SYLLABUS TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE INFORMATION</td>
<td>2</td>
</tr>
<tr>
<td>INSTRUCTOR INFORMATION</td>
<td>2</td>
</tr>
<tr>
<td>STUDENT LEARNING OUTCOMES</td>
<td>2</td>
</tr>
<tr>
<td>REQUIRED TEXTS AND MATERIALS</td>
<td>3</td>
</tr>
<tr>
<td>GRADING SYSTEM</td>
<td>3</td>
</tr>
<tr>
<td>METHODS OF INSTRUCTION</td>
<td>3</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>4</td>
</tr>
<tr>
<td>CANDIDATE PARTICIPATION</td>
<td>5</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>5</td>
</tr>
<tr>
<td>LIBRARY RESOURCES</td>
<td>5</td>
</tr>
<tr>
<td>ASSIGNMENT SUBMISSION</td>
<td>6</td>
</tr>
<tr>
<td>POLICIES RELATED TO THIS COURSE</td>
<td>6</td>
</tr>
<tr>
<td>ASSIGNMENT OBJECTIVES &amp; DUE DATES</td>
<td>10</td>
</tr>
</tbody>
</table>
COURSE INFORMATION

COURSE NUMBER
EDG 6305

COURSE TITLE
Legal and Ethical Principles

COURSE DELIVERY
This is a distance course utilizing the Blackboard course management tool with course requirements, learning activities, assignments, and due dates specified in the course calendar and modules in Blackboard. The course site can be accessed at http://blackboard.angelo.edu. The course begins on January 13, 2020 and ends on March 6, 2020.

COURSE DESCRIPTION
Explores the field of knowledge of federal, state, and local school laws pertinent to educational administration. Includes a study of ethics and codes of ethics used to facilitate effective decision making.

INSTRUCTOR INFORMATION

LEAD INSTRUCTOR
Dara A. Anderson, M. Ed.
Email: dara.anderson@angelo.edu

OFFICE HOURS
Email is the most accessible way to contact all instructors. The instructor team is available via email using only your ASU email address (angelo.edu). You should receive a response within 24 hours.

STUDENT LEARNING OUTCOMES

- Use a legal and ethical decision-making model to assist in problem solving around current legal issues in education.
- Identify credible resources related to legal and ethical principles in education.
- Differentiate between the four (4) sources of law, ethical codes, and moral principles.
- Locate, summarize, and cite original sources of law and ethical principles.
- Analyze legal and ethical issues and summarize best practices and implications for educators.
- Create an online Padlet guide to legal and ethical issues around a specific legal topic in education.
REQUIRED TEXTS AND MATERIALS

REQUIRED TEXTS

RECOMMENDED READINGS
Course materials and readings are located in Blackboard. Candidates are expected to locate peer-reviewed, research-based resources for research on individual topics and learning activities.

TECHNOLOGY REQUIREMENTS
A complete list of technology requirements for online education at Angelo State University is available at [https://www.angelo.edu/online-education/technology_requirements.php](https://www.angelo.edu/online-education/technology_requirements.php). Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned learning activities. Technical support concerns should be submitted to the IT Service Center via phone at (325) 942-2911 or toll-free at (866) 942-2911.

GRADING SYSTEM

Each assignment will be worth a varying number of points. Grades will be determined by the percentage of the total possible points earned.

The following grading scale is in use for this course:
- A = 90.00-100%
- B = 80.00-89%
- C = 70.00-79%
- F = below 70%

METHODS OF INSTRUCTION

- Since this course is delivered online, candidates are responsible for understanding the assignments and learning the material. If questions arise, it is important to ask the instructor immediately for help since many of the tasks build on one another.
- Course design includes a combination of learning activities to strengthen the academic and professional competence of candidate’s writing skills, presentation skills, collaboration, analysis, and practical application/experience.
- Learning activities may include, but are not limited to critical analysis submissions incorporating research, writing, and reflection; digital presentations with multimedia and/or interactive elements; collaboration opportunities through online discussion boards, wikis, or blogs; practical case studies requiring research, writing, and
collaboration; and other projects and activities such as interviews, field visits, modeling, and videos.

**COMMUNICATION**
The course is designed to offer regular and substantive interaction between candidates and instructor. Both candidates and instructor are responsible for effective, appropriate, and timely communications and interactions in the course.

**CANDIDATE COMMUNICATIONS:** Candidates should initiate communications with instructor through Class Café or the ASU email system. Check frequently for announcements and reminders. Scoring rubrics and module information outline the specific interaction and communication requirements for each learning activity.

Course content and subject-specific questions should be posted to Class Café for interactions with other candidates and instructor about the content. Technical support concerns should be submitted to the IT Service Center via phone at (325) 042-2911 or toll-free at (866) 942-2911.

**WRITTEN SUBMISSIONS:** It is an expectation of this department that you use academic and professional writing skills. Candidates should follow APA guidelines for formatting and citations in all learning activities unless otherwise specified. Failure to utilize accurate APA citations and references constitutes plagiarism.

**USE GOOD “NETIQUETTE“:**
- Check the discussion frequently and respond appropriately and on subject.
- Focus on one subject per message and use pertinent subject titles.
- Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
- Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones unless invited by faculty to use a less formal approach.
- Cite all quotes, references, and sources.
- When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
- It is extremely rude to forward someone else's messages without their permission.
- It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as J or :) to let others know you are being humorous.

(From “The Net User Guidelines and Netiquette” by A.H. Rinald, 1994, Florida Atlantic University. Adapted with permission.)
INSTRUCTOR COMMUNICATIONS: Instructor will provide communications relevant to the course and subject matter through weekly emails, Blackboard announcements, Class Café, interactions during learning activities such as moderating discussion boards, and feedback on submitted assignments. These course activities help build a sense of community among learners.

Instructor will typically respond to email within 24 hours. Class Café discussions will include both peer and instructor responses as appropriate to assist with candidate mastery of the subject. Instructor will typically provide feedback on assignments within 48-72 hours of submission of the assignment through Blackboard. Feedback communication is provided to candidates by instructor in Grade Center, TurnItIn Feedback Center, or on scoring rubrics in Blackboard as appropriate for each assignment.

CANDIDATE PARTICIPATION

• Candidates are expected to be active learners. It is a basic assumption of the instructor that candidates will be involved discovering, processing, and applying the course information using peer-review journal articles and researching additional information through the ASU Online Library and Internet.

• Candidates are expected to engage with the material, their peers, and their instructors. Ensure that you are reading all of the materials provided in the Blackboard modules. Participate in discussions with your peers about the content through Class Cafe.

• If you have questions, it is important to ask immediately since many of the tasks build on one another.

ATTENDANCE

Distance course. Candidates are required to follow the course calendar and the expectations related to candidate participation. Candidates are expected to engage in course activities and submit assignments by due dates and times identified in the course calendar.

Faculty are required to confirm attendance of candidates in a course at the beginning of each term to the ASU Registrar Office as part of complying with regulations regarding the administration of federal financial aid. In accordance with ASU processes and federal regulations, academic attendance in a course is considered active engagement which includes but is not limited to submitting an academic assignment or participating in an online discussion in the course about academic matters. Logging into an online course without active participation does not meet academic attendance requirements. The last date of course attendance for reporting to the Registrar will be the last date of active engagement in the course.

LIBRARY RESOURCES
Candidates should familiarize themselves with the numerous resources available through the Angelo State University Porter Henderson Library at www.angelo.edu/services/library/. Information on library resources is available in the Orientation tab of each course. All candidates can also use the Ask A Librarian research support feature.

**ASSIGNMENT SUBMISSION**
In this class, all assignments need to be submitted through the posted Blackboard or TurnItIn link in the Blackboard course site. You should record the confirmation number received when you submit your work. Assignments are not accepted via email.

If a technology issue does occur regarding an assignment submission, email your instructor along with documentation that you notified the help desk. This process will document the problem and establish a timeline for submission.

**LATE WORK OR MISSED ASSIGNMENTS**
All learning activities should be submitted by the scheduled due dates. A 10% grade reduction may occur for each day the assignment is late. Documented medical or personal emergencies will be reviewed on a case-by-case basis with the appropriate documentation and in accordance with department policy.

**INCOMPLETE GRADE POLICY**
It is the policy that incomplete grades be reserved for student illness or personal misfortune. Please contact your faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

**POLICIES RELATED TO THIS COURSE**
All candidates are required to follow the policies and procedures presented in the following documents:
- Angelo State University Student Handbook
  http://www.angelo.edu/student-handbook/
- ASU Undergraduate and Graduate Catalog
  http://www.angelo.edu/catalogs/
- Academic Calendar
  https://www.angelo.edu/services/registrars_office/academic_calendar.php

**ACADEMIC INTEGRITY**
Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.
The Angelo State University Student Handbook provides a detailed list of behaviors that constitute academic misconduct and plagiarism. Academic misconduct includes, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics or standards, and/or any act or attempted act designed to give unfair academic advantage to oneself or another student.

Candidates are expected to know and understand behaviors that can constitute academic misconduct. An academic integrity module is required of all candidates as part of their orientation to the program. Each course requires that the candidate complete an Academic Integrity Statement of Understanding acknowledging that the candidate has read and agrees to the Academic Integrity Standards, has passed the Academic Integrity Quiz with a score of 90% or higher, and understands the penalties associated with violations of the academic integrity standards.

Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, ideas, etc., and passing it off as one’s own. Plagiarism is literary theft. In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

The consequences for academic misconduct include, but are not limited to,

- Reduced score for the original assignment
- Zero (0) or no credit for the original assignment
- Make-up assignment different than the original assignment
- Failing grade for the course resulting in (F) on transcript and transcript notation
- Removal from internships or practicums
- Permanent or time-limited dismissal from the academic program and/or department and transcript notation
- Loss of departmental/graduate eligibility for financial aid and other awards, endorsements.
- Notification of certification board
- Documentation of professional disposition concerns

Referral to Student Affairs for violations of the Angelo State University Student Handbook

COPYRIGHT POLICY
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any
portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

**STUDENTS WITH DISABILITIES**
Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
(325) 942-2047  
dallas.swafford@angelo.edu

**STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS**
Candidates can find information on the observance of religious holy days in ASU Operating Policy 10.19. Candidates should also review the information related to course attendance.

**TITLE IX AT ANGELO STATE UNIVERSITY:**
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, are encouraged to report any incidents of sexual misconduct directly to
ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

**Michelle Boone, J.D.**

*Director of Title IX Compliance/Title IX Coordinator*

Mayer Administration Building, Room 210  
325-942-2022  
michelle.boone@angelo.edu

You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form).

If you are wishing to speak to someone about an incident in confidence you may contact the *University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.*

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

**BASIC NEEDS**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Multicultural and Student Activities Programs Center ([multicultural@angelo.edu](mailto:multicultural@angelo.edu); 325-942-2729).

The Multicultural and Student Activities Program Center has a food pantry and other resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that they may possess.

**SYLLABUS CHANGES**

The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.
**ASSIGNMENT OBJECTIVES & DUE DATES**

All activities should be submitted by 11:59 pm (CST) on the date as scheduled. A 10% grade reduction may occur for each day the assignment is late. Extensions will be administered on a case-by-case basis with the appropriate documentation according to the departmental policy.

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>LEARNING ACTIVITY &amp; POINTS</th>
<th>DUE DATES</th>
</tr>
</thead>
</table>
| **PREMODULE**
Review and confirm understanding of plagiarism and academic integrity.
Create academic portfolio for documentation of course artifacts and reflection on program competencies. | Plagiarism Statement 0 points
Academic Portfolio Creation 0 points | Wednesday January 15
Wednesday January 15 |
| **MODULE 1 Understanding & Applying Sources of Law / Framework for Decision Making**
Describe and compare the four (4) sources of law including how to locate and cite appropriately.
Relate sources of law and ethical codes to current case studies in educational law.
Use a framework for decision making related to legal and ethical issues on current case studies in educational law. | Learning Activity #1 Graphic Organizers for Four Sources of Law 10 points
Learning Activity #2 Case Study & Decision-Making Model 5 points | Sunday January 19
Sunday January 19 |
| **MODULE 2 The Basics – Terminology, Citations & Governance / Constitutional Law**
Identify and explain the four sources of educational law.
Use Internet resources and the APA manual to create correct citations for legal materials. | Learning Activity #1 Quiz: The Basics 5 points
Learning Activity #2 Discussion Board: Constitutional Law | Sunday January 26
Initial Post Due Thursday |
Explain the implications of constitutional law and the first amendment on educational scenarios. Discuss frameworks the courts have used to make decisions about constitutional law and apply them to current situations in education.

<table>
<thead>
<tr>
<th>MODULE 3 Student Records &amp; Privacy</th>
<th>Learning Activity #1</th>
<th>Sunday February 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summarize and communicate student record and privacy rights based on the Federal Educational Rights and Privacy Act (FERPA). Use a legal and ethical decision-making model to assist in problem solving around issues of student privacy. Relate sources of law and ethical codes to current case studies in educational law.</td>
<td>FERPA Handout 10 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Learning Activity #2</td>
<td>Sunday February 2</td>
</tr>
<tr>
<td></td>
<td>Case Study and Decision-Making Model 5 points</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MODULE 4 Educational Equity</th>
<th>Learning Activity #1</th>
<th>Sunday February 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize legal and ethical principles related to educational equity. Connect critical legal and social activities to the current state of educational equity issues.</td>
<td>Educational Equity Timeline Activity 10 points</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MODULE 5 School Safety</th>
<th>Learning Activity #1</th>
<th>Sunday February 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify issues in educational practice with reporting implications and requirements. Describe the role of educators in the prevention of violence in schools. Use a legal and ethical decision-making model to assist in problem solving around issues of student safety. Relate sources of law and ethical codes to current case studies in educational law.</td>
<td>School Safety PSA 10 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Learning Activity #2</td>
<td>Sunday February 16</td>
</tr>
<tr>
<td></td>
<td>Case Study and Decision-Making Model 5 points</td>
<td></td>
</tr>
</tbody>
</table>
### MODULE 6: Negligence and Due Process / Preparing for Legal Guide

Describe elements of negligence and due process.
Identify best practices for reducing legal liability related to issues of negligence and due process.
Recognize scenarios with negligence and due process implications.

Identify a topic in education appropriate for creating a Legal Guide for educators in the field.
Schedule an appointment with a current educational practitioner to discuss the Legal Guide topic.
Identify and cite current laws representing the four sources of law related to your topic.

<table>
<thead>
<tr>
<th>Learning Activity #1</th>
<th>Thursday February 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board: Legal Liability</td>
<td>10 points</td>
</tr>
<tr>
<td>Initial Posts</td>
<td></td>
</tr>
<tr>
<td>Peer Responses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Activity #2</th>
<th>Sunday February 23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing for the Legal Guide</td>
<td>5 points</td>
</tr>
</tbody>
</table>

### MODULE 7 Culminating Project Legal and Ethical Guide

Create an online Padlet guide to legal and ethical issues around a specific topic in education.
Identify credible resources related to legal and ethical issues in education.
Create and analyze a relevant case study for the topic to illustrate application of the law and decision-making process.

<table>
<thead>
<tr>
<th>Legal &amp; Ethical Guide Padlet</th>
<th>Sunday March 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 points</td>
<td></td>
</tr>
</tbody>
</table>

### MODULE 8 Reflections

Interact with classmates about current legal issues and implications for educators.
Present and defend judgments about the information and assignments related to legal and ethical principles and program competencies.

<table>
<thead>
<tr>
<th>Legal Guide</th>
<th>Wednesday March 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board</td>
<td>5 points</td>
</tr>
<tr>
<td>Course Evaluation</td>
<td>0 points</td>
</tr>
<tr>
<td>Permission Statement</td>
<td>0 points</td>
</tr>
<tr>
<td>Academic Portfolio Submission and Reflection</td>
<td>0 points</td>
</tr>
</tbody>
</table>
Version Date: Approved for Spring A 2020