

**Rutgers University, Campus at Newark  
School of Public Affairs and Administration**

**Ethical Public Service**

40:834:301.Q3  
Location: 100% Online  
Office hours: by appointment

**Joshua L. Osowski**

josowski@gmail.com

**Course Description**

This course 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.

**School of Public Affairs and Administration's Student Learning Outcomes**

- To be able to lead and manage in public governance
- To participate in and contribute to the public policy process
- To analyze, synthesize, think critically, solve problems, and make decisions
- To articulate and apply a public service prospective
- To communicate and interact productively with a diverse and changing workforce and citizenship

**Required Course Materials**

- Svara, James H. 2014. The Ethics Primer for Public Administrators in Government and Nonprofit Organizations, 2nd edition. Sudbury, MA: Jones & Bartlett. (ISBN#: 978-1449619015) Older versions are acceptable.
- Supplemental readings to be posted on blackboard

**Online Course Site**

This is a fully online course which can be accessed through [Rutgers University-Newark Blackboard](#)

## Technical Problems

In the online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait to the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential you take immediate action to resolve the problem. Technical questions should be directed to the Student Help Desk at:

- [help@newark.rutgers.edu](mailto:help@newark.rutgers.edu)
- 973-353-5083
- Hill Hall 109
- <http://ncs.newark.rutgers.edu/hd>

## Course Topics & Schedule

Activity	Module	Due Date (at 11:59 pm)
Discussion board: Introductions & Learn about the Syllabus	<b>Start Here</b> (Module 1)	1st: Jan 18 2nd Posts: Jan 21
Discussion	Module 2	1st Post: Jan 23 2nd Posts: Jan 26
Quiz: Administrative Ethics	Module 2	Jan 24
Discussion: Selecting Ethical Dilemma and the Research Question	Module 3	1st Post: Jan 30 2nd Posts: Feb 2
Quiz: The Ethics Triangle	Module 3	Jan 31
<b>Ethical Analysis 1: Background &amp; Stakeholders</b>	<b>Module 4</b>	<b>Feb 11</b>
Discussion	Module 5	1st Post: Feb 13 2nd Posts: Feb 16
Quiz: Ethical Analysis	Module 5	Feb 14
<b>Ethical Analysis 2 - Virtue</b>	<b>Module 6</b>	<b>Feb 25</b>
Discussion	Module 7	1st Post: Feb 27 2nd Posts: Mar 2
Quiz: Codifying Duty	Module 7	Feb 28

<b>Activity</b>	<b>Module</b>	<b>Due Date (at 11:59 pm)</b>
Discussion	Module 8	1st Post: Mar 6 2nd Posts: Mar 9
Quiz: Undermining Duty	Module 8	Mar 7
Spring Break		Mar 10-18
<b>Ethical Analysis 3: Principles</b>	<b>Module 9</b>	<b>Mar 25</b>
Discussion	Module 10	1st Post: Mar 27 2nd Posts: Mar 30
Quiz: Responsible Whistle Blowing	Module 10	Mar 28
Discussion	Module 11	1st Post: April 3 2nd Posts: April 6
Quiz: Mandating Duty	Module 11	April 4
<b>Ethical Analysis 4: Greatest Good</b>	<b>Module 12</b>	<b>April 15</b>
Discussion	Module 13	1st Post: April 17 2nd Posts: April 20
Quiz: Elevating Ethical Behavior	Module 13	April 18
<b>Final Paper</b>	<b>Module 14</b>	<b>May 3</b>

## Assignments

Full description of assignments and rubrics posted on Blackboard

<b>Assignment</b>	<b>Percentage of Grade</b>
Class Participation (includes Discussion Board)	30%
Ethical Analysis 1-4 Writing Assignments	25%
Quizzes	20%
Final Paper	25%

## Grading Scale

A	90% or above		
B+	85 — 89.99%	B	80 — 84.99%
C+	75 — 79.99%	C	70 — 74.99%
D	60 — 69.99%	F	below 60%

## Grading Response Time

Assignments should be graded within one week of the due date. Assignments that are lengthy may take longer to grade.

## Late Submission Policy

Unless otherwise noted, all written assignments, group projects, etc., are due at the time and date listed in the syllabus. If you experience an unavoidable personal situation that prevents you from completing work on time, please inform the instructor prior to the date the work is due. Late work will result in points taken off, a lowering of the assignment grade, and/or an “F,” depending on the assignment.

## Communication Policy

### Announcements

You are responsible for reading all announcements posted by the instructor. You should log into our course at least three times per week to check for any new announcements.

### Emails

Please contact the instructor via email at [josowski@gmail.com](mailto:josowski@gmail.com) Except for weekends and holidays, the instructor typically will respond to email messages within 24 business hours. Please check your email on a regular basis for any instructor messages.

## Netiquette

“Netiquette” is network etiquette, the dos and don’ts of online communication. When posting to our discussion board or communicating with others in our class, please remain courteous. Below are the guidelines we will follow in this course.

- Be professional and courteous
- Be respectful of other points of view
- Avoid using slang and abbreviations because they can lead to misinterpretation
- Do not capitalize all letters because this suggests shouting
- Think and proofread before you submit

## Time Commitment

To be successful in this course, we estimate that you will need to commit to at least 9 hours of coursework per week for the fifteen-week semester. Some weeks will require more time, some less.

## Attendance and Participation Policy

### ***Log into our course***

There are no on-campus meetings for this class. You are expected to login to the course at least three times per week to ensure you do not miss pertinent postings, messages, or announcements.

### ***Discussion boards***

Participation in the course discussion boards is required. Unless otherwise stated, you will be required to post one original response and reply to at least two of your classmates for each discussion board assignment. To ensure that we have a productive discussion, you are required to post by the specified due dates.

### **Dropping the Course**

In order to withdraw from a course, it is not sufficient to stop posting assignments or contributing to discussion. In accord with university policy, students wishing to withdraw from a course must do so formally through the Registrar's office. It is the student's responsibility to complete all forms. If this is not done, the instructor must assign a grade of F at the end of the semester.

### **Required technological skills:**

- Ability to utilize Blackboard

### **Required equipment / materials**

- Computer, Internet access, webcam with microphone OR headphones with microphone
- Software that can save a file in the format of Microsoft Word or PDF

### **Academic Integrity**

Students at Rutgers University are expected to maintain the highest ethical standards. The consequences of academic dishonesty, including cheating and plagiarism, are very serious. Rutgers' academic integrity policy is at [academicintegrity.rutgers.edu](http://academicintegrity.rutgers.edu). When you submit an exam or assignment, you need to abide by the honor pledge of "On my honor, I have neither received nor given any unauthorized assistance on this examination (assignment)."

### **Serving Students with Disabilities**

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact [the appropriate disability services office at the campus where you are officially enrolled](#), participate in an intake interview, and provide documentation. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the [Registration form on the Office of Disability Services web site](#).

**Rutgers University Libraries**

Many library resources are available online. Assistance is available through phone, email and chat. Please review the [Introduction to Rutgers Libraries Library Guide](#). For more specific information about library resources for distance learning, review this [two-minute video](#).

**Undergraduates: The Writing Center**

The [Writing Center](#) offers writing tutoring and workshops to all undergraduate students currently enrolled in classes on the Rutgers, Newark campus. Their address is:

175 University Avenue

Newark, NJ 07102

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973-353-5847

**\*\*Please note that this syllabus is subject to change**