SCENARIO CARDS: SHOULD I OR SHOULDN'T I?

1. At your placement, you overhear a conversation between your supervisor and her boss. You find out that your best friend will be offered a part-time position. Do you call him and tell him what you overheard? Why or why not?

2. Your mother asks you to buy stamps and mail several cards and letters for her. You forget. Your placement has an outgoing mail slot and they put stamps on the mail. Should you take advantage of this opportunity? Why or why not?

3. You have a computer workstation at your placement. You receive an e-mail from your sister with a really funny joke. You consider sending the joke to three colleagues at your placement. Should you? Why or why not?

4. You respond to an e-mail at your placement, a local medical lab. The e-mail contains the results of a test for one of your friends. You wonder whether you should bcc (blind copy) your friend on the e-mail. Should you? Why or why not?
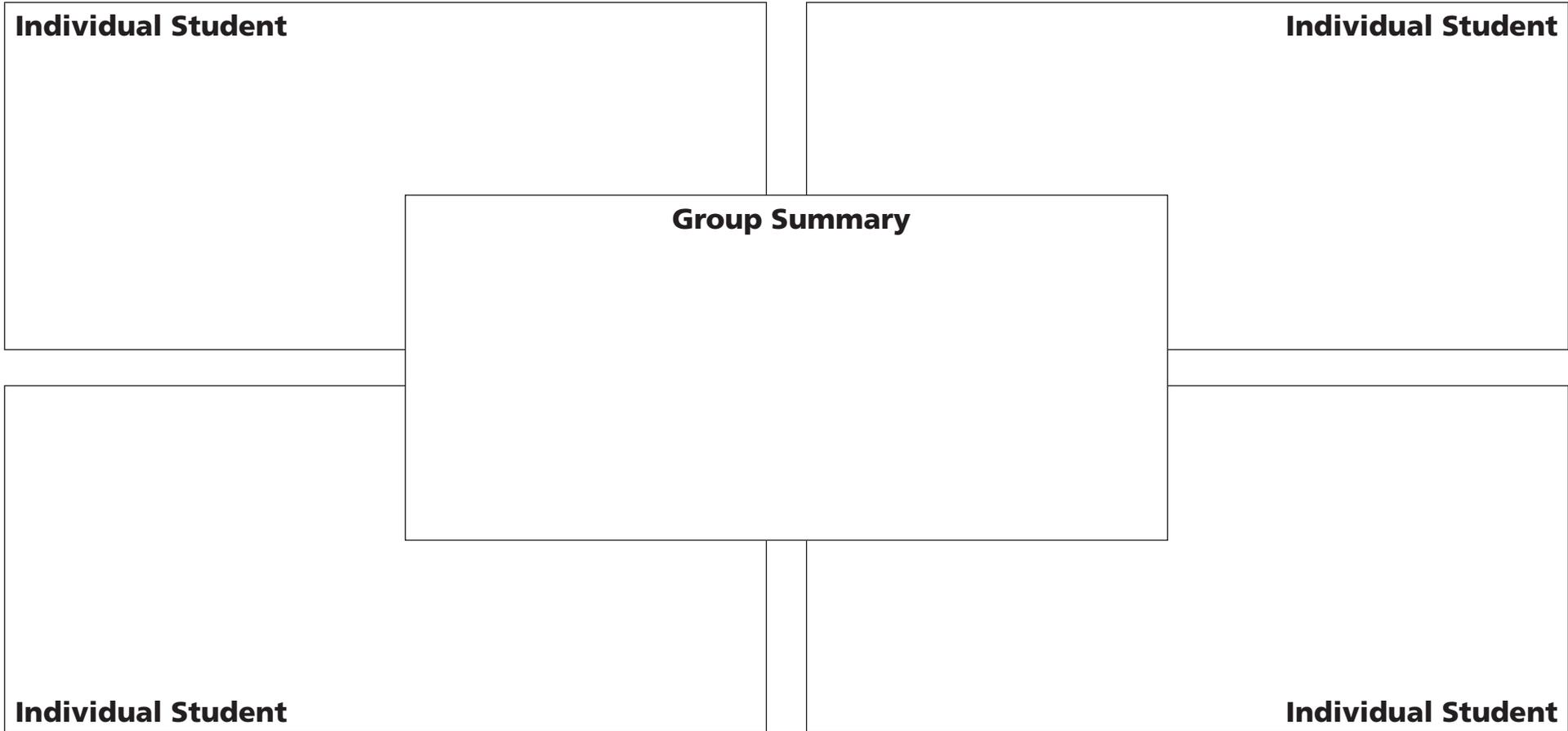
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1.

KEY QUESTIONS PLACE MAT

Name: _____

Group discussion questions:
1. What are "ethics"?
2. What are factors to consider when making ethical decisions?

Individual Student

Individual Student

Group Summary

Individual Student

Individual Student

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2.

WORKPLACE ETHICS—GUIDING QUESTIONS CHECKLIST

Name: _____

Sample Case Study

When you were first placed, you were given a printout of your company's policy on Internet protocols as they relate to safety, privacy and confidentiality. While left on your own at work, you receive an inter-office e-mail from a co-worker telling you to check out an inappropriate online site. What will you do?

Workplace Ethics—Guiding Questions Checklist	✔
What is the ethical issue or situation?	
What options do I have for next steps?	
Are any of the options illegal?	
Do any of the options go against company or workplace expectations?	
What impact might each option have on: • The workplace/company? • Other workers? • Future Co-op students? • My future as a Co-op student or future employee?	
Other:	
Other:	
Which option should I select?	

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3.

WORKPLACE CASE STUDIES

1. Your boss at your summer job is away on holidays for the next two weeks. Everyone that you work with seems to be coming in late and leaving early. Will you arrive late and leave early as well?

2. You need new school supplies. The filing cabinet where you have a Co-op placement is overflowing with really good markers, pens, sticky notes, etc. What you need will not be missed. What will you do?

3. You have a part-time job at a hospital. Your friend wants a job at the hospital also. She has a job interview at the hospital on Friday and wants to know if you will help her prepare for it. You find the interview questions for the job for which your friend will be interviewed sitting on your supervisor's desk. What will you do?

4. Your workplace supervisor is out of the office for the day. You are using her computer. On the desktop is a file marked confidential. You are very curious. What will you do?

5. Your friend has used you as a reference for a job. You receive a phone call from their potential employer asking you for a character reference for this friend. You know that this same friend was fired from his last job for stealing. What will you do?

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4.

TRIARCHIC INTELLIGENCES WORKPLACE ETHICS CHOICE BOARD (page 1 of 2)

Name: _____

1. Scenarios

Choose one of these scenarios or create one of your own and have it approved by the teacher.

Scenario 1: You are a Co-op student at a large retail chain store. You keep your cell phone in your pocket in case a friend wants to contact you. Several times during your shift you check to see who has texted you and when work slows, you text them back. A complaint has been made by a customer about students using cell phones at work. Your supervisor calls you into her office and shows you security video footage of you text messaging. How do you respond?

Scenario 2: You are a summer Cooperative Education student in an office. While at work, a friend of yours who is looking for a job sends you an e-mail with a copy of his résumé attached. He asks you to make a dozen copies of it for him on your company's photocopier. What do you do?

2. Analysis

For the scenario that you select:

• Identify the ethical issue
• Describe the options you have
• Recommend a response or course of action and the reason(s) for it

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5.

TRIARCHIC INTELLIGENCES WORKPLACE ETHICS CHOICE BOARD (page 2 of 2)

Name: _____

3. Choice Board

a) Show this information in the way described for your preferred intelligence and

b) Respond to the workplace ethics question for that intelligence.

Triarchic Intelligences Workplace Ethics Choice Board		
Choice 1—Analytical Intelligence	Choice 2—Creative Intelligence	Choice 3—Practical Intelligence
A. You like to chart your ideas in a logical and sequential way: ▶ Use a flow chart or other graphic organizer to present your information	A. You like to illustrate or present your ideas with flair and imagination: ▶ Show your information in a short storyboard, comic strip, or role play	A. You like your information in a form that can be easily found, revised and used again when you need it: ▶ Outline your information in a brief slide presentation (e.g., PowerPoint)
B. How does your understanding of workplace ethics and the responsible use of technology contribute to making you a valuable employee/Co-op student?	B. Find a way to illustrate or show next semester's first time Co-op students the importance of workplace ethics and the responsible use of technology at their placement.	B. Create a statement that explains to next semester's first time Co-op students why an understanding of workplace ethics and the responsible use of technology is important at their placement.

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6.

WORKPLACE ETHICS CHOICE BOARD RUBRIC

Categories/Criteria	Level 1	Level 2	Level 3	Level 4
Knowledge and Understanding	The student:			
Demonstrates an understanding of ethics and responsible use of information technology: ☐ Identifies issues ☐ Explains issues	Demonstrates a limited understanding of ethics and responsible use of information technology	Demonstrates some understanding of ethics and responsible use of information technology	Demonstrates considerable understanding of ethics and responsible use of information technology	Demonstrates a thorough understanding of ethics and responsible use of information technology
Thinking	The student:			
Analyzes a situation to determine an ethical course of action: ☐ Considers a range of options for next steps ☐ Describes impact of some of the options ☐ Selects an ethical course of action	Analyzes a situation in limited depth to determine an ethical course of action	Analyzes a situation in some depth to determine an ethical course of action	Analyzes a situation in considerable depth to determine an ethical course of action	Analyzes a situation in great depth to determine an ethical course of action

A rubric is an assessment tool used when assessing **for** and **of** learning. Before beginning to work on a task, students should be engaged in co-constructing the criteria to ensure that they know what success "looks like." The rubric can be used to guide assessment for learning throughout the process. When the purpose is assessment **of** learning (evaluation), the rubric provides the basis for decision making about the student's level of achievement using the agreed-upon criteria.

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7.