

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Michele Cotton	<b>Phone:</b> 837-5320
<b>DEPARTMENT / DIVISION:</b> Division of Legal, Ethical and Historical Studies		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable):		
6. Pre & Co-Requisite and 7. Course Description LEST 624 Professional Ethics		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2011		

<b>Box 1: TYPE OF ACTION</b>	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
<b>Box 2: LEVEL OF ACTION</b>	Non-Credit <input type="checkbox"/>	Undergraduate <input type="checkbox"/>	Graduate <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)	DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
1. Experimental Course <sup>1</sup>	N, O, P	a, c, e	AC
2. Course Title	N, O		ABCD
3. Course Credits	N, O, (P)		ABCD
4. Course Number	N, O		ABCD
5. Course Level	N, O		ABCD
X 6. Pre & Co-Requisite	N, O		ABCD
X 7. Course Description	N, O, P		ABCDEF
8. New Course	N, O, P		ABCDEF
9. Deactivate a Course	N, O		ABCDEF
10. Program Requirements	N, O	(b, c, d, e)	ABCDEF
11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ABCDEF
11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ABCDEF
11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ABCDEF
12. Minor (add or delete)	N, O	a, b, c, d, e	ABCDEF
13. Closed Site Program	N, O	e	ABCDHIK
14. Program Suspension	N, O, S	a, e	ABCDEFGIK
15. Program Reactivation	N, O		
16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ABCDEFHIK
16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	N, O, Q, R, S	a, c, e	ABCDEFHJL
17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ABCDHIL
18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
19. Program Title Change	N, O, S	a, c, d, e	ABCDEFHJL
20. Program Termination <sup>2</sup>	N, O, S	d, e	ABCDEFHIK
21. New Degree Program <sup>3</sup> ,	N, O, Q, R, S	a, c, d, e	ABCDEFHJL
22. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
N. This Cover Sheet		Q. Full 5-page MHEC Proposal	T. Other
O. Summary Proposal		R. Financial Tables (MHEC)	
P. Course Definition Document		S. Other documents as may be required by MHEC/ USM. See <a href="http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc">http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc</a>	

<sup>1</sup> Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.  
<sup>2</sup> See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionIII/III702.html>) for list of information that must be provided for this action.  
<sup>3</sup> Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)**

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Michele Cotton	<b>Phone:</b> 837-5230
<b>DEPARTMENT / DIVISION:</b> Division of Legal, Ethical and Historical Studies		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 and program name OR course name, code, & number as applicable):		
6. Pre and Co-Requisite and 7 Course Description LEST 624 Professional Ethics		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2011		

<b>Box 5: IMPACT REVIEW</b>	<b>SIGNATURES</b> (see procedures for authorized signers)	<b>DATE</b>
a. Library X No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS X No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations X No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions X No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records X No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

<b>Box 6: APPROVAL SEQUENCE</b>	<b>APPROVAL SIGNATURES</b>	<b>DATE</b>
A. Department / Division	Chair: <i>Thomas E. Carney</i>	20 Apr 2010
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>Margaret J. Pothart</i>	4-29-10
D. College Dean	Dean: <i>John W. Thurman</i>	5/3/10
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>John K. Arroyo (Assoc. Prov.)</i>	5/18/10
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council <sup>4</sup>	Chair:	
I. President	President:	
J. Board of Regents – notification only		
K. Board of Regents – approval		
L. MHEC – notification only		
M. MHEC – approval		
N. Middle States Association notification	Required only if the mission of the University is changed by the action	

<sup>4</sup> University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

## UNIVERSITY OF BALTIMORE

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X	<b>Contact Name:</b> Michele Cotton	<b>Phone:</b> 837-5320
<b>DEPARTMENT / DIVISION:</b> Division of Legal, Ethical and Historical Studies		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N, Box 3, action item and program name OR course name, code, & number as applicable):		
6. Pre and Co-Requisite LEST 624 Professional Ethics		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input type="checkbox"/> Spring X Year: 2011		

O-1: Briefly describe what is being requested:  Minor change to course description and deletion of perquisites.		
For new courses or changes in existing courses (needed by Registrar)		
<b>OLD Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>
<b>NEW Title:</b>	<b>Course # / HEGIS Code:</b>	<b>Credits:</b>

O-2: Set forth the rationale for the proposal:  This course covers professional ethics in a fairly wide-ranging and ecumenical way and does not build on specialized knowledge, so students do not need prerequisites to handle the course. Further, this course should be available to anyone at the University who would like to take a professional ethics course. Since the prerequisites were being changed, minor changes in course description wording were also made.
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University of Baltimore

**DOCUMENT P: Required Format for Course Definition Document**

See Course and Program Development Policy and Procedures for Instructions

- |    |  |   |
|----|--|---|
| 1. | Date Prepared  | April 8, 2010                                     |
| 2. | Prepared by  | Michele Cotton                                    |
| 3. | Department/Division  | Division of Legal, Ethical and Historical Studies |
| 4. | Course Number(s), including HEGIS code(s)  | LEST 624  |
| 5. | Course Title   | Professional Ethics                               |
| 6. | Credit Hours   | 3   |
| 7. | Catalog Description (Paragraph should reflect general aims and nature of the course) |   |

Proposed revised catalogue language:

**LEST 624 Professional Ethics (3)** An overview of professional ethics in law, business, finance, health care, and other fields. Covers ethical concepts that apply across professions as well as many of the specific ethical rules that apply to particular professions. Considers the rules in the context of important legal cases and controversial contemporary problems. Includes the study of ethical theory as well as applications.

Existing catalogue language:

**LEST 624 Professional Ethics (3)** Overview of professional ethics in such fields as law, business and health care. Covers both formal principles and rules, their mechanisms of enforcement and controversial contemporary problems. Includes the study of ethical theory as well as applications. prerequisites: LEST 501, LEST 507 and LEST 508 or permission of instructor or program director

- |     |  |  |
|-----|--|--|
| 8.  | Prerequisites  | LEST 501, 507, and 508 (to be changed) |
| 9.  | Course Purpose   | Elective                               |
| 10. | General Education area, if applicable (i.e., social sciences, humanities, science, etc.) | NA                                     |
| 11. | Course Type  | Lecture                                |
| 12. | Faculty qualified to teach the course  | Cotton, Guy                            |
| 13. | Content Outline  |  |

The following concepts are explored in multiple contexts (such as law, finance, business, accounting, education, health care, social work, etc.)

- The scope and meaning of professional ethics
- Privacy and confidentiality
- The privacy of employees
- Disclosure and reporting
- Whistleblowing
- Fiduciary duties and the protection of client interests
- Honesty, good faith, and fairness

- Insider trading
- Loyalty and avoidance of conflicts of interest
- Good corporate citizenship

#### 14. Learning Goals

Students will be expected to:

1. Demonstrate an understanding of the basic ethical concepts that govern professional behavior, both those mandated by professional bodies and by law.
2. Demonstrate an understanding of basic moral theory.
3. Apply ethical concepts and moral theories to factual situations to evaluate behavior and determine likely legal outcomes.

[These objectives are derived from the Learning Goals established for the LEST program, particularly Goal 5, Recognize legal principles as they apply to fact patterns encountered in contemporary professional, civic, and personal life at a moderate to advanced level; Goal 7, Explain moral and ethical principles, differentiate them from legal principles, and apply them to both academic debate and lived experience at a moderate to advanced level of sophistication; and Goal 8, Identify and analyze (at an advanced level) relevant data, legal theories and ethical principles related to contemporary public policy debates.]

#### 15. Assessment Strategies

Students may be asked to do regular assignments and tests that involve the learning goals identified above. Students may also be asked to write a paper that uses ethical concepts to evaluate issues and dilemmas presented in fact patterns and/or that arise in their own experience as workers and professionals.

#### 16. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc., that student must purchase

General professional ethics texts covering a range of professions are hard to come by (a good one that was available now dates back to 2003 and is out of print). In addition, the ethical environment for the professions evolves rapidly, especially these days in finance. For my course, I assign cases, ethics codes, and materials that are mostly current and represent up-to-date issues, rules, and law.

- |     |                            |    |
|-----|----------------------------|----|
| 17. | Suggested class size       | 20 |
| 18. | Lab Fees (when applicable) | NA |