GENERAL INSTRUCTIONS FOR CASE DISCUSSIONS

GOING TO YOUR TEAM DISCUSSIONS

You click discussions, and you should see a Team, such as Discussion Team 1 or Discussion Team 2 but you will only see one team, your team. Each time there is a new discussion, you will see the Discussion Assignment topics for that assignment. Always carefully read Announcements at top of homepage, and click Instructions. Once a new discussion begins, you will see the various topics and links for that assignment.

CHOOSING A CASE

On the homepage you will find cases to choose from for each discussion. Cases will be links to web pages on the Internet. The cases will be linked for each week that you have a team case discussion. I usually post the links the night prior to that week, and the cases I post are usually in the news that week. **IMPORTANT: the links are not the cases, they are links to the cases. Sometimes these links are slanted or do not give enough information. Do not believe everything you read. Do more research. Find more facts about the case. Never cite the link in your analysis unless you are questioning the link. You are not doing a book report here. You are analyzing a real case in the news.**

CHOOSING A THEORY TO APPLY TO A CASE

You should say which theory you think fits best and why. Each member of the team gives their input, saying which theory and why. But I will give input about which theories fit best. I carefully choose each case after seeing that it clearly applies to one or more of the ethical theories you can choose from. **Essential**. In My Notes each ethical theory has an Argument Outline section that tells you how to apply the theory to a case. The Argument Outlines are at the end of the notes for each ethical theory

YOUR EXPECTED DEGREE OF PARTICIPATION IN DISCUSSIONS

VERY IMPORTANT: LIMIT GOOGLE USE & DO NOT USE CHATS:

NO discussion outside of Canvas DISCUSSION. Unlike other online courses you may have taken. I am reading your posts & grading you as an individual by what you post to Canvas in the topics. If you do not post at all but use chat instead, you will get a zero. If your whole team uses some outside app instead, your whole team will get zeros. I try to maximize your grade. To do so, I give you better than team scores if I can, and that will come from your posts to the topics in Canvas Discussions. Also, I give you feedback on anything you say that might be heading in the wrong direction, or heading in the right direction but different from rest of your team. I really give feedback. But I will not give feedback in outside sites. I will not go to outside sites or to Google Docs. I do not have time to go there, and even if I did, it would take me 3 days to grade chats. It already takes an hour to input grades for all the topics of one team (mostly because of Canvas poor design for team grading. I have to hunt for team members from an offline Excel sheet.)

INPUTTING YOUR INDIVIUAL DISCUSSION GRADES:
To assign you a grade for a topic in Canvas, I go to that topic, click into grading mode, pull down to your name, & I see all of your posts for that topic. I read them again (I read them already when you originally posted them), and to my right I input your grade into a box. That is how I assign you a grade. I want you to picture this process if I have to go to your posts in Google edits. Google Collaborations are listed on Canvas, but they do not link in grading mode. **Please, help me max your grade by posting <u>all</u> your discussion about a case in Canvas, not in some other outside app!** The more you post in Canvas, the more likely you will get bonus points. Yes, I give bonus points for really good posts.

SUMMARIZE YOUR GOOGLE EDITS- Towards the very end of the two week period of a discussion, teams do use Google to edit <u>Results</u>. But please help me max your grade, go to Canvas, copy/paste your edits or tell me what edits you did, so I know what work you did.

TEAM ROLES

TEAM LEAD:

The team leader will be submitting the final results (the case analysis), & making sure the final result is well edited, coherent, etc. But the Team Lead should also be discussing the case and the theory to apply. Team Lead should also keep track of who is submitting which sections. Rotate Team Lead position for different discussions, share the burden.

Assign different parts of the outline to different team members. Team members call dibs on which role they would like, but rotate who does what each time. <u>The Case Details is the easy part, so do not try to get assigned to Case Details more than once.</u>

Also, if possible, more than one person should do the Argument section, because mostly you are graded on the Argument section. Use the Argument Outline for the theory you choose as a guide for dividing the Argument between two team members. For example, **Rights** theory has 7 steps in the Argument Outline for Rights, one person could be assigned steps 1-4, the other person to steps 5-7.

THE ARGUMENT SECTION

The Argument is the work. 2 to 3 people could be assigned to the Argument. A good case analysis is one that can convince others. But if you never see the other side, if you only see your side of the issue, you will never be convincing, you will just sound belligerent. That is the whole point to this class. To get you to have a strong ethical voice when you might need it. A voice that can make people listen. But nobody listens when you show only one side. They think you do not understand their side, so they shut you out. The more you show that you have weighed all the sides, the more convincing you will be. Some of the theories have both sides built into the framing of the argument. For example, Rights Theory will discuss rights of all parties involved, never merely rights violations committed by one party against another. Utilitarianism Theory will discuss benefit and harm to all parties, this means all sides are thus examined. Justice Theory, however, does not do this, and so for Justice Theory you must present an Argument and a Counterargument.

OUTLINE: FORMATTING CASE DISCUSSIONS

EVERTHING IN THE OUTLINE BELOW IS EXPECTED IN YOUR TEAM DISCUSSION RESULTS

INTRO PARAGRAPH (copy/paste, fill in the blanks, make choices (where you see the word OR), then options you didn't choose, & delete underlines)

This paper will examine the case of NAME OF ORGANIZATION **& or** INDIVIDUALS and NATURE OF INCIDENT **OR** ACTION OR NEGLECT. It will be shown that this INCIDENT **OR** ACTION **OR** NEGLECT violates **[or demonstrates]** the ethics of STATE THE ETHICAL PRINCIPLE **OR** THEORY YOU WILL ARGUE FOR . First, details of the case will be described. Then a precise definition of the ethical theory will be given. Next it will be shown how the details of this case relate to the ethical theory being discussed. Finally, suggestions will be made for future guidelines such that this ethical principle may be applied in this case or in similar cases.

CASE DETAILS

   Chronology of events of case

Principal people involved

Those most responsible

Results Those affected by results

ARGUMENT

ETHICAL THEORY OR PRINCIPLE DEFINED

Connect terms of ethics definition to details of case events and/or results.

Use the ARGUMENT OUTLINE for the theory you are applying.

CONCLUSION

How could events have been avoided?

Future conduct/guidelines for any company/organization

NEW TECHNOLOGY TO FIX THE PROBLEM (TECH FIX)

IMPORTANT: TEAM ETTIQUETTE

Because your discussion work counts for so very much of your grade in this course, problems sometimes arise between members in discussions. Here is the most important advice I have to give you: NEVER CALL A TEAM MEMBER DOWN FOR BEING RUDE. If someone is being rude, email me and let me know. I will handle it. I have been doing these online classes for a few years now, and my experience has shown that the real problems arise when someone corrects someone else for being rude, etc. Do not correct the netiquette of your fellow team members. If you think someone is being nasty to you, do not reply, do not comment. Instead, email me. Often, what you think was rudeness was meant very innocently, and it is your correcting them that starts the real problem. But if there is a problem initiated by a member then I will call them on it, either in email or discussion. If necessary I will move team members to other teams, but if you follow this caution, (never correct someone for being rude to you but let me know about it instead) then everything should go just fine.

POSTING TO DISCUSSIONS, the TOPICS.

For the first 3 Case Discussion assignments, I will set up 4 discussion topics that you each must post to. Each assignment has these 4 various topics that are part of the process of your team working to write a case analysis. The topics are time sensitive to keep your team on track to complete the assignment. Each topic has points assigned. **If you do not post by the time specified, you lose those points**. Here are the topics & what you should post to each:

1) **CHOOSE CASE and CHOOSE ROLES** –

- <u>Choose Case</u>: On the homepage, in the topmost table (table for Week 3) to the right, you will find cases I have linked to for the assignment**.** Check out the links, decide which you are most interested in, then post under CHOOSE CASE/ROLES, letting your team know <u>which case you are most interested in **and why**</u>. It is best for each of you to suggest your top 2, and designate which one is your favorite. Your Team Lead will add up the votes to determine which case your team is choosing. **Team Lead**, do not post the team final choice on the night the choices are due. You must post it instead the next day in the next topic once I open the next topic.

- <u>Choose Roles</u>: Here your team will decide who does what parts of the outline. Divide the work like this:
  - **INTRO** (copy/pastes) Team lead best for this
  - **CASE DETAILS** (1 person)
  - **ARGUMENT** (2-3 people—divide the <u>Argument Outline</u>)
  - **GENERAL CONCLUSION** (1 person)
  - **TECH FIX** (new technology that would fix the problem**)** (1 person)
  If your team is short of members, fewer people do the argument, and team lead picks up any other slack.

2. **CHOOSE THEORIES** – You should say which theory/theories you think should be used for your team's chosen case. Give sentences saying why. Each of you should also say what you think the Argument conclusion should be and why, you can also make suggestions for parts of the Argument Outline and for the Tech Fix. Giving your opinion counts. Not giving your opinion will mean you lose points. Help each other.
Team Lead, don't rush to state your team choice. **I will give your team Feedback** on your choice of theory. Wait until I announce on the homepage that I have given feedback before you go on to <u>Contribution</u> topic to state theory chosen.

3) CONTRIBUTE PARTS of OUTLINE. Here you post your part of the Case Analysis outline. **You must contribute your part by the due date**, giving your team a chance for last edits. I will give feedback on your contributions.

- **INTRO** (Team Lead copy/pastes from the template)
- **CASE DETAILS** <u>should be about 1 page</u> -Be sure to follow the outline. Can have bullets, etc..
- **ARGUMENT** <u>should be **at least**1 page, longer is much better</u> must follow ARGUMENT Outline for the theory your team chose (found at very end of the NOTES for that theory.). (Full sentences & paragraphs, no bullets).
- **CONCLUSION** <u>should be</u> <u>about half a page</u>--be sure to follow the outline: how could these events have been avoided, etc? (Full sentences & paragraphs, no bullets).
- **TECH FIX**--<u>length varies from short fourth page, to much longer</u> no outline given to you for Tech Fix--be original, A neat new tech fix for an ethical problem would make a great Startup. (Full sentences & paragraphs, no bullets).

4).<u>TEAM RESULT</u>**. After your team has reached a consensus, I give feedback, and you then edit, and carefully edited for grammar, etc., the Team Lead will post it in the <u>Team Results</u> topic.**

TEAM LEAD:

Only one member of your team, the Team Lead will upload your team results in <u>Teams Results</u> topic. Team Lead: **Please copy/paste Results into a post.** If you cannot copy/paste, only then should you submit a file instead. If you are having difficulty with copy/paste, try copying, then simultaneously hitting control key and v.

Team Leader, be sure to include your <u>team name</u> at the top of your post

The header of your team paper, **left hand margin**, should list (without line spacing) Please also add a list of who contributed which parts of the outline, like this:

Team 1
Title of the Case your team chose
- INTRO   John Will (**Team Lead**)
- CASE DETAILS Lazaro Man
- ARGUMENT   May Yee, Thomas Smith
- CONCLUSION   Eric Young
- TECH FIX   William Do

Please, Please. Team Lead, **copy/paste the result** instead of appending a file.

TERM PAPER ROUGH DRAFT DISCUSSION will have similar topics, except addition of an added topic (Submit Case), where you each will find a case you'd like to do for the Term Paper, & suggest that case to your team.

LAWLER READING DISCUSSION is almost no discussion. You each choose a Luddite view & critique it in a short paragraph & Team Lead pastes all your critiques into a file.