OGL 345 Organizational Ethics

Arizona State University-College of Integrated Sciences and Arts
October 11-December 1, 2023 Fall B
Online Course

Course and Faculty Information

Course Description: Explores and considers normative and applied ethics within a variety of organizations.

Credits: 3

Prerequisites: L or HU: ENG 102, or 105 or 108 with a C better: minimum junior standing or minimum of 56 hours).

Instructor: Mrs. Caryl Williams   Online Email: Caryl.Williams@asu.edu   (anytime)

Text: Managing Business Ethics and Your Career ISBN: 978-1-978426-35-0

Fugate, M. (2022). Managing Business Ethics and Your Career. SAGE
Inclusive Access (IA) allows students to purchase an eBook through ASU at a reduced cost.

Enter your ASU email address AS IT APPEARS IN THE ASU DIRECTORY (http://asu.edu/directory), then follow the instructions provided. Be aware that if you do not opt-out, your access to the eBook will be discontinued. To access the eBook, follow these instructions (books will be available approximately 5-days prior to the start of class):

1) Go to https:/brytewave.redshelf.com
2) Click "Login" then "Forgot Password" and enter your ASU email address EXACTLY as it appears in the ASU Directory (please note: all students have two configurations of their email address (asurite@asu.edu and (firstname.lastname@asu.edu); both are tied to the same email account BUT the system will ONLY recognize the email address that appears in the directory)!!
3) Follow the instructions in the password reset email to reset your password
4) Return to https://brytewave.redshelf.com   Your username will be your ASU email address (again, EXACTLY as it appears in the directory) and your password will be whatever you changed it to. When you login, you will see the required material listed on your shelf. If this is a standard eBook, simply click on the book to read.

For assistance accessing your material or opting out, please contact the Inclusive Access Service Desk at   asuinclusiveaccess@gmail.com

To reiterate some important timelines:
5 days prior to the start of class: orders release to students & Bookstore communications sent 2-3 days after the end of drop/add period: opt out deadline

ASU online course access: http://my.asu.edu
Technical Assistance: website: http://asu.edu/helpdesk 24/7 Phone: 480.965.6500
University Technical Office Help email: uto@asu.edu   24/7 Phone: 855-278-5080

College Contact: This course is offered by the College of Integrative Sciences and Arts (CISA). For more information about the college, visit our website: https://cisa.asu.edu If you have questions about this course, please speak with your instructor. If your instructor is unable to address your questions, please send your inquiry to cisa@asu.edu

Student Learning Outcomes
Students will read, write and discuss how organizations and individuals within for-profit, non-profit, corporate and family owned entities develop, adopt, adapt, and sustain values and ethics.

Organizational Ethics provides an opportunity to analyze and apply ethical theories through readings, discussions and assessments.

From a structured theoretical foundation, students will examine and analyze complex moral issues that arise within organizations. Students will engage in activities that stress the importance of producing reasoned justification and sound arguments for the moral positions they believe in.

The readings, written assignment papers, discussions of written activities, and quizzes are designed to emphasize the development of values, ethics and ethics theory, as well as students' critical and creative reasoning skills. Metacognition (thinking about one's thinking) and self-evaluation are valuable skills to develop.

 Learning Objectives

- Demonstrate an understanding of multiple, fundamental ethical theories and the ability to analyze ethical systems of thought.
- Demonstrate the ability to analyze complex moral issues that arise within the organizational realm and the ability to apply values and ethical systems.
- Demonstrate reasoned justification and sound arguments for the moral positions you hold.
- Demonstrate evidence of critical and creative thinking skills.
- Demonstrate evidence of metacognition and self-evaluation.

The contents of this course, including lectures and other instructional materials, are copyrighted materials. Students may not share outside the class, including uploading, selling or distributing course content or notes taken during the conduct of the course. Any recordings of class sessions by students is prohibited, except as part of an accommodation approved by the SAILS Office.

Textbooks, Required Readings and Materials
eBook purchased by the student.

Course Access
Your ASU courses can be accessed by both my.asu.edu and asu.instructure.com
Bookmark both of these URL's in the event that one site may not be operating effectively.

Additional Course Requirements
This course requires the following technologies:
- Web browsers (Chrome, Mozilla Firefox, or Safari)
- Adobe Acrobat Reader (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office (Microsoft 365 is free for all currently enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.

Note: A smartphone, iPad, Chromebook, etc. will NOT be sufficient for completing your work in an online environment. Although you will be able to access course content with mobile devices, you MUST use a computer for all assignments, quizzes, and virtual labs completed in Canvas.

Student Success
To be successful:
- check the course daily
- read Course Announcements
- read and respond to course email messages as needed
- complete assignments by the specified due dates
- communicate regularly with your instructor and peers
- create a study and/or assignment schedule to stay on track
- access ASU Online Student Resources or CISA Academic Resources

Grading
Your grade will be determined based on the following grading schema:

Letter Grade	Percentage	Points Range
A	93-100	186-200
A-	90-92	180-185
B+	87-89	174-179
B	83-86	166-173
B-	80-82	160-165
C+	77-79	154-159
C	70-76	140-153
D	60-69	120-139
E	<60	<119
EU	<60	Failing Did Not Complete
EN	0	Failing Never Participated

Students in this course may request the Y grade option. The Y grade is considered "satisfactory" and equivalent to a C or better grade. Only students who earn a final grade of C or better are eligible for the Y grade. If your final grade is below a C based on the grading requirements outlined by this course syllabus, then you are NOT eligible for the Y grade and the D or E grade will be posted.
The Y grade will fulfill prerequisite requirements of a C or better grade, but the grade is NOT used for computing the GPA.

Before requesting the Y grade, you should consider that this option may have implications for your degree program, financial aid, or scholarship requirements. You should review your major map for current and future course requirements prior to requesting the Y grade. Some classes require a grade higher than a C to count for the major or as a prerequisite for future required coursework.

If you are planning to apply to graduate or professional programs, the satisfactory Y grade in a core or prerequisite course may be less advantageous to your application than a letter grade.

Students who would like to request the Y grade option must send an email to the instructor, within the first week of class.

Grading Procedure
Grades reflect your performance on assignments and adherence to deadlines. Grades on assignments will be available within 72 hours of the due date in the Gradebook.

Late or Missed Assignments
Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and you are unable to submit the assignment on time. The instructor will communicate with you via email.

Attendance Policy
Our online class is convenient but participation is required to complete assignments.
Follow the appropriate University policies to request accommodation for religious practices, or to request accommodation for missed assignments due to University-sanctioned activities or active military service.

Communicating with your Instructor and Classmates

Classroom Community to build a course that is comfortable for all, it is important that students (1) display respect for all members of the class – including the instructor and students; (2) pay attention to and participate in all interactive student/partner/instructor sessions and activities; and (3) observe the rules of appropriate online behavior (also known as *netiquette).* This term is defined by the instructor and includes keeping course discussion posts and oral communication with other students (or the instructor) focused on the assigned topics. Students

must maintain a cordial atmosphere and use tact in expressing differences of opinion. In addition, they must avoid racist, sexist, homophobic, or other negative language that may unnecessarily exclude course members. This is not an exhaustive list of behaviors; rather, it represents examples of the types of things that can have a dramatic impact on the course environment. Your final grade may be reduced each time you engage in the types of negative behaviors indicated above.

Community Forum
This course uses a Canvas discussion topic called "Community Forum" for general questions and comments about the course. Check the syllabus, announcements, and existing posts to ensure it's not redundant prior to posting a question or comment. You are encouraged to respond to the questions of your classmates.

Email questions of a personal nature to your instructor. You can expect a response within 48 hours.

Chat
The Chat tool in Canvas allows students and instructors to interact in real time. Use Chat for informal course-related conversations unless your instructor informs you otherwise. Chat is not ideal for questions about assignments; instructors are not required to monitor it and conversations may be buried or lost.

Email
ASU email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear responsibility of missed messages and should check their ASU-assigned email regularly.
All instructor correspondence will be sent to your ASU email account.

Course Outline: See detailed information for course activities on pages 7-10.

Module	Topic	Assignments
Module 1	Introduce yourself to the class & welcome a peer	
	Overview of Business Ethics	Read chapters 1 & 2
Module 2	Individual Influences on Business Ethics	Read chapters 6 & 7
Module 3	Individual Influences on Business Ethics	Read chapters 3, 4 & 5
Module 4	Global Business Ethics Issues	Read chapters 12 & 13
Module 5	Organizational Influences & Global Business Ethics	Read chapters 10 & 11
Module 6	Organizational Influences on Business Ethics	Read chapters 8 & 9
	ASU Course Evaluation	

Assignment Paper Inclusions: Modules 2 & 4 require you to read a Case Study, and develop a Three-Dimensional Problem-Solving for Ethics (3D PSE) paper. You will use your course textbook. Your assignment papers will be graded by the instructor. Open your graded paper to locate the Feedback. Click on the icons and my words will appear.

Type a header at the top left of your paper on page 1. Include the Case Study name, Your name, Chapter number/Module number and the date spelled out by month, day and year.

APA 7 writing rules are used in the course. Type your papers using 12pt Times New Roman, double space the entire paper. Indent paragraphs by 5 spaces.

In *Module 2 we study chapters 6 and 7*. Select the case study at the end of chapter 6 or 7 to analyze in the 3D PSE. Choose one of the Case Studies of interest to you. **Define** the Ethical Challenge, **Determine** the Causes and **Describe** Your Potential Solutions and the Intended and Unintended Consequences for Stakeholders.

In Dimensions 1-3 questions are asked and all questions need to be answered. Type the lower-case letter (a-c for example) and answer the question applying to each letter. Apply a Key Term used in the chapter readings, when answering a question. Underline the Key Term ("define the Key Term") and cite (Fugate, 2022, p. #). By underlining the Key Term, you perform a cognitive act that keeps you focused on the Key Term and its definition as it applies to the Dimension you are discussing.

Always cite and reference your textbook author in your papers. APA citation (Fugate, 2022, p. #). APA Reference source. Fugate, M. (2022). Managing Business Ethics And Your Career. SAGE

In *Module 4 we study chapters 12 and 13*. Select the case study at the end of either chapter that is of interest to you and follow the directions stated above for both the Module 2 & 4 case study paper(s).

 Each module in the course has learning objectives and your written work needs to incorporate and tie together the learning objectives, Key Terms and theories from the course textbook into the 3D PSE. Due dates, and the time of 11:59 p.m. Mountain Standard Time (MST), are utilized as the cut-off time for course activities.

If you are using Microsoft Word 2010-11 or any other word processor (such as Word Perfect), be sure to save your file as a **pdf,** before you submit the attached paper into the course. Spell-check and proof read your work. Correct English grammar is essential in collegiate writing.

Citing Style for Assignments:
APA style of writing: http://apastylye.org   http://owl.english.purdue.edu

Reference Sources: www.citefast.com   ASU Library system: www.asu.edu/lib
Grammar: www.grammarly.com

Modules: Be aware of the **open/close dates.** The entire course is **OPEN**!
Learning Objectives; Assignment 3D PSE papers; Topic Discussion Reviews & Quizzes

Module	OGL 345 CHAPTERS	LEARNING OBJECTIVES	ACTIVITIES & POINTS	OPEN/CLOSE DATES
1	Understanding Business Ethics	**Ch 1**: Differentiate morals, values, and norms and explain how they relate to business ethics Explain why ethics are important to business Summarize how ethics can affect your job, career, and role in society Articulate how to use 3 dimensional problem-solving to improve your ethical performance	Read Chapters 1 & 2 **Quiz on chapter 1 material due: Oct 16 (8) points** **Self-Introduction & Welcome to a peer due: Oct 16 (3) points**	Oct 11-16
	Laying a Foundation	**Ch 2**: Articulate common ethical decision-making perspectives Explain what it means to be a socially responsible organization and individual Summarize how corporate governance and stakeholder activism influence business ethics Describe what it means to be sustainable	**Quiz on chapter 2 material due: Oct 16 (8) points**	
2	Common Organizational Practices with Ethics Implications	**Ch 6**: Explain how hiring practices can be wrought with business ethics issues Understand the limits of freedom of expression at work Know how to prevent unfair performance appraisals	Read Chapters 6 & 7 **Assignment Paper 3D PSE on chapter 6 or 7 Case Study** **Due: October 25 (50) points** **Quiz: Chapter 6 Due: October 22 (7) points**	Oct 11-25
	The Double-Edged Sword of Leadership and Business Ethics	**Ch 7**: Articulate what it means to be an ethical leader Identify the characteristics of unethical leaders Explain what it means to lead with ethical versus legal liability, character, and empathy Apply your knowledge to ensure ethical leadership in yourself and others	**Quiz: Chapter 7 Due: October 22 (7) points**	

3	Why Good People do Bad Things	**Ch 3**: Identify personal factors that influence your ethical decision making	**Read chapters 3, 4 & 5**	Oct 11-Nov 1
			Quiz on chapter 3　　　　due: Nov. 1　(8)　points	
		Understand the frequency and dangers of moral disengagement		
		Recognize how moral intensity affects your perceptions of ethically challenging situations		
		Describe your ethical blind spots and explain how to remedy them		
	Individual Factors That Influence Your Ethics-Related Thoughts and Actions	**Ch 4**: Describe how values, honesty, integrity, and moral courage influence your sense of what is right and wrong	**Quiz on chapter 4**　　　　due: Nov. 1　(7) points	
		Understand and manage your biases		
		Ensure your conduct is ethical		
	Common Ethical Challenges and How to Handle Them	**Ch 5**: Manage common ethical issues at work	**Quiz on chapter 5**　　　　due: Nov. 1　(7) points	
		Understand and navigate issues related to employee monitoring		
		Recognize and influence where the line is drawn between your professional and personal lives		
		Appreciate whistleblowing-why, why not, and how		

4	Environmental Sustainability Issues at Home and Abroad	**Ch 12**: Articulate how externalities can and do influence the environment	Read Chapters 12 & 13	Oct 11-Nov 13
		Identify the key environmental issues confronting business and society today	**Assignment Paper 3D PSE on chapter 12 or 13 Case Study**	
			due: Nov. 13 **(50) points**	
		Understand the pros and cons of regulatory solutions to environmental issues	**Quiz: Chapter 12** **due: Nov. 5** **(7) points**	
		Define the characteristics of being environmentally sustainable		
	The Role of Business in Social Justice And Change	**Ch 13**: Describe how changing values influence the contemporary stakeholder …	**Quiz: Chapter 13** **due: Nov. 5** **(7) points**	
		Explain the role of business in creating social justice and change		
		Outline the key elements for reducing income inequality		
		Explain the key elements for reducing health and health care inequality		
		Identify the key elements for reducing racial inequality		
5	Doing Well By Doing Good	**Ch 10:** Explain what it means for a business to adopt an environmental, social, and governance (ESG) approach to business	Read Chapters 10 & 11	Oct 11-Nov 22
			Quiz on Chapter 10 **due: Nov. 22** **(7) points**	
		Summarize conscious capitalism (CC) and explain how to build a conscious organization		
		Outline and apply the Caux Principles		
		Describe what B-Corps are and why an organization would choose to be one		
	A Global Perspective of Business Ethics	**Ch 11**: Analyze business ethics challenges when crossing national borders	**Quiz on Chapter 11** **due: Nov. 22** **(7) points**	
		Describe the benefits and elements of a global code of conduct		
		Identify and understand political risks when doing business internationally		
		Articulate means by which ethical conduct is influenced on a global scale		

6			Read Chapters 8 & 9		
					Oct 11-Nov 30
	Organizational Culture and Business Ethics	**Ch 8**: Articulate the elements of organizational culture and their effect on business ethics	**Quiz: Chapter 8** due: Nov. 30 points (7)		
		Identify various forms of incivility and explain how organizations both perpetuate and stop them			
		Describe how to create and foster ethical cultures			
	The Role of Laws, Codes, and Training in Business Ethics	**Ch 9:** Explain how laws and regulations influence business ethics	**Quiz on Chapter 9** due: Nov. 30 points (7)		
		Describe codes of ethics and conduct and their functions and benefits			
		Create relevant and effective codes of ethics	**Final Thoughts Discussion Board** due: Nov. 30 points (3)		**200 Points Total**
		Outline and describe the elements of a high-quality ethics program	**ASU Course Evaluation** due: Nov. 30 points (0)		ASU Course evaluation is a requested activity.
					The evaluation closes 1 day before the course ends.
					Share your thoughts on the course material, organization, and communications during the course.
					Do you feel the material covered will benefit you and your career?
					Thank you for taking this important Ethics Course with me as your instructor.

For your own protection, you should keep a copy of everything you hand in, and you should keep your graded assignments at least until grades are finalized at the end of the semester in the event you wish to contest any grades.

All assignments, unless otherwise announced by the instructor, MUST be submitted to the designated area of Canvas. Do not submit an assignment via email.

Assignment due dates follow Arizona Standard time. Click the following link to access the Time Converter to ensure you account for the difference in time zones. Note: Arizona does not observe daylight savings time.

Course Time Commitment

Course work includes all learning activities including reading, watching videos, studying, and completing assignments. Arizona Board of Regents (ABOR) requires 45 hours of coursework per credit for college-level courses, which translates to:
- 1 credit hour = 45 total hours
- 2 credit hours=90 total hours
- 3 credit hours=135 total hours
- 4 credit hours=180 total hours
- 5 credit hours=225 total hours

ASU courses range in length from 6 weeks to 15 weeks. Below is a breakdown of the 135-hour required time commitment for a three-credit course divided among weeks for courses of various lengths.

Course length	Time on Coursework per Week for a 3-credit course	Total Time Requirement for a 3-credit Course
6 weeks	22.5 hours	135 hours
7.5 weeks	18 hours	135 hours
8 weeks	17 hours	135 hours
15 weeks	9 hours	135 hours

Drop and Add Dates/Withdrawals

If you are unable to take this course for any reason, be aware that there is a limited timeline to drop or add the course. Consult with your advisor and notify your instructor t add or drop this course. If you are considering a withdrawal, review the following ASU policies: Withdrawal from Classes, Withdrawing as a Financial Aid Recipient, Medical/Compassionate Withdrawal, and a Grade of Incomplete.

Students must first speak with the instructor of the class to discuss any disputed grades. If, after review, a resolution is not achieved, students may proceed with the appeal process. Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless whether the student is enrolled at the university. Complete details are available in the (CISA Grade Appeals policy.

Academic Integrity

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see provost.asu.edu/academicintegrity.

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, college, and/or dean. Academic dishonesty includes, but is not limited to, cheating on an academic evaluation or assignment, plagiarizing, academic deceit (such as fabricating data or information), or falsifying academic records. Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else's work without proper citations. Students who have taken this class previously and would like to use the work from previous assignments should contact the instructor for permission to do so.

If you have any questions about your work and the academic policy, please discuss your assignment or concerns with your instructor, teaching assistant, or your college Academic Integrity Officer in advance of submitting an assignment. Students resources on Sun Devil Integrity and strategies for completing your work with integrity and avoiding plagiarism are available here: ASU Students Resources for Academic Integrity or provost.asu.edu/academicintegrity for more information.

Harassment Prohibited

ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Students are encouraged to report harassment to instructors and the Dean of Students Office.

Student Conduct

ASU and the College of Integrative Sciences and Arts expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the Student Code of Conduct and Student Disciplinary Procedures, Computer, Internet, and Electronic Communications policy, ASU Student Academic Integrity Policy, and outlined by the Office of Student Rights & Responsibilities. Anyone in violation of these policies is subject to sanctions. Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per Instructor Withdrawal of a Student for Disruptive Classroom Behavior. The Office of Student Rights and Responsibilities accepts incident reports from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faulty members reserve the right to delete materials on the grounds of suspected copyright infringement.

Title IX
Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/faqs.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish to discuss any concerns confidentially and privately. ASU online students may access 360 Life Services, https://goto.asuonline.asu.edu/success/online-resources.html.

Student Accessibility and Inclusive Learning Services (SAILS)

Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to the instructor at the beginning of the semester either during

office hours or by appointment. Note: Prior to receiving disability accommodations, verification of eligibility from the Student Accessibility and Inclusive Learning Services is required. Disability information is confidential.

Student Accessibility and Inclusive Learning Services (https://eoss.asu.edu/accesibility)
Email: Student.Accessibility@asu.edu
SAILS Phone: 480-965-1234
SAILS Fax: 480-965-0441

Tutoring

Free tutoring support is available in person and online for most courses. Services are offered through ASU's University Academic Success Programs for currently enrolled students.

- Tutoring is available in math, business, science, statistics, and engineering courses.
- Writing tutoring is available for any writing project at any stage of the writing process.
- Supplemental Instruction (SI) facilitates collaborative study groups for selected courses.
- Graduate academic tutoring is available for writing and statistics.
- Academic skills tutoring can help with critical reading, study skills, note taking, and more.
- Resources are available through our YouTube channel, Zoom recordings, and handouts.

Statement on Inclusion

Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access, and have an impact on our community, state, nation, and the world. To do that requires our faculty and staff to reflect the intellectual, ethnic, and cultural diversity of our nation and world so that our students learn from the broadest perspectives, and we engage in the advancement of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities.

We recognize that race and gender historically have been markers of diversity in institutions of higher education. However, at ASU, we believe that diversity includes additional categories such as socioeconomic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality, and intellectual perspective.

Mental Health

As a student, like anyone else, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating, and/or lack of motivation. These emotional health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. ASU Counseling Services provides counseling and crisis services for students who are

experiencing a mental health concern. Any student may call or walk-in to any ASU counseling center for a same-day or future appointment to discuss any personal concern. Here is the website: eoss.asu.edu/counseling. After office hours and 24/7 ASU's dedicated crisis line is available for crisis consultation by calling 480-921-1006.

Establishing a Safe Environment

Learning takes place best when a safe environment is established in the classroom. In accordance with SSM 104-02 of the Student Services Manual, students enrolled in this course have a responsibility to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. The success of the course rests on your ability to create a safe environment where everyone feels comfortable to share and explore ideas. We must also be willing to take risks and ask critical questions. Doing so will effectively contribute to our own and others' intellectual and personal growth and development. We welcome disagreements in the spirit of critical academic exchange, but please remember to be respectful of others' viewpoints, whether you agree with them or not.

All incidents and allegations of violent or threatening conduct by an ASU student (whether on-or-off campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

Prohibition of Commercial Notetaking Services

In accordance with ACD304-06 Commercial Note Taking Services, written permission must be secured from the official instructor of the class in order to sell instructor's oral communication in form of notes. Notes must have the note taker's name as well as the instructor's name, the course number, and the date.

Course Evaluation

Students are expected to complete the course evaluation. The feedback provides valuable information to the instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available. The results are always anonymous and cannot be reviewed by the instructor/department until after final grades have been posted.

Trigger Warning

Please note that some course content may be deemed offensive by some students, although it is not my intention to offend anyone. In addition, some materials that we link with online might also be considered offensive, troubling, or difficult to review in terms of language or graphics. I attempt to provide warnings when introducing this kind of material; yet, if I forget to do so, or if something else (in my materials or posts from fellow students) seems offensive, please contact me at Caryl.Williams@asu.edu.

Academic Affairs annual

For a complete guide to Arizona State University course policies, please refer to the Academic Affairs Manual (ACD).

Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the Course Announcements often.