Instructor: Margarita Muñiz  
Office Hours: By Appointment  
Email: margarita.muniz@rutgers.edu  
Cell: 201-259-6007

COURSE DESCRIPTION

Examines selected ethical problems and dilemmas facing public servants, including conflict of interest, confidentiality, deception, the appearance of impropriety, official disobedience, whistle-blowing, human rights, and the moral responsibilities of leaders and citizens.

Note: Course is Writing Intensive.


STUDENT LEARNING OBJECTIVES/OUTCOMES

- To develop awareness of specific ethical issues and problems.
- To expand ethical decision-making capacity in the execution of public service.
- To appreciate the constraints on and expectations of public administrators/servants.
- To be better prepared to participate, manage and lead in the public sector.

REQUIRED COURSE MATERIAL

- The Star Ledger and/or New York Times.

ADDITIONAL COURSE MATERIAL

https://casesimportal.newark.rutgers.edu/ethics
COURSE REQUIREMENTS AND PRACTICES

Readings:

Students are expected to complete all assigned readings before each class meeting. Class discussions will provide a venue to share insights gained from the assigned readings and to ask questions about issues of concern from the readings. Students are also responsible for reading all supplemental material assigned or provided.

Ethics in Current Events Reflection Paper:

Students are expected to review The New York Times and/or The Star Ledger on a daily basis. In a no less than 2 to 3 page paper, students will identify an issue that reveals an ethical dilemma. Students must describe the dilemma, state the facts leading up to the dilemma, provide a brief description of all of the stakeholders involved in the dilemma and/or who have an interest in the outcome of the dilemma, offer suggestions for best dealing with and/or solving the dilemma, and explain why the offered suggestion is ideal given the circumstances.

Students will write 5 Ethics in Current Events Reflection papers during the course of the semester. Papers will be graded for clarity, comprehensiveness and theoretical relevance to the readings and class discussion.

All papers must be submitted on their due date at the start of class.

Final Paper & Presentation of Paper:

In a no less than 6 to 8 pages, students will identify an issue (Municipal/County/State/Federal/Nonprofit/Intergovernmental or Public/Public) that reveals an ethical dilemma in a theoretical and academic manner. Students will select an issue/theme/dilemma (readings, case studies, class dialogue) and present ethical reasoning, competencies and analysis skillfully, using significant relevance and well thought-out interpretation and research.

Additional information will be provided in class as well as the grading rubric.

Student Presentations:

Students will deliver a five minute presentation on Ethical Public Service (Municipal/County/State/Federal/Nonprofit) using no less than two and no more than four ethical problems and dilemmas facing public servants.

Additional information will be provided in class as well as the grading rubric.
Format of Written Assignments:

All papers are to be submitted in 12-font (Times New Roman), double-spaced, with one-inch margins. The cover page must include the student’s name, date of submission, title of assignment, and instructor’s name.

All non-original work MUST be cited on a separate page.

The following websites provide basic guidelines regarding the APA citation style:

http://www.lcc.edu/library/help/citation/apaonline

http://www.landmark.edu/library/citation-guides/landmark-college-citationguides/apa-citation-style-guide. For any further help with reading, writing or even research skills, students may reach out to the Rutgers, Newark Writing Center, which provides writing tutoring and writing workshops to all undergraduate students currently enrolled in classes on the Rutgers University, Newark Campus. The Newark Writing Center is located in Conklin 126. Contact information may be found on their website: http://www.ncas.rutgers.edu/writingcenter

Class Attendance:

Attendance is critically important for class participation. As such, students’ attendance and active participation are expected. Failure to attend a class or leaving class before its conclusion will constitute an absence, unless a documented excuse is provided. If you miss more than three (3) classes without a documented excuse, your ability to pass this class will be placed in serious jeopardy. Missing four (4) or more classes without a documented excuse will result in automatic failure. Tardiness will not be tolerated.

Class Participation:

Cooperative learning can only happen if students engage in the widest possible level of participation. This means students are required to participate regularly and discuss from an informed perspective. Students are encouraged to turn their feelings and opinions into dialogue—grounded in the readings, lectures, news reports, etc. Such discussions will be impossible without a basic level of courtesy and respect. Consequently, certain types of speech will not be tolerated. This includes offensive remarks and personal attacks that demean and belittle other students. Constructively criticize ideas. Do not attack individuals.
ASSIGNMENT POLICY:

- No assignments will be accepted via email, unless otherwise instructed.
- Late assignments will be penalized.
- Do not plagiarize. Doing so will result in automatic failure, and reporting of the incident to the Dean for disciplinary action. If you have any questions as to what constitutes plagiarism, speak with me.
- Plagiarism will be evaluated using software. If a paper receives a percentage greater than 30, the above procedure will be implemented.
- If you need assistance with your writing, the writing center is an invaluable tool that is provided to you free of charge. Additional guidelines and resources will be provided during class.

ACADEMIC INTEGRITY AT RUTGERS:
Principles of academic integrity require that every Rutgers University student:

- Properly acknowledge and cite all use of the ideas, results, or words of others
- Properly acknowledge all contributors to a given piece of work
- Make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- Uphold the canons of the ethical or professional code of the profession for which he or she is preparing. Adherence to these principles is necessary in order to insure that:
  - Everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
  - All student work is fairly evaluated and no student has an inappropriate advantage over others
  - The academic and ethical development of all students is fostered
  - The reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced

*Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.*
Review of Expectations:
- Arrive on time
- Attend all classes
- Be prepared for class
- Contribute in class and in group learning
- Actively listen
- Critically think
- Ask questions
- Complete all assignments
- Be respectful – Adhere to University Ethics and Academic Integrity Policies and Guidelines [http://studentconduct.rutgers.edu/academic-integrity](http://studentconduct.rutgers.edu/academic-integrity)
- Keep cell phones off or on a quiet vibrate

**Grading**

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<tr>
<th>Course Component</th>
<th>Possible Points</th>
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<tr>
<td>Class Attendance &amp; Participation</td>
<td>15%</td>
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<td>Ethics in Current Events Reflection Papers</td>
<td>25%</td>
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<td>Midterm</td>
<td>25%</td>
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<td>Class Presentation w/PPT</td>
<td>10%</td>
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<tr>
<td>Final Paper &amp; Presentation w/o PPT</td>
<td>25%</td>
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**Disability Services Accommodations**, Auxiliary Aids, and Services enable qualified students with disabilities to receive the same information and opportunities presented to a student without disabilities. They allow students who have disabilities to learn and convey knowledge of course material in alternate formats. These aids and services make classrooms, courses, labs, and programs accessible and must not compromise the academic standards or essential requirements of the course or the program. Following list gives some examples of accommodations, auxiliary aids, and service provided in post-secondary settings:

- Scheduling classes in physically accessible locations
- Extended time on exams
- A reduced distraction testing location
- Books on Tape
- Interpreters

Students should apply at [http://disabilityservices.rutgers.edu](http://disabilityservices.rutgers.edu) and provide the instructor with a copy of the Accommodation Authorization Form. Accommodations are not provided retroactively.
COURSE TOPICS

Week 1 – Jan. 20th          Welcome and Introductions
Week 1 – Jan. 22nd          Svara Chapter 1 - Introduction
Week 2 – Jan. 27th          Svara Chapter 2 - Administrative Ethics
                              Menzel Chapter 1 - Understanding Ethics and Governance
Week 2 – Jan. 29th          Svara Chapter 3 - Refining the Sense of Duty
                              Ethics in Current Events Paper Due – Paper #1
Week 3 – Feb. 3rd           ALL STUDENTS TO ATTEND FEB 2ND EVENT
Week 3 – Feb. 5th           Menzel Chapter 2 - Becoming Ethically Competent
Week 4 – Feb. 10th          Svara Chapter 4 - Reinforcing and Enlarging Duty
Week 4 – Feb. 12th          Guest Speaker - TBD
                              Ethics in Current Events Paper Due – Paper #2
Week 5 – Feb. 17th          Svara Chapter 5 - Codes of Ethics
Week 5 – Feb. 19th          Menzel Chapter 3 - Professionalism and Ethics
Week 6 – Feb. 24th          Svara Chapter 6 - Undermining Duty: Challenges to the Ethical Behavior of Public Administrators
                              Menzel Chapter 4 - Encouraging Ethical Behavior
Week 6 – Feb. 26th          Svara Chapter 7 - Resolving Ethical Dilemmas
                              Ethics in Current Events Paper Due – Paper #3
Week 7 – Mar. 3rd           Review Svara – Chapters 1 – 7
                              Review Menzel – Chapters 1 - 4
Week 7 – Mar. 5th           MIDTERM EXAM ON ALL OF THE ABOVE
Week 8 – March 10th         Guest Speaker - TBD
Week 8 – March 12th         Menzel Chapter 5 - Building Organizations of Integrity
                              Ethics in Current Events Paper Due – Paper #4
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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Events</th>
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<tr>
<td>Week 9</td>
<td>Mar. 17th</td>
<td>NO CLASS - SPRING BREAK</td>
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<td>Week 9</td>
<td>Mar. 19th</td>
<td>NO CLASS - SPRING BREAK</td>
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<td>Week 10</td>
<td>Mar. 24th</td>
<td>Svara Chapter 8 - Responsible Whistleblowing</td>
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<td>Week 10</td>
<td>Mar. 26th</td>
<td>Case Studies and Reflection Paper Reviews</td>
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<td>Integrity Dialogue:</td>
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<td>Personal/Professional/Organizational</td>
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<td>Week 11</td>
<td>Mar. 31st</td>
<td>Svara Chapter 9 - Elevating Ethical Behavior</td>
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<td>Week 11</td>
<td>Apr. 2nd</td>
<td>Guest Speaker - TBD</td>
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<td>Ethics in Current Events Paper Due - Paper #5</td>
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<td>Week 12</td>
<td>Apr. 7th</td>
<td>Svara Chapter 10 - Mandating Duty</td>
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<td>Week 12</td>
<td>Apr. 9th</td>
<td>Student Presentations with PPT</td>
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<td>Week 13</td>
<td>Apr. 14th</td>
<td>Student Presentations with PPT</td>
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<td>Week 13</td>
<td>Apr. 16th</td>
<td>Menzel Chapter 6 - Ethics in the Workplace</td>
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<td>Week 14</td>
<td>Apr. 21st</td>
<td>Svara Chapter 11 - The Duties of Public Administrators</td>
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<td>Menzel Chapter 7 - The Complete Ethical Manager</td>
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<td>Week 14</td>
<td>Apr. 23rd</td>
<td>Review Svara – Chapters 8 – 11</td>
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<td>Week 14</td>
<td>Apr. 28th</td>
<td>Review Menzel Chapters 5 - 7</td>
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<td>Week 14</td>
<td>Apr. 30th</td>
<td>Open Office Hours – Regular Class Time</td>
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<td>Work on your final papers</td>
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<td>Week 15</td>
<td>May 5th</td>
<td>NO CLASS - Reading Session Begins</td>
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<td>Week 16</td>
<td>May 12th</td>
<td>FINAL PAPERS DUE</td>
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<td>HARD COPIES DELIVERED TO CLASS</td>
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**PLEASE NOTE THAT THIS SYLLABUS IS SUBJECT TO CHANGE**