



# EAST TEXAS A&M

## PSY 205: Applied Professional Ethics COURSE SYLLABUS: Spring 2025

**Instructor:** Sarah Dailey, M.S.

Instructor, Department of Psychology and Special Education

**Office Location:** virtual

**Office Hours:** M, T, Th- 10:00 AM- 12:00 PM on Zoom

**University Email Address:** [sarah.dailey@tamuc.edu](mailto:sarah.dailey@tamuc.edu)

**Preferred Form of Communication:** Email: Please put **PSY 205 and section number** in the subject line of ALL emails that are sent to me. Also, be sure to include your **first and last name** at the end of every email.

**Communication Response Time:** Within 24-48 hours M-F.

### COURSE INFORMATION

#### Materials – Textbooks, Readings, Supplementary Readings

**THE FOLLOWING TEXTBOOK IS REQUIRED:**

Fisher, C. (2023). *Decoding the Ethics Code: A Practical Guide for Psychologists* (5th ed). SAGE Publications. ISBN: 9781544362717

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

Keep in mind the following: If you are considering purchasing an e-text only, you need to remember that our online quizzes are 'open book' quizzes, and you may not be able to access your e-text while taking a quiz. You will need to have a printed version of the textbook if you wish to be able to access your textbook while taking a quiz.

**VERY IMPORTANT NOTE:** 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. You are expected to have the textbook on the first day of class, and you will be using it immediately.

*The syllabus/schedule are subject to change.*

## Course Description

This course will introduce you to the basic foundations of ethics, overview of ethics in various professional fields such as psychology, counseling, social work, nursing, etc. It examines the implications of ethical principles in professional applications, and how those principles interact with modern law. Comparisons of professional codes of ethics and their applications in modern society will be studied.

## Student Learning Outcomes

1. You will learn about the fundamental ethical issues faced by psychologists.
2. You will think critically about ethics in psychology.

## COURSE REQUIREMENTS

### Research Participation

A goal of this class is to help you become familiar with psychological research. One way to obtain this goal is to have you participate in research studies. Participating in research studies contributes to students and faculty at East Texas A&M University, your understanding of how research is conducted, and human knowledge in general. All students in this class will be required to participate in the psychology department's participant pool or complete alternative assignments (see me for more information on alternative assignments).

**Students must complete a total of 6 experiment credits. However, if you complete your first 4 experiment credits without any "no-shows" you will receive 2 free *punctual participant credits*. In other words, if you show up to your experiments on time you will only need to complete 4 experiment credits.** When you first sign into the experiment management system (EMS) you will be asked to take a prescreen. The prescreen takes about 20 minutes to complete. If you complete the prescreen in the first two weeks of the semester you will receive ½ free experiment credit. This can be combined with later experiments that are worth ½ credit. If you fail to complete this portion of the class your grade will be lowered by one full grade. In effect, if you have an 'A' in the class but fail to complete your research participation (either through participating in research studies, alternative assignments, or a mixture of both) your final grade in the class will be a 'B.' More information about participating in research, such as how to log in to the EMS, is given at the end of this syllabus.

### 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 East Texas A&M University Library electronic databases

*The syllabus/schedule are subject to change.*

## Instructional Methods

Your course is delivered to you fully online, using the LMS (MyLeoOnline/D2L/Brightspace) instructional system that is available to you through East Texas A&M University. There are no on-campus meetings for 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 East Texas A&M University is currently using for all 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.

Video and textual lecture summaries and other supplemental course materials will be posted in D2L. Students will use these materials with the assigned reading to prepare for course assessments. Assessments will include quizzes, exams, and participation in online discussions. This online course contains the same content you'd expect in a traditional 15-week face-to face version. You should plan on spending approximately 6-10 hours per week reading, viewing course content, completing course assignments, and participating in discussions.

## Student Responsibilities

**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 your PSY 205 D2L website almost every day 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 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 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).

*The syllabus/schedule are subject to change.*

## **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 PSY 205 D2L website regularly.
- Interact with your classmates regularly.
- Get your assignments done early and on time.
- If you are "absent"/not participating for a couple of days for an excused 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.

**IMPORTANT NOTE: ALL STUDENTS MUST COMPLETE ALL ASSIGNMENTS, and ALL PARTS OF ALL ASSIGNMENTS, TO REMAIN ENROLLED IN PSY310! If you turn in an assignment after the stated deadline for that assignment, you will be submitting it for partial credit only, but it must still be submitted. Partial credit is better than a grade of zero. There are no assignments that are "optional". The sooner you submit the assignment after the deadline, the fewer points deducted for late submission. It is very important to submit every assignment before the stated deadline. If you are submitting an assignment more than a week after the original due date, then the assignment might not be accepted for any credit, and you will be at risk of being dropped from PSY 310 for lack of participation. If you are submitting an assignment past the deadline, it is REALLY IMPORTANT to communicate with the instructor right away, at the point at which you realize that the assignment will be late, and then make arrangements for submitting it as soon as possible.**

**Excessive 'absences'/lack of participation can result in being dropped from the class, whether those absences or excused or unexcused.**

### **TIPS FOR SUCCESS IN THIS COURSE**

1. Be sure to always read all the emails that you receive from your instructor.
2. Keep a calendar in a location where you check it each day. On your calendar, write the course quiz dates and other topic assignment deadlines as you learn them each week.

*The syllabus/schedule are subject to change.*

- 3. Purchase a spiral notebook and keep it near your computer as you work.** Take notes as you read online lectures. Take notes as you read your classmates' posts. No one can reasonably expect to keep all of the information and names and content in the memory--that would be a very poor study habit, and will keep you from doing well. Instead, use that spiral notebook as a study tool for success. Make notes as often as possible. Then, before and after each online session (an online session refers to each time you sign online), review what you have written in the spiral notebook, reminding yourself of what you have covered, posts to which you wish to respond, information that you have found on various course-related websites, etc. Your spiral notebook will then become a valuable resource for down the line as well...long after you have completed the course. If you pursue a career in teaching, then the spiral notebook is something to which you may refer for years to come.

## GRADING

Final grades in this course will be based on the following scale:

**A = 90%-100%**

**B = 80%-89%**

**C = 70%-79%**

**D = 60%-69%**

**F = 59% or Below**

### Grade Weights

- **20%:** There will be 10 quizzes, and each is worth 2% of your grade.
- **20%:** There will be 4 assignments (discussion posts), each worth 5%.
- **10%:** Research Participation- minimum of 4 credits with no no-shows or 6 total credits
- **25%:** Midterm Exam
- **25%:** Final Exam

## Assessments

### Quizzes

After completion of each topic, you will be quizzed over that material 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. **Each quiz is open for 24 hours on the day that they are due. The quizzes open at 12:00 am CT and are due at 11:59 pm CT on the due date (see topic schedule).**

*The syllabus/schedule are subject to change.*

## Assignments

There will be 4 assignments requiring you to post your answer to the discussion board for a given topic, and also requiring you to respond thoughtfully to another student's post. **All Discussion posts are due at 11:59 pm CT on the due date (see topic schedule).**

## Research Participation

Students must complete a total of 6 experiment credits. However, if you complete your first 4 experiment credits without any "no-shows" you will receive 2 free punctual participant credits. In other words, if you show up to your experiments on time you will only need to complete 4 experiment credits. An alternative written assignment will be offered. **If you do not complete the full research participation requirement, your grade will be docked 1 full grade letter grade.**

## Exams

There will be two exams during the semester: a midterm and a final. Both will be comprised of multiple-choice questions accessible in D2L like the quizzes. **Each exam is open for 24 hours on the day that they are due. The exams open at 12:00 am CT and are due at 11:59 pm CT on the due date (see topic schedule).**

## Discussions will be graded using the following rubric:

5 = Excellent: well written with lots of good ideas that are all well-defended by references to the course content.

4 = Good/complete: essays with some good ideas and references to the course content. Note that this is a passing grade and not one you should be upset about. However, it means that I think you can take your essay to the "next level" if you add more content and dig deeper into your ideas. You will receive feedback on this and typically some examples or pointers to how you could accomplish this.

1-3 = Insufficient: essays with incorrect or insufficient information. Missing or minimal references to the course content. Note that this a failing grade and beneath the expectations of a graduate student. You will receive feedback on why your essay did not meet the course standards.

0 = Missing: you did not complete the assignment by the due date.

Grades in between these categories (e.g., 4.5) may also be used if warranted.

*The syllabus/schedule are subject to change.*

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by East Texas A&M University 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](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

### 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](mailto: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 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 East Texas A&M University campus open computer lab, etc.

#### 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>

### COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor, [sarah.dailey@tamuc.edu](mailto:sarah.dailey@tamuc.edu).

#### Interaction with Instructor Statement

If you email the instructor and do not receive an email response within 36 hours, most likely,

*The syllabus/schedule are subject to change.*

your email was not received. The instructor will respond to all emails within a reasonable period of time. Please do not re-send your email unless at least 48 hours have passed since your last email.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

No quizzes, exams, or homework will be accepted after the deadline unless permission is provided in advance of the deadline by the instructor.

### **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.

**Attendance:** The course attendance policy has been described in detail in this Syllabus.

**Missing a quiz:** The three quizzes must be taken on the dates on which they are scheduled. See the Course Syllabus timeline on the last page to note the quiz dates. Make up quizzes will ONLY be administered to students who miss the quiz for a university-approved reason (i.e., extreme illness requiring a visit to the doctor or hospital, death in the family, court-mandated appointment). Official documentation (i.e., doctor's or hospital note, funeral notice or obituary, court document) must be submitted to instructor before a makeup quiz will be administered. If you miss a quiz, you are responsible for contacting the instructor on the day of or before the day of the quiz. Not feeling well, having a child who is not feeling well (except for extreme illness requiring doctor's visit, of course), having to work, having other course work or other course exams, forgetting to take the quiz, having technical or computer issues (always have a backup plan for computer and internet access), etc. are not university-approved reasons for missing a quiz, and a makeup quiz will not be administered for these reasons.

**Extra credit:** "Extra credit" is offered at the instructor's discretion. During the semester, every student may have the opportunity to receive "bonus (or "freebie") points" for various assignments. Sometimes there are requirements to be eligible to receive "freebie points". Always be sure to read each topic's Assignment Instructions very carefully. Please do not contact the instructor to request individual extra credit assignments or opportunities over and beyond those that are made available to all students during the semester.

*The syllabus/schedule are subject to change.*

## 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 <https://www.tamuc.edu/student-code-of-conduct/>.

If you believe someone has engaged in behaviors that do not align with the Code of Student Conduct or you have other concerns, please visit the File a Report page at <https://www.tamuc.edu/office-of-student-rights-and-responsibilities/concerns-incident-reporting/>

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>

### Academic Integrity

Students at East Texas A&M University 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 student academic dishonesty policy  
[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

Undergraduate student academic dishonesty policy  
[Undergraduate Student Academic Dishonesty Form](#)

Graduate student academic dishonesty policy:  
<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

Graduate student academic dishonesty form:  
<https://inside.tamuc.edu/academics/graduateSchool/faculty/GraduateStudentAcademicDishonestyForm.pdf>

### INSTRUCTOR'S STATEMENT RELATING TO ACADEMIC INTEGRITY & ARTIFICIAL INTELLIGENCE

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

*The syllabus/schedule are subject to change.*

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 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.

### **Artificial Intelligence**

East Texas A&M University 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).

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. **Unless otherwise stated in the assignment instructions, the use of AI software/apps to generate discussion or assignment content will result in a grade of ZERO (0) and/or possible charges of academic misconduct.**

*The syllabus/schedule are subject to change.*

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.

### **East Texas A&M University Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage.

### **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 Services

Velma K. Waters Library- Room 162

**Phone (903) 886-5930**

Fax (903) 468-8148

Email: [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

**Website:** <http://inside.tamuc.edu/campuslife/campusServices/StudentDisabilityServices/default.aspx>

### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



*The syllabus/schedule are subject to change.*

## **East Texas A&M University Supports Students' Mental Health**

The Counseling Center at East Texas A&M University, 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](http://www.tamuc.edu/counsel)

### **Nondiscrimination Notice**

East Texas A&M University 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 East Texas A&M University 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 East Texas A&M University 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 East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

*The syllabus/schedule are subject to change.*

## COURSE OUTLINE / CALENDAR

Dates	Readings	Assignments
1/13 – 1/19	Topic 1: Ch 1: A Code of Ethics for Psychology; Topic 2: Ch 2: The Ethics Code Introduction	<b>Introductions</b> <b>Ch. 1&amp;2 Quiz</b>
1/20 – 1/26	Topic 3: Ch 3: General Principles	<b>Ch. 3 Quiz</b> <b>Assignment 1</b>
1/27 – 2/2	Topic 4: Ch 4: APA Ethics Code & Decision-Making	<b>Ch. 4 Quiz</b>
2/3 – 2/16	Topic 5: Ch 5: Resolving Ethical Issues	<b>Ch. 5 Quiz</b> <b>Assignment 2</b>
2/17 – 2/23	Topic 6: Ch 6: Competence	<b>Ch. 6 Quiz</b>
2/24 – 3/2	Topic 7: Ch 7: Human Relations	<b>Midterm</b>
3/3 – 3/8	Topic 8: Ch 8: Privacy, Confidentiality	<b>Ch. 8 Quiz</b>
3/11 – 3/15	<b><i>Spring Break</i></b>	
3/17 – 3/23	Topic 9: Ch 9: Advertising, Public Statements	<b>Ch. 9 Quiz</b> <b>Assignment 3</b>
3/24 – 3/30	Topic 10: Ch 10: Record Keeping and Fees	<b>Ch. 10 Quiz</b>
3/31 – 4/6	Topic 11: Ch 11: Education & Training	<b>Ch. 11 Quiz</b>
4/7 – 4/20	Topic 12: Ch 12: Research & Publication	<b>Ch. 12 Quiz</b> <b>Assignment 4</b>
4/21 – 4/27	Topic 13: Ch 13: Assessment	<b>Research</b> <b>Participation due</b>
4/28 – 5/2	Study Week- Review for Final Exam	
5/7		<b>Final Exam</b>

*The syllabus/schedule are subject to change.*