Course syllabi are the documents that describe both the content and format of a course and that clearly lay out the expectations for students and faculty members. Utica College has identified required and optional elements for course syllabi. Where the College has determined appropriate boilerplate language for specific elements of the syllabus, that language is contained in this document. The final pages of this document contain a sample syllabus which is used as an exemplar only and is not meant to dictate a specific layout.

**Required Elements for all Courses**
1. College name
2. Course prefix
3. Course number
4. Course title
5. Semester and year
6. Course credit hours
7. Course prerequisites and co-requisites
8. Contact information for the instructor, including office hours
9. Departmentally approved course learning objectives
10. Course summary description
11. Required and recommended readings
12. Schedule including topics and assignment deadlines
13. Description of graded assignments
14. Breakdown of what percent of the final grade is allocated to each assignment
15. Translation table between numerical grades and letter grades
16. Link to UC’s policy for academic honesty ([click here](#)) or the Intellectual Honesty text included in Part II.
17. Link to UC’s policy for academic accommodations ([click here](#)) or the Special Needs text included in Part II of this document.

**Required Elements for Specific Delivery Modes**
18. Netiquette policy - required for all online courses and for companion shells that contain graded discussion threads or virtual interactions.
19. Class meeting times - required for on-ground and blended courses.
20. Identification of when and where any off-campus experiences will occur - required for courses that contain graded off-campus experiences, including field trips, off-campus assignments, and graded elements that occur outside of the class’ scheduled meeting time.

**Optional Elements**
1. Attendance policy
2. Statement about modifications to the syllabus/schedule and class cancellation
Grading Scale
This is the College’s default grading scale. Faculty members may deviate from this default scale, but must indicate clearly in the syllabus when they do so.

<table>
<thead>
<tr>
<th>Grade</th>
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Graduate Grading Scale

Undergraduate Grading Scale

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Academic dishonesty includes both cheating and plagiarism. Plagiarism is the intentional or unintentional use of other people’s ideas, words, and/or factual information without crediting the source. Cheating refers to both the giving and the receiving of unauthorized assistance in the taking of examinations or in the creation of assigned and/or graded class work.

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Incidents of academic dishonesty are reported to the Vice President for Academic Affairs who will refer any repeat offense, or any particularly egregious first offence, to the Academic Standards Committee which may recommend a more severe penalty than that imposed by the faculty member.
"Netiquette" is civil and respectful behavior in electronic communication, including discussion forums, chat services, email, videoconferences, and social media. Such behavior is essential to the integrity of the academic environment and the free exchange of ideas. In order to keep your communication academically professional and appropriate you should avoid:

- Personal attacks. The subject under discussion is always the content of the idea and not the characteristics of the person expressing that idea.
- USING ALL CAPITAL LETTERS IN A SENTENCE, which implies you are yelling at the reader.
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- Never send a message when you are angry or upset. Leave it in draft form, walk away, and review it later after you have calmed down.

Utica College is committed to maintaining an open and free learning environment. Violations of the netiquette policy may result in disciplinary action, including being referred to the Student Judicial Process for violation of the Code of Student Conduct.

**Special Needs**
Any student who has need of accommodations due to a documented disability should contact Kateri Henkel, Director of Learning Services in the Office of Learning Services (phone: 315-792-3032; e-mail: khenkel@utica.edu) in order to determine eligibility for services.

Any student who has need of special adaptations or accommodations due to documented learning or physical disabilities should notify me within the first two weeks of class. Instructors, Academic Support Services, and other appropriate counselors will work with you to adapt and accommodate your special needs. Every effort will be made to help you master the course content in an effective and appropriate way.
Academic Assistance
The College offers two services that are available to all students, SmartThinking and Read and Write Gold. SmartThinking is a tutoring service that can be found at

http://www.utica.edu/student/development/smart/

Read and Write Gold is software to help you read, write, study, and research and can be found at:

https://www.utica.edu/student/development/learning/rwgold/
Sample Syllabus

UTICA COLLEGE
PHI 111 – ETHICAL ACTION
FALL 2016
Hubbard 114

MWF 8:30 (Section A)           MWF 9:30 (Section B).

Instructor:  Aristotle            Office: DePerno 397
Office Hours: MWF 12:30 - 1:30    Phone: 792-3002
and by appointment               E-mail: aristotle@utica.edu

******************************

The question "What should I do?" is one of the most constant philosophical problems; it is also the one that affects us most personally. In this course we will look at several different ways of answering it, each offered by a different philosopher, and the reasons for or against each answer. The answers raise further questions: am I already living by one of these theories? what happens if I live by one of them and are those results desirable? can I choose between theories? is one way of life more "true" or "right" than another? These questions are not confined to the abstract world of the philosophy classroom. The work environment generates a number of ethical questions, in the structure of the work world, in the choice of career and in our behavior on the job. In this course we will be looking at the issues raised by work and the light that can be shed on them by philosophy.

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

1. Describe the central arguments proposed by the philosophers discussed in this course.
2. Evaluate the strengths and weaknesses of these arguments.
3. Apply the arguments to contemporary ethical issues
4. Formulate and justify your own ethical positions
5. Express your positions clearly in both speech and writing

Requirements
Philosophy is a subject in which the quality of argumentation counts for more than the specific answers you reach. Being right is not required, being involved is. This is not a class in which you can expect to get away with saying nothing for the whole semester; I will be asking a lot of questions, both about the texts we read and the issues we discuss, and I will expect you to have some response. Philosophy proceeds by discussion as much as by reading or lectures, but good discussion is impossible without preparation and practice. This course will require that you read and respond to all assigned readings, and that you be prepared to answer questions and defend your point of view in class and on paper. It is obviously essential that you come to class and come to class prepared.
Additionally there is an Engage companion shell that accompanies this class. You will use this shell to submit your papers and to participate in an on-going discussion thread. Each week will have opening prompt or question. You are expected to submit one post in response to the opening question, and two posts in response to your fellow students. Each post should be 150 words but may be longer. Your posts should add to the discussion by bringing in new ideas, asking additional questions, or synthesizing materials. I also need you to refer to, and cite, materials in the text book or elsewhere. What do the authors we have read have to say on the topic? What do they say that supports or contradicts your point, or each other? You will be graded based on the originality of your contributions and the significance of your feedback and not simply on a count of how many posts you make. I have the discussions set up so that you will see the posts by others only after you have made your initial post. Please abide by the College’s Netiquette policy which is at the end of this syllabus and remember, initial posts need to be submitted by Wednesday at 11:59pm Eastern time and response posts by Saturday at 11:59pm Eastern time.

There are three movie nights noted on the syllabus. Your attendance is required at these evenings - they are part of the class.

Evaluation will be on the basis of three take-home tests, the discussion posts, and a final paper. The three tests are worth 45% of your final grade, the discussion threads are worth 25%, and the final paper is worth 30%. Numerical grades are converted into letter grades in accordance with the College’s default grading scale. i.e.

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All written work needs to be submitted through the Engage shell using the drop box.

The due dates for the three take-home tests and the final paper are on the syllabus and the questions are listed below. You may hand in your paper early, but you may not hand it in late. I will look at early drafts, but I will not write your paper for you. Your paper needs to be in the Engage drop box by 11:59 pm on the day it is due.

It is my policy to spend most of a class period when I hand back written work going over the test or paper and talking about what I was looking for and what I found. This should answer most of your questions about why I gave you the grade I did. If you have further questions, my office hours are on the front of this handout and I would urge you to come and see me as soon as possible.

**NOTE:** If you are forced to be absent because of illness or family emergency you must tell me, your advisor, or the Dean of Students office as soon as possible and in the case of a medical emergency I will expect to see a physician’s note.
The integrity of written work is important and college policies concerning written assignments and cheating will be enforced. Cheating can result in your being given an "F for cheating" on your transcript, being suspended for a semester or being ejected from the college. All work required for class must be submitted on time. Extensions will not be granted. In the case of a documented emergency, some latitude may be permitted; failure to get organized, however, does not constitute an emergency.

**Book List**
John Stuart Mill *Utilitarianism*
Immanuel Kant *Grounding For The Metaphysics Of Morals*
Cynthia Brincat & Victoria Wike *Morality and The Professional Life*

**Course Schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Reading</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Aug 27</td>
<td>Introduction</td>
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<td></td>
<td>Aug 29</td>
<td>What is ethical?</td>
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<td>2</td>
<td>Sep 1</td>
<td>MPL 5 - 24</td>
<td>Defining a Professional</td>
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<td>Sep 3</td>
<td>MPL 32 - 38</td>
<td>What Morality Isn't</td>
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<td>Sep 7</td>
<td>Discussion and Cases</td>
<td></td>
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<tr>
<td>3</td>
<td>Sep 8</td>
<td>MPL 38 - 52</td>
<td>What Morality Is</td>
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<td>Sep 10</td>
<td>MPL 111 - 130</td>
<td>Moral Theories</td>
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<td>Sep 12</td>
<td>Discussion and Cases</td>
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<td>4</td>
<td>Sep 15</td>
<td>MPL 24 - 30</td>
<td>Choosing a Profession</td>
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<td></td>
<td>Sep 17</td>
<td>Principles and Cases</td>
<td><strong>Test 1 Due</strong></td>
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<td>Sep 19</td>
<td>Discussion and Cases</td>
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<tr>
<td>5</td>
<td>Sep 22</td>
<td>Return Tests</td>
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<td></td>
<td>Sep 24</td>
<td>Happiness and Morality</td>
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<td></td>
<td>Sep 26</td>
<td>Discussion and Cases</td>
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<tr>
<td>6</td>
<td>Sep 29</td>
<td>Utilitarianism 6 - 10</td>
<td>Morality and Pleasure</td>
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<td>Oct 1</td>
<td>Utilitarianism 10 - 14</td>
<td>Higher Happiness</td>
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<td></td>
<td>Oct 3</td>
<td>Discussion and Cases</td>
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<td>7</td>
<td>Oct 6</td>
<td>MPL 322 - 344</td>
<td>Beneficence</td>
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<td>Oct 8</td>
<td>MPL 404 - 415</td>
<td>Treating AIDS Patients</td>
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<td></td>
<td>Oct 10</td>
<td>Discussion and Cases</td>
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<tr>
<td>8</td>
<td>Oct 13</td>
<td>Fall Break</td>
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Office of Academic Affairs
Revised March 2017
Part 3 - Morality of Duty

10 Oct 27 Morality as Duty
    Oct 29 GMM 7 - 12
    Oct 31 Discussion and Cases

11 Nov 3 GMM 12 – 15 & 25 – 26 & 36 - 37
    Nov 5 MPL 190 - 212
    Nov 7 Discussion and Cases

12 Nov 10 MPL 252 - 273
    Nov 12 MPL 216 - 222
    Nov 16 Discussion and Cases

13 Nov 17 John Rawls I - Handout
    Nov 19 John Rawls II - Handout
    Nov 21 Discussion and Cases

14 Nov 24 GMM 22 - 25
    Nov 26 Thanksgiving Break
    Nov 28 Thanksgiving Break

15 Dec 1 Topic based on class interests
    Dec 3 Topic based on class interests
    Dec 5 Topic based on class interests

16 Dec 8 Works in progress review.

Final Exam: 9 am, Monday December 15th
TEST TOPICS

Test 1 - Due Friday September 19\textsuperscript{th}
What, according to Brincat and Wike, is a professional. Are they right? If so, why; if not, why not?

Test 2 - Due Friday October 17\textsuperscript{th}
How would John Stuart Mill evaluate the character Will Lightman (Hugh Grant) in the movie About a Boy? Is Mill right? If so, why; if not, why not?

Test 3 - Due Monday Dec 1\textsuperscript{st}
How would Immanuel Kant evaluate the actions of Jeffrey Wigand (Russell Crowe) OR Lowell Bregmann (Al Pacino) in the movie The Insider? Is Kant right? If so, why; if not, why not?

FINAL PAPER

For your final paper, you have two options. Whichever option you choose, you need to produce a paper of at least 5 double-spaced pages which must be submitted by 12:00 noon on Monday, December 15\textsuperscript{th}, 2003.

Option One
What, if anything, makes an action right or wrong? Discuss this question in relation to the events portrayed in the movie Brother’s Keeper.

Option Two
Take one ethical dilemma of the sort we have been discussing in class and perform the sort of analysis you have been practicing all semester. The dilemma should be specific, I want to see a particular situation with a good amount of detail. Your paper should be in six parts covering the details of the situation, the alternative courses of action that are possible, the consequences of each alternative, the ethical principles involved in each alternative, the decision you believe is the right one, and your defense of that decision against the best alternative courses of action.

BE WARNED, this is a fun paper, but not an easy one. START EARLY. I will be happy to read early drafts or discuss possible dilemmas, but I will not be open to doing so 24 hrs before the paper is due.

This paper is the equivalent of your final exam so there can be no extensions.
Paper Layout

1. All work must be typed. Handwritten work will not be accepted.

2. Text should be **double spaced** except for footnotes and quotations. The main body of text should have reasonable margins, an inch to an inch and a half, left and right.

3. Long quotations (2 lines or more) should be **single spaced**, indented from the left margin by about half an inch and flush with the right margin. Quotations should be identified in a footnote or end note.

4. You may follow any common format for references but be consistent. Excessive noting is a vice to be avoided. All quotations must be noted but notes should be added only to substantial ideas within a text which do not originate with you or where you have tangential but relevant additional thoughts. If you have more than two notes in a paragraph of text you probably have too many.

5. All pages must be numbered.

6. You must title your essay. You may include a title page or you may just put the title on the top of the first page of text.

7. Your name should appear ONLY at the end of the paper.

8. Include a word count at the end of your document.
Policies

Intellectual Honesty

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Writing Proficiency
Students are expected to possess and use adequate writing skills. All written assignments should be well written and free of grammar, punctuation, and spelling errors. Help is available in the Writing Center located in Room 216.

Math and Science Center
Peer tutors are available in the Math and Science Center located in Room 203 Hubbard Hall.

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Read and Write Gold is software to help you read, write, study, and research and can be found at:

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