

COM 563

Ethics for Professionals

Course Instructor:
Elizabeth Hindman

Course Communication:

- General course questions should be submitted to the "Questions for the Instructor" forum located in Class Discussions.
- Read the **Instructor Interaction** section in this syllabus for more details about course communications.
- Select the Course Tools link to see which communication tools your instructor is using for this course.
- Instructor email: ehindman@wsu.edu

Text and Resources:

[More Information](#)

Course Overview

This course will focus on both individual and institutional strategic communication ethics, and will consider the following questions: "What are the ethical virtues of character and the central ethical standards that should guide individual choices?" "What are the ethical standards and responsibilities that should guide the communication of organizations and institutions—public and private, corporate, governmental, and professional?"

Course Goals

Students will understand and be able to discuss and apply key theories of individual and institutional ethics, and will be able to articulate and defend their ethical reasoning.

Course Work

Each unit will consist of several readings, both classical and contemporary, and discussion on an overarching topic.

Participation in weekly discussion

Communication Ethics for Professionals is a participation-based class. Students will do much of their learning through group discussion. Each week's discussion will center on several specific questions, or prompts, from the assigned readings. The participation grade must be earned through consistently demonstrating understanding of the readings, asking thoughtful questions, being able to answer questions, and constructively engaging in group discussion and activities. The participation grade (50% of the final grade) will be based both on the quality and the regularity of participation.

Leading discussion

Once during the semester each student will have the opportunity to tailor the class and introduce classmates to topics and ethical dilemmas specifically relevant to the individual student. To that end, each student will choose a specific topic and assign relevant readings for the class, and lead a thoughtful discussion on that topic. The 'leading discussion' grade is worth 25% of the final grade.

Final written outline and presentation

The final project has two components: a written outline and a presentation. Students will apply ethical principles to real-life professional situations by using those principles to analyze and critique the choices of an individual or organization in a specific violation of communication ethics. The project will consist of a summary of the situation, an explanation of the ethical principles and theories relevant to the situation, and an analysis of the various choices available and the choice that was made, using the relevant ethics principles. The written outline is worth 10% of the final grade, while the presentation is worth 15% and will be about 15 minutes long. Information about the presentation medium will be presented in the assignment.

Instructor Interaction

I expect to be active in the course space most business days. You can expect responses to emails or questions received within one business day.

Late Work Policy

Work (discussion posts, final projects, etc.) will be due at 11:59 p.m. on the due date. Late work will not be accepted or graded.

Academic Integrity

Cheating and academic misconduct are defined in WSU's Academic Integrity Policy, which can be found in the WSU Student Handbook (WAC 504-26-202—Acts of Dishonesty and WAC 504-26-010--Definitions). It is your responsibility to read and understand these definitions. Lack of knowledge is not an excuse for academic misconduct.

Plagiarism and other forms of cheating and/or academic misconduct will not be tolerated. The Murrow College's minimum penalty for an academic dishonesty violation of WSU's Standards of Conduct for Students is a zero on the assignment or test without an option to make up the points lost. In addition, college policy requires that a full letter-grade be deducted from the final grade earned in the class. The College's maximum penalty is failure of the course. Additionally, I will report all instances of academic misconduct to the Office of Student Conduct, which may institute its own sanctions, including expulsion from the university.

I define plagiarism as the re-use of your own work for this or another class (self-plagiarism) or appropriation of another's language, thoughts, ideas or creation, and representation of them as one's own. For further explanation of plagiarism and other forms of academic misconduct, please see <https://conduct.wsu.edu/> and <http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26>. In addition to the above information on academic dishonesty, please remember that as a WSU student you are always accountable to the Student Code of Conduct, which can be found here: <http://apps.leg.wa.gov/WAC/default.aspx?cite=504-26>

Grading

As this is a graduate-level Communication course, I have high expectations for your work. Assignments will be graded on both content and writing/presentation. If you have questions about any assignment, please ask. Each assignment will be graded using a published rubric, which typically will award points for various elements of the assignment based on whether those elements meet the basic criteria, demonstrate proficient work, or are exemplary. Please see the individual assignment rubrics for more detail.

Course Work	Percent of Final Grade
Participation in weekly discussion	50%
Leading discussion	25%
Final project outline and presentation	25%

Grade	Percent	Grade	Percent
A	93 and above	C	73-76.99%
A-	90-92.99%	C-	70-72.99%
B+	87-89.99%	D+	67-69.99%
B	83-86.99%	D	60-66.99%
B-	80-82.99%	F	0-59.99%
C+	77-79.99%		

Incomplete Grade Policy (Academic Rule 90h)

Incompletes are granted only with permission of the instructor and are subject to the following guidelines:

1. Students must request an incomplete in writing or by e-mail from the instructor before the end of the semester.
2. The request must be signed and dated by the student (or identified by student's e-mail address), and must explain the reasons behind the request for the incomplete.
3. In order to be considered for an incomplete, **there are two main conditions:**
 1. A student must complete a minimum amount of the assigned course work. Specifically, a student must complete 75 percent of the course work.
 2. A student must have a mathematical possibility of passing the class. A passing grade is 60 percent or above for the entire course.
4. If extraordinary circumstances (e.g., family emergency, serious illness) are involved and are documented to the instructor's satisfaction, the professor/ instructor retains the discretion to grant an incomplete even if the minimum conditions outlined in item 3 above are not met.

If an incomplete is granted, the standard WSU policy applies (i.e., ALL work must be completed within one full year from the end of the enrollment semester at issue, unless a shorter time is specified by the instructor. Otherwise, an automatic grade of "F," or failing, will be entered on the student's transcript).

Course Schedule

Dates	Lesson	Assignment	Due Day/Time 11:55 pm Pacific
Week 1 1/8-1/14	1: Introduce yourself AND L1. Ethics Definition	Discussion	Original Post: Wed (this week only, original posts are due Wednesday).
			Response and Guided Posts: Friday
Week 2 1/15-1/21	2: Moral Development	Discussion	Original Post: Tuesday
			Response and Guided Posts: Friday
Week 3 1/22-1/28	3: Deontology	Discussion	Original Post: Tuesday
			Response and Guided Posts: Friday
Week 4 1/29-2/4	4: Teleology	Discussion	Original Post: Tuesday
			Response and Guided Posts: Friday
Week 5 2/5-2/11	5: Virtue Theory	Discussion	Original Post: Tuesday
			Response and Guided Posts: Friday
Week 6 2/12-2/18	6: (Interpersonal) Dialogical Perspectives	Discussion	Original Post: Tuesday
			Response and Guided Posts: Friday
Week 7 2/19-2/25	7: Organizational Communication and Ethics Codes	Discussion	Original Post: Tuesday
			Response and Guided Posts: Friday
Week 8 2/26-3/4	8: Intercultural and Multicultural Communication Ethics	Discussion	Original Post: Tuesday
			Response and Guided Posts: Friday
Week 9 3/5-3/11	9: Student-led Topic TBD	Discussion	Original Post: Tuesday. Student leader material due 2/26
			Response and Guided Posts: Friday
			SPRING BREAK 3/12-3/18
Week 10 3/19-3/25	10: Student-led Topic TBD	Discussion	Original Post: Tuesday. Student leader material due 3/5
			Response and Guided Posts: Friday
Week 11 3/26-4/1	11: Student-led Topic TBD	Discussion	Original Post: Tuesday. Student leader material due 3/12
			Response and Guided Posts: Friday
Week 12 4/2-4/8	12: Student-led Topic TBD	Discussion	Original Post: Tuesday. Student leader material due 3/19
			Response and Guided Posts: Friday
Week 13 4/9-4/15	13: Project Presentations (presentation due Sunday at beginning of week)	Discussion	First Response Post: Tuesday. Presenter material due 4/8
			Subsequent Posts: Friday
Week 14 4/16-4/22	14: Project Presentations (presentation due Sunday at beginning of week)	Discussion	First Response Post: Tuesday. Presenter material due 4/15
			Subsequent Posts: Friday
Week 15 4/23-4/29	15: Project Presentations (presentation due Sunday at beginning of week)	Discussion	First Response Post: Tuesday. Presenter material due 4/22
			Subsequent Posts: Friday

Academic Regulations

Students enrolled in online courses are subject to the same University academic regulations as on-campus students. For the most accurate and up to date information go to <http://registrar.wsu.edu/academic-regulations/>.

Midterm Grade Policy

Midterm grades will be submitted for students enrolled in undergraduate courses that span the entire regular fall and spring 16-week semester by 5:00 p.m. on the Wednesday of the eighth week. Midterm grades are not required during Summer semester or for any courses scheduled in a session less than 16 weeks during Fall and Spring semesters.

For courses that are letter graded, midterm grades may reflect the full range of letter grades (A-F) or may use the C or F grade only. Specifics for this course are located at the top of the grading section. (If this information is missing, please contact your instructor.)

- C and F are defined as follows:
- A **C** midterm grade is given to any student who is making satisfactory progress.
- An **F** midterm grade is given to any student whose progress is not acceptable and who needs to discuss his/her progress with the instructor.

The assessment should not be interpreted as a formal grade, but rather as an indication of the student's progress to date. Midterm grades are advisory and do not appear on the student's permanent record, the WSU transcript.

Credit Hour Equivalent

Academic regulation 27 <http://www.catalog.wsu.edu/General/AcademicRegulations/ListBy/27>. Academic credit is a measure of the total minimum time commitment required of a typical student in a specific course. For the WSU semester system, one semester credit is assigned for a minimum of 45 hours.

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Student Privacy

As a University student, you have legal rights under the Family Educational Rights and Privacy Act (FERPA) for protection of your academic records. For a complete explanation of these rights, visit the URL associated with your home campus in the Academic Regulations section or <http://registrar.wsu.edu/ferpa>.

Academic Integrity

Academic integrity is the cornerstone of higher education. As such, all members of the university community share responsibility for maintaining and promoting the principles of integrity in all activities, including academic integrity and honest scholarship. *Academic integrity will be strongly enforced in this course. Violation of WSU's Academic Integrity Policy (identified in Washington Administrative Code (WAC) 504-26-010(3) and -404) may result in penalties up to and including failing the assignment, exam, quiz, course requirement, or the course itself and students will not have the option to withdraw from the course pending an appeal, and will be reported to the Office of Student Conduct.*

*Cheating includes, but is not limited to, plagiarism and unauthorized collaboration as defined in the Standards of Conduct for Students, WAC 504-26-010(3). You need to read and understand all of the definitions of cheating: <http://app.leg.wa.gov/WAC/default.aspx?cite=504-26-010>. **If you have any questions about what is and is not allowed in this course, you should ask course instructors before proceeding.***

If you wish to appeal a faculty member's decision relating to academic integrity, please use the form available at conduct.wsu.edu. Also, if you wish to report a violation of WSU's academic integrity policies, please contact the Office of Student Conduct at 509-335-4532 or conduct@wsu.edu

COPYRIGHT

Any course-related materials, presentations, lectures, etc. are the instructor's intellectual property and may be protected by copyright. The use of University electronic resources for commercial purposes, including advertising to other students to buy notes, is a violation of WSU's computer abuses and theft policy (WAC 504-26-218).

Online Collaboration

The essence of education is exposure to diverse viewpoints. In your discussion posts you'll meet students with vastly different opinions and backgrounds. When you don't agree with their views, pause a moment. Weigh their words. You're encouraged to disagree with the substance of others' ideas and opinions, but do so with an active sense of respect for one another, and without losing focus on the topic at hand. Personal attacks, inflammatory statements, flaming, trolling, and disruption of the discussion do not have a place in academic discourse.

Your instructors will promote high-quality academic discussions by removing any posts they view as disruptive of the educational process and alerting students whose posts have been removed that they have

violated course expectations. Students who continue to misuse the discussion boards after a warning may be subject to removal of access rights, course failure, and referral to the Office of Student Conduct.

Postings must comply with University policy on use of computing resources, including those regarding harassment and discrimination, as well as conform to the Standards of Conduct for Students. Students are encouraged to review the Standards, particularly WAC 504-26-218, 504-26-220, and 504-26-222. Visit the University Website specific to your campus of enrollment for more information.

In certain courses, assessment of discussion posts is part of the final grade. Criteria for evaluating your discussion participation will be explained elsewhere in the course space, if applicable.

Netiquette

Just as in a physical classroom, a good discussion in an online classroom depends on everyone feeling safe and respected. Here are a few tips for creating an educational and enjoyable discussion space:

- It is difficult to “read” emotion in online discussions – be clear, use emoticons or concisely express your feelings (e.g., “ha, ha”)
- Use of all capitals sends the message that YOU ARE SHOUTING!
- Give positive feedback (“good idea, thanks”), be polite, and avoid hostile or curt comments, stereotypes and labels.
- Apply the same standards you would follow in a face-to-face classroom discussion.
- Maintain a sense of dignity and decorum (an online class is not the same as your Facebook account or your email).
- Argue not with emotion but with knowledge, facts, authority and reason.

For more on the Core Rules of Netiquette, visit <http://coursedesign.colostate.edu/obj/corerulesnet.html>

Critical Thinking

The ability to think and write critically is an essential skill in many walks of life. Critical thinking skills are developed and refined through practice, self-reflection, and the critique and support of peers and instructors. Throughout this course you will have many opportunities to exercise your analytical thinking, synthesize information, and apply knowledge to real-life situations.

The course developer or your instructor may have provided a critical thinking rubric in this course space, if applicable, to assess your own writing and that of other students. Please review it carefully before completing each activity.

Reasonable Accommodations

Reasonable accommodations are available in online classes for students with a documented disability. All accommodations must be approved through your WSU Disability Services office. If you have a disability and need accommodations, we recommend you begin the process as soon as possible.

For more information contact a Disability Specialist on your home campus:

- Global Campus <http://accesscenter.wsu.edu/students/global-campus-students/>
- Pullman: 509-335-3417 <http://www.accesscenter.wsu.edu>, Access.Center@wsu.edu
- Spokane: <https://spokane.wsu.edu/studentaffairs/disability-resources/>
- Tri-Cities: <http://www.tricity.wsu.edu/disability/>

- Vancouver: 360-546-9138 <http://studentaffairs.vancouver.wsu.edu/student-resource-center/disability-services>
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Technical Support

If you need technical assistance, please select the **Course Information** link in the course menu, then select **Technical Support**.

WSU Online Student Support

The WSU Online Web site (<http://online.wsu.edu/currentStudent/Default.aspx>) has all the non-content and administrative related information you need to be a successful online learner.

- If you need help but aren't sure who to contact, the Student Services Office is here to help! See [Student Services](#).
 - [Study tips](#) and [Skills for success](#) are also available to resources that will give you a good head start in assuring success with your course.
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Library Support

All students enrolled in Washington State University online courses can use the WSU Libraries online databases and receive reference and research assistance from their home campus. Students can also borrow books and other circulating material as well as access full-text journal articles.

- General Library Links by Campus
 - Pullman: <http://libraries.wsu.edu>
 - Global Campus: <http://libguides.libraries.wsu.edu/global>
 - Vancouver: <http://library.vancouver.wsu.edu/>
 - Tri-Cities: <http://tricity.wsu.edu/library>
 - Spokane – Riverpoint and Nursing at Yakima: <https://spokane.wsu.edu/library/>
 - College of Nursing: <http://nursing.wsu.edu/Libraries-&-Resources/index.html>
 - [Review the Libraries' Online Information for more guidance.](#)
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eTutoring

As a WSU student enrolled in an undergraduate course, you have **FREE unlimited** access to eTutoring.org, a tutoring platform that enables students and tutors to collaborate in an online environment. This is not a course requirement, but simply an available resource that you may utilize as needed. With three ways to access a tutor you can choose the one that best fits your needs.

- Writing Lab tutors will respond to papers in ANY academic subject, including history, anthropology, sociology, and everything else. If you're working on a paper for ANY of your courses our tutors can help you. Just submit your paper, ask specific questions on the submission form and a tutor will respond within 24-48 hours.
- eChat rooms allow students to meet with tutors in one-on-one tutoring sessions via a fully interactive, virtual online environment.
- Students can also leave specific questions for an eTutor in any of our subjects by taking advantage of our eQuestions option. Our tutors will respond to your question within 24-48 hours.

The list of available tutoring subjects can be found on the <https://www.etutoring.org/login.cfm?institutionid=176&returnPage=> site. Current subjects include Accounting, Anatomy & Physiology, Biology, Chemistry, Math and Calculus, Medical Coding, MS Office 2007, Physics, Spanish, Statistics, Web Development and Writing!

Academic Calendar

Please review the current Academic Calendar to become familiar with critical deadlines on your campus. Visit the WSU Academic Calendar page: <http://registrar.wsu.edu/academic-calendar/> and select your home campus from the drop down menu.

Campus Safety

Classroom and campus safety are of paramount importance at Washington State University, and are the shared responsibility of the entire campus population. WSU urges students to follow the “**Alert, Assess, Act**” protocol for all types of emergencies and the “**Run, Hide, Fight**” response for an active shooter incident. Remain **ALERT** (through direct observation or emergency notification), **ASSESS** your specific situation, and **ACT** in the most appropriate way to assure your own safety (and the safety of others if you are able). Please sign up for emergency alerts on your account at [MyWSU](#). For more information on this subject, campus safety, and related topics, please view the [FBI's Run, Hide, Fight video](#) and visit the [WSU safety portal](#).