Communicating Ethics
COJO300X
Fall 2018
3 Credits

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Important Things to Consider

There are a few things you need to consider before committing to this class. If any of this sounds “not doable” based on your schedule, learning style, personal preference, level of motivation, planned travel, etc., you need to reconsider taking this class.

1. This is a 300-level class. You will have assignments due each module (typically 3-5 pages and there are 8 modules) along with required discussion. Additionally, you will be required to present academic/scholarly sources to backup your arguments. If you are expecting one paper and not much else, this is not the class for you.

2. This is an online class. You are expected to be online. If you are traveling for weeks at a time and may or may not have access to an internet connection, this is not the class for you.

3. If you have no desire to interact with your peers and hate discussion, this is not the class for you.

4. If you are unwilling to try new technology, this is not the class for you.

5. If you have attempted this class previously and want to reuse old assignments, this not the class for you.

6. If you are thinking this class will be less involved or require less time because it’s online, this class is not for you.

7. If you want to critically engage with your peers and instructor while pushing yourself to explore ethical communication, this IS the class for you!

If you still want to take this class, welcome! I look forward to learning with you and from you this term!
Professor Contact Information

Professor: Amy May, Ph.D.
Email: amay11@alaska.edu
Phone: 907-474-6591
Skype: By appointment
Office: 102 Bunnell

Virtual Office Hours: MWF 8-10AKDT

Course Information

Overview

We will examine a number of ethical issues through a communication lens, exploring ethical decision making within the context of interpersonal relationships, politics, mass media, etc. Emphasis will be placed on communication as one of the most basic of human activities and a process by which we impinge on and influence each other in a myriad of ways. When communicating, we do not choose words simply; we choose words for the effect we hope they will have on our audiences. We will examine ethical theories such as Ethical Relativism, Egoism, Utilitarianism, Virtue and Justice ethics. We will also look at gender and its role in our ethical choice making. To sum, questions of ethics in communication are a daily occurrence from interpersonal conversation to political campaigning.

Prerequisites

- Successful completion of COJO121, COJO131, COJO141 or permission of the instructor.
- All students successfully registering for this class, either by prerequisite or instructor permission, are assumed to have a working knowledge and understanding of the basic models of human communication (linear, interactional, and transaction)
- All students successfully registering for this class, either by prerequisite or instructor permission, are required to demonstrate college level writing proficiency. The Writing
Center is also an excellent resource to ensure the overall quality of your writing. The Writing Center is located in GRUE 801. Visit their website for hours and additional information: [http://www.uaf.edu/english/writing-center/](http://www.uaf.edu/english/writing-center/)

**What this class is NOT…**

The aim of this course is to assist you, the student, in critically thinking through ethical issues in communication, to understand the responsibility we all bear for the decisions we make, and to recognize the historical and theoretical roots of those ethical decisions.

The goal of this course is not to stipulate for the individual what he or she or they should believe and value, but rather to have each individual examine the philosophy and standards that are applied when decisions are made and communicated to others.

**Course Level Objectives**

- Analyze the differences between ethics and morality.
- Describe how the study of ethics is important to your personal, professional, and academic life.
- Examine the nature of ethical philosophy.
- Analyze the principal problems related to ethical philosophy.
- Apply theories of conduct within a communication framework.
- Demonstrate competence applying basic ethical theory and moral reasoning to specific ethical problems within a communication framework.

**Delivery Method**

Our learning environment consists of **FOUR** platforms:

1. **Blackboard Learn**
   This is our main classroom environment. Blackboard hosts all learning materials, assignment descriptions, class calendars, and gradebook. You will also submit your assignments using blackboard.
   - [Blackboard Accessibility Statement](http://www.uaf.edu/english/writing-center/)
   - [Blackboard Privacy Policy](http://www.uaf.edu/english/writing-center/)

2. **Google+**
   To help ensure lively and engaging discussion, we will be using Google+ Community, an online/app-based platform designed to engage students.
   - [Accessibility Statement](http://www.uaf.edu/english/writing-center/)
   - [Privacy](http://www.uaf.edu/english/writing-center/)
For a few of your assignments you’ll be asked to use two other free online tools to create infographics. You’ll need to make an account for both:

3. Canva
   Canva Privacy Policy
   No Accessibility Statement Available

4. Piktochart
   Piktochart Privacy Statement
   Piktochart Accessibility Statement

Technical Requirements, Prerequisites, and Support

This is an online class, ergo students must have regular access to a computer and the Internet to access online materials in Blackboard and Flipgrid. Students will be expected to download course material as well as upload assignments. If you don’t have access, live in a remote area with limited access or have travel plans that will take you away from access for significant periods of time, this isn’t the class for you. Your success depends on your ability to access and engage.

Technical Prerequisites

- Must know how to connect to the internet and browse.
- Must know how to load a website.
- Must know how to conduct research using UAF library resources.
- Must have basic knowledge of how to format a Word or Google doc.
- Must know how to upload a document to Blackboard.
- Must know how to post a discussion response in Flipgrid using the keyboard and enter.
- Must know how to use UAF provided email account to send and receive emails.
- Must be willing to watch “how to” videos provided in Blackboard and Flipgrid to address knowledge gaps and gain proficiency in needed areas.

Technical Support: OIT

There are many variables that can impact your ability to connect to our learning environments and successfully navigate Blackboard/Google+. I am not a technical expert, and I cannot provide technical support.

UAF employs an entire staff of technical experts to help determine minimum technical requirements based on your computer, operating system, etc.
The technical experts are located in the Office of Information Technology (OIT). OIT is your first stop for any technical-related questions, and they should be consulted immediately if you experience login or any issues that prevent you from accessing our learning environments. Complete details on their location and availability can be found on the [OIT website](https://oit.uaf.edu).

**Time Expectation Management**

Students sometimes erroneously assume online classes are easier, less time consuming, and less rigorous. Let me be 100% clear. There are a lot of readings in this class. There are a lot of videos. There are required discussions and challenging assignments meant to promote higher order learning.

**Time Commitment**

You should set aside approximately 6 hours per week for this course if you want to learn, engage, and do well. Plan to spend three hours engaging with your peers, hanging out in the learning environment, and reviewing the course content. Plan to spend another three hours or so doing research to complete assignments, compose discussion responses, reviewing feedback, etc.

**My Assumption**

It is my assumption that you have evaluated the current commitments in your life and made the decision “yes, I have time to commit and want to take this class.” If you are too busy, consider taking this class at a later time.

**If you enroll in this class after the start date...**

If you register late for COJO300, you are responsible for all content from day 1 of class (per the official UAF academic calendar). This includes discussion, quizzes, exams, assigned learning activities, and module assignments. It is your responsible to reach out to the instructor via email or old school phone immediately upon registration.
Textbook
No required textbook. All assigned readings will be uploaded to Blackboard.

Discussion and Assignment Requirements

This class is broken down into a series of modules.

Module = Discussion + Assignment

Discussion requirements, assignment specifications, and due dates are posted on Blackboard.

**Though your discussions and module assignments are the only things I grade, the reading and video assignments are still required each week in order to complete the discussions and assignments according to my expectations.

General Assignment Requirements

The assignments will vary module to module. Sometimes I will ask you to do a vlog. Other times I will give you options. I will even invite you to suggest assignment ideas. Regardless of the assignment specifics, you will always be required to format per APA and cite a specified number of academic/scholarly sources. This is a 300 level class. We are way beyond Google now.

- You must type and double space your assignments, number each page, set the margins to one inch, and use Times New Roman 12 point font.
- All assignments must be submitted as a Word doc or PDF. Links to a Google doc work sometimes...sometimes not. To avoid delays in feedback, use Word or PDF.
- All assignment will be submitted via Blackboard. Do NOT email me assignments.
- All references and assignment submissions must be formatted per APA.

If you are not familiar with APA, here are some links to help you get started:

http://www.uaf.edu/english/writing-center/apa-matters/
https://owl.english.purdue.edu/owl/resource/560/01/

Grading

<table>
<thead>
<tr>
<th>Syllabus Quiz</th>
<th>100 points</th>
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</thead>
<tbody>
<tr>
<td>Discussion</td>
<td>600 points</td>
</tr>
<tr>
<td>(75 X 8)</td>
<td></td>
</tr>
<tr>
<td>Module Assignments</td>
<td>1600 points</td>
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<tr>
<td>(200 X 8)</td>
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</tbody>
</table>
Final Exam 200 points

Grade Review Procedure

Feel free to meet with me during office hours or contact me via email if you have questions about an assignment or a grade. To initiate the grade review process, you will need to reach out via email or in person within 5 days of receiving feedback. After 5 days, no adjustments will be made. Don’t wait until the end of the semester to argue points.

Final Grades

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
</tr>
<tr>
<td>93-96</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
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<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
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<tr>
<td>80-82</td>
<td>B-</td>
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<tr>
<td>77-79</td>
<td>C+</td>
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<tr>
<td>73-76</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
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<tr>
<td>67-69</td>
<td>D+</td>
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<tr>
<td>63-66</td>
<td>D</td>
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<tr>
<td>60-62</td>
<td>D-</td>
</tr>
<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

I/W

I follow UAF policy for I/W. Please review grading regulations if you have any questions or concerns.

Late Policy

You will be required to submit assignments throughout the term. I do allow late submissions within four days of the original due date. I highly encourage you to submit on time, however. A late submission on your end does not equal a grading emergency on mine. All late submissions are subject to a 10% per day penalty. After four days, a zero will be finalized in the grade book.

**NOTE:** Late policy does not apply to discussion or the final exam.

Feedback
All feedback will be provided within 7 days of the module end date. The goal is to continue the conversation and promote continuous improvement. All students are expected to review their feedback, ask clarifying questions, and improve week to week.

Response Time

Responding promptly to your questions, concerns, and discussion posts is my goal. I will respond to all emails within 24 hours. If you do not get a response, assume I did not get your message. Please resend or call if you do not get a response.

For discussion posts, I will respond on a continuous basis to help ensure substantive discussion and engagement.

Academic Integrity

Forms of dishonesty include but are not limited to: (1) cheating or helping someone else cheat on an assignment or exam; (2) delivering part or all of a presentation or speech/written assignment that you did not author; (3) plagiarizing part or all of someone else’s written or oral work; (4) failing to cite your sources properly; and (5) falsifying information about any topic, such as why you were absent.

All instances of academic dishonesty will be reported to the Dean of Students.

- Please see in the student code of conduct: [http://www.uaf.edu/deanofstudents/academic-integrity/](http://www.uaf.edu/deanofstudents/academic-integrity/)
- The complete student code of conduct can be found here: [https://www.alaska.edu/bor/policy/09-02.pdf](https://www.alaska.edu/bor/policy/09-02.pdf)
- NOTE: Recycling old work from a previous attempt at this class is considered self-plagiarism. In other words, you must contribute original content each time you attempt this class.

Disability Services

The UAF Office of Disability Services is ready to assist eligible students in determining and implementing appropriate academic recommendations. If you have a disability, please visit the [Office of Disability Services](https://www.uaf.edu/disabilityservices) to learn how to request accommodations.

Contact Information

UAF Office of Disability Services
[Whitaker Building, Room 208](https://www.uaf.edu/disabilityservices)
612 N. Chandalar
PO Box 755590
University of Alaska Fairbanks
Important to Remember:

- You must provide documentation from the Office of Disability Services to receive accommodations.
- Accommodations take effect once documentation is received; there is no “back dating.”
  It is your responsibility to work with the Office of Disability Services to make the appropriate arrangements.
- If you are not a UAF student, it is your responsibility to ensure any necessary paperwork is forwarded to the UAF Office of Disability Services.

Classroom Climate

We will touch on culture, gender, sexuality, and other value-based topics. Please be prepared to discuss these subjects in a manner that does not discourage or devalue your classmates. I am a strong advocate of free speech, but this isn’t Twitter. PC is not the goal. Critical reflection and challenging each other is the goal.

Insults or degrading comments do not promote community. Let’s partner to promote an environment where dynamics debates help us understand each other better.

Notice of Nondiscrimination

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/titleIXcompliance/nondiscrimination.

The University of Alaska Board of Regents have clearly stated in BOR policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment, including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you disclose sexual harassment or sexual violence to faculty members or university employees, they must notify the UAF Title IX coordinator about the basic facts of the incident. Your choices for disclosure include:

1. You may confidentially disclose and access confidential counseling by contacting the UAF Health and Counseling Center at 474-7043.
2. You can get support and file a Title IX report by contacting the UAF Title IX coordinator at 474-7599.
3. You may file a criminal complaint by contacting the UAF Police Department at 474-7721.

Student Support Services

Center for Student Rights and Responsibilities

The Center for Student Rights and Responsibilities supports student-centered programs and services designed to assist students in achieving their personal, academic and career goals.

UAF eLearning Student Services

e-learning helps students with registration and course schedules, provides information about lessons and student records, assists with the examination process, and answers general questions. Our Academic Advisor can help students communicate with instructors, locate helpful resources, and maximize their distance learning experience. Contact the UAF eLearning Student Services staff at 907.455.2060 or toll free 1.800.277.8060 or contact staff directly – for directory listing see: http://elearning.uaf.edu/contact

Academic Support

UAF Academic Support Services supports students with academic advising, tutoring and academic support, disability services, computing and IT support.

Registrar

Contact the Registrar’s office for things like: enrollment, registration, petitions, transcripts, graduation and more.

General Support

Alternately, contact UAF Student Support Services for first-generation and those with disabilities or low income who may be eligible for additional student support.

Student Policies

UAF maintains an academic environment in which the freedom to teach, conduct research, learn and administer the university is protected. Students enjoy maximum benefit from this environment by accepting responsibilities commensurate with their role in the academic community. Visit UAF Student Policies.
Course Calendar

NOTE: A complete course calendar is available on Blackboard

<table>
<thead>
<tr>
<th>Module</th>
<th>review dates/assignment details on blackboard</th>
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<tbody>
<tr>
<td>Module 0: Getting Started</td>
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<tr>
<td>Module 1: Introduction to Ethics</td>
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<td>Module 2: Political Rhetoric</td>
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<td>Module 3: Computer/Technology-Mediated Communication</td>
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<td>Module 4: Interpersonal Communication</td>
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<td>Module 5: Intercultural Communication</td>
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<td>Module 6: Gender</td>
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<td>Module 7: Organizational Communication</td>
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<tr>
<td>Module 8: Mass Communication</td>
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<tr>
<td>Final Project &amp; Extra credit</td>
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</tbody>
</table>

Disclaimer

Disclaimer: This syllabus is a living document and subject to change/revision. All changes/revisions will be uploaded to Blackboard. It is your responsibility to ask questions and seek clarification.