REQUEST FOR A NEW COURSE
University of Central Oklahoma

Course Subject (Prefix), Number, and Title:

<table>
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<tr>
<th>Course Subject</th>
<th>Recommend d Number</th>
<th>Course Title (maximum of 30 characters)</th>
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<tbody>
<tr>
<td>CTWD</td>
<td>4XX3</td>
<td>Ethics/Respect in Workforce</td>
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*Remember when abbreviating names, this is how they will appear on student's transcripts.

Course Title: (full title of course if longer than 30 characters)
Ethics and Respect in the Workforce

For information regarding CIP codes contact your department chair or visit: http://www.uco.edu/academic-affairs/ir/program_inventory.asp
CIP Code: 38.0104

For graduate courses, please attach a syllabus for this course. (See syllabus requirement policy 2.2.)

Course description as it will appear in the appropriate catalog.
Course description only Do not include prerequisites or enrollment restrictions, these should be added under questions 6-12.
(Please use standard American English including full sentences.)

This course is designed to provide the student with information and a general introduction to the basic principles of ethics and respect in the workforce and in their personal lives. Students will also examine a variety of personal, social, and professional ethical issues and problems and learn methods of resolving them through the use of critical thinking skills, problem solving, decision making and sound ethical reasoning.

Adult Education and Safety Sciences (AESS)
Department submitting the proposal

Dr. Candy Sebert or Dr. Robin Lacy
csebert@uco.edu, rlacy@uco.edu
Person to contact with questions

Approved by:

[Signatures and dates]

College Curriculum Committee Chair
Date
(Please notify department chair when proposal is forwarded to dean.)

Academic Affairs Curriculum or Graduate Council
Date
(Assigned by the Office of Academic Affairs.)

Office of Academic Affairs
Date
(Assigned by the Office of Academic Affairs.)
1. Does this course have an undergraduate/graduate counterpart?
   - Yes X No

2. Is this proposal part of a larger submission package including a program change?
   X Yes __ No

3. Does this new course affect a teacher preparation program? (All courses required for any teacher preparation program must have approval from the Council on Teacher Education (CTE) before approval from AACC or Graduate Council.)
   - Yes X No If yes, send copy of proposal to the Education Curriculum Committee Chair, Dr. Darla Fent.
   CTE Approval (Stamp or initial)

4. Has this course been previously taught as a common course (4910 seminar, 4960 institute, etc.)?
   - Yes X No If yes, when was the most recent offering?

5. Does this course affect majors or minors outside the department?
   - Yes X No If yes, provide name(s) of department chair(s) contacted, dates, and results of discussion.

6. Prerequisite courses:
   - Example 1: MATH 1213 and (MATH 2165 or MATH 2185) and CHEM 1213
   - Example 2: (ACCT 2113 and 2213) and (MGMT 3013 or ISOM 3613)
   - Example 3: 8 hours of biology including BIO 1404
   None

7. Co-requisite(s): Which of the above prerequisite courses, if any, may be taken in the same semester as the proposed new course?
   None

8. Concurrent enrollment: Courses that must be taken the same semester. Example: lab courses.
   None

9. Will this course have enrollment restrictions?
   - Yes X No If No, go to question 13.

10. Specify which major(s) may or may not take this course. Specifying a major, excludes all other majors from enrolling.
    Check one: May _______ May not _______
    Major Code: ____________________________

11. Which of the following student classification(s) may enroll in this course?
    Check all that apply:
    - Graduate (2) 19+ hours
    - Graduate (1) 0-18 hours
    - Post Baccalaureate *
    - Senior
    - Junior
    - Sophomore
    - Freshman
    * Graduate level courses are not open to Post Baccalaureate students.

12. Check or list other restrictions for this course.
    - Admission to Graduate Programs
    - Admission to Nursing Program
    - Admission to Teacher Education:
    - Other

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13. Course objectives: Objectives should be observable, measurable and include scholarly or creative activities to meet the course level characteristics. Course objectives should also be in line with the course description. (Please refer to instructional objectives documents at: http://www.uco.edu/academic-affairs/faculty-staff/aacc.asp#FAQ/Helpful%20Hints.)

After completion of this course, the students will be able to:

1. Describe what ethics means in the workplace and why it is important.
2. Explain the importance and role ethical behavior serves in the workforce as well as the world today.
3. Evaluate a variety of ethical theories and approaches to use in personal and professional relationships.
4. Identify ethical dilemmas that occur in the workplace.
5. Determine what is involved in making ethical decisions.
6. Determine how to promote a work environment that encourages respect.

Course Detail Information:

14. Contact Hours (per week)

   3 Lecture hours (in class)
   Lab hours (also studios)
   Other (outside activities)

15. Repeatable course.

   Number of times this course can be taken for credit:

16. Schedule type: (select one only)

   Activity P.E. (A)
   Lab only (B)
   Lecture/Lab (C)
   Lecture only (L)
   Recitation/Lab (R)
   Student Teaching (STU)
   Studio Art/Design (XSU)

17. List existing course(s) for which this course will be a prerequisite. Adding a "new course" as a prerequisite to an existing course will likely cause enrollment problems. (Please submit a prerequisite change form for each course for which this course will serve as a prerequisite.)

   This course is not a prerequisite for any other course.

18. What resources, technology or equipment must be acquired to teach this course? List items, which must be purchased and estimate cost. (Be specific, e.g., technology software, equipment, computer lab; etc.)

   The online platform, D2L, will be necessary to teach this course.

19. The UCO Library has the required library resources available for this new course?

   Yes   No

   If yes, provide names of Librarian/Faculty Liaisons contacted, dates, and results of discussion.

   Jennifer Flygare was contacted and responded on 2/3/2020. Her response was:

   I think that our resources found in our current database subscriptions would cover the content for
this course. Some of the databases that come immediately to mind are

- ProQuest Central: https://libguides.ucol.edu/proquestcentral
  o Multidisciplinary search across many databases including business, health and medicine, social sciences, education, science and technology, and arts and humanities.
- NexisUni: https://libguides.ucol.edu/nexisuni
  o Searches information in federal and state case law, statutes, codes, regulations, legal news, law reviews, and international legal information. Also includes full text newspapers, broadcast transcripts including non-English language, financial information, SEC filings and reports, and industry and market news.
- HeinOnline: https://libguides.ucol.edu/heinonline
  o An image-based government document and legal research database containing comprehensive coverage from inception of U.S. statutory materials, Congressional Documents and more than 2,500 scholarly journals. This includes law review journals

We also have many eBooks available in these two databases
  o eBook Central: https://libguides.ucol.edu/ebookcentral
  o EBSCO eBook collection: https://libguides.ucol.edu/ebookcollection

If no, what additional library resources must be acquired for this new course? List items which must be purchased and estimated cost. (Be specific, e.g., books, magazines, journals, etc.)

20. Names of current faculty qualified to teach this course.
   Dr. Candy Sebert, Dr. Trevor Cox

21. Additional faculty (adjunct or full-time) required and specific competencies required to teach this course:
   This course could be offered at least once per semester which would require an additional 3 hours of load to a full-time faculty’s schedule or 3 hours for an adjunct. There are not any fulltime faculty designated for the CTWD major which would result in needing an additional 3 hours of adjunct load.

22. How will this course be staffed and equipped? Identify the additional costs associated with this new course. If no costs, explain why not.
   The course will be taught as an online course in a block format. This would require the instructor to be certified to teach an online course. The block format would be consistent with the other courses for CTWD majors. There would not be any needed equipment other than access to the Internet. The cost for the course to be taught by an adjunct or for someone teaching the class as an overload that holds a doctorate is $2745 per section.

23. Identify the source(s) of funds for any additional costs for the new course. i.e. internal reallocations, special fees from students, etc. If you plan to propose special fees be assessed for this course, be aware there is a separate approval process for special fees.
   The additional pay for an adjunct to teach this class could be absorbed through tuition revenue or the department’s adjunct budget.

24. Projected enrollment for two academic years following approval of new course:

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<th>Semester</th>
<th>2022</th>
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<td>Fall</td>
<td>20</td>
<td>20</td>
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25. Using State Regents' definition of liberal arts and sciences (quoted below), characterize the course as follows:

| Non-liberal arts and sciences | Liberal arts and sciences |

"The liberal arts and sciences are defined as those traditional fields of study in the humanities; social and behavioral sciences; communications; natural and life sciences, mathematics; and the history, literature, and theory of fine arts (music, art, drama, dance). Courses in these fields whose primary purpose is directed toward specific occupational or professional objectives, or courses in the arts which rely substantially on studio or performance work are not considered to be liberal arts and sciences for the purpose of this policy. Courses required for the General Educational Program are not necessarily synonymous or mutually exclusive with the liberal arts and sciences." State Regents Policy and Procedures. Chapter 2, Section 5, "Degree Requirements" part 1, (2). P. II-2-86

26. Please provide a concise, yet comprehensive, statement that explains the reasons for requesting the new course. Include documentation or assessment information supporting the specific request (if possible). Indicate the expected source of student enrollment (majors, minors, programs etc.)

The course, ORGL 4113 Ethics and Organizations, is no longer available for any programs other than the Organizational Leadership program. An ethics course is essential for the Workforce Development major in the Career Tech and Workforce Development program. There were not any other UCO ethics courses that would be suitable for the program. This new course would be available for all majors as an upper division elective.

27 Which of the six transformative learning tenets does this course incorporate? (check all that apply or only those that apply) This question was a directive from the Provost and is used for informational purposes.

- Discipline Knowledge
- Leadership
- Research, Scholarly and Creative Activities
- Service Learning and Civic Engagement
- Global and Cultural Competencies
- Health and Wellness

28. Clearly explain how the characteristics of this course meet or exceed those outlined in Course Level Characteristics. (Copy and pasted table from “Course Level Characteristics” document for the appropriate course level of proposed course. Document may be found on: http://sites.uco.edu/academic-affairs/files/course-level-characteristics-table.doc)

### 4000 LEVEL COURSES

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<th>Course Level Characteristics</th>
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<td>1. It is assumed that students in these courses have completed sufficient course work to have attained senior standing.</td>
<td>This course is sequenced in the suggested course schedule to be taken when the student is a junior or senior.</td>
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<td>2. It is assumed that students in these courses have a substantial background in the area of inquiry equivalent to 15 hours of study.</td>
<td>Based on the sequencing of the schedule, students should have a minimum of 15 hours in the major prior to taking this course. This course employs a variety of learning techniques - interactive lectures, readings, case studies, class discussions, and a semester project (research project). Assigned readings (text-book chapters) and supplementary readings will be augmented by cases studies.</td>
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1. These courses should be offered at a level of sophistication of instruction and of expected student performance that is beyond that of other undergraduate courses. In short, 4000 level courses should offer more in-depth study than courses offered at the 3000 level and below.

4. Students in these courses should be required to undertake a substantial scholarly activity in addition to classroom instruction, such as a written research project, library assignment, juried performance, or creative work.

5. Included among 4000 level courses would be capstone courses that review and integrate previous learning, practicums and student teaching, and courses in which a major instructional responsibility is placed on the student (as in individual studies, directed readings, and seminars).

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<td>Students will work to synthesize course information and prepare materials for assignments. Students will analyze a number of cases in this course. The cases, which incorporate ethics and respect, offer an opportunity to integrate and apply theories and frameworks in a practical way.</td>
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