

Welcome {firstname}!

Please review the Course Syllabus below.

There are a number of important items found in the Table of Contents to the left. If you are new to MyCourses, click **MyCourses Tutorials**.

Click **BEGIN HERE** to start your coursework.

COURSE SYLLABUS

Ethics for Information Technology

CIS 4253, Section # 3248

Online Instruction

626, Fall 2023 (1)

View [How to be a Successful Student \(Syllabus Addendum\)](#) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

WELCOME

Hello everyone! Welcome to CIS 4253. This course provides a comprehensive overview of the current ethical issues in information technology (IT). It examines an array of long-standing and emerging issues facing IT users, ranging from free speech, privacy, intellectual property, security and crime. The course will discuss the ethical responsibilities of IT professionals, and promote the critical examination and responsible use of IT.

INSTRUCTOR

Name: Jay Dugan

Email: dugan.jay@spcollege.edu Use in-course email for all class communications.

Phone: 727-342-4448

Office and Online Chat Hours: By appointment

Office Location: Virtual

ACADEMIC DEPARTMENT

DEAN

Name: Dean Norene Kemp

Office Location: St. Pete/Gibbs

Office Phone Number: (727) 341-7179

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WEBSITE

<http://www.spcollege.edu/ccit/>

CCIT Associate Dean (Program Contact): John Long

Office Location: St. Petersburg/Gibbs, TE 127C

Office Phone Number: (727) 341-4620

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COURSE INFORMATION

Course Description: This course introduces students to the concept of information systems as the application of technical resources to support organizational processes and create business value. The focus is on the key components of information systems - people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage. This course also provides an introduction to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organizations and society.

Course Goals and Objectives:

1. The student will identify ethical theories and principals for ethical decision making by:
 - a. describing major ethical theories of ethics.
2. The student will identify the code of ethics in IT by:
 - a. identifying and critiquing specific code(s) of ethics relating to IT.
 - b. applying code(s) of ethics to resolve ethical dilemmas.
2. The student will apply critical thinking skills, ethical principles and reasonable decision making to resolve ethical issues associated with IT issues by:
 - a. explaining the role of critical thinking skills in practical ethical decision-making.
 - b. applying the philosophical principles to resolve ethical dilemmas when presented with actual and hypothetical ethical issues.
 - c. describing the distinguishing characteristics necessary for practical ethical decision-making in IT.

Prerequisites: The field of computers and information technology is intellectually and at times physically challenging. The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue program admission. However, all students must meet the essential skills and technical standards required of the St. Petersburg College of Computer and Information Technology Programs with or without reasonable accommodations for admission and completion of the program to prepare for the profession of study. Each student will be held to the same standards with or without reasonable accommodations. Our focus is the student and to best prepare him or her for the profession. Our goal is for the student to enter and complete the program without barriers

Availability of Course Content: Students are free to work ahead.

Other Critical Course Expectations: (e.g., field study, proctored testing).

View the [Proctored Testing Information](#).

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required Textbook: Ethics for the Information Age, 8th edition

Michael J. Quinn, Seattle University

ISBN-13: 9780135218006

Pearson

Required Software: Microsoft Office 2016 Professional or Office 365.

You may also visit SPC Campus Learning Support Commons and Libraries to utilize college computers with the needed software. SPC provides Microsoft Office 365 to students at no extra cost. <https://www.spcollege.edu/microsoft/>

View the [Textbooks](#) site.

View the [Libraries](#) site.

LEARNER SUPPORT

This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

If you have documentation of a disability or feel you may have a disability:

St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, are encouraged to contact their instructor by the first week of the semester. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please go to the college-wide Accessibility Services website: <https://www.spcollege.edu/accessibility>"<https://www.spcollege.edu/accessibility>

Academic Support Services: <http://www.spcollege.edu/support/>"www.spcollege.edu/support

On-Campus Support: <http://www.spcollege.edu/tutoring/>

Online Support: <http://www.spcollege.edu/tutoring/>

Student Services and Resources: <http://www.spcollege.edu/services>"www.spcollege.edu/services

IMPORTANT DATES

Course Dates: View the [Academic Calendar](#).

Drop Date: View the [Academic Calendar](#).

Withdrawal Date: View the [Academic Calendar](#).

Financial Aid Dates: View the [Financial Aid Dates](#).

ATTENDANCE

View the college-wide attendance policy included in [How to be a Successful Student](#).

Attendance will be taken for the first two weeks of the class to determine if you have been actively participating in the class. If you are not actively participating for the first two weeks, you will be withdrawn from the class with a "W". You will also be denied access to the course on MyCourses.

You need to complete the following to be considered actively participating in the class:

At least Three (3) Week 1 assignments

At least Two (2) Week 2 assignments

At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF".

This will be determined by the following:

Completion of least 70% of work assigned to date.

Students are required to withdraw themselves on or before the 60% point in the course to receive a grade of "W". The final date for voluntary withdrawal is published in the academic calendar. This date varies for dynamically dated, express and modmester courses.

NOTE - Your instructor will not be able to withdraw you from the class. It is your responsibility.

If a student wishes to withdraw after the 60% point they will receive a "WF" grade.

GRADING

You will be graded on your knowledge of the course content using the following methods:

613-681 points	90 -100% A
545-612 points	80 - 89% B
477-544 points	70 - 79% C
409-476 points	60 - 69% D
0-408 points	0 - 59% F

ASSIGNMENTS

All assignments will be submitted within MyCourses.

Discussion assignments MUST be submitted using APA format.

LATE ASSIGNMENTS

Late assignments are not accepted for grading. There is no extra credit or make up work. Please talk to me ahead of time about any late submissions.

STUDENT EXPECTATIONS

If there are problems with completion of the assignment by the appointed date, the student must discuss the matter with the instructor at least by noon on Friday prior to the due date. See each weeks folder for specific due dates.

It is the student's responsibility to follow the schedule of class assignments.

Late work will not be accepted, graded, or reviewed unless permission is granted PRIOR to assignment due dates. In the event an emergency occurs, please contact your instructor regarding college policy for submitting documentation.

INSTRUCTOR EXPECTATIONS

I will provide meaningful activities to develop your technical and software skills.

I will be available to you if you have questions or concerns.

As the field of computer and information technology is vast and constantly changing, I will be your fellow learner.

REQUIRED INTERACTION

I will respond to emails within 24 hours 7 days each week with the exception of Holidays.

I will respond thoughtfully and critically to your comments, questions, and written assignments.

I will grade your submission no later than 6 days after the due date. (Generally this is within 3 days.)

PARTICIPATION, CONDUCT, & NETIQUETTE

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to be a Successful Student](#).

ACADEMIC HONESTY

View the [Academic Honesty Policy](#). There is an Academic Honesty review should you violate the Academic Honesty Policy. It may result in a zero for the assignment, reporting to the committee for review and placement in the academic honesty violation database.

COPYRIGHT

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: www.copyright.gov.

TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

Turning in assignments used in previous coursework is considered plagiarism. All work submitted should be for this current course.

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

TECHNOLOGY

MINIMUM REQUIREMENTS

View the [MyCourses Minimum Technology Requirements](#).

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

Minimum Technical Skills: Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

QM 1.7: State the minimum technical skills of the learner.

ACCESSIBILITY OF TECHNOLOGY

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Turnitin Accessibility](#)

- [Google \(YouTube\) Accessibility](#)

PRIVACY

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Turnitin Privacy](#)
- [YouTube Privacy](#)

TECHNICAL SUPPORT

Technical support is available via the [Technical Support Desk](#).

TITANS CARE

As an SPC student it's vital that you know Titans Care. You can access resources through SPC's Student Assistance Program (SAP) (<https://mycoursesupport.spcollege.edu/student-assistance-program>), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom—possibly through duration of the course's regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments—both online and formerly on-campus—to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.