

CSE 3801 – Professional Practices and Ethics

Spring 2023

Instructor

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Office Location: J 165
Office Hours: F2F by Appointment
T R 10:00 – 11:00 AM
Online by Appointment
W 9:30 - 11:30 AM

Email and Classroom Response Times:

I will check my email at least once a day, not including weekends or holidays. During the week, I will respond to all emails within 24 hours. Over the weekend (starting Friday at 4 p.m.) I will respond to all emails within 48 hours. All assignments will be returned within 7 days unless otherwise indicated by the Instructor.

Advising: All advising questions should be directed to the [CCSE advising office](#).

Course Description

Prerequisite: (CSE 1322 and CSE 1322L) or (CSE 1302) or (IT 1324) or (IT 1323 and 1323L)

This course covers the historical, social, and economic considerations of the discipline. It includes studies of professional conduct, risks, and liabilities, and intellectual property relative to the software engineering and computing professions. Software engineering/computing case studies will be used.

Course Objectives

By the end of this course, you should be able to:

1. Identify ethical responsibilities and considerations, apply ethics, including professional codes of ethics in scenarios and case studies.
2. Identify and use resources for keeping current in the profession.
3. Discuss legal and ethical issues relevant to freedom of speech, intellectual property, privacy, and security.



Required Textbook/Supporting Materials

There is NO required textbook for our course. All the material is in D2L including content, slides, and various links.

Minimum Technical Skills

Students should be proficient with the basic functions of standard software packages (e.g., MS Word, MS Excel, MS PowerPoint, and Adobe Reader) and standard players (e.g., QuickTime, Windows Media Player). These programs will need to be accessible to students through home use or other computer access.

Working knowledge of the D2L learning management system is required for participation in online courses and face-to-face courses.

Grading

<u>Deliverable Item</u>	<u>Individual or Team</u>	<u>Weight in Grade</u>
3 Tests (found in the Assignments tab in D2L)	Individual	30% of final grade
5 Assignments (found in the Assignments tab in D2L)	Individual	10% each; 50% of final grade
2 Team projects	Group/Team	7% each: 14% of final grade
Class Participation	Individual	6% of final grade
Total		100%

Final Grade Conversion of Point Average: A: (90%-100%), B: (80%-89%), C: (70%-79%), D: (60%-69%), F: (0%-59%)

***Detailed grading criteria are available in D2L for how Discussions and Projects will be graded. ***

Graded work will normally be returned to the student within 3-4 days after the due date for the assignment.

Course Outline

The following shows the general dates for the course:

Week	Unit	Date	Assign/Project	Quiz
1	Module 0	01/09 – 01/15		
2	MLK day(no class)	01/16 – 01/22	Assignment 1	
3	Module 1	01/23 – 01/29		
4	Module 2	01/30 – 02/05	Assignment 2	
5	Module 3	02/06 – 02/12		Quiz 1
6	No Module	02/13 – 02/19	Team Project 1	

7	Module 4	02/20 – 02/26	Assignment 3	
8	Module 5	02/27 – 03/05		
9	Spring Break	03/06 – 03/12		
10	Module 6	03/13 – 03/19 03/14: Last day to withdraw without academic penalty		
11	Module 7	03/20 – 03/26	Assignment 4	
12	No Module	03/27 – 04/02		Quiz 2
13	Module 8	04/03 – 04/09		
14	Module 9	04/10 – 04/16	Assignment 5	
15	Module 10	04/17 – 04/23	Team Project 2	
16	No Module	04/24 – 04/30		Quiz 3

Course Expectations

Expectations/Class Participation

The textbook, notes, class discussion, and assignments will be the basis for the modules and all tests. You will be required to complete individual Homework Assignments, Quizzes, Exams, and projects.

Assignments are posted in D2L and will be submitted in the appropriate assignment box. Assignments are due as noted on the course schedule.

The successful students in my courses do the assignments and discover and mine information from them for their projects and case studies. Success also requires reading and doing external research more widely than the textbook. Thus, to be successful, one should work each week on that week's assignments, read, evaluate and use external resources and also keep contributing to and reading the discussions about each assignment. Do work on your exercise assignments individually. The information that you mine from them can and should be contributed to the group projects and case studies. Assignments and discussions that make a larger contribution to achieving a better outcome on the group project case study will receive a higher grade.

Communication Rules

In any classroom setting, there are communication rules in place that encourage students to respect others and their opinions. In an online environment, the do's and don'ts of online communication are referred to as **Netiquette**. As a student in this course you should:

- Be sensitive and reflective to what others are saying.
- **Avoid typing in all capitals** because it is difficult to read and is considered the electronic version of 'shouting'.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back!

- Don't use offensive language.
- Use clear subject lines.
- Don't use abbreviations or acronyms unless the entire class knows them.
- Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
- Always assume good intent and respond accordingly. If you are unsure of or annoyed by a message, wait 24 hours before responding.

Attendance

Students are expected to attend each class session. Not attending class will negatively impact your grade! Students are responsible for knowing about announcements/assignments made in class, whether or not the student is present. Attendance is required for examination periods.

Excused Absences: The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence.

Late Assignments

All assignments will be submitted in the D2L Assignment. All assignments will be submitted in D2L by the due dates. Please do not submit any work via email. All due dates for activities are in Eastern Standard Time. Late assignments will be accepted until the Assignment Tool closes for that assignment and a discounted grade.

Make-up Policy:

If a student must miss a test or final exam due to a documented, legitimate reason (illness with documentation, family death, etc.), then a make-up test/exam will be administered. To coordinate this, contact me as soon as possible. It is the responsibility of the student to coordinate this promptly.

What is Plagiarism?

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. If you are unaware or uncertain on how to properly cite a particular source, please do not neglect to add the citation—that is considered plagiarism.

If you have questions on how to cite your work, please contact me immediately! For more information, please refer to the "Plagiarism Policy" under the *Policies* section of this syllabus.

Turnitin

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Support Resources

KSU has a variety of support services to facilitate student learning and engagement. These resources will include descriptions of student services and resources, including how learners can use them to succeed and how learners can obtain them:

- [Student Success Services department](#)
- [Department of Student Engagement](#)
- [Department of Student Life](#)
- [Writing center](#)
- [KSU Library](#)
- [Distance Learning Center](#)
- [UITs Student Training \(OwlTrain\)](#)
- [College Undergraduate Advising Services](#)
- [Graduate University Student Services](#)
- [Undergraduate Student Government](#)
- [Graduate Student Association](#)

Technology support for KSU systems including D2L is available by emailing studenthelpdesk@kennesaw.edu or calling 770-499-3555. Please do not email D2L problems to your instructor. There are periods of scheduled maintenance for this system, as well as the possibility of periodic 'unscheduled outages'. It is up to the student to plan their schedules to provide sufficient time to deal with these outages.

University Policies

COVID-19 Illness

If you are feeling ill, please stay home and contact your health professional. In addition, please email your instructor to say you are missing class due to illness. Signs of COVID-19 illness include, but are not limited to, the following:

- Cough
- Fever of 100.4 or higher

- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Sore Throat
- New loss of taste and/or smell

COVID-19 vaccines are a critical tool in “Protecting the Nest.” If you have not already, you are strongly encouraged to get vaccinated immediately to advance the health and safety of our campus community. As an enrolled KSU student, you are eligible to receive the vaccine on campus. Please call (470) 578-6644 to schedule your vaccination appointment or you may walk into one of our student health clinics. For more information regarding COVID-19 (including testing, vaccines, extended illness procedures and accommodations), see KSU’s official [Covid-19 website](#).

Face Coverings

Based on guidance from the University System of Georgia (USG), all vaccinated and unvaccinated individuals are encouraged to wear a face covering while inside campus facilities. Unvaccinated individuals are also strongly encouraged to continue to socially distance while inside campus facilities, when possible.

KSU Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement.

Note to Faculty: The KSU faculty handbook requires the Academic Integrity Policy in the course syllabus.

KSU Disruption of Campus Life Policy

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. Student Conduct and Academic Integrity (SCAI) includes: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity.

KSU Web Accessibility Policy Statement

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government's accessibility guidelines. As such, KSU complies with USG guidelines.

University accessibility assistance is provided by several offices as noted below. Staff in these offices work to accommodate requests for access or assistance with access as soon as possible in order to either accommodate the request or identify an effective alternative for the requestor.

Student Support Services

Student Disability Services

470-578-2666

studentdisability@kennesaw.edu

Student Technology Assistance

University Information Technology Services

470-578-3555

studenthelpdesk@kennesaw.edu

Third Party Technology Assistance

University Information Technology Services

470-578-6999

service@kennesaw.edu

KSU Reasonable Accommodations Policy

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require "reasonable accommodation(s)" to complete the course may request those from Office of Student Disability Services.

Students requiring such accommodations are required to work with the University's Office of Student Disability Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams.

Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodations. Student Disability Services is located in the Carmichael Student Center in Suite 267 on the Kennesaw campus or Building A in Suite 160G on the Marietta campus. Please visit the Student Disability Services (SDS) website for more information, or call the office at 470-578-2666 (Kennesaw campus) or 470-578-9111 (Marietta campus).

KSU Enrollment Management/Course Attendance Policy

Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

Copyright Law

It is the responsibility KSU faculty and students to respect the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. The University System of Georgia ensure compliance with copyright law in the following ways.

The USG informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions. The USG develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;

The USG facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and

The USG identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

Protecting Students' Privacy (FERPA)

Students have certain rights to privacy. These rights are mandated by federal policy. Leaving their work in an unsecured area such as outside your office door (unless agreed upon with each student) means that the students' names and grades and possibly social security numbers are accessible to everyone. Additionally, research papers can be taken and used by other individuals. It is recommended that you permit students to retrieve their work from your office if you don't return it to them in class. Information should not be made public in any way in which a student's grades, social security number, or other personal information may be identified. Grade information may be shared with members of the KSU community who also have a legitimate educational interest in student success (e.g. academic advisors or members of the Behavioral Response Team). Faculty may be asked to provide early alert information if there is a concern that a student is at risk, academically or otherwise.

As a member of the Kennesaw State University community of scholars, I understand that my actions are not only a reflection on myself, but also a reflection on the University and the larger body of scholars of which it is a part. Acting unethically, no matter how minor the offense, will be detrimental to my academic progress and self-image. It will also adversely affect all students, faculty, staff, the reputation of this University, and the value of the degrees it awards. Whether on campus or online, I understand that it is not only my personal responsibility, but also a duty to the entire KSU community that I act in a manner consistent with the highest level of academic integrity. Therefore, I promise that as a member of the Kennesaw State University community, I will not participate in any form of academic misconduct.

The Student Handbook contains information regarding Rights Pertaining to Student Records, and FERPA specific details are available on the Registrar's website.

Privacy in the Education Process. A key requirement of the formal evaluation process is the protection of individual privacy rights concerning educational grading. The University's online learning system and email system is designed to prevent unauthorized individuals from gaining access to sensitive information or information protected by federal or state law. Consequently, faculty and students are strongly encouraged to only communicate regarding course matters through the University's designated technology learning system.

KSU Sexual Misconduct Policy

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG), including Kennesaw State University, prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, Kennesaw State University follows USG Board of Regents Policy Manual, Section 6.7. See <https://equity.kennesaw.edu/titleix/title-ix.php>.

Withdrawl from Classes

Withdrawal from Classes

Students who withdraw from courses before the withdrawal deadline, as specified by the academic calendar will receive a grade of W. A student who officially withdraws from a course by the end of the last day to withdraw without academic penalty will receive a grade of "W" and receive no credit.

A student who officially withdraws from a course after the last day to withdraw without academic penalty and before the last week of classes during the semester will receive a grade of "WF," which will be counted as an "F" in the grade point average calculation. Students may drop one, some, or all of their classes during the drop/add period. Courses dropped in this manner do not appear on a student's transcript and are not considered as hours attempted for financial aid purposes. No grade is assigned for such courses.

However, a student who wishes to withdraw from a course after the last day of the drop

period for a term must withdraw through Owl Express. Students with an active registration hold on their record must clear that hold before being able to withdraw from their coursework.

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), the Dean of Students can approve a hardship withdrawal from all courses in the term for which the student is currently registered. In the case of an approved hardship withdrawal from all courses, the Registrar will assign grades of "W" for those classes. The deadline for final approval of a hardship withdrawal by Dean of Students is the last day of class for which the hardship withdrawal is sought. If the hardship withdrawal process is not complete by the last day of class for which the hardship withdrawal is sought, a student must appeal for a retroactive hardship withdrawal from the Academic Appeals Committee.

Appeals for retroactive hardship withdrawals must be directed to the Academic Standing Committee. Retroactive hardship withdrawals are rarely granted if it has been more than one year since the last day of class for which the withdrawal is sought. Extraordinary justification must be shown. In the case of approved retroactive hardship withdrawals, the Registrar will assign a grade of "W."

If a student is suspended by the Office of Student Conduct following a violation of the University's Code of Conduct not related to academic dishonesty, the Office of Student Conduct may facilitate a University-initiated withdrawal from courses for which a student is registered for the term. The Registrar will assign grades of "W" for those classes.

A student will receive a refund only when the student withdraws from ALL courses for the applicable semester and only by the schedule outlined in the University refund policy. Students should be aware that a reduction in their hours might result in the loss of full-time student status and thus affect their financial aid, scholarships, athletic and ticket eligibility, University housing accommodations, use of University resources and access to University facilities, immigration status for international students, and Veterans Educational Benefits. Students should contact the appropriate office and their academic advisor with questions about the impact of their withdrawal from a course before initiating a withdrawal. Veterans and dependents of veterans who receive educational benefits must notify the Veterans Education Benefits Area in the Office of the Registrar of any course load reductions.

Military Withdrawals

A student will receive a "WM" symbol for all courses and a full refund of tuition and mandatory fees and a pro rata refund of other fees for military and other service, as defined by BOR Policy Manual, Section 7.3.5.3. To request a military withdrawal, the student must submit a copy of official orders to the Office of the Registrar.

Inclement Weather Policy

During the course of the year, Kennesaw State University may decide to close campus or operate on a delayed schedule in cases of inclement weather.

The University will announce campus closures and delayed schedules in several ways. The cell phone number on file with the university will automatically receive KSU Alerts,

so make sure your information in OwlExpress is accurate at all times. An email will also be sent to your university account.

In addition, announcements will be made by a notice on the Kennesaw State University home page.