GEOG 5101: GIST Professionalism and Ethics

The Ohio State University
Spring 2024

Course URL: http://carmen.osu.edu
Time: Online
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Office hours: 12 - 1 PM, Monday, Wednesday, Friday
Office location: Derby Hall 1160

Geospatial has become a ubiquitous term in a wide range of applications where spatial data, GIS, mapping, remote sensing, spatial data analytics, and spatial decision making are involved. For a practitioner in this broad field of geographical information science and technology (GIST), what does "being professional" mean? Is doing your job competently enough to be at your job? What constitutes professional competence in this profession? This course will help you address these questions and, more importantly, help you find your moral compass in a profession that is at the cutting-edge of today's constant social and technological advances.

Course learning outcomes

By the end of this course, students should successfully be able to:

- Explain GIST as a profession and related skills
- Demonstrate understanding of GIST as an industry and organization
- Development professional profile and resume
- Evaluate strengths and limitations of their own skill set
- Evaluate different career paths in GIST and other fields
- Conduct practitioner interviews
- Identify ethical issues of geospatial technology and its applications
- Evaluate decision options regarding ethical issues in geospatial applications
- Discuss ethics in classroom and in workplace
- Demonstrate moral reasoning skills through methodical analysis of ethical case studies

- Describe various philosophical frameworks upon which codes of ethics are based
- Defend or refute a decision as GIST professional for applications when ethical issues are involved

How this course works

Mode of delivery: This course is 100% online. There are no required sessions when you must be logged in to Carmen at a scheduled time.

Pace of online activities: This course is divided into weekly modules that are released one week ahead of time. Each module is organized around a specific topic (see course schedule below) and consists of introduction videos, reading materials, and student activities (see assignment information below). Students are expected to keep pace with weekly deadlines but may schedule their efforts freely within that time frame.

Credit hours and work expectations: This is a 3-credit-hour course. According to Ohio State policy, a 3-credit hour course comprises 3 hours of instruction in class (including online instruction content and Carmen activities) and 6 hours of homework/study time outside class per week, for a total of 9 hours per course per week, for the student to earn a C grade.

Course materials

Required

The following is the required textbook for this class. The Ohio State university library has access to the digital copy of this book.

Kizza, J. M., 2017. *Ethical and Social Issues in the Information Age.* Sixth Ed. New York, NY: Springer.

Case studies used in this class are prepared by GISEthics.org and can be accessed at https://sites.psu.edu/gisethics/.

In addition, each week will include additional required readings. Details about the readings will be listed in each week's module. Most of the readings have digital versions available online and students should be able to search them either through the university library or other sources. Digital copies will be made available on Carmen for materials are not available directly from online sources.

Course technology

For help with your password, university e-mail, Carmen, or any other technology issues, questions, or requests, contact the OSU IT Service Desk. Standard support hours are available at https://ocio.osu.edu/help/hours, and support for urgent issues is available 24x7.

- Self-Service and Chat support: http://ocio.osu.edu/selfservice
- Phone: 614-688-HELP (4357)
- Email: 8help@osu.edu
- TDD: 614-688-8743

Baseline technical skills necessary for online courses

- Basic computer and web-browsing skills
- Navigating Carmen

Technology skills necessary for this specific course

- CarmenZoom text, audio, and video chat
- Collaborating in CarmenWiki
- Recording a slide presentation with audio narration
- Recording, editing, and uploading video

Necessary equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed
- Microphone: built-in laptop or tablet mic or external microphone

Necessary software

- OpenOffice is a free and complete suite of software tools for world processing, spreadsheet, and presentations.
- Microsoft Office 365 ProPlus All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Each student can install Office on five PCs or Macs, five tablets (Windows, iPad and Android) and five phones.
  - Students are able to access Word, Excel, PowerPoint, Outlook and other programs, depending on platform. Users will also receive 1 TB of OneDrive for Business storage.
  - Office 365 is installed within your BuckeyeMail account. Full instructions for downloading and installation can be found https://ocio.osu.edu/kb04733.

Grading and faculty response

Grades

The following is the breakdown of the weights (in percent) for each category of the assignments.

Assignment or category	Weights (percent)
Reflection papers	30
Reading quizzes	20
Professional profile	10
GIST practitioner interview	15
Participation	25
Total	**100**

Assignment information

This course is organized around five types of activities. Students should carefully review the academic integrity policies in the subsequent section that pertain to all assignments of this class.

Reflection papers. During the semester, each student is required to write 3 reflection papers. Each paper should focus on one week's topic since the previous paper. Each paper will be 5 pages long, double spaced with 12pt font and normal margins. The papers will be graded based on how they adequately address the papers of the week selected, as well as the style and quality of writing. Detailed rubric will be provided along with the assignments.

Reading quizzes. There will be about 5 timed, open-book quizzes through the semester. Each quiz will cover the reading materials since the previous quiz. The quizzes are automatically graded and instructions will be provided beforehand.

Professional profile. All students in this class are required to develop a professional profile on LinkedIn and provide constructive suggestions through peer review of other students' profiles.

GIST practitioner interview. All students in this class are required to identify a practitioner and interview him/her regarding professionalism and ethics. Undergraduate

students are not required to conduct the interview per se, but are required to discuss the interview process and to peer review the interview reports.

Participation. Student should fully engage with the discussions in this class. More information about participating in online discussions can be found below in the section of "Attendance, participation, and discussions." In addition, students will also peer review different documents throughout the semester.

Submissions and late assignments

All submissions must be done on Carmen (unless otherwise specified). **There will be absolutely no email submissions.** Email submissions of work for this class will not be acknowledged and will not be accepted.

Except for the discussion forum and some surveys, late submissions will be accepted up to a week past the due date. A 10% penalty will be imposed on each day the work is submitted late for the first four days. Five to seven days late will only receive 50% credit of the grade you would have received if it is submitted on time. If you contact me **ahead of time** for deadline adjustments, you will not incur any penalty.

Please note this policy does not apply to discussion forum. If you have any concerns about keeping pace with the discussion forum, please discuss with me in the first week of the semester.

Please refer to Carmen for due dates.

Grading scale

93–100: A
90–92.9: A-
87–89.9: B+
83–86.9: B
80–82.9: B-
77–79.9: C+
73–76.9: C
70 –72.9: C-
67 –69.9: D+
60 –66.9: D
Below 60: E

Faculty feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call 614-688-HELP at any time if you have a technical problem.)

Grading and feedback

For large weekly assignments, you can generally expect feedback within 7 days.

Email

I will reply to emails within 24 hours on school days.

Discussion board

I will check and reply to messages in the discussion boards every Monday, Wednesday, and Friday on school days.

Attendance, participation, and discussions

Because this is a distance-education course, your attendance is based on your online activity and participation. The following is a summary of everyone's expected participation:

- Logging in: Be sure you are logging in to the course in Carmen each week, including weeks with holidays or weeks with minimal online course activity. (During most weeks you will probably log in many times.) If you have a situation that might cause you to miss an entire week of class, discuss it with me as soon as possible.
- Office hours and live sessions: This course is asynchronous and has no live sessions. I will be on zoom during my office hours. But if you want to discuss the class outside my scheduled office hours, please contact me at the beginning of the week.
- Discussion leader: All student are required to participate in discussion forums. At the beginning of the semester, each student will sign up to be the discussion leader (or co-leaders if necessary) for a discussion forum. The discussion leaders will prepare questions related to the week's topic and start off each week's discussion at the beginning of the week. The discussion leaders also monitor the discussion and ask follow-up questions. At the end of the week, the discussion leader will also summarize the discussions. Students may peer-review the discussion leaders and their summaries. More instructions will be provided for discussion leaders to formulate their questions.

- Discussion participation. To receive credit as a participant, students should engage discussion leader's posts substantively and repeatedly. What does that mean? Substantive engagement means weighing in with your own answers and/or follow up questions. Repeated engagement means that you should be responding to multiple questions throughout the week, and should follow-up to content related to your posts.
- Students will also be asked to peer-review various assignments, including their LinkedIn profiles.
- Student should also attend a mid-semester one-on-one meeting with me. This will be a 10 to 15 minute meeting, planned for the week after the spring break.

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** While there is no need to participate in class discussions as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. Informality (including an occasional emoticon) is fine for non-academic topics.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.
- **Citing your sources:** When we have academic discussions, please cite your sources to back up what you say. (For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.)
- **Backing up your work:** Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

Other course policies

Academic integrity policy

Policies for this online course

- Written assignments: Your written assignment, including discussion posts, should be your own original work. In formal assignments, you should follow a style guide such as The Chicago Manual of Style 17th edition (click here for online version) to cite the ideas and words of your research sources.

- Reusing past work: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it. If you want to build on past research or revisit a topic you've explored in previous courses, please discuss the situation with me.

- Falsifying research or results: All research you will conduct in this course is intended to be a learning experience; you should never feel tempted to make your results or your library research look more successful than it was.

- Collaboration and informal peer-review: The course includes many opportunities for formal collaboration with your classmates. While study groups and peer-review of major written projects is encouraged, remember that comparing answers on a quiz or assignment is not permitted. If you're unsure about a particular situation, you should ask ahead of time.

Ohio State's academic integrity policy

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct http://studentlife.osu.edu/csc/.

Copyright disclaimer

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleix.osu.edu or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu.

Accessibility accommodations for students with disabilities

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology

This online course requires use of Carmen (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- Carmen (Canvas) accessibility
- Streaming audio and video
- Synchronous course tools

Religious accommodations

It is Ohio State's policy to reasonably accommodate the sincerely held religious beliefs and practices of all students. The policy permits a student to be absent for up to three days each academic semester for reasons of faith or religious or spiritual belief.

Students planning to use religious beliefs or practices accommodations for course requirements must inform the instructor in writing no later than 14 days after the course begins. The instructor is then responsible for scheduling an alternative time and date for the course requirement, which may be before or after the original time and date of the course requirement. These alternative accommodations will remain confidential. It is the student's responsibility to ensure that all course assignments are completed.

Your mental health!

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can

learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614- 292-5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614-292-5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273- TALK or at suicidepreventionlifeline.org.