Course Background: EGN 4032 - provides students with an interactive study of ethical, theory and the development of professionalism. Students review case studies of ethical conflicts in engineering practice. Course covers engineering codes of ethics and requires students to resolve theoretical situations through application of ethical codes. This course is expected to raise awareness of some professional issues and challenges which you may face in your professional career as an engineer. There are many non-engineering issues which can play a major role in your professional career.

EXPECTATIONS FROM STUDENTS

- Read the complete syllabus and the deadlines (see the schedule in page 5).
- Active participation in the weekly discussion (see schedule).
- Follow the ten (10) steps (see page 9) for completing the case study assignments.
- Submit weekly assignments in the e-learning by the due dates (normally the following Sunday) to avoid any grade penalty.
- Complete all weekly quizzes by the due dates (normally the following Sunday) to avoid any grade penalty.
- Submit the contemporary final report in the IEEE format (see the IEEE template and the sample report) and the PowerPoint presentation slides in the e-learning.
- Submit the contemporary final report in http://www.turnitin.com

EXPECTATIONS FROM THE FACULTY

- Return the feedback comments for weekly assignments by the following Wednesday.
- Inform all students when the feedback comments are posted in the e-learning.
- Response to any questions by e-mail or phone within 48 hours (expect Weekends, breaks, and holidays).
- Send a reminder for the due date of the contemporary final report and final PowerPoint presentation.
- Send a reminder for the submission of the contemporary final report in the e-learning and http://www.turnitin.com

Lecture Hours: On-line, no fixed time

Instructor: Dr. M. H. Rashid
Office: SSE Building # 4, Room #133 (PNS)
Phone: 850 474 – 2976 (Office) (863) 660-6400 (Cell)
Office Hours: None, communications through e-mails and telephone calls.
e-mail: mrashid@uwf.edu
**Prerequisites:** ENC1102 with a grade of C or better and Junior standing.

**Textbook(s) and/or Other Required Materials:**

**Reference:**

**Course website site:** All course handouts (e.g., syllabus, lecture handouts, reference material, etc.) will be posted in [http://elearning.uwf.edu](http://elearning.uwf.edu). You will also use the e-learning for quizzes and discussions, and for dropping your case-study reports.

The research paper template is posted instead in the e-learning site in [http://elearning.uwf.edu](http://elearning.uwf.edu). You will also submit to your research paper and PowerPoint in the e-learning site in: [http://elearning.uwf.edu](http://elearning.uwf.edu).

**Note: Please submit all assignments in MS Word 2003 version**

**E-learning Tips:** Visit the UWF site for new online students and working with other students online: [http://onlinecampus.uwf.edu/gearup/](http://onlinecampus.uwf.edu/gearup/)

**E-learning Problems:** Call UWF Help Desk: (850) 474 2075

**Make up:** No make up tests or quizzes, except in case of emergency, e.g. illness and accident. For make up tests, medical certificate is required and the instructor must be notified in advance of the test.

**Web-site sources for ethics:**
1. [http://www.niee.org](http://www.niee.org)
2. [http://www4.ncsu.edu/%7ejherkert/ethicind.html](http://www4.ncsu.edu/%7ejherkert/ethicind.html)

**Grading:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>48</td>
</tr>
<tr>
<td>Case study reports* (individual)</td>
<td>10</td>
</tr>
<tr>
<td>Contemporary issue report** (individual)</td>
<td>10</td>
</tr>
<tr>
<td>Contemporary issue PowerPoint presentation* (individual)</td>
<td>5</td>
</tr>
<tr>
<td>Participation in on-line discussion***</td>
<td>15</td>
</tr>
<tr>
<td>Final Exam**</td>
<td>10</td>
</tr>
<tr>
<td>Pre-Quiz* &amp; Post-Quiz* (1+1)</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Notes on Late Assignments:**
- No late assignments will be accepted beyond the due date and time.
- If you receive an incomplete final grade due to any missing assignment, you will receive no more than 80% of the assigned points for the missing assignment.

* Must complete all assignments to pass this course.
A score of 7 out of 10 in both the Contemporary issue report and the final exam is required to pass this course.

Must Author 3 times (minimum) and Read 4 times (minimum) for each discussion item to receive full points (1.5 points for Authoring and 1.0 point or Reading).

**Question on 70% requirements (7/10):** Why do we need to meet the 70% requirements (7/10) in the final exam and contemporary report?

Answer: By doing this, I as the instructor can ensure and certify that you not only passed the course, but you have also met the program outcomes (#9, 10, 11 & 12 see the ABET Master Syllabus), which are required for you to meet as the graduation requirement. I can use your graded work as the evidence in support of my certification.

**Questions on Pre and Post-Quizzes:** Can you clarify the pre- and post-quizzes? It said I would receive a full score for answering all the questions. I answered all the questions to the best of my ability, but I did not receive 100%.

Answer: Yes, you will receive full points for answering all. Do not worry about the points you scored, we do not expect you to score high rather low in the pre-quiz and the score reflects your current knowledge at the beginning of the course, not your grade points. We, however, expect higher score in the post-quiz at the end of the course. You DO NOT need any preparation for the pre-and post-quizzes.

**Question on Discussion:** Can you clarify authoring 3 times and Reading 4 times? Does replying to others post count as authoring?

Answer: Yes, Replying to others counts as ‘Authoring’ and reading the comments counts as Reading.

**Question on Final Exam.** Will the final exam be comprehensive? Can you post the Ethics Final information and remaining course material in the “content” section of e-learning?

Answer: Not a comprehensive final exam.
1. There is no other course material, except NSPE Ethics codes for the Final Quiz:
2. Please visit the official NSPE site and Review the NSPE Ethics codes http://www.nspe.org/Ethics/CodeofEthics/index.html
4. The final quiz questions could be the same as or similar to the Code of ethics exam WARNING: DO NOT TAKE THE FINAL QUIZ WITHOUT READING THE ABOVE NOTES.

**Warning on Discussion:** It is wrong to copy and paste someone’s comments and claimed as your own statement. Please note that your comment is stamped with Authored by: Authored on: date and time. We can easily check who is copying from whom. It is unethical do so and can not be allowed. The purpose of this course is to create an ethical sensitivity and awareness. Please focus on the discussion and write your own comments.

**Assistance for Special Needs Students:** Students with special needs who require special examination related or other course related accommodations should contact the main office of the Student Disability Resource Center (SDRC) at sdrc@uwf.edu or 850 474 - 2387. SDRC will contact the instructor and will specify any necessary accommodations.
Academic Integrity: There are special expectations of students for any academic work done at UWF. Please refer to the following for questions on academic conduct, plagiarism, etc.

Academic Conduct Policy:  

Plagiarism Policy:  http://uwf.edu/cas/aasr/Plagiarism.pdf


Academic dishonesty is a serious offense and will be taken seriously.  
Honesty in our academic work is vital, and we will not knowingly act in ways which erode that integrity. Accordingly, we pledge not to cheat, nor to tolerate cheating, nor to plagiarize the work of others. (UWF Student Life Handbook).

Turnitin Software Use: UWF maintains a university license agreement for an online text matching service called Turnitin (see http://uwf.edu/cutla/turnitin.cfm). At instructor’s discretion the instructor will use the Turnitin service to determine the originality of your papers and reports. Your paper or report to Turnitin will be stored in a Turnitin database for as long as the service remains in existence. For this course, you must also submit a copy of your contemporary report in the http://www.turnitin.com/ to generate Originality Report.  
For quick start see at, http://www.turnitin.com/static/pdf/tii_student_qs.pdf
Class ID: 3226513  
Password: eg4032

Question #1 on Turnitin Log in: By typing the class ID and the password, I can not log in to the turnitin.com. What should I do?  
Answer: Your instructor will register you by the time, the report or the paper is due. After you log in, then you type Class ID and course password. If you can not find your name, you first register with your e-mail ((if it is already not in the system) and then create you own password to log in.

General Information: Important deadlines for withdrawal from courses are listed in the academic calendar found at http://uwf.edu/registrar/. Also, this syllabus is based on the ABET master syllabus, which is a separate document and can be fund in the e-learning. Finally, the course instructor reserves the right to make changes to the course syllabus and the schedule with adequate notice to students.

WITHTHDRWAL DATE: OCTOBER 29, 2010
WITHTHDRWAL DEAD LINE: NOVEMBER 15, 2010 with Instructor’s Permission
# TENTATIVE SCHEDULE

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Reading</th>
<th>Topics</th>
<th>Class</th>
<th>Case</th>
<th>Quiz</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug 23 – 29, 2010</td>
<td>Read course syllabus and familiarize with e-learning and ece ftp site</td>
<td>1</td>
<td></td>
<td></td>
<td>Take the Pre-Quiz and read the instructions</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Aug 30 – Sep 5</td>
<td>1.1 - 1.8</td>
<td>Professional Ethics</td>
<td>1</td>
<td>Disc.1</td>
<td>1</td>
<td>1. View the PowerPoint presentation</td>
</tr>
<tr>
<td>3</td>
<td>Sept 6 – 12</td>
<td>2.1 - 2.10</td>
<td>Responsibility in Engineering</td>
<td>1</td>
<td># 1</td>
<td>2</td>
<td>2. Read the assigned sections</td>
</tr>
<tr>
<td>4</td>
<td>Sept 13 – 19</td>
<td>3.1 – 3.9</td>
<td>Framing the Problem</td>
<td>1</td>
<td>Disc.2</td>
<td>3</td>
<td>3. Write the case study report on the specified format (see the 9-step Decision Process) by 11.59 pm on the last day of the week, Sunday</td>
</tr>
<tr>
<td>5</td>
<td>Sept 20 – 26</td>
<td>5.1 - 5.10</td>
<td>The Social and Value Dimensions of Technology</td>
<td>1</td>
<td># 2</td>
<td>4</td>
<td>4. Take Quiz by 11.59 pm on the last day of the week, Sunday</td>
</tr>
<tr>
<td>6</td>
<td>Sept 27–Oct 3</td>
<td>6.1 - 6.12</td>
<td>Trust and Reliability</td>
<td>1</td>
<td>Disc.3</td>
<td>5</td>
<td>5. Submit the report (5 to 6 pages) in the IEEE paper format (see Guidelines) by 11.59 pm on Dec 3, 2010</td>
</tr>
<tr>
<td>7</td>
<td>Oct 4 – 10</td>
<td>7.1-7.9</td>
<td>Safety, Risk and Liability in Engineering</td>
<td>1</td>
<td># 3</td>
<td>6</td>
<td>6. Submit PowerPoint of your report (10 -12 slides) by 11.59 pm on Dec 3, 2010</td>
</tr>
<tr>
<td>8</td>
<td>Oct 11 – 17</td>
<td>OSHA.ORG</td>
<td>Safety and Health in the Workplace</td>
<td>1</td>
<td>Disc.4</td>
<td>7</td>
<td>7. Take all quizzes (multiple-choice type) through the e-learning at <a href="http://elearning.uwf.edu">http://elearning.uwf.edu</a>. You will be able to view the quizzes answered wrong for four (4) days after everyone completed the quiz.</td>
</tr>
<tr>
<td>9</td>
<td>Oct 18 –24</td>
<td>8.1 -8.8</td>
<td>Engineers in Organizations</td>
<td>1</td>
<td># 4</td>
<td>8</td>
<td>8. All quizzes are open book.</td>
</tr>
<tr>
<td>10</td>
<td>Oct 25–30</td>
<td>9.1-9.9</td>
<td>Engineers and the Environment</td>
<td>1</td>
<td>Disc.5</td>
<td>9</td>
<td>9. All reports must be submitted along with a cover sheet with your statement and signature. The cover sheet must be at the beginning of your report, not as a separate document. Without the cover sheet, your report will not be graded.</td>
</tr>
<tr>
<td>11</td>
<td>Nov 1 – 7</td>
<td>10.1–10.10</td>
<td>International Engineering Professionalism</td>
<td>1</td>
<td>Disc.6</td>
<td>10</td>
<td>10. Take all quizzes (multiple-choice type) through the e-learning at <a href="http://elearning.uwf.edu">http://elearning.uwf.edu</a>. You will be able to view the quizzes answered wrong for four (4) days after everyone completed the quiz.</td>
</tr>
<tr>
<td>12</td>
<td>Nov 8 – 14</td>
<td>Final Quiz</td>
<td></td>
<td>1</td>
<td></td>
<td>11</td>
<td>11. Take all quizzes (multiple-choice type) through the e-learning at <a href="http://elearning.uwf.edu">http://elearning.uwf.edu</a>. You will be able to view the quizzes answered wrong for four (4) days after everyone completed the quiz.</td>
</tr>
<tr>
<td>13</td>
<td>November 15 – Dec 3, 2010</td>
<td>Assignment</td>
<td>Surf the web-site and look for books and other references to find a contemporary ethical issue.</td>
<td>1</td>
<td></td>
<td></td>
<td>12. Take all quizzes (multiple-choice type) through the e-learning at <a href="http://elearning.uwf.edu">http://elearning.uwf.edu</a>. You will be able to view the quizzes answered wrong for four (4) days after everyone completed the quiz.</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Report on a Contemporary Ethical Issue and PowerPoint of 10 to 12 slides.</td>
<td>1</td>
<td></td>
<td></td>
<td>13. Take all quizzes (multiple-choice type) through the e-learning at <a href="http://elearning.uwf.edu">http://elearning.uwf.edu</a>. You will be able to view the quizzes answered wrong for four (4) days after everyone completed the quiz.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Post-Quiz</td>
<td></td>
<td>1</td>
<td></td>
<td>14. Take all quizzes (multiple-choice type) through the e-learning at <a href="http://elearning.uwf.edu">http://elearning.uwf.edu</a>. You will be able to view the quizzes answered wrong for four (4) days after everyone completed the quiz.</td>
<td></td>
</tr>
</tbody>
</table>

Instructions:
- All reports must the submitted in MS Word 203 to the site at [http://elearning.uwf.edu](http://elearning.uwf.edu) (see the notes for naming files and coversheet). PDF or other files will NOT be acceptable.
- Final report must be submitted in the e-learning drop box and [http://www.turnitin.com](http://www.turnitin.com). For turnitin, class ID: 3226513 Password: egn4032
- Take all quizzes (multiple-choice type) through the e-learning at [http://elearning.uwf.edu](http://elearning.uwf.edu). You will be able to view the quizzes answered wrong for four (4) days after everyone completed the quiz.
- All quizzes are open book.
- All reports must be submitted along with a cover sheet with your statement and signature. The cover sheet must be at the beginning of your report, not as a separate document. Without the cover sheet, your report will not be graded.
Instructions for Naming the Files

- Name your file: Assignment # _ your Name_Date of submission, i.e., Case Study Report # 1_M H Rashid_9_6_2010.
- Each assignment must have the cover sheet with your signature and other information. Otherwise, your work will not be graded for credits.
- Your uwf e-mail serves as your signature. DO NOT USE other commercial e-mails.
- Also submit your assignments in MS Word 2003 only in the appropriate submit folder for the specific case-study assignments at the http://elearning.uwf.edu and also the contemporary ethical report (and PowerPoint) at http://elearning.uwf.edu
- DO NOT send no e-mails or any paper copy. The e-learning drop box is the only place to submit your assignments.

Cover Page

Name: ____________________________
Course Number: EGN 4032
Semester: Fall 2010
Assignment: ________________________

(Your signature after the statement)
I certify that this assignment is the result of my own efforts.

Signature Date:
e-mail: uwf e-mail ONLY

Question #1: Will there be any penalty if the file name does not follow these file naming instructions?
Answer: Your assignment will not be acceptable if you do not name your file according to these instructions. It is very important that you must follow these instructions and use the correct format. It may seem that the filename may be arbitrary, but in a class of so many students, keeping those files organized for grading is a challenge if they don't follow a strict and consistent naming convention.
Guidelines for Contemporary issue presentation and report

1. Select a contemporary ethical issue
2. Make a power point presentation of 10-12 slides.
3. Write a formal report in **MS Word only** in the IEEE paper submission format (see the sample in the course folder). Among other items, include the following items into your report:
   I. Ethical Issue (cite references)
   II. Ethical Framework
      Professional Ethics
      Common Morality
      Personal Ethics
   III. Steps for Facilitating Solutions to Ethical Issues
   IV. Impact of Ethical Resolutions
   V. Conclusion
   VI. Acknowledgement
   VII. References
   VIII. Author’s Short Biography.

Notes:

- Make sure to include a cover sheet at the beginning of the report.
- Follow the IEEE paper format including your name and affiliations, single line spacing, double column, font roman times, size 10, etc.
- Page limit: 5 to 6 pages **excluding** the cover page.
- You report should look like the paper IEEE sample in pdf format (see attached)
- Use the IEEE MS Word template (see the e-learning)

**Question #1:** What would be a good topic for contemporary ethical report?
**Answer:** It could be any contemporary issue, but the word "ethics or ethical, etc." must be in the title since you are preparing the report for the professional ethics class.

**Question #2:** Does my contemporary ethical issue need to relate to engineering? For example, can it be on other issues such as a stem cell research or the genetic modification of plants for food, etc.
**Answer:** NO, it does not have to deal with engineering for the 1st question, but it should relate to a profession. Thus, YES for the 2nd question.

**Question #3:** Can you tell me about Section II of the report. I'm a little confused about what we're supposed to do there....
**II. Ethical Framework**
Professional Ethics
Common Morality
Personal Ethics
**Answer:** Your ethical issue should fall within one or more those categories. Describe how and why?
Question # 4: Do we have to include a biography portion in the report?  
Answer: YES, a short bio (see the MS Word template for the location of the bio). Is a photo required? Not required. But you may want to include one.

Question # 5: When you say 'page limit 5-6 pages'. Is that a maximum, minimum, or both?  
Answer: Not more than 6 pages and not less than 5 pages excluding the cover page.

Question # 6: Does 5-6 pages include the cover page?  
Answer: NO. With the cover sheet, it must be 6-7 pages.

Question # 7: Are there any requirements as to what kind of references they need to be? How many references are we required to have in our contemporary report?  
Answer: NO, but they should be related to the topic. As many as you feel necessary, but should in general be more than 5.

Question # 8: What are the common mistakes in preparing the contemporary report?  
Answer. The common mistakes in preparing the contemporary report are:
  • NO cover or signature page
  • NO paper Title
  • NO author’s affiliation
  • NOT in two columns
  • NOT following the IEEE format: font size, page margins, single-space, etc
  • NOT following the page limits: 5 to 6 pages excluding the cover sheet.

Question # 9: Can we see a sample contemporary report?  
Answer: YES, see one sample contemporary report in the e-learning.

Question # 10: If the content of the sample report is different from what the syllabus says what should we do? Should we pick one of them as a guideline for the content of the report?  
Answer: Yes, The section headings of the sample report may be different from the syllabus heading, but it should give an idea of how it should look like. You should follow the section heading and guidelines as outlined in the syllabus.

Question # 11: Contemporary Report Submission: Where we are supposed to submit the report: e-learning drop box, or turnitin.com  
Answer: Submit both in the learning drop box and turnitin.com. Submit the PowerPoint presentation in the e-learning only.

Question # 12: Are we allowed to copy pictures from the internet?  
Answer: Yes, if you cite the source reference in the text.
Guidelines for Writing the Case Reports

**Question #1:** Do you want us to answer the questions specified in the case using the Decision Processes step by step? If so, do you want us to write out the Decision Process steps in our report and list the information beneath that step?

**Answer:** Yes, write the step 1 along with the statement

**Step 1:** Determine the facts in the situation - obtain all of the unbiased facts possible

*Write up the information in a traditional essay format*

**Question #2:** Do you want the report to be single or double spaced?

**Answer:** Use the report to be double spaced. All margins 1 inch, and 12 font size Roman Times.

**Question #3:** How many pages should the case report be?

**Answer:** 2/3 pages to answer all the questions in the steps.
**Question #4:** What code of engineering ethics from which organization should we use?  
*Answer:* NSPE codes, the syllabus lists the websites and if your answer requires referring the person to company policies or guides, simply suggest to look in the company guides or suggest modifying the company guides or procedures.

**Question #5:** For steps 8 & 9, how can we implement the selected solution and monitor/assess the outcome in the hypothetical situation”, because we are not sure how to describe them?  
*Answer:* It is not acceptable that you write a simple statement like “Can not do in hypothetical situation” as your response for Step 8 and Step 9 in your report. You will be responsible for answering Steps 8 and 9 by using a critical thinking approach. You aren't actually implementing the solution in reality, but you should still be able to imagine how to implement your chosen ethical solution and the potential consequences of that decision. You are responsible for discussing how to implement the solution and the possible consequences.

**Question #6:** Can we see a sample case study report?  
*Answer:* YES, see one sample case study report in the e-learning. You should note that the sample report gives you the general idea and the format, not a sample of the content. You should write your own explanations and comments in reference to the specific step.