Course Syllabus

Fall 2016

PSY 205: Ethics for Human Services

Instructor: Angie Proctor, MSMFT, LCDC
Office Location: Virtual Office
Office Hours: Virtual Office Open 24 Hours
Email: angie.proctor@tamuc.edu
Phone: 903.886.5622
Fax: 903.886.5146

The best way to contact me is by email. I make a concerted effort to answer emails within 24 hours, 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: When sending emails, please be sure to always state your name and your CWID. *All communications should be professional and well-written. Your emails project and communicate your image…..be sure you do that appropriately.*

COURSE INFORMATION

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

Course Description: This course is designed to provide that student with information and a general understanding of the basic principles of Ethics, particularly in the fields of Health and Human Services.

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 2016-2017 *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.

For those of you in the face to face section, you are allowed 3 unexcused absences. After that any unexcused absences will result in points taken off each day you are not present for class.

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from

discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

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 %

Assignments: 60% grade (**175 points**) 5 **essays, 35 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 minimum length of 3 pages (not including title page and reference page!), requiring the writer to be succinct and clear in their writing style and thought processes.

Your writing assignments must be formatted based on APA-style (6th edition). If you are unfamiliar with this style, check out the tutorial at http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx. Not all of it will be relevant for this paper because it is a literature review rather than a full description of an empirical study, but it will still be helpful.

Your writing assignments must be double-spaced, with 12-point font (preferably Times New Roman), with 1-inch margins. Submit as a .doc or .docx. Also, be very careful not to plagiarize any of the literature you summarize. You must summarize in your own words, but if you feel you must include direct quotes, please do so sparingly. Surround each quote in quotation marks and put the page number source in parentheses at the end. For example, "this is the quote" (p. 576).

There are a few special writing assignments in which specific directions are given. There will be a due date requirement (**turned in by Sundays 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. **Examples of document formatting are provided, I behoove you to look at and follow the instructions.**

<u>Online Discussions 40% Grade:</u> (225 points) 15 weeks, 3 responses each 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. For full credit write at least a few sentences and some of your own original thoughts not just responses to your classmates.
> 4. The discussions are open from **Monday 1AM through Sunday, midnight (11:59PM)** of each week.
> 5. **Each posting can earn 5 points each for a total of 15 points each week.**

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 Login 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 login to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.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 login, 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.

• **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…).

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - o 512 MB of RAM, 1 GB or more preferred
  - o Broadband connection required courses are heavily video intensive
  - o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - o Sound card, which is usually integrated into your desktop or laptop computer
  - o Speakers or headphones.
  - o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

- Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check   http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - o Adobe Reader https://get.adobe.com/reader/
  - o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/

- o [Adobe Shockwave Player](https://get.adobe.com/shockwave/) https://get.adobe.com/shockwave/
- o [Apple Quick Time](http://www.apple.com/quicktime/download/) http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical) https://secure.ecollege.com/tamuc/index.learn?action=technical

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx) and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab. http://www.tamuc.edu/myleo.aspx

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site http://247support.custhelp.com/

The student help desk may be reached in the following ways:

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with a Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.

4. I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. https://leo.tamuc.edu

Learner Support

The One Stop Shop was created to serve you by providing as many resources as possible in one location. http://www.tamuc.edu/admissions/onestopshop/

The Academic Success Center provides academic resources to help you achieve academic success. http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

FREE MobilE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

PEARSON COURCES	**App Title:**	**iPhone – Pearson LearningStudio Courses for iPhone** **Android – LearningStudio Courses - Phone**
	Operating System:	**iPhone** - OS 6 and above **Android** – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

• View titles/code/Instructor of all Courses enrolled in online

• View and respond to all discussions in individual Courses

• View Instructor Announcements in individual Courses

• View Graded items, Grades and comments in individual Courses

• Grade to Date

• View Events (assignments) and Calendar in individual Courses

• View Activity Feed for all courses

• View course filters on activities

• View link to Privacy Policy

• Ability to Sign out

• Send Feedback

LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

The instructor's communication response time and feedback on assessments are stated clearly.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies
Attendance/Lateness, Late Work, Missed Exams and Quizzes and Extra Credit

Syllabus Change Policy
The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

[Graduate Student Academic Dishonesty 13.99.99.R0.10](http://www.tamuc.edu)

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement

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

Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are

otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus

document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.