

Departmental Syllabus for GAME 1301, Computer Ethics

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<i>Office Hours</i>	
Campus Office Hours:	Monday/Wednesday 11:00am-12:00pm Monday/Wednesday 2:00pm-5:00pm Tuesday/Thursday 8:00am – 12:00pm Friday 8:00am – 10:00am
Online Office Hours	Monday/Wednesday 11:00am-12:00pm Monday/Wednesday 2:00pm-5:00pm Tuesday/Thursday 8:00am – 12:00pm Friday 8:00am – 10:00am I am not online on Sundays

About Your Instructor

My name is Katrieva Jones Munroe and I will be your instructor during this 8 week class from August 25 – October 20, 2014.

Preferred Method of Communication:

The best way to communicate with me is via phone or email. Also, check in Blackboard three times a day for announcements, including any changes in the course schedule due to instructor illness or conference attendance. Appointments with me may also be scheduled. Blackboard is the preferred way to send/receive emails from me and I will send all correspondence to student via Blackboard.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.



Textbook Information and Required Hardware/Software

Textbook(s):

- Ethics for the information age by Micheal J. Quinn, 6th Edition.

ISBN: 9780133741629

You need your books on the first day of class you will not be successful in this course.

Hardware:

Flash drive 8GB

Software:

- MS Office 2013 or Office 365; older versions of MS Office are not acceptable. Click here to download Office 365 as a 1 month free download <http://office.microsoft.com/en-us/try/>.

Click here to purchase Office 365 for \$80.00 <http://office.microsoft.com/en-us/university/> . You must have an Odessa College student ID to receive the software at this price.

Websites:

- You will access course materials for this course by logging into **Blackboard** at <https://blackboard.odessa.edu/webapps/login/>.

Students, if you have problems logging onto Blackboard, please call the Student Success Center at 335-6673 for assistance.

- You will use both Blackboard to access course materials for this class.

Campus Computer Labs

Should you experience technical difficulties with your personal PC or should need access to a computer; computer labs can be found in the library or the Composite Technology in CT136. The library computers are available Monday –Friday til 10:00pm and Saturdays and Sundays. All other labs are available Monday – Friday only.

Information About the Course

Course Description

A study of ethical issues that apply to computer related professions, intellectual property and privacy issues, professional responsibility, and the effects of globalization. Emphasizes the practical application of computer ethics through case studies and current events in the game and simulation industry.

Course Prerequisites:

None

Course Topics:

<i>Course Topics</i>	
Module 1	Assignment: Student Questionnaire Introduce Yourself Blog The App Enigma Blog
Module 2	1. Milestones in computer development. 2. Spotting ethical issues.
Module 3	1. How law, ethics, and religion intertwine. 2. Are Cyber ethics Different? 3. Spotting Ethical Issues 4. Philosophical Ethics: Consequentialism, Deontologist, Social Contract Theory. 5. Ethical Analysis 6. Download a copy of the ACM Code of Ethics. the ACM Code of Ethics and Professional Conduct, available at: http://www.acm.org/constitution/code.html (print your own copy and bring to class).
Module 4	1. Intellectual Property Basics: Trade Secrets, Copyrights, Patents, Trademarks 2. Assign Roles for Assignment 4.
Module 5	1. U.S. Privacy Law 2. Data collection principles a. Data mining Criminal Liability vs. Accountability
Module 6	1. Review Midterm Exam Results 2. Responsibility vs. Liability vs. Accountability a. Case Study 1. Global Outsourcing 2. The Digital Divide a. Review for Final Exam.
Module 7	1. Reasons for and Components of Business Ethics Policies

	<ol style="list-style-type: none"> 2. Applying these policies. <ol style="list-style-type: none"> a. Whistleblowing 3. Definition of a Professional <ol style="list-style-type: none"> a. Applying Professional Codes
Final Exam	Comprehensive exam in over chapters 1-9

Grading

<i>Type of Assignment</i>	<i>Points</i>	<i>Learning Objectives</i>
Chapter Quizzes	20	2,7
Blogs	10	2,3,4,6,7
Participation/Attendance	10	
Chapter Assignments	30	1,2,3,4,5,6,7
Final Exam	30	1,5
	100	TOTAL

Grading Scale:

"A" = 90-100

"B" = 89-89

"C" = 70-79

"D" = 60-69

"F" = 0-59

Grading Policy:

Please understand that this is a required course for the CIS/CS program in order to prepare you for the IT field. Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on graded assignments within 5 business days.

All work is in Blackboard is available on the first day of class with the exception of the final exam. All work MUST be uploaded/submitted in Blackboard in order for you to receive a grade.

Late Work

Late work will not be accepted, unless you can demonstrate (written proof accepted by your instructor) of an emergency such as hospitalization, incarceration, physical accident. Loss of internet connection, computer hardware failure, inability to pay internet bill/computer bill does not constitute as an acceptable reason to miss a due date. Should you need access to a computer with internet, please go to the Odessa College Library to use the computers.

The instructor reserves the right to change the syllabus or refuse late work.

Chapter Quizzes

You will have chapter quizzes over chapters 1-10 from your book. Each quiz will be no more than 25 questions and you will have 30 minutes to complete each quiz. Please read the chapters before taking the quizzes.

Chapter Assignments

All chapter assignment must be uploaded/submitted in Blackboard no later than the due date printed on the syllabus by 11:59pm.

Written assignments must be word-processed, in a business memo format (no hand written documents will be accepted).

2. The heading must include:

To: Professor Jones Munroe
From: <your name>
Date: <date>
Re: Assignment <number>; <Title>.

3. Copy and paste the assignment questions into the document (this will help me grade your assignment more quickly), except for the long hypotheticals (you will know which ones those are).

4. Pay attention to your writing. Written assignments will be evaluated for conciseness, analysis, clarity of writing style, and depth of thought, grammar, and spelling.

5. Written assignments must be submitted via the assignment drop box by the due date/due time posted on the syllabus.

6. Even if you submit your written assignment by email by the deadline; you must still follow the instructions.

8. Check the Updates page to the course Web site for any changes to written assignments that are announced in class. No extra credit is available. Assignments are to be the work product of the student alone, unless the Assignment specifically indicates that it is to be done with one or more other students.

Where do I find stuff?

All course material for this class will be posted in Blackboard.

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free Wi-Fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

- seek out help from my instructor and/or from tutors;
- ask questions if I don’t understand; and
- access my course several times during the week to keep up with assignments and announcements.

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Course Alignment with Industry Standards

(Insert Here)

Digital Protocol

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

Attendance Policy

Students are expected to attend class regularly. Attendance will be recorded using a "sign-in" sheet. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early without notifying the instructor, this will count as an absence. Students are permitted _____ absences before a loss of _____ point(s) _____.

AVID

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**

Incomplete Policy

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

Course Schedule

(Tentative and Subject to Change) all work is due by 11:59pm on the posted due date

Week of	Module (Find items in this folder)	Topic	Assignment	Due Date
August 25 – August 31	Module 1	Read syllabus, student expectations, etc.	Introduce Yourself Blog	8/27
		Introduce yourself Blog	Student Questionnaire Assignment	8/ 29
		Student Questionnaire Assignment	The App Enigma Blog	8/31
September 1 – September 7	Module 2	Chapter 1-Catalysts for Change	Quiz and Assignment	9/7
		Chapter 2- Introduction to Ethics	Quiz and Assignment	9/7
		Chapter 3-Networked Communications	Quiz and Assignment	9/7
		Download a copy of the ACM Code of Ethics. the ACM Code of Ethics and Professional Conduct, available at: http://www.acm.org/constitution/code.html	Download ACM code of ethics	9/7
		10 Commandments of Computer Ethics Blog	Blog	9/7
		Blog in Bb Ethical Gaming	Blog	9/7
September 1, Labor Day – No Class				
September 8 – September 14	Capstone Project: (Research Assignment)	<p>Discuss the Research Project Components</p> <p>Create a selection report using word 2013- Identify a group leader, recorder, and delegate jobs; who's responsible for which component.</p> <p>Break the class into groups of 5; each group will complete the capstone project.</p> <p>Click the My Groups link in Blackboard->Group Home Page to see who is on your group</p>	Selection Report drop box	9/14

	Module 3	Chapter 4 – Intellectual Property	Quiz and Assignment	9/14
		*Bb Blog in Blackboard	Blog	9/14
Mid Term Averages Posted- September 16 *Includes all grades from August 25 – September 14				
September 15 -September 21	Module 4	Chapter 5 –Information Privacy	Quiz and Assignment	9/21
		Chapter 6- Privacy and the Government	Quiz and Assignment	9/21
		Research Assignment (Continued) Work on Research Assignment 1 st draft	Research Assignment 1 st draft due	9/21
		Bb Blog in Blackboard	Blog	9/21
September 22-September 28	Module 5	Chapter 7-Computer & Network Security Research Assignment (Continued)	Quiz and Assignment	9/28
		Blog in Bb*	Blog	9/28
September 29-October 5	Module 6	Chapter 8- Computer Reliability	Quiz and Assignment	10/5
October 6 – October 12	Module 7	Chapter 9- Professional Ethics Chapter 10-Work and Wealth	Quiz and Assignment	10/12
October 13-October 15		Research Assignment Due	Research Assignment due	10/13
		Final Exam Covering Chapters 1-10	Final Exam Due	10/15

Course Objectives

1. Define ethics.
2. Identify ethical issues that arise from the use of computers in the workplace.
3. Explain intellectual property issues within computer information technology.
4. Describe the ethical issues of privacy and anonymity via the Internet.
5. Explain professional responsibility as it relates to computer ethics.
6. Discuss the impact of globalization on gaming and simulation design.

Learning Outcomes

Outcome	ICO
2,3,6	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
1,2,3,4,6	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
2,5,7	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
3,6	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making

Odessa College Policies

Tuition Discounts

The **“First Course is Free”** discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The **“Academic Progress Discount”** provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to

the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities*
<http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

Any student found cheating will receive a "F" in the class.

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online Click here.
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online Click here.
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online Click here.
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-	Online Click here.

	time or experienced, would benefit from reviewing the information here.	
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Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account?

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

Main Number	432-335-6861
Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu
Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus
Quiet study areas	For course work	On Campus

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?

Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here <i>(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)</i>

Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid	Understanding course work and motivation	On Campus and

trained tutors		Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm