to start seeing how prevalent these issues are in our day to day life.

Please note that the title of this class is *Applied Ethics*. I believe the most important word in the title is “*Applied*.” Studying ethical decision making in a classroom setting is easy. Trying to apply those lessons to real world applications is a huge challenge. Thus, part of what I would like you to gain from this class is a realistic working model of how to handle these kinds of decisions in your own professional and personal life. I believe studying real world ethical issues is paramount to this skill. Thus, I encourage you to look around you and observe these happenings, and then bring them to class (i.e. our discussion forums) so we can discuss them. Accordingly, for a multitude of reasons, **I encourage you to participate in the extra credit assignments.**

**Post-survey:** At the end of the class, you will complete a post survey. This folder will be accessible in D2L.

**My Philosophy for Passing this Class:** My job is to help you a "C" in this class. If you do the minimum, you should pass. It is up to you to do the hard work to get an "A" or "B". People who have not passed did not complete assignments, or did not do even minimal amounts of study. This is a college course. The traditional expectation is one to two hours of work outside class for every class hour. If you do the work, you will pass the class.Also, if you are having any problem or challenge in class, contact me immediately. I am very easy to work with, and there are very few problems we cannot solve working together.

**Student Survey of Instruction:** The student survey of instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

**Equal Opportunity:** St. Petersburg College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college shall not tolerate such conduct. Should you experience such behavior, please contact the Director of EA/EO by phone at (727)341-3257 and/or (727)341-3261, by mail at PO Box 13489, St. Petersburg FL 33733-3489, or email the EA/EO director at eaeo\_director@spcollege.edu.

**Sexual Predator Law:** Federal and State law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus, by calling the FDLE hotline (1-888-FL- PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at www.fdle.state.fI.us/sexual predators. If there are questions or concerns regarding personal. safety, please contact the Provost, Associate Provost, Campus Security Officer or Site Administrator on your campus.

**Documented Disability Information:** If you wish to receive special accommodations as a student with a documented disability, please make an appointment with the Learning Specialist on this campus. If you have a documented hearing loss, please contact the Program for the Deaf at 791-2628 (V/TDD). If you will need assistance during an emergency classroom evacuation, it is imperative that you speak with your campus Learning Specialist immediately about arrangements for your safety. Clearwater: 791-2710, Health Education Center: 341- 3721, St. Petersburg/Gibbs: 341-4316, Tarpon Springs: 712-5789.

**Emergency Procedures:** In the event of a fire, fire drill, or any other emergency that would necessitate the evacuation of the classroom, you should exit the rear doors calmly and then proceed to a point at least 100 feet from any buildings.

In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to transfer your registration to another section of this course so that you may complete your course work online with a different SPC instructor. Following the event, please visit the college web site for an announcement of the College’s plan to resume operations.

**Children on Campus:** Other than in an emergency and/or when specifically approved by the campus provost, the provost's designee or a supervisor, employees and students shall not bring children to work or class other than for an occasional quick visit, to drop off a paper, pick up materials or other similar activities. In no case is a child to be left unattended on college premises.

**Food/Drinks:** It is college policy that food and drinks are not allowed in the classrooms and testing rooms.

**Cell Phones, Notebooks, and Related Devices: All electronic devices** such as cell phones, notebooks, pagers, and related devices **are to be turned off prior** to entering the classroom, library and laboratories to avoid disruption. Use of any device in these areas is a violation of College Policy and subject to disciplinary action.

**Laptops:** In the past I have attempted to allow laptops in the classroom. While I understand that some students like to use laptops to take notes, my experience over the last few semesters has been that students abuse this privilege. The laptops more often than not become a distraction. Thus, my policy is no laptop computers, electronic tablets, ipads, etc. are allowed in the classroom.

**A Note Regarding Cell Phones:** All cell phones must be off and put away. This is one thing for which I have no patience. If you have your phone out, I will ask you to put it up. If this behavior is repeated, or if you are using an electronic device, I will ask you to leave, and you will be counted absent. This is a college class, and I expect adult behavior. Not only is it distracting to me as an instructor, but your use of electronic devices for other purposes during class is extremely distracting to other students. Please be respectful of all others in the class. Thank you.

**Student Aruba Wireless Network (Clearwater Campus):**

1. The wireless network card in your wireless device must have **SPCStudent (case sensitive)** hard coded into the SSID field (SPCStudent is not broadcasted).
2. Set Network Authentication to **OPEN** and Data Encryption to **NONE**.
3. Upon connecting to the network, you must open a browser (IE, Firefox, etc). You will then be directed to a logon page, where you will need to enter your network logon information, including the domain.
4. SPCStudent will use acad\123456789 (**acad\student number**) and the password is your **MySPC** portal password.
5. If you need assistance, contact the Helpdesk (**341-4357**) or by email: onlinehelp@spcollege.edu

**LIBRARY/TUTORING SERVICES**

There are libraries at various SPC sites. You may choose the one that is most convenient for you. You also can access library services online at: <http://www.spcollege.edu/libraries/>

Our Learning Commons/Tutoring information can be found online at: <http://www.spcollege.edu/SE/campus/commons/index.htm>

**SYLLABUS ADDENDUM**

***In the event topics listed in this addendum also appear in the syllabus, please note that you should rely on the addendum information as this information is the most current.***

**Please see the St. Petersburg College Syllabus Addendum for important college policies, procedures and information. That information can be found at:** <http://www.spcollege.edu/addendum/>

**St. Petersburg College Important Dates:**

Classes begin January 12

Last Day to drop and get refund January 16

Martin Luther King Day Observed – College Closed January 19

Mid-Term Exam March 2

Spring Break – College Closed March 8 - 14

Last Day to withdraw with W March 25

Spring Holiday – College closed April 3 - 5

Final Exam TBD

Last day to apply for May graduation May 7

Graduation May 16

**Financial Aid:** http://www.spcollege.edu/central/SSFA/HomePage/calendar.htm

**\*\*\*Please Note:**

**This syllabus and class schedule may be changed or amended at any time by the instructor. See below for the tentative class schedule.**

**Class Schedule:**

**Week 1**  Introduction to Course Jan. 12 Class Meeting

Syllabus

All Online Assignments Due by **Syllabus Signature Page**

11:00 pm on Sunday **Pre-Class Survey**

Jan. 18 SPC Academic Honesty Policy

**Academic Honesty Quiz**

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**Week 2** **No Class Meeting** Jan. 19

**Martin Luther King** **Day Observed**

No online assignments due

On Sunday, Jan. 25 because

Of Holiday

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**Week 3**  Read Chapters 1, 2, 3 Jan. 26 Class Meeting

Introduction to Chapters 1, 2, 3

Review Power Point Presentations

Discuss Chapters 1,2 3

What is Ethics?

All Online Assignments Due by

11:00 pm on Sunday **Online Assignments for Chapters 1, 2 and 3**

Feb. 1 **Chap. 1, 2 & 3 Quiz**

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**Week 4** Introduction to Chapter 4 Feb. 2 Class Meeting

Read Chapter 4

Review Power Point Presentation

All Online Assignments Due by

11:00 pm on Sunday **Online Assignments for Chapter 4**

Feb. 8 **Chapter 4 Quiz**

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**Week 5** Introduction to Chapter 5 Feb. 9 Class Meeting

Read Chapter 5

Review Power Point Presentation

All Online Assignments Due by

11:00 pm on Sunday **Online Assignments for Chapter 5**

Feb. 15 **Chapter 5 Quiz**

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**Week 6** Introduction to Chapter 6 Feb. 16 Class Meeting

Read Chapter 6

Review Power Point Presentation

Introduction to Chapter 7

Read Chapter 7

Review Power Point Presentation

All Online Assignments Due by

11:00 pm on Sunday **Online assignments for Chapter 6**

Feb. 22  **Online assignments for Chapter 7**

**Chapter 6 Quiz**

**Chapter 7 Quiz**

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**Week 7**  Feb. 23 Class Meeting

**Application (CTAP) Paper Assigned on Feb. 23**

**Paper topic and All Instructions will be discussed in class.**

**Application Paper Due by 11:00 pm on Sunday, Mar. 1**

**We will also cover any questions regarding the Mid Term**

**Exam, which will be given the following week in class.**

CTAP Paper Due by

11:00 pm on Sunday

Mar. 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Week 8** **Mid Term Exam** Mar. 2 Class Meeting

**Chapters 1 – 7**

**Topics Discussed Through this Date**

No online Assignments Due for

Sunday, Mar. 8

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**\*\*\* Please Note that because of Spring Break, you will have a little more work than usual that will be due on March 22nd. Remember, you can work ahead on the Chapter 18 material if you choose to do so.**

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**Week 9 Spring Break** Mar. 9

No Class Meeting

No online Assignments Due for

Sunday, Mar. 15

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**\*\*\* Please Note that because of Spring Break, you will have a little more work than usual that will be due on March 22nd. Please just plan accordingly.**

**Week 10** Introduction to Chapter 18 Mar. 16 Class Meeting

Read Chapter 18

Review Power Point Presentations

All Online Assignments Due by

11:00 pm on Sunday **Online assignments for Chapter 18**

Mar. 22 **Chapter 18 Quiz**

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**Week 10** Mar. 16 Class Meeting

**Code of Ethics Paper Assigned on Mar. 16**

**Instructions for Paper will be provided in class**

**Code of Ethics Paper Due by 11:00 pm on Sunday, Mar. 22**

Code of Ethics Paper

Due by 11:00 pm on Sunday

Mar. 22

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**Week 11**  Introduction to Chapter 21 Mar. 23 Class Meeting

Read Chapter 21

Review Power Point Presentation

All Online Assignments Due by

11:00 pm on Sunday **Online assignments for Chapter 21**

Mar. 29 **Chapter 21 Quiz**

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**Week 12** Introduction to Chapter 22 Mar. 30 Class Meeting

Introduction to Florida Sunshine Law

Read Chapter 22 and FL Sunshine Law

Review Power Point Presentations

Briefly go over Code Paper Instructions

All Online Assignments Due By

11:00 pm on Sunday

April 5 **Online assignments for Chapter 22 and FL Sunshine Law**

**Chapter 22 and FL Sunshine Law Quiz**

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**Week 13** Introduction to Chapter 19 April 6 Class Meeting

Read Chapter 19

Review Power Point Presentation for Chapter 19

All Online Assignments Due By

11:00 pm on Sunday **Online assignments for Chapter 19**

April 12 **Chapter 19 Quiz**

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**Week 14** April 13 Class Meeting

Introduction to Chapter 11 - Abortion

Read Chapter 11

Review Power Point Presentation for Chapter 11

All Online Assignments Due by

11:00 pm on Sunday **Online assignments for Chapter 11**

April 19 **Chapter 11 Quiz**

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**Week 14** Last Day for Extra Credit Submissions is April 15

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April 20 Class Meeting

**Week 15** Introduction to Chapter 12 – Death and Dying

Read Chapter 12

Review Power Point Presentation for Chapter 12

All Online Assignments Due by

11:00 pm on Sunday **Online assignments for Chapter 12**

April 26 **Chapter 12 Quiz**

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**Week 16** **Review for Final Exam** April 27 Class Meeting

No Online Assignment is Due

Sunday, May 3

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**Week 17 Final Examination**

**Exact Day and Time TBD**

**May 4 - 7**

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**Personal Score Sheet for Keeping Track of Points During the Class:**

Occasionally, I add in additional assignments or tasks so you might have to take that into consideration. However, this list might be helpful so you can keep track of points, and know how many points are left to be earned in the class.

Official grades are kept on ANGEL. However, one thing to keep in mind, is that even though students might drop from the class, their names are still included on the roster in ANGEL. This skews the class averages in the ANGEL grade book.

Quizzes: \_\_\_\_\_\_\_/60

Review / Analysis Questions: \_\_\_\_\_\_\_/55

Online Assignments – Discussion Questions \_\_\_\_\_\_\_/55

CTAP Paper: \_\_\_\_\_\_\_/50

Mid Term Exam: \_\_\_\_\_\_\_/50

Code of Ethics Paper: \_\_\_\_\_\_\_/50

Participation: \_\_\_\_\_\_\_/45

Final Exam: \_\_\_\_\_\_\_/50

Subtotal: \_\_\_\_\_\_\_\_\_

Extra Credit: (optional) \_\_\_\_\_\_\_/30

Total Points: \_\_\_\_\_\_\_/415

**SIGNATURE PAGE:**

**I have read, understand, and agree to abide fully by the parameters set in this syllabus and Syllabus Addendum.**

**Student Signature: Date:**