### Southern Polytechnic State University School of Computing and Software Engineering CSE 2642 – Professional Practices and Ethics (Online section) Spring 2012

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| ***Instructor:*** | Dr. Sheryl Duggins (678) 915-7401 |  | E-mail: sduggins@spsu.edu (but please use Vista Course email for this course) Web: All course materials in GaView/Vista |

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| ***Office Hours (J-365):*** Monday/Wednesday 3:00 to 6:00pm, 6:30-7:30pm, and Tuesday 1:00-3:00pm ONLINE in GaView/Vista; All other days and times by appointment. I will try to respond to questions submitted in Vista e-mail within 24 hours during the work week. |

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| ***Required Text:*** Baase, Sara *A Gift of Fire, Third Edition,* Pearson, 2008; ISBN: 0-13-600848-4 |

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| ***Class Schedule:*** | | | |
| *During:* | *Topic* | *Reading* | *Groups* | *Due* |
| Week 1  Jan. 16  Week 2 | Introductions and Orientation to the Course  MLK Holiday  Unwrapping the Gift | Chapter 1  Chapter 1 | *All* | Orientation Assignment 0  Assignment 1 (Jan. 22) |
| Week 3 | Privacy | Chapter 2 | 1, 8 | Assignment 2 (Feb 5) |
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| Weeks 4&5 | Freedom of Speech | Chapter 3 | 2, 7 |  |
| Week 6 | Intellectual Property | Chapter 4 | 3, 6 | Assignment 3 (Feb. 19) |
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| Week 7 | MIDTERM EXAM – over Chapters 1-4 & Discussion |  |  | MIDTERM EXAM |
|  | *Feb 28 is the last day to withdraw with a grade of W.* |  |  |  |
| Week 8  Week 9 | Computer Crime  SPRING BREAK! | Chapter 5 | 4, 5 | Assignment 4 (Mar. 19) |
| Week 10 | Computers and Work | Chapter 6 | 8, 1 |  |
| Week 11 | Controlling Technology | Chapter 7 | 7, 2 | Assignment 5  (April 1) |
| Week 12  Week 13 | Therac Case  Failures & Risks | Therac Papers  Chapter 8 | 6, 3  6, 3 | *Work in groups on Assign. 6*  Assignment 6 (April 22) |
| Weeks 14& 15 | Professional Ethics and  Case Studies | Chapter 9 Appendix A | 5, 4 | Presenting  Assignment 6 |
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| Weeks 15 & 16 | FINAL EXAM | | | **FINAL EXAM** |

***Academic Honesty and Collaboration:*** Collaboration with your classmates in studying and understanding the material is part of the collegiate experience, and is strongly encouraged. The electronic discussion areas are there to help you learn from each other. You will be required to work together on group assignments. Collaboration on written assignments is permitted and encouraged, but each student must turn in work written in his or her own words. Copying another's work will be considered cheating; all students involved will receive a grade of zero and possibly other penalties including failure of the course and dismissal from the University. Unless you are specifically advised otherwise by the instructor, any work other than group assignments submitted for credit must be *completely* the work of the individual student.

Collaboration or cheating on examinations will result in a grade of zero and possibly other penalties including failure of the course and dismissal from the University. Plagiarism, fabrication, or other academic misconduct will result in a grade of zero and possibly other penalties, including failure of the course and dismissal from the University.

These course policies are consistent with Southern Polytechnic State University's policies on academic honesty, which are described in the catalog and the student handbook.

It is very important that you understand the concepts of academic honesty. If any of the above is not clear, or if you are not certain what some of the terms mean, please ask me. A misunderstanding in this area could end your academic career.

***How to Succeed in this Class:*** Here are five things you can do that will greatly improve your chances of making a satisfactory grade in this class:

* **Read the syllabus:** It is *a lot of trouble* to prepare so detailed a syllabus. You should assume I had a reason for it. You should read *every word* in the syllabus during the first week of classes. I will not be sympathetic to complaints that you didn't understand something about the course if it's written down in the syllabus.
* **Read the textbook:** You will get a lot more out of this class, and so be able to give back more on the assignments and examinations, if you read the assigned parts of the textbook *before* the material is first due to be discussed. In my experience, students who don't complete the reading before it is discussed either never complete it or try to cram it all in just before the exams. That doesn't work.
* **Participate in the online class:** A significant portion of your course grade is based on participation. In addition, if you don't participate, you are missing an opportunity to have things that may not be clear explained to you, to ask me questions, and to interact with your colleagues and me. If classes weren't important, we wouldn't have them.
* **Do the homework:** The homework assignments build upon one another. If you get behind, you will find it very difficult to catch up. Moreover, when you read further in the syllabus, you will find that there are substantial penalties for late or incomplete work.
* **Allow enough time:** More unsatisfactory grades are due to procrastination than any other cause. Do not assume that you can complete the homework in the thirty minutes before the due date and time; you cannot. The most successful students start this work this work several days before it is due.  
    
  Online classes, particularly, seem to invite procrastination. So, online students should be particularly careful to avoid it.

***Course Objectives:***

Upon successful completion of this course, students will be able to:

1. Identify ethical responsibilities and considerations and apply ethics, including professional codes of ethics, in scenarios and case studies.

2. Identify and use resources for keeping up with the profession.

3. Discuss legal and ethical issues relevant to freedom of speech, intellectual property, privacy, and security.

***What you will need:*** You will need a computer with a current Web browser such as Internet Explorer or Mozilla, Firefox. You will need continuous high-speed Internet access throughout the term because frequent participation is expected and assignments are frequently. If your Internet access is not reliable or you will be traveling, be sure you have a "backup plan" for Internet access. "Technical difficulties" are not a suitable excuse for late or incomplete work.

You will need a word processing program that will let you create files that can be opened with Microsoft Word. *This does not mean you need to buy Microsoft Word.* As a student, you can get Microsoft products for very cheap.. However, there are alternatives. One such alternative is Open Office, which is available free of any charge from <http://www.openoffice.org/>. Be sure you save documents you create for course assignments in **.doc** format.

You will need the Adobe Reader or a similar program that will open documents in PDF format. You can download the Adobe Reader, which is free, directly from Adobe at <http://www.adobe.com/products/acrobat/readstep2.html>. You do *not* need to be able to create PDF documents.

You will need access to an academic library, such as SPSU's, which you can access via the Connect facility from home or via the SPSU webpage from campus. As a student in the University System of Georgia, you may use the library at any USG school. Other colleges and universities, including those in other states, may also allow access. Be sure to check in advance.

***Class Participation:*** Participation in the online class is expected. You will find this is easiest if you spend a few minutes on line with the course nearly every day. A significant percentage of your course grade is based on class participation. You should be aware that information not in the book will be presented in the class discussions and you will be held responsible for it on examinations. You are responsible for announcements, assignments, and syllabus revisions made in the class discussion areas.

Historically, students with good participation records have done significantly better in my classes than students with poor records.

Your participation grade will be determined by your reading of the online discussions and other material and by the extent that you contribute online.

The course will require a certain number of postings. For example, there are three posts required by the "Introductions" exercise. Making all of the required postings earns a "Meets requirements" grade of B. To earn a grade of A on the posting part of the participation grade (per unit), you must contribute to the learning environment of the class by adding your own knowledge, opinions and experiences. If you make two good posts per unit (usually a chapter) you will typically earn a B for participation. If you are in one of the groups responsible for that chapter, you will need to contribute more than the typical two posts.

Postings of the nature of "I agree" or "me, too" do not contribute to the learning environment, and will count against you. That doesn't mean you shouldn't express agreement, but you must tell *why* you agree in a way that contributes something new to the discussion.

Personal attacks or other disruptive postings will count heavily against you, and may even cause you to be removed from the class for disruptive behavior as described in the University catalog. (I don't expect this type of problem, and I've never seen it, but I wouldn't want anyone to be able to say they weren't warned.)

***Group Work:*** The class will be divided into eight groups immediately after drop/add. Each group will have two assignments during the term. One type of assignment is to lead the discussion on a particular topic and chapter(s).. You are to be the experts; you will post questions, answer questions, and draw out discussion from the other students.

The other type of assignment is to find a current event article of an example that relates to the ideas we're studying in that unit and bring them into the discussion. There are two parts to this: first, you need to post a link, summary of the article, and your opinion in the Current Event Article discussion topic. Secondly, you must ask questions to the class in this discussion topic and answer questions to draw out discussion from the other students. The article you post must be related to the unit topic and should be posted by midnight on Sunday the day before we discuss the topic. For example, when we discuss computer crime, members in the assigned group will each find one current event article discussing an example of computer crime, post the link and summary, and lead the discussion on his/her posted article in the discussion topic.

In the Class Schedule part of the syllabus, there are two numbers under the Group heading. The first number is the group responsible for LEADING THE CHAPTER DISCUSSION; the second number is the group responsible for POSTING THE CURRENT EVENT ARTICLE and leading that discussion. So, "3, 5" means Group 3 leads the chapter discussion and Group 5 presents current event articles.

Each group will have a private discussion area in which to plan your work. You must use this discussion area to coordinate your efforts as it will show me that you worked together as a group. Your grade will be lowered if there is not coordinated planning in the group discussion area. One way to approach this coordination is to assign chapter sections to group members when you're leading a chapter discussion. One of you will have to volunteer to lead the group and make these assignments. When you're introducing current event articles, assign each member to find one article/example. (You will have to coordinate if you do that, so two of you don't try to use the same article.)

There are many other possible ways of organizing groups, and you are encouraged to try out alternatives.

***Effort Expected:*** This is a two-credit-hour course. In a traditional class during the regular 16 week semester, you would be expected to spend 90 minutes in class and 180 minutes doing outside work every week, for a total of 270 minutes, or four and a half hours per week. Online classes are designed to require the same amount of effort, namely four to five hours per week, as traditional classes. Really!

***Preparation:*** You will be expected to have read this syllabus, done the Orientation to the Course assignment, and read the Standards of Academic Conduct handout by the end of the first week. After that, you are expected to have read each chapter by the date it is first scheduled to be discussed.

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| ***Grading Plan:*** | 20% | Assignments |
|  | 20% | Class Participation |
|  | 30% | Midterm Exam |
|  | 30% | Final Exam |

In general, I will use the following scale to assign course letter grades. However, I reserve the right to make adjustments (either up or down) for borderline cases.

***Grading Scale:*** 90 and above: A; 80-89: B; 70-79: C; 60-69: D; Below 60: F.

***Examinations:*** Examinations will consist of essay questions and will be Take-Home. You will be given one week to prepare this exam. Makeup examinations will not be given unless you make *prior* arrangements with me. The final examination will be comprehensive.

***Assignment Grades:*** The assignments will be worth 100 points each. Examine the assignments schedule to see when assignments are due. I will make assignments due in GaView/Vista at 11:59PM on Sundays. I will give you a one hour extension without penalty, after that, you will not be able to submit your work via the assignment tool.

***Assignments:*** Assignments will be posted in the Assignments area approximately seven days before they're due. ***Note that you will be working either on an assignment or an exam most weeks of the course. You MUST SUBMIT ALL ASSIGNMENTS via the ASSIGNMENT TOOL in GaView/Vista. I WILL NOT ACCEPT EMAILED ASSIGNMENTS IN THIS COURSE.***

In some cases an assignment may allow you to choose between two or more options. In that case, the options proposed will be of varying degrees of difficulty and address varying parts of the material. You should read *all* of the proposed options for each assignment, and then choose those which are easiest or most interesting for you.

Examinations will be based in part on the contents of the assignments.

***Retrieving Graded Work:*** From the course home page, click the "Assignments" link. For each assignment that has been graded, there will be a "Graded" link. Click it. When the assignment page opens, you will see a note, your grade, and the graded file attached. This file will be named something like GradedYourName.pdf or .doc, . This is your graded file. The file name is a link. Clicking it will open a new page that gives you the opportunity to display the file (by clicking the new file name link) or to download it to your computer.

***Due Dates:*** Assignments and exams are due by 11:59 PM Eastern time on the due date, as shown in the syllabus. As university students, I expect you will manage your time well enough to be able to complete your assignments on time in spite of both usual and unanticipated events. However, I do recognize that sometimes, no matter how well one plans, outside events interfere with one's plans. Therefore, each student will have ONE assignment in the assignment tool for LATE work called “LATE ASSIGNMENT”. This means you may submit ONE AND ONLY ONE assignment late during this entire semester. Also, it must be submitted BEFORE I return the other student’s papers to the class, which means you have ONE WEEK maximum to submit your ONE LATE ASSIGNMENT (NOTE: The “due date” of this assignment will be POSTED as the last day of class due to constraints in Vista, but the actual, individual due date for YOUR late assignment will be ONE WEEK after the original assignment was due. Furthermore, the grade on a LATE assignment will be lowered based on the number of days late it was submitted. IF you are ill, have an emergency, or death in the family, please notify me ASAP (and BEFORE the assignment due date), and with appropriate documentation I MAY lessen the late penalty.

I encourage you to plan well so that your late assignment will be available in case of a true emergency because, when you have used up your LATE ASSIGNMENT, there will be ***no other exceptions*** for any reason whatsoever. Do not use your LATE ASSIGNMENT up on the first or second assignment. In my experience teaching this class, a student who does this is usually unable to recover and catch up with the class and either withdraws or fails the class. Seriously.

If you simply fail to turn in an assignment, you will receive a grade of zero. The LATE ASSIGNMENT **applies to homework assignments only, not to examinations.**

***Technical difficulties:*** Explanations of "technical difficulties" will *not* be accepted as excuses for late or unsatisfactory work. As university students, I expect you to manage your time and your facilities well enough to be able to complete your work in a timely and satisfactory manner.

***Submitting assignments:*** The *only* way to submit assignments is through the GaView/Vista assignment tool dropbox. Material submitted in any other way will not be graded. Be sure to include your name and the assignment number or name in the filename you upload; (E.g., Duggins\_Assignment\_1.docx). Make sure you only upload ONE FILE per assignment. Note also, when I download the assignments, they get rolled into one Zip file, so if you do not have your name in the file name (as in “Assn\_1.docx” as an example of what NOT to do), there could be multiple files with the same name. Note also that if you forgot to put your name INSIDE the file (see Style Guidelines below) I will have no way of knowing who’s paper I’m grading.

***Be careful what you upload:*** What you upload is what will be graded. "I uploaded the wrong thing," will not be accepted as an excuse for unsatisfactory work.

***Do not upload multiple assignments to one "drop box:"*** Only the correct one (if any) will be graded and the others will receive grades of zero.

***Style Guidelines:*** All work for this course must be prepared in a form that can be read using Microsoft Word and uploaded to GaView/Vista. See *What you will need* above for an alternative to buying Microsoft Word. *Be sure* you save in the proper format. If I can't open it, I can't grade it!

In the upper right corner of the first page of each item you turn in, put the following information in the order shown:

Your NAME

CSE 2642

The due date of the item

Identification of the item (Homework #1, Exam #1, etc.)

Here is an example:

Joe W. College  
SwE 2642  
August 28, 2005  
Homework 1

The first line of your work goes here.

Put this information as close to the top right corner as you can. Do not use a cover page.

Work which does not meet the style guidelines will be returned to you ungraded.

**Students with disabilities:** Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the counselor working with disabilities at (678) 915-7244 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

***Administrivia:***  
Form of address: Call me Dr. Duggins or Dr. D.

*E-mail and other communications:* All electronic communications for this class will be carried on using GaView/Vista. If you have course content questions or observations, please use the Vista course discussion area for those general course questions (either “From Your Instructor” topic or in the appropriate course topic discussion thread) and only use Vista course email for your specific issues, not general questions about the course or assignments. This will allow me to answer each question once and all the students will benefit from the answer.

*Appointments:* I will be available in person or by telephone during my office hours (see the first page of this syllabus) and by appointment. Please email me rather than calling me unless you are having an emergency.