PSY 594: Ethical Issues in Organizations
COURSE SYLLABUS: Spring 2024

INSTRUCTOR INFORMATION

Instructor: Curt A. Carlson, PhD
Professor, Department of Psychology and Special Education

University Email Address: curt.carlson@tamuc.edu
Preferred Form of Communication: Email
Communication Response Time: Within 24 hours M-F.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

THE FOLLOWING TEXTBOOK IS <u>REQUIRED</u>:

Fisher, C. (2017). *Decoding the Ethics Code: A Practical Guide for Psychologists* (4th ed). SAGE
Publications.

Any additional materials will be made available on the course website.

VERY IMPORTANT NOTE: <u>If, for whatever reason, you are unable to lease or purchase your
required textbook (your own copy) AND HAVE IT IN YOUR POSSESSION before the first day of
class, you will need to drop this course and take it during a term when you will be able to have
the textbook at the start of the semester.</u> **You are expected to have the textbook by the first
day of class.**

The *syllabus/schedule are subject to change.*

Course Description

Ethical issues applied to individuals in an organizational setting. Included are theories of moral philosophy and the development and application of professional and business codes.

Student Learning Outcomes

1. You will learn about the fundamental ethical issues faced by psychologists.
2. You will think critically about ethics in psychology.
3. Additional SLO for doctoral students: you will gain more experience with research and writing by submitting a written report.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the learning management system (D2L)
Using Microsoft Word and PowerPoint
Using general Internet search engines (i.e. Google.com, Yahoo.com) to locate research related to topics
Accessing and using the Texas A&M University-Commerce Library electronic databases

Instructional Methods

Your course is delivered to you fully online, using the LMS (MyLeoOnline/D2L/Brightspace) instructional system that is available to you through Texas A&M University-Commerce. There are no on-campus meetings of this class. "LMS" refers to learning management system, and the names "MyLeoOnline", "D2L", and "Brightspace" are all names that refer to the one online learning management system that TAMUC is currently using for all of its web-based courses. In this syllabus, sometimes you will see the LMS referred to as MyLeoOnline, and sometimes it will be referred to as D2L or Brightspace or your LMS website.

This is not a self-paced course. There is a very specific and scheduled format that you will follow for the course. All assignments and quizzes are to be completed according to the posted schedule. **You are required to complete all assignments, quizzes, and other course requirements. You may not "skip" any assignments. Assignments that are submitted past the deadline dates that are listed in the D2L topic assignment guidelines must still be submitted; however, they will be submitted for partial credit, or no credit if they are submitted very late.**

You will need to sign online daily to check your campus email.
You will need to sign onto D2L regularly to work on this course.

New topics will generally open every few days, and the schedule for the topics is on the last page of this syllabus. Posting topics may vary some at the instructor's discretion. Basically, _**you need to sign on almost every day,**_ and will be addressing new topics/discussions/assignments every few days. A more detailed day-by-day schedule appears later in this syllabus. Print out

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this syllabus and make several copies of the last page, so that you will know exactly what we are doing, and when we are doing it, throughout the semester. There is no reason to ever feel uninformed or 'lost' about your schedule of assignments and quizzes.

All class components are completed online on our course website, or via email with other students and the instructor. There are no face-to-face class sessions, nor are students required to go to one of our campuses.   Students are required to have access to a computer with internet access and email, and are required to have in their possession at all times the course textbook (purchase or lease).

ATTENDANCE AND PARTICIPATION REQUIREMENTS

We cover a lot of information each week, therefore, participation at a high level is very critical to your performance in this course. ALL students are expected to be 100% active in participating throughout the course. You will **_not_** have the option of "going AWOL" for a few days. When it relates to attendance and participation, it's as simple (and demanding) as this:

- Check the D2L website for this course regularly.
- Get your assignments done early and on time.
- If you are "absent"/not participating for a couple of days for an <u>excused</u> reason (see student handbook or instructor for detailed explanation of excused absences), you will be able to make up your work (daily participation assignment, projects, or exams). **_You will have to produce documentation for your excused absence_**, and make arrangements immediately upon missing class. You will have a few days to make up any missed work if it's an excused absence and approved by the instructor. **Assignments, projects, or exams that are missed due to an unexcused absence may not be made up.**

It is each student's responsibility to communicate honestly and frequently with the instructor about any circumstances that prevent the student from participating, and result in a temporary period of inactivity. Do NOT simply stop participating or drop out of the course. If you are not actively involved, it needs to be for reasons that are serious and cannot be avoided, and when that occurs, communicate **_immediately_** with your instructor by email.

Discussion Posts
> There will be four discussion posts during the course, each worth 5% of your overall grade.

Quizzes
> After completion of each topic, you will be quizzed over that material (online in D2L). There are two reasons for these quizzes. First, they should encourage you to keep on top of the reading, in order to ensure that you do not fall behind in the course. Second, research has shown that repeated testing (i.e., retrieval practice) enhances retention of material. We will make use of this finding in order to help you remember the topics we cover after the course has been completed.

Exams

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There will be two exams during the semester, a midterm and final. Both will be comprised of multiple-choice questions accessible in D2L like the quizzes.

Written Report (doctoral students only)

Each doctoral student will write a report corresponding to a topic featuring an ethical conflict or issue, either in more general terms or in the context of a specific case study. The guidelines for constructing and submitting this paper will be uploaded to D2L. If you do not turn in your paper on time, you risk a drop in your final grade of 10%.

Grading
- **40%**: There will be 10 quizzes, and each is worth 4% of your grade.
- **20%**: Discussion Posts
- **20%**: Midterm Exam
- **20%**: Final Exam

You need 90% or better for an 'A', 80% or better for a 'B', 70% or better for a 'C', and 60% or better for a 'D'. Below 60% results in an 'F'.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

ACCESS AND NAVIGATION

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: 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

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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.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

Interaction with Instructor Statement

If you email instructor and do not receive an email response within 36 hours, most likely, your email was not received. Instructor will respond to all emails within a reasonable period of time.

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. A reasonable attempt will be made to communicate any changes.

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/student_guidebook/Student_Guidebook.pdf

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: https://www.britannica.com/topic/netiquette

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, Chatbots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

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Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors 'guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources. 13.99.99.R0.03 Undergraduate Academic Dishonesty 13.99.99.R0.10 Graduate Student Academic Dishonesty

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/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

INSTRUCTOR'S STATEMENT RELATING TO ACADEMIC INTEGRITY

Academic Honesty and Integrity: I cannot emphasize the following enough or too much. Far too many students are "finding out the hard way" that instructors and the university are extremely serious about our policies relating to academic integrity and honesty, and this is true in both web-based and face-to-face classes. Each environment has its own set of security needs, and these are addressed by instructors in various ways. In the simplest of terms, NEVER engage in any behavior or practice that is dishonest or misleading in any way. You must ALWAYS do your work and only your own work. NEVER have another student do work for you and then present it as your own. NEVER agree to do another student's work, and NEVER do

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another student's work. NEVER copy information from an internet source or another source, online and otherwise, and present it as your own.

NEVER take an online quiz/exam with another student or individual present (in person or by phone, cell phone, online, or in any other way!). You must take your exams by yourself, alone. You are NEVER to be in communication with another person during the time when you take a test, by any means (in person, or by any other method). NEVER have another student take part or all of an online quiz for you. You must always do your own work, no exceptions.

NEVER have another student complete a part or all of an assignment for you. This is academic dishonesty, and you will not only be removed from this course, you will have additional consequences in terms of your enrollment, etc. What most students do not understand, but are beginning to understand, is that web-based instructional technology is advancing at a rapid rate, and the instructional software/delivery systems (such as MyLeoOnline/D2L, what you are using right now) are VERY sophisticated in terms of being able to monitor student involvement, practices, etc. There are many "check systems" that exist within this learning environment, and therefore, you will want to take seriously the guidelines relating to academic honesty. This course is built so that, if you take your commitment to the course seriously, and read and study the required material, as well as participate in the online discussions, you should do very well in acquiring the information that you need not only to do well in this course, but also to prepare you for a career in teaching or elsewhere.

There is absolutely no room for unethical and unprofessional conduct in this class, and it will not be tolerated. Keep in mind that your quizzes in this course are open book, and therefore, you will be able to complete the exams on your own, with the help of your textbook (not another person!).

Students with Disabilities-- ADA Statement

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 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

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The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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. 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.

COURSE OUTLINE / CALENDAR
This schedule is to be used as a guide. It is possible that it will change.

Dates	Topic
1/29 – 2/2	Topic 1: Introductions
2/5 – 2/9	Topic 2: Chapter 1: A Code of Ethics for Psychology; **Quiz 1 (2/9)**
2/12 – 2/16	Topic 3: Chapter 2: Intro and Applicability, General Principles; *Discussion Post 1*; **Quiz 2 (2/16)**
2/19 – 2/23	Topic 4: Chapter 3: APA Ethics Code and Ethical Decision Making; **Quiz 3 (2/23)**
2/26 – 3/1	Topic 5: Chapter 4: Standards for Resolving Ethical Issues; **Quiz 4 (3/1)**
3/4 – 3/8	Topic 6: Chapter 5: Standards on Competence; *Discussion Post 2;* **Quiz 5 (3/8)**

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3/11 – 3/15	SPRING BREAK
3/18 – 3/22	Topic 7: Chapter 6: Standards on Human Relations; **MIDTERM (3/22)**
3/25 – 3/29	Topic 8: Chapter 7: Standards on Privacy and Confidentiality; **Quiz 6 (3/29)**
4/1 – 4/5	Topic 9: Chapter 8: Standards on Advertising, Public Statements; *Discussion Post 3*; **Quiz 7 (4/5)**
4/8 – 4/12	Topic 10: Chapter 9: Standards on Record Keeping and Fees; **Quiz 8 (4/12)**
4/15 – 4/19	Topic 11: Chapter 10: Standards on Education and Training; **Quiz 9 (4/19)**
4/22 – 4/26	Topic 12: Chapter 11: Standards on Research and Publication; **Quiz 10 (4/26)**
4/29 – 5/3	Topic 13: Chapter 12: Standards on Assessment
5/6	**FINAL EXAM**

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