

# Integrate Ethics Education Into All CTE Courses

Thank you for requesting this module. It is one of many resources available that provides students with a foundation for ethical decision-making.

## Module Content:

- Ideas for use within a school (see below)
- Instructions for teachers
- Student Guide (7 pages)
- Instructor discussion guide, slides, activities, and assessments (27 pages)

## Ideas for embedding this module and additional ethics education resources

- **Add one module to a course.** The attached module covers the nature of ethics and is general enough to be included in most CTE courses.
- **Add three modules to a course.** Looking for more depth? Download additional resources (link at bottom of page) and teach these two modules after the attached module:
  - o *What's the Situation? (Reasons for Ethical Dilemmas)*
  - o *Make the Right Choice (Recognizing and Responding to Ethical Dilemmas)*
- **Advisory period/Homeroom.** Administrators tell us these modules are terrific resources because of their wide variety of activities and consistent design.
  - o "I used the Daniels Fund ethics materials to create the Student Engagement Activities for my entire school. All courses teach ethics, so I used materials such as the Gray Zone ethical dilemma scenarios to create engagement activities for all students to complete."  
—Adam Feazell, Asst. Principal, Hampshire High School (WV)
- **Generate discussions with ethical dilemma scenarios.** Each module includes an ethical dilemma for class discussion, bellringer activities, or short writing assignments.
  - o "Gray Zone ethical dilemmas are a great way to fight student disengagement, especially during the pandemic."  
—Pam Garrett, Teacher, Shelton High School (CT)
- **Add a course on Ethical Leadership.** Complete one- and two-semester course guides are available at no cost using the link at the bottom of this page.
- **Focus on collaboration, communication, and other 21st century skills.** Many of the modules focus on the skills employers consistently say are crucial to workplace and college success.

Access all modules and course guides at no cost today at [MBAResearch.org/Ethics](https://MBAResearch.org/Ethics).

# Instructions for Teachers

## Using Lesson Modules (LAPs) in Your Classroom

Ethics education is a perfect (and needed) topic for all CTE courses. Start by including the attached lesson, called *Rules To Live By*, in one of your introductory-level courses. It includes an engaging narrative, activities, a discussion guide, an ethical case study, and much more—all focused on the basics of ethical decision-making. If you and your students like this Learning Activity Package (LAP), there are 71 others available, all free of charge thanks to a grant from the Daniels Fund Ethics Initiative High School Program. See information at the bottom of this page to access additional resources.

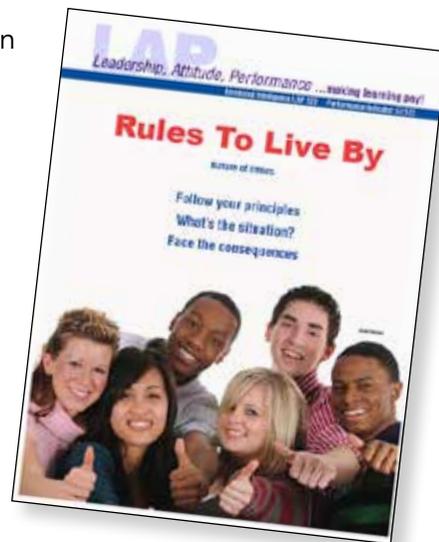
### What are LAP modules?

A LAP is a comprehensive, ready-to-use lesson plan designed to help make your preparation easy, fast, and relevant. LAPs focus on developing leadership skills; a positive, career-oriented attitude; and both technical and academic performance. Each LAP module supports and provides instruction for an industry-validated performance indicator. Performance indicators (learning outcomes) are specific work-based knowledge or skills. They specify what an individual worker must know or be able to do to achieve the broad-based work or cognitive performance associated with the performance indicator. These learning outcomes are measurable (can be assessed).

### What is included in a LAP module?

Each LAP module is ready to use—no special preparation and no lesson plans to write! LAPs provide you with everything you need, including:

- Informative, engaging student narratives
- Learning objectives to guide student focus
- Individual and group activities
- Ready-to-use assessments
- Customizable discussion guides
- Editable PowerPoint presentations
- Video and article links to extend instruction
- Ethical case studies



Access all 72 modules plus two Ethical Leadership course guides at [MBAResearch.org/Ethics](http://MBAResearch.org/Ethics). You will be asked to complete a survey for measuring the reach of these grant-funded materials.

# Rules To Live By

## Nature of Ethics

**Follow your principles**

**What's the situation?**

**Face the consequences**



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## ACKNOWLEDGMENTS

LAP development requires the leadership and active participation of many individuals—instructors, writers, editors, and others. Special credit is due to the following individuals for their contributions to this LAP:

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Details: [www.MBAResearch.org](http://www.MBAResearch.org)

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### Survey

Provide your feedback on this LAP by completing a quick survey at [https://www.surveymonkey.com/r/YXGLC2V?c=LAP-EI-123\(2020\)](https://www.surveymonkey.com/r/YXGLC2V?c=LAP-EI-123(2020)).

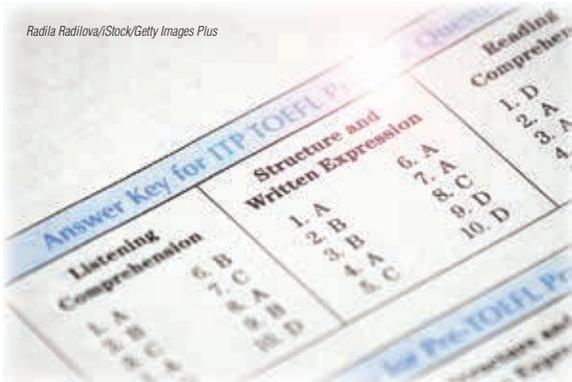
# Rules To Live By

## Nature of Ethics

### Do the Right Thing

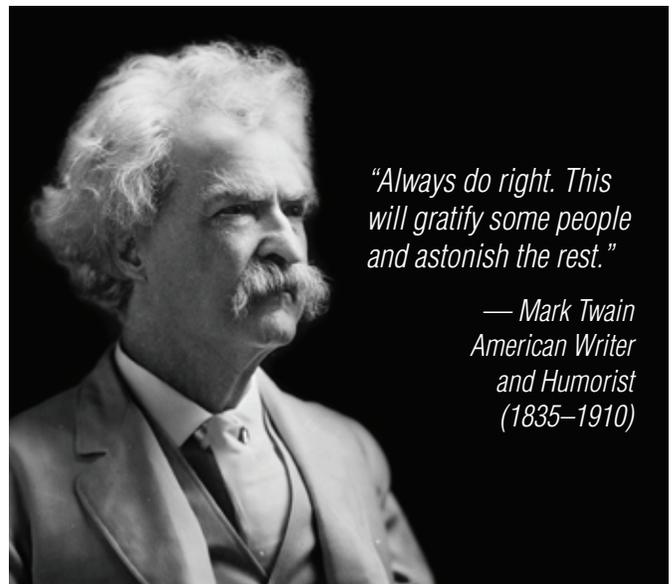


Imagine you've been studying nonstop for your midterm tomorrow. You're still having problems understanding the material, so you stop by your teacher's room during lunch to ask her a question. She isn't at her desk, but you spot the answer key to the test sticking out of a pile of books. You don't know what to do. If you look at the answer key, you'll be sure to get an A—and if you can copy it down, you'll be able to help your friends get As, too. But is that the right thing to do? What you're dealing with is an ethical dilemma, and it's up to you to make the right decision. But what are ethics, and what does it mean to be an ethical person? Keep reading to find out!



#### What is ethics?

When you think of ethics, what comes to mind? Doing what people say you should do? Obeying the law? While these can both be part of ethical behavior, it takes a lot more than just listening to authority figures or doing what's legal to be an ethical person. Being ethical means doing what's right, no matter what, even when it doesn't benefit you.



**Ethics** are the basic principles that govern your behavior. Although some people have different views on what ethics means, following **ethical principles** means your ethical beliefs don't change when you're in a new situation. You follow the same ethical principles at school, home, and work. Ethical principles can guide you through dilemmas with your friends, your teachers, and your coworkers.

At first, it might seem restrictive to have a basic set of principles to help you make your decisions. But following ethical principles can actually make your decision-making process much easier! When you have a set of rules to guide your behavior, you have a game plan in place when it comes to tough decisions.

### Objectives

- A Explain the concept of ethics.
- B Describe ethical principles.

But before we discuss ethical principles in detail, let's explain when you need to use them. You solve problems and deal with complex situations every day, but not every issue you encounter is ethical. Deciding what you're going to eat for lunch or choosing which class you want to study for tonight aren't ethical issues—they're simply decisions. So how do you figure out if the problem you're dealing with is just one of the many decisions you face every day or an ethical situation that can be solved using ethical principles?

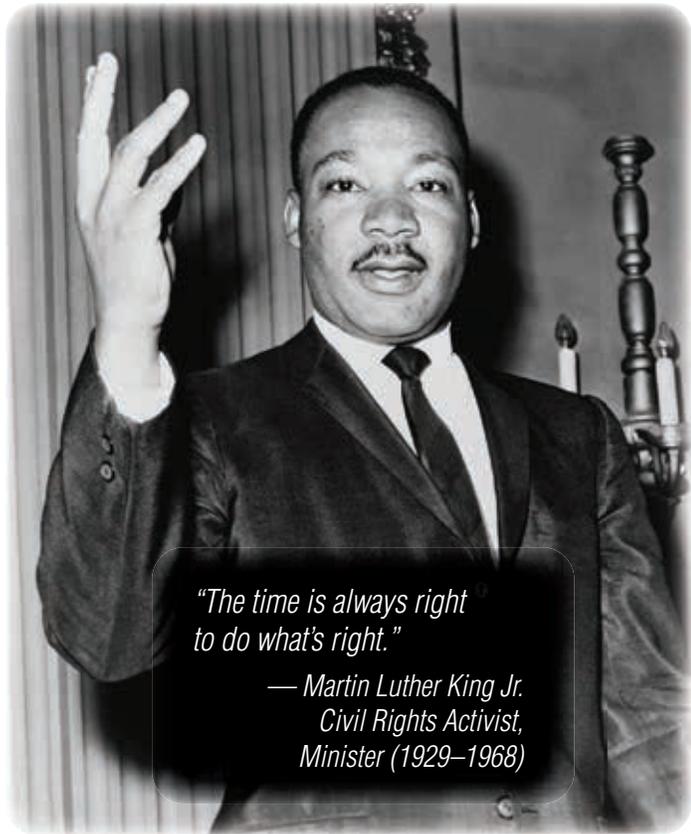
When you're dealing with an **ethical situation**, you're deciding whether something is right or wrong. Often in an ethical situation, if you pick the wrong choice, someone (or something) could be harmed. This doesn't necessarily mean that the issue must be life or death, but that the wrong action could cause someone or something to be hurt. No one will be harmed if you decide to

have a burger instead of pizza for lunch because neither of those decisions is right or wrong. But what about if you see that a classmate is being bullied, or consider taking the money that just fell out of your coworker's purse, or are considering taking the day off work even though you have a scheduled shift? In those situations, there's a right and wrong thing to do. If you don't stick up for your classmate, s/he will continue to be hurt by bullies. If you take your coworker's money, s/he won't have the money s/he may have been depending on for lunch. And if you don't show up for work, your boss and coworkers will have to cover for you. Ethical situations don't just deal with choices—they deal with right and wrong choices.



Paola Giannoni/iStock/Getty Images Plus

If you are dealing with an ethical situation, a choice you make could potentially hurt someone. What if you saw a classmate being bullied? How would you respond?



*"The time is always right to do what's right."*

— Martin Luther King Jr.  
Civil Rights Activist,  
Minister (1929–1968)

stevegrayphoto.com



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Another way to identify ethical issues is by using the "Viral News Test," as explained in the article "Ethics Tests" by Ethics Ops: <https://www.ethicsops.com/viral-news-test>. The Viral News Test uses a series of questions about reputation to help determine whether an issue is ethical or not.

## Face the consequences

Ethical behavior is important because if people aren't ethical, they can face major **consequences**. Here are just a few:

- **Lost trust.** Being unethical can cause others to stop trusting you in every aspect of your life. At home, your parents won't trust you if you repeatedly lie to them or skip out on your chores. At school, your teachers won't trust you if you cheat on a test or plagiarize a paper. And at work, your boss won't trust you if you spend your whole shift texting instead of helping customers.
- **Legal problems.** Although being unethical doesn't always mean breaking the law, sometimes unethical actions can have legal consequences. Parking in a handicapped spot (even though you aren't handicapped) because you really want to be close to the entrance of the movie theater definitely isn't ethical. It's also illegal and can lead to some pretty hefty fines!

▶ Parking in a handicapped spot when you aren't handicapped isn't just unethical—it's illegal, too! There can often be legal consequences for unethical behavior.



- **A poor reputation.** If you make a habit of unethical behavior, your reputation may suffer. But you aren't the only one who can be hurt! Your business and school could also earn a reputation for being unethical if many employees or students don't follow ethical principles. Unethical behavior doesn't just harm you—it harms everyone.
- **A bad example.** One person behaving unethically can set an example for a whole group. This is especially true when the unethical person is in a leadership position. If you know your boss is stealing office supplies from your job, you might be tempted to do the same, even though you know it's unethical. When one person is unethical, it can bring everyone down!

## Summary

Ethics are the basic principles that govern your behavior. Following ethical principles means your ethical beliefs don't change when you're in a new situation. Ethical issues deal with right and wrong choices. Being unethical can lead to consequences such as lost trust, legal problems, a poor reputation, and setting a bad example.

## TOTAL RECALL

1. What is ethics?
2. What does it mean to follow ethical principles?
3. What is an ethical situation?
4. List the consequences of unethical behavior.

# Ethical Principles

Being ethical means doing the right thing, but how do you know what the right thing is? That's where ethical principles come in. By keeping these principles in mind, ethical people can make the right decisions all the time, even when facing tough situations.



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**Integrity.** Integrity is acting with **honesty** in all situations. This means that you do the right thing

even when no one else is watching, when it isn't easy, or when it might not be in your best interest. For example, let's say you typically receive \$20 a night at your regular babysitting job. What would you do if your employer accidentally handed you a \$50 bill? You could use the money, and it's not like you stole it out of your employer's wallet. But is taking the money the right thing to do? If you have integrity, you'll be honest and let your employer know that s/he overpaid you. Or what if you're scheduled to work, but you really want to spend the day hanging out with your best friend? You might consider calling in sick so you can have the day off. But if you have integrity, you'll be honest and honor your commitment to your job.

Oprah Winfrey got to the heart of integrity when she said, "Real integrity is doing the right thing, knowing that nobody's going to know whether you did it or not." Your employer might never know you pocketed the extra money or that you were faking being sick, but your personal integrity will still suffer if you are dishonest.

- ▲ If your neighbor handed you \$50 after a night of babysitting instead of your usual \$20, what would you do? How could you show integrity in this situation?



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Learn more about integrity and its role in the classroom from the video "Academic Integrity" by Stefanie Stauber: [https://www.youtube.com/watch?v=2wvXEA04Q44&feature=youtu.be&list=PL0LEcCrzCkHrF6i3W\\_aWQXZCTzZuGVIE1](https://www.youtube.com/watch?v=2wvXEA04Q44&feature=youtu.be&list=PL0LEcCrzCkHrF6i3W_aWQXZCTzZuGVIE1).

## THE GRAY ZONE

One Saturday afternoon, you pick up a few new shirts at a major department store at the mall. Everything's on sale, and when you check out, your shirts are even cheaper than you thought they would be! But when you get home, you take a look at your receipt and realize the cashier forgot to charge you for one of the shirts. You're not sure what to do. On one hand, you know that keeping the shirt will cost the store—and possibly the cashier—money. But on the other hand, will a huge department store really notice one shirt? And you could use the extra money you saved to order a pizza tonight. What should you do? Is it ethical to keep the shirt, or should you go back to the store and tell an employee what happened?

Principles of Ethics  
**Trust**

**Trust.** Behaving ethically means being **trustworthy** in all your relationships—with your teachers, coworkers, friends, and family members. This involves doing what you say you will do (no matter what!) and telling the truth. If you say you'll work on Saturday night, you'll show up for your shift. If your teacher gives you an extension on a paper, you're sure to turn it in by the agreed-upon due date. And if you promise a friend you'll attend her band's show, you show up, even if another friend asks you to do something more fun that night. Keeping your word is a big part of building trust. Building trust also means not gossiping about your friends or coworkers. If a friend tells you something in confidence, you keep her/his secret instead of sharing it with the rest of your friends.

Principles of Ethics  
**Accountability**

**Accountability.** People who are accountable for their actions accept **responsibility** for all their decisions. Why is this important? Just imagine what would happen if nobody was accountable for their actions—you wouldn't be able to count on anyone! Imagine that you have a basketball game tomorrow. It's your responsibility to go to bed at a reasonable time instead of staying up until four in the morning. Taking accountability for your actions means making the right decision that will benefit your team members and help you perform to the best of your abilities. Accountable people also accept blame when they don't live up to their promises. If you *do* stay up late and perform poorly in your game because you're too tired, you'll accept accountability for your mistake and apologize to your teammates.



Demonstrating accountability means accepting responsibility for your actions, especially when they affect others. A late night before a basketball game means you might owe your teammates an apology!

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You can read more about accountability—and how it relates to responsibility—in the article “What It Means To Be Responsible and Accountable in the Workplace” by Laurie Brenner: <http://woman.thenest.com/means-responsible-accountable-workplace-11051.html>.

Principles of Ethics  
**Transparency**

**Transparency.** Transparency means being truthful when you communicate. This is more than just avoiding lies (although that's important, too!). It also involves speaking up about your feelings and communicating openly, even when it's difficult. For example, if you're working on a group project and you know you're running behind on your portion of the work, it's not ethical to hide that from your group members. Transparency also means not **spinning** your accomplishments to be something they're not. It might seem like just a little white lie to make up experience on your résumé, but that's not being transparent to your potential employer. And if a teacher congratulates you on your latest group project, it's not transparent to take all the credit without pointing out your group members' contributions. Remember, being transparent isn't just about you—it also involves encouraging others to be open and honest. If you know a classmate is having a hard time with your group project, encourage him/her to share his/her struggles with you.

Principles of Ethics  
**Fairness**

**Fairness.** Your kindergarten teacher may have told you about the Golden Rule: Do unto others as you would have others do unto you. Essentially, this is what fairness means—treating others the way you’d like to be treated. Fairness means creating relationships that are equal. Fair people don’t take advantage of their classmates by trying to cheat off them or giving them more work in a group project. And if an ethical person brought cookies in to share with the class, s/he wouldn’t give more to his/her best friends and skip over the people s/he didn’t like. S/He would share with everyone because that’s what’s fair. Fairness also means sticking up for people who are being treated unfairly. If you see a coworker taking advantage of another coworker, speaking up is the ethical thing to do.

Fairness means treating people the way you want to be treated—and it sometimes means speaking up if you see someone else being treated unfairly.



Principles of Ethics  
**Respect**

**Respect.** Ethical people always honor the rights, freedoms, views, and property of others. In other words, they’re respectful. Ethical people respect other people’s opinions. They don’t start an argument or insult someone just because they don’t agree. Showing respect means listening to others when they speak, not interrupting, and using basic manners (such as being polite, saying “please” and “thank you,” and maintaining proper eye contact).



*iYivdesign/Stock/Thinkstock*

The article “How To Demonstrate Respect in the Workplace” by Susan M. Heathfield details several ways you can show respect for coworkers: <https://www.thebalancecareers.com/how-to-demonstrate-respect-in-the-workplace-1919376>. You can also use most of these tips at school or at home.

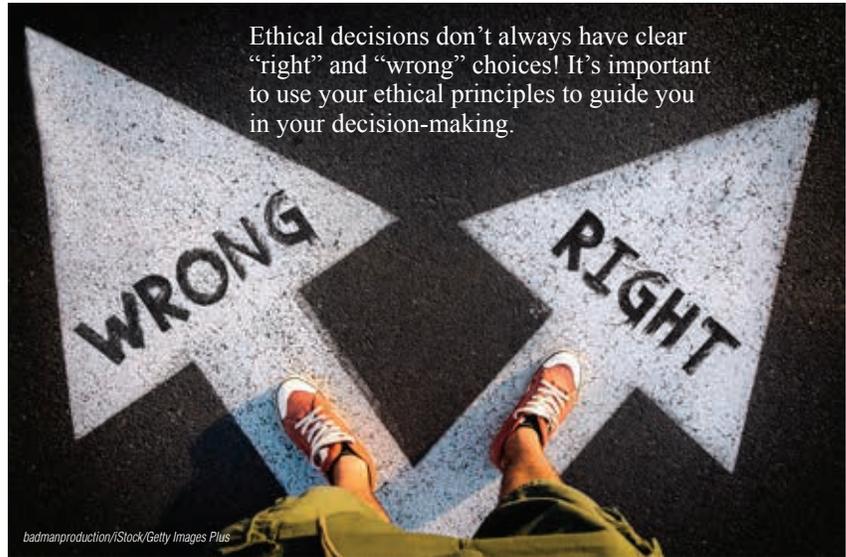
This article by Greg Toppo, “Respect at School in Decline, Survey Shows,” explains that many people feel students, teachers, and parents aren’t respectful of each other: <http://www.usatoday.com/story/news/nation/2014/01/23/respect-schools-teachers-parents-students/4789283/>. What do you think? Have things changed since 2014, when the article was written? If respect is in decline, what do you think this means for the state of ethical behavior?

Principles of Ethics  
**Rule of Law**

**Rule of law.** As we mentioned earlier, being ethical doesn't just mean following the law. You can technically follow the law and still be unethical! However, part of being ethical means respecting the rules and laws of your city and country. Stealing clothing from a retail store is both unethical *and* illegal. And although the rules at your school and work are not laws, it's still ethically important to follow them. If your boss says you're not allowed to text while you're on the clock, it isn't ethical to text your friends whenever she's not around.

Principles of Ethics  
**Viability**

**Viability.** What's the impact of your actions in the long term? How will your actions affect others in the coming weeks, months, and years? These are questions ethical people ask themselves. Viability means ensuring that your actions are helpful in the long term, not just the short term. What might this look like in practice? Imagine your friend asks to copy your Spanish worksheet because she didn't have enough time to do her homework the night before. In the short term, you might not think this is a big deal—it's just one worksheet! But how will your friend be affected in the long term if she never learns the material on the worksheet? She could do poorly on the next test or eventually fail the class. It might not seem that bad if you see a coworker at your fast-food job steal a few dollars out of the cash register, but think about what will happen to the company in the long run if he steals a few dollars every day. That would add up to a serious loss!



Following ethical principles can help you ensure that you're acting ethically, but what about those times when you just don't know? This handy list from UC San Diego, "Making Ethical Decisions: Things To Ask Yourself," is a great checklist to keep in mind when trying to figure out if your actions are ethical:  
<http://blink.ucsd.edu/finance/accountability/ethics/ask.html>.

**Summary**

Ethical principles help people make ethical decisions. These principles include integrity, trust, accountability, transparency, fairness, respect, rule of law, and viability.

TOTAL RECALL

1. List eight ethical principles that can help people make the right decisions.

# Make It Pay!

Think about an ethical issue you've faced recently at school, home, or work. What was the issue? How did you solve it? Which ethical principles helped you make the right decision? What would have been the consequences if you had acted unethically?

## OBJECTIVES

- A – Explain the concept of ethics.
  - B – Describe ethical principles.
- 

## DISCUSSION GUIDE

### OBJECTIVE A (Slides 1–3)

- **So What? (Why learn about ethics?)**

- A. Imagine you've been studying nonstop for your midterm tomorrow.
- B. You're still having problems understanding the material, so you stop by your teacher's room during lunch to ask her a question.
- C. She isn't at her desk, but you spot the answer key to the test sticking out of a pile of books.
- D. You don't know what to do.
  1. If you look at the answer key, you'll be sure to get an A.
  2. If you can copy it down, you'll be able to help your friends get As, too.
  3. But is that the *right* thing to do?
- E. What you're dealing with is an ethical dilemma, and it's up to you to make the right decision.



(Slide 4)

- **What is ethics?**

- A. When you think of ethics, what comes to mind?
  1. Doing what people say you should do?
  2. Obeying the law?
- B. While these can both be part of ethical behavior, it takes a lot more than just listening to authority figures or doing what's legal to be an ethical person.

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**DISCUSSION #1:** Ask students to discuss what ethical behavior means to them.

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- C. Being ethical means doing what's right, no matter what, even when it doesn't benefit you.
- D. Ethics are the basic principles that govern your behavior.

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## DISCUSSION GUIDE (Obj. A, cont'd)

- E. Although some people have different views on what ethics means, following ethical principles means your ethical beliefs don't change when you're in a new situation.
  - 1. You follow the same ethical principles at school, home, and work.
  - 2. Ethical principles can guide you through dilemmas with your friends, your teachers, and your coworkers.
- F. At first, it might seem restrictive to have a basic set of principles to help you make your decisions.
- G. But following ethical principles can actually make your decision-making process much easier!
- H. When you have a set of rules to guide your behavior, you have a game plan in place when it comes to tough decisions.

(Slide 5)

- **You solve problems and deal with complex situations every day, but not every issue you encounter involves ethics.**
  - A. Deciding what you're going to eat for lunch or choosing which class you want to study for tonight aren't ethical issues—they're simply decisions.
  - B. So how do you figure out if the problem you're dealing with is just one of the many decisions you face every day or an ethical situation that can be solved using ethical principles?
  - C. When you're dealing with an ethical situation, you're deciding whether something is right or wrong.
  - D. Often in an ethical situation, if you pick the wrong choice, someone (or something) could be harmed.
  - E. This doesn't necessarily mean that the issue must be life or death, but that the wrong action could cause someone or something to be hurt.
  - F. No one will be harmed if you decide to have a burger instead of pizza for lunch, because neither of those decisions is right or wrong.
  - G. But what about if you see that a classmate is being bullied, or consider taking the money that just fell out of your coworker's purse, or are considering taking the day off work even though you have a scheduled shift?
    - 1. In those situations, there's a right and wrong thing to do.
    - 2. If you don't stick up for your classmate, s/he will continue to be hurt by bullies.
    - 3. If you take your coworker's money, s/he won't have the money s/he may have been depending on for lunch.
    - 4. And if you don't show up for work, your boss and coworkers will have to cover for you.

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## DISCUSSION GUIDE (Obj. A, cont'd)

H. Ethical situations don't just deal with choices—they deal with right and wrong choices.

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**DISCUSSION #2:** Ask students to give examples of ethical situations they've faced recently.

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**ON THE WEB:** Another way to identify ethical issues is by using the "Viral News Test," as explained in the article "Ethics Tests" by Ethics Ops: <https://www.ethicsops.com/viral-news-test>. The Viral News Test uses a series of questions about reputation to help determine whether an issue is ethical or not.

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(Slide 6)

- **Ethical behavior is important because if people aren't ethical, they can face major consequences.**
  - A. Lost trust
    1. Being unethical can cause others to stop trusting you in every aspect of your life.
    2. At home, your parents won't trust you if you repeatedly lie to them or skip out on your chores.
    3. At school, your teachers won't trust you if you cheat on a test or plagiarize a paper.
    4. And at work, your boss won't trust you if you spend your whole shift texting instead of helping customers.
  - B. Legal problems
    1. Although being unethical doesn't always mean breaking the law, sometimes unethical actions can have legal consequences.
    2. Parking in a handicapped spot (even though you aren't handicapped) because you really want to be close to the entrance of the movie theater definitely isn't ethical.
    3. It's also illegal and can lead to some pretty hefty fines!
  - C. A poor reputation
    1. If you make a habit of unethical behavior, your reputation may suffer.
    2. But you aren't the only one who can be hurt!
    3. Your business and school could also earn a reputation for being unethical if many employees or students don't follow ethical principles.
    4. Unethical behavior doesn't just harm you—it harms everyone.

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## DISCUSSION GUIDE (Obj. A, cont'd)

### D. A bad example

1. One person behaving unethically can set an example for a whole group.
2. This is especially true when the unethical person is in a leadership position.
3. If you know your boss is stealing office supplies from your job, you might be tempted to do the same, even though you know it's unethical.
4. When one person is unethical, it can bring everyone down!

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**DISCUSSION #3:** Ask students to name other consequences of behaving unethically.

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## OBJECTIVE B (Slide 7)

(Slide 8)

- **Ethical principles can help people make the right decisions all the time, even when facing tough situations.**

### A. Integrity

1. Integrity is acting with honesty in all situations.
2. This means that you do the right thing even when no one else is watching, when it isn't easy, or when it might not be in your best interest.
3. Example:
  - a. You typically receive \$20 a night at your regular babysitting job.
  - b. What would you do if your employer accidentally handed you a \$50 bill?
  - c. You could use the money, and it's not like you stole it out of your employer's wallet.
  - d. But is taking the money the right thing to do?
  - e. If you have integrity, you'll be honest and let your employer know that s/he overpaid you.
4. What if you're scheduled to work, but you really want to spend the day hanging out with your best friend?
  - a. You might consider calling in sick so you can have the day off.
  - b. But, if you have integrity, you'll be honest and honor your commitment to your job.
5. Oprah Winfrey got to the heart of integrity when she said, "Real integrity is doing the right thing, knowing that nobody's going to know whether you did it or not."

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## DISCUSSION GUIDE (Obj. B, cont'd)

6. Your employer might never know you pocketed the extra money, and your boss might never know you were faking being sick, but your personal integrity will still suffer if you are dishonest.

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**ON THE WEB:** Learn more about integrity and its role in the classroom from the video “Academic Integrity” by Stefanie Stauber:

[https://www.youtube.com/watch?v=2wvXEO4Q44&feature=youtu.be&list=PL0LEcCrzCkHrF6i3W\\_aWQXZCTzZuGViE1](https://www.youtube.com/watch?v=2wvXEO4Q44&feature=youtu.be&list=PL0LEcCrzCkHrF6i3W_aWQXZCTzZuGViE1).

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**DISCUSSION #4:** Ask students to discuss times they’ve acted with integrity.

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(Slide 9)

### B. Trust

1. Behaving ethically means being trustworthy in all your relationships—with your teachers, coworkers, friends, and family members.
2. This involves doing what you say you will do (no matter what!) and telling the truth.
3. If you say you’ll work on Saturday night, you’ll show up for your shift.
4. If your teacher gives you an extension on a paper, you’re sure to turn it in by the agreed-upon due date.
5. And if you promise a friend you’ll attend her band’s show, you show up, even if another friend asks you to do something more fun that night.
6. Keeping your word is a big part of building trust.
7. Building trust also means not gossiping about your friends or coworkers.
8. If a friend tells you something in confidence, you keep her/his secret instead of sharing it with the rest of your friends.

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**DISCUSSION #5:** Ask students to discuss what trustworthy behavior means to them.

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## DISCUSSION GUIDE (Obj. B, cont'd)

(Slide 10)

### C. Accountability

1. People who are accountable for their actions accept responsibility for all their decisions.
2. Just imagine what would happen if no one was accountable for her/his actions—you wouldn't be able to count on anyone!
3. Imagine that you have a basketball game tomorrow. It's your responsibility to go to bed at a reasonable time instead of staying up until four in the morning.
4. Taking accountability for your actions means making the right decision that will benefit your team members and help you perform to the best of your abilities.
5. Accountable people also accept blame when they don't live up to their promises.
6. If you *do* stay up late and perform poorly in your game because you're too tired, you'll accept accountability for your mistake and apologize to your teammates.

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**ON THE WEB:** You can read more about accountability—and how it relates to responsibility—in the article “What It Means To Be Responsible and Accountable in the Workplace” by Laurie Brenner: <http://woman.thenest.com/means-responsible-accountable-workplace-11051.html>.

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**DISCUSSION #6:** Ask students to name some accountable people they know. How do they display ethical behavior?

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(Slide 11)

### D. Transparency

1. Transparency means being truthful when you communicate.
  - a. This is more than just avoiding lies (although that's important, too!).
  - b. It also involves speaking up about your feelings and communicating openly, even when it's difficult.
2. Example: If you're working on a group project and you know you're running behind on your portion of the work, it's not ethical to hide that from your group members.
3. Transparency also means not spinning your accomplishments to be something they're not.
4. It might seem like just a little white lie to make up experience on your résumé, but that's not being transparent to your potential employer.
5. And if a teacher congratulates you on your latest group project, it's not transparent to take all the credit without pointing out your group members' contributions.

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## DISCUSSION GUIDE (Obj. B, cont'd)

6. Remember, being transparent isn't just about you—it also involves encouraging others to be open and honest.
7. If you know a classmate is having a hard time with your group project, encourage him/her to share his/her struggles with you.

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**DISCUSSION #7:** Ask students to name some consequences of not being transparent.

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(Slide 12)

### E. Fairness

1. Your kindergarten teacher may have told you about the Golden Rule: Do unto others as you would have others do unto you.
2. Essentially, this is what fairness means—treating others the way you'd like to be treated.
3. Fairness means creating relationships that are equal.
4. Fair people don't take advantage of their classmates by trying to cheat off them or giving them more work in a group project.
5. And if an ethical person brought cookies in to share with the class, s/he wouldn't give more to his/her best friends and skip over the people s/he didn't like. S/He would share with everyone because that's what's fair.
6. Fairness also means sticking up for people who are being treated unfairly.
7. If you see a coworker taking advantage of another coworker, speaking up is the ethical thing to do.

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**DISCUSSION #8:** Ask students to name other examples of fair behavior.

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(Slide 13)

### F. Respect

1. Ethical people always honor the rights, freedoms, views, and property of others.
2. In other words, they're respectful.
3. Ethical people respect other people's opinions. They don't start an argument or insult someone just because they don't agree.

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## DISCUSSION GUIDE (Obj. B, cont'd)

4. Showing respect means listening to others when they speak, not interrupting, and using basic manners (such as being polite, saying “please” and “thank you,” and maintaining proper eye contact).

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**ON THE WEB:** The article “How To Demonstrate Respect in the Workplace” by Susan M. Heathfield details several ways you can show respect for coworkers: <https://www.thebalancecareers.com/how-to-demonstrate-respect-in-the-workplace-1919376>. You can also use most of these tips at school or at home.

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**ON THE WEB:** This article by Greg Toppo, “Respect at School in Decline, Survey Shows,” explains that many people feel students, teachers, and parents aren’t respectful of each other: <http://www.usatoday.com/story/news/nation/2014/01/23/respect-schools-teachers-parents-students/4789283/>. What do you think? Have things changed since 2014, when the article was written? If respect is in decline, what do you think this means for the state of ethical behavior?

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**DISCUSSION #9:** Ask students to discuss times they’ve been respectful in the past.

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(Slide 14)

### G. Rule of law

1. Being ethical doesn’t just mean following the law.
2. You can technically follow the law and still be unethical!
3. However, part of being ethical means respecting the rules and laws of your city and country.
4. Stealing clothing from a retail store is both unethical *and* illegal.
5. Although the rules at your school and work are not laws, it’s still ethically important to follow them.
6. If your boss says you’re not allowed to text while you’re on the clock, it isn’t ethical to text your friends whenever she’s not around.

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**DISCUSSION #10:** Ask students to name rules that should be followed at their school.

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## DISCUSSION GUIDE (Obj. B, cont'd)

(Slide 15)

### H. Viability

1. What's the impact of your actions in the long term?
2. How will your actions affect others in the coming weeks, months, and years?
3. These are questions ethical people ask themselves.
4. Viability means ensuring that your actions are helpful in the long term, not just the short term.
5. What might this look like in practice?
  - a. Imagine your friend asks to copy your Spanish worksheet because she didn't have enough time to do her homework the night before.
  - b. In the short term, you might not think this is a big deal—it's just one worksheet!
  - c. But how will your friend be affected in the long term if she never learns the material on the worksheet?
  - d. She could do poorly on the next test or eventually fail the class.
  - e. It might not seem that bad if you see a coworker at your fast-food job steal a few dollars out of the cash register, but think about what will happen to the company in the long run if he steals a few dollars every day.
  - f. That would add up to a serious loss!

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**DISCUSSION #11:** Ask students to discuss other examples of viability in practice.

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**ON THE WEB:** Following ethical principles can help you ensure that you're acting ethically, but what about those times when you just don't know? This handy list from UC San Diego, "Making Ethical Decisions: Things To Ask Yourself," is a great checklist to keep in mind when trying to figure out if your actions are ethical: <http://blink.ucsd.edu/finance/accountability/ethics/ask.html>.

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- **Make It Pay!**

- A. Think about an ethical issue you've faced recently at school, home, or work.
- B. What was the issue?
- C. How did you solve it?
- D. Which ethical principles helped you make the right decision?
- E. What would have been the consequences if you had acted unethically?

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## DISCUSSION GUIDE (cont'd)

(Slide 16)

- **The Gray Zone**

- A. One Saturday afternoon, you pick up a few new shirts at a major department store at the mall.
- B. Everything's on sale, and when you check out, your shirts are even cheaper than you thought they would be!
- C. But when you get home, you take a look at your receipt and realize the cashier forgot to charge you for one of the shirts.
- D. You're not sure what to do.
  1. On one hand, you know that keeping the shirt will cost the store—and possibly the cashier—money.
  2. But on the other hand, will a huge department store really notice one shirt?
  3. You could use the extra money you saved to order a pizza tonight.
- E. What should you do?
- F. Is it ethical to keep the shirt, or should you go back to the store and tell an employee what happened?

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## DIRECTIONS TO THE INSTRUCTOR

### Individual Activities

These activities are designed to reinforce individual student understanding of the nature of ethics. Read the two exercises and select the one that better meets the individual's needs.

1. Duplicate the handout *Ethics Matchup* on page 19. An answer guide is provided on page 20.
2. Duplicate the handout *Who's Your Hero?* on page 21. When the student has completed the activity, ask her/him to share it with the class.

### Group Activities

These activities are designed to provide group reinforcement of the nature of ethics. Read the two activities and select the one better suited to the group's needs.

1. **Preparation:** Duplicate the handout *Ethics in Action* on page 22, one for each group.

**Process:** Divide the class into groups of three or four students each. Distribute to each group a copy of the handout *Ethics in Action*. Ask each group to read through the scenario and then answer the following questions. When each group is finished, discuss the questions as a class.

2. **Preparation:** No advance preparation is needed for this activity.

**Process:** Divide the class into eight groups and assign each group one of the eight ethical principles (integrity, trust, accountability, transparency, fairness, respect, rule of law, and viability). The groups should discuss how their school would be affected if *no one* followed the assigned ethical principle. Then, they should discuss how their school would be affected if *everyone* followed the assigned ethical principle. What does this demonstrate about the importance of ethical behavior? When all groups are finished, they should share their responses with the class.

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## ETHICS MATCHUP

**Directions:** Determine which ethics-related term best describes each of the following statements.

Accountability	Ethics	Rule of law
Consequences	Fairness	Transparency
Ethical principles	Integrity	Trust
Ethical situation	Respect	Viability

1. \_\_\_\_\_ Mariah acts with honesty, even when no one else is watching.
2. \_\_\_\_\_ Garret lets his teacher know when he's having trouble studying for a test.
3. \_\_\_\_\_ Mindy thinks about how her actions will affect her company in the long term.
4. \_\_\_\_\_ Evelyn does the right thing, even when it doesn't benefit her.
5. \_\_\_\_\_ Desmond's ethical beliefs are the same whether he's with his friends or his family.
6. \_\_\_\_\_ Oliver's teacher no longer trusts him after he plagiarizes.
7. \_\_\_\_\_ Kirby doesn't share his friend's secrets with others.
8. \_\_\_\_\_ Casey accepts responsibility for her mistake when she forgets to bring her homework to class.
9. \_\_\_\_\_ Benji follows the laws of his city.
10. \_\_\_\_\_ Heather always treats others as she'd like to be treated.
11. \_\_\_\_\_ Keiko has to decide whether something is right or wrong.
12. \_\_\_\_\_ Steven listens politely to his coworker, even though he doesn't agree with her opinion.

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## ETHICS MATCHUP—ANSWER GUIDE

Accountability	Ethics	Rule of law
Consequences	Fairness	Transparency
Ethical principles	Integrity	Trust
Ethical situation	Respect	Viability

1. Integrity Mariah acts with honesty, even when no one else is watching.
2. Transparency Garret lets his teacher know when he's having trouble studying for a test.
3. Viability Mindy thinks about how her actions will affect her company in the long term.
4. Ethics Evelyn does the right thing, even when it doesn't benefit her.
5. Ethical principles Desmond's ethical beliefs are the same whether he's with his friends or his family.
6. Consequences Oliver's teacher no longer trusts him after he plagiarizes.
7. Trust Kirby doesn't share his friend's secrets with others.
8. Accountability Casey accepts responsibility for her mistake when she forgets to bring her homework to class.
9. Rule of law Benji follows the laws of his city.
10. Fairness Heather always treats others as she'd like to be treated.
11. Ethical situation Keiko has to decide whether something is right or wrong.
12. Respect Steven listens politely to his coworker, even though he doesn't agree with her opinion.

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## WHO'S YOUR HERO?

**Directions:** Choose an ethical person you admire. This could be someone you know (such as a parent, friend, or teacher) or someone you don't know (such as a historical figure, politician, athlete, or celebrity). Describe at least one action this person has taken to display ethical behavior. What makes this person ethical, and which ethical principles does s/he demonstrate? Be prepared to share your work.



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## TOTAL RECALL KEY

### OBJECTIVE A (Page 3 of student guide)

1. Ethics are the basic principles that govern your behavior. Being ethical means doing what's right, no matter what, even when it doesn't benefit you.
2. Following ethical principles means your ethical beliefs don't change when you're in a new situation. If you have ethical principles, you follow them at school, home, and work. They can guide you through difficult dilemmas with your friends, your teachers, and your coworkers.
3. When you're dealing with an ethical situation, you're deciding whether something is right or wrong. Often in an ethical situation, if you pick the wrong choice, someone (or something) could be harmed.
4. If people aren't ethical, they can face major consequences, including lost trust, legal problems, a poor reputation, and setting a bad example.

### OBJECTIVE B (Page 7 of student guide)

1. Ethical principles include integrity, trust, accountability, transparency, fairness, respect, rule of law, and viability.

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## LEARNING GUIDE

**Directions:** Answer each of the following questions. Use a separate sheet of paper to record your responses.

### OBJECTIVE A

1. Explain the concept of ethics.
2. What does it mean to follow ethical principles?
3. How can following ethical principles make the decision-making process easier?
4. How is an ethical situation different from an everyday problem?
5. Explain how acting unethically can lead to:
  - a. Lost trust
  - b. Legal problems
  - c. A poor reputation
  - d. A bad example

### OBJECTIVE B

6. Explain how the following principles can help people behave ethically:
  - a. Integrity
  - b. Trust
  - c. Accountability
  - d. Transparency
  - e. Fairness
  - f. Respect
  - g. Rule of law
  - h. Viability

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## LEARNING GUIDE KEY

### OBJECTIVE A

1. Ethical behavior takes a lot more than just listening to authority figures or doing what's legal. Being ethical means doing what's right, no matter what, even when it doesn't benefit you. Ethics are the basic principles that govern your behavior. (7 points)
2. Following ethical principles means your ethical beliefs don't change when you're in a new situation. You follow the same ethical principles at school, home, and work. Ethical principles can guide you through difficult dilemmas with your friends, your teachers, and your coworkers. (7 points)
3. It might seem restrictive to have a basic set of principles to help you make your decisions, but following ethical principles can actually make the decision-making process much easier. When you have a set of rules to guide your behavior, you have a game plan in place when it comes to tough decisions. (7 points)
4. You solve problems and deal with complex situations every day, but not every issue you encounter is ethical. When you're dealing with an ethical situation, you're deciding whether something is right or wrong. Often in an ethical situation, if you pick the wrong choice, someone (or something) could be harmed. This doesn't necessarily mean that the issue must be life or death, but that the wrong action could cause someone or something to be hurt. A basic decision like what to have for lunch isn't an ethical situation because there isn't a right or wrong choice. (7 points)
5. Acting unethically can lead to: (24 points; 6 points each)
  - a. Lost trust. Being unethical can cause others to stop trusting you in every aspect of your life. At home, your parents won't trust you if you repeatedly lie to them or skip out on your chores. At school, your teachers won't trust you if you cheat on a test or plagiarize a paper. And at work, your boss won't trust you if you spend your whole shift texting instead of helping customers.
  - b. Legal problems. Although being unethical doesn't always mean breaking the law, sometimes unethical actions can have legal consequences. For example, parking in a handicapped spot (even though you aren't handicapped) is unethical and illegal.
  - c. A poor reputation. If you make a habit of unethical behavior, your reputation may suffer. Your business and school could also earn a reputation for being unethical if many employees or students don't follow ethical principles. Unethical behavior doesn't just harm you—it harms everyone.
  - d. A bad example. One person behaving unethically can set an example for a whole group. This is especially true when the unethical person is in a leadership position. If you know your boss is stealing office supplies from your job, you might be tempted to do the same, even though you know it's unethical.

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## LEARNING GUIDE KEY (cont'd)

### OBJECTIVE B

6. The following principles can help people behave ethically: (48 points; 6 points each)
- a. Integrity. Integrity is acting with honesty in all situations. This means that you do the right thing even when no one else is watching, when it isn't easy, or when it might not be in your best interest.
  - b. Trust. Behaving ethically means being trustworthy in all your relationships—with your teachers, coworkers, friends, and family members. This involves doing what you say you will do (no matter what!) and telling the truth. Keeping your word is a big part of building trust. Building trust also means not gossiping about your friends or coworkers.
  - c. Accountability. People who are accountable for their actions accept responsibility for all their decisions. Accountable people also accept blame when they don't live up to their promises.
  - d. Transparency. Transparency means being truthful when you communicate. This is more than just avoiding lies (although that's important, too!). It also involves speaking up about your feelings and communicating openly, even when it's difficult. Transparency means not spinning your accomplishments to be something they're not. Transparency can also involve encouraging others to be open and honest.
  - e. Fairness. Fairness means treating others the way you'd like to be treated (also known as following the Golden Rule) and creating relationships that are equal. Fairness also means sticking up for people who are being treated unfairly.
  - f. Respect. Ethical people always honor the rights, freedoms, views, and property of others. In other words, they're respectful. Ethical people respect other people's opinions—they don't start an argument or insult someone just because they don't agree. Showing respect means listening to others when they speak, not interrupting, and using basic manners (such as being polite, saying "please" and "thank you," and maintaining proper eye contact).
  - g. Rule of law. Being ethical doesn't just mean following the law. However, part of being ethical means respecting the rules and laws of your city and country. And although the rules at your school and work are not laws, it's still ethically important to follow them.
  - h. Viability. Viability means ensuring that your actions are helpful in the long term, not just the short term. Ethical people consider how their actions will affect others in the coming weeks, months, and years.

**Suggested Criterion Level:** 80 points

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## POSTTEST

**Directions:** Identify the correct answer to each of the following questions. Use a separate sheet of paper to record your responses.

### OBJECTIVE A

1. Behaving ethically means doing
  - a. what your friends do.
  - b. only what's legal.
  - c. the right thing.
  - d. what benefits you the most.
  
2. Whitley's ethical beliefs are the same whether she's at work, at school, or hanging out with her friends. Whitley follows
  - a. ethical principles.
  - b. situational beliefs.
  - c. ethical consequences.
  - d. popular beliefs.
  
3. What is one benefit of following ethical principles?
  - a. They are restrictive.
  - b. They simplify your decision-making process.
  - c. They eliminate the need for decisions.
  - d. They change often.
  
4. Which of the following is an ethical issue:
  - a. Deciding whether to have french fries or a salad
  - b. Choosing between buying a new shirt or a new book
  - c. Deciding whether to lie to a friend or not
  - d. Choosing which movie to see this weekend
  
5. Ethical issues deal with \_\_\_\_\_ choices.
  - a. realistic and unrealistic
  - b. enjoyable and unpleasant
  - c. beneficial and non-beneficial
  - d. right and wrong
  
6. Vivian told her parents she was going to the library to study when she was actually going to the movies with friends. Her parents found out, and now they don't believe Vivian when she tells them where she's going. Because of her behavior, Vivian is facing a(n)
  - a. consequence.
  - b. ethical principle.
  - c. decision-making process.
  - d. legal problem.

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**POSTTEST** (cont'd)

7. After Paul gets away with cheating on his Spanish homework, his friends start cheating on their homework, too. This is an example of which consequence of unethical behavior?
- a. Lost trust
  - b. A bad example
  - c. Legal problems
  - d. A poor reputation
8. When Layla is caught stealing from a department store, the court orders her to do community service. Which consequence of unethical behavior is Layla facing?
- a. Legal problems
  - b. A poor reputation
  - c. A bad example
  - d. Lost trust

**OBJECTIVE B**

9. Integrity means acting with
- a. humility.
  - b. leadership skills.
  - c. a sense of humor.
  - d. honesty.
10. At work, a customer gives Shannon an extra \$10. Instead of pocketing the money, Shannon lets the customer know he overpaid. Shannon is acting with
- a. viability.
  - b. integrity.
  - c. transparency.
  - d. rule of law.
11. Marc keeps his friend's secret instead of sharing it with the rest of his friends. Which ethical principle is Marc illustrating?
- a. Transparency
  - b. Viability
  - c. Trust
  - d. Accountability
12. Responsibility is a key part of which ethical principle?
- a. Transparency
  - b. Fairness
  - c. Accountability
  - d. Rule of law
13. Holden's group gets a low grade on a project because he didn't complete his share of the work. He owns up to his mistake and apologizes. Holden is demonstrating
- a. trust.
  - b. rule of law.
  - c. viability.
  - d. accountability.
14. When DeShawn's teacher compliments his work on his group project, he's sure to give credit to the other group members who helped. DeShawn is showing
- a. transparency.
  - b. rule of law.
  - c. viability.
  - d. trust.

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## POSTTEST (cont'd)

15. You make sure everyone working on your group project has an equal share of the work because you care about the ethical principle of
- a. rule of law.
  - b. fairness.
  - c. accountability.
  - d. transparency.
16. If one of your coworkers is treating another coworker unfairly, what is the ethical thing to do?
- a. Speak up.
  - b. Ignore it.
  - c. Be aggressive.
  - d. Look for another job.
17. Ava doesn't agree with her classmate's opinion, but she listens carefully instead of starting an argument or insulting her. Which ethical principle is Ava illustrating?
- a. Integrity
  - b. Transparency
  - c. Respect
  - d. Trust
18. How can you show respect for a person you're speaking with?
- a. Avoid listening to his/her opinions.
  - b. Start an argument when you don't agree.
  - c. Interrupt when you have a point.
  - d. Be polite and maintain eye contact.
19. Following your teacher's guidelines is an example of which ethical principle?
- a. Transparency
  - b. Rule of law
  - c. Trust
  - d. Viability
20. Which of the following questions do ethical people ask when they're concerned with viability:
- a. "Am I accepting responsibility for all of my decisions?"
  - b. "Am I following the rules?"
  - c. "How can I communicate truthfully?"
  - d. "What's the impact of my actions in the long term?"

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## POSTTEST KEY

### OBJECTIVE A

1. **c The right thing.** Being ethical means doing what's right, no matter what. This doesn't mean doing what benefits you the most or what your friends do. Doing only what's legal isn't enough because some activities may be legal but still unethical. (5 points)
2. **a Ethical principles.** Following ethical principles means Whitley's ethical beliefs don't change when she's in a new situation. She follows the same ethical principles no matter where she is or whom she's with. Her ethics are not situational and may not be in line with popular beliefs. If Whitley did not behave ethically, she could face negative consequences. (5 points)
3. **b They simplify your decision-making process.** Following ethical principles can actually make your decision-making process much easier. When you have a set of rules to guide your behavior, you have a game plan in place when it comes to tough decisions. Ethical principles are guides, not restrictions. You still need to make decisions when following ethical principles. Ethical principles do not change. (5 points)
4. **c Deciding whether to lie to a friend or not.** When you're dealing with an ethical situation, you're deciding whether something is right or wrong. Often in an ethical situation, if you pick the wrong choice, someone (or something) could be harmed. This doesn't necessarily mean that the issue must be life or death, but that the wrong action could cause someone or something to be hurt. When you're deciding whether or not to lie to a friend, there is a right and wrong decision. There is no right or wrong decision when you're deciding what to eat for lunch, what to buy, or what movie to see. (5 points)
5. **d Right and wrong.** Ethical situations deal with right and wrong choices. Ethical situations may not necessarily present choices that are realistic and unrealistic, beneficial and non-beneficial, or enjoyable and unpleasant. (5 points)
6. **a Consequence.** Ethical behavior is important because if people aren't ethical, they can face major consequences. Vivian lied to her parents, and now she is dealing with their lost trust. Vivian faces this consequence because she did not follow ethical principles when going through the decision-making process. This is not an example of a legal problem. (5 points)
7. **b A bad example.** One person behaving unethically can set an example for a whole group. Paul set a bad example for his group of friends by cheating, and eventually they all behave unethically. This is not an example of lost trust, legal problems, or a poor reputation. (5 points)

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## POSTTEST KEY (cont'd)

8. **a Legal problems.** Although being unethical doesn't always mean breaking the law, sometimes unethical actions can have legal consequences. Stealing is both unethical and illegal, and Layla's community service is a legal consequence. A poor reputation, lost trust, and setting a bad example are all negative consequences, but they are not illustrated in this example. (5 points)

### OBJECTIVE B

9. **d Honesty.** Integrity is acting with honesty in all situations. This means that you do the right thing even when no one else is watching, when it isn't easy, or when it might not be in your best interest. Integrity does not necessarily mean acting with humility or a sense of humor, and you don't need leadership skills to have integrity. (5 points)
10. **b Integrity.** Integrity is acting with honesty in all situations. This means that you do the right thing even when no one else is watching, when it isn't easy, or when it might not be in your best interest. Viability, transparency, and rule of law are all ethical principles, but they are not illustrated in this example. (5 points)
11. **c Trust.** Behaving ethically means being trustworthy in all your relationships—with your teachers, coworkers, friends, and family members. Building trust also means not gossiping about friends or coworkers or sharing their secrets with others. Transparency, viability, and accountability are all ethical principles, but they are not illustrated in this example. (5 points)
12. **c Accountability.** People who are accountable for their actions accept responsibility for all of their decisions. Transparency, fairness, and rule of law are all ethical principles, but responsibility is not necessarily a key component. (5 points)
13. **d Accountability.** People who are accountable for their actions accept responsibility for all of their decisions. This means accepting blame and apologizing for mistakes. This is not an example of trust, rule of law, or viability. (5 points)
14. **a Transparency.** Transparency means being truthful when you communicate. This is more than just avoiding lies (although that's important, too!). It also involves speaking up about your feelings and communicating openly, even when it's difficult. Transparency means not spinning your accomplishments to be something they're not. DeShawn is being transparent by not taking all the credit for his group's work. This is not an example of rule of law, viability, or trust. (5 points)
15. **b Fairness.** Fairness means treating others the way you'd like to be treated and creating relationships that are equal. If you care about fairness, you will make sure your group members all have an equal share of work. This is not an example of rule of law, accountability, or transparency. (5 points)

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**POSTTEST KEY** (cont'd)

16. **a Speak up.** Fairness involves sticking up for people who are being treated unfairly, not ignoring the problem. This doesn't necessarily involve being aggressive or looking for another job. (5 points)
17. **c Respect.** Ethical people respect other people's opinions—they don't start an argument or insult someone just because they don't agree. Showing respect means listening to others when they speak. This is not an example of integrity, transparency, or trust. (5 points)
18. **d Be polite and maintain eye contact.** Showing respect means listening to others when they speak, not interrupting, and using basic manners (such as being polite, saying "please" and "thank you," and maintaining proper eye contact). You should not start an argument or avoid listening to the other person's opinions. (5 points)
19. **b Rule of law.** Although the rules at your school and work are not laws, it's still ethically important to follow them. Following your teacher's rules is not an example of trust, viability, or transparency. (5 points)
20. **d "What's the impact of my actions in the long term?"** Viability means ensuring that your actions are helpful in the long term, not just the short term. "Am I following the rules?" might be a question you would ask if you were concerned with rule of law. "How can I communicate truthfully?" would be a question for people concerned with transparency. "Am I accepting responsibility for all of my decisions?" is a question related to accountability. (5 points)

**Suggested Criterion Level:** 80 points

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## POSTTEST GRADER

1. **c**
2. **a**
3. **b**
4. **c**
5. **d**
6. **a**
7. **b**
8. **a**
9. **d**
10. **b**
11. **c**
12. **c**
13. **d**
14. **a**
15. **b**
16. **a**
17. **c**
18. **d**
19. **b**
20. **d**

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## GLOSSARY

1. **ACCOUNTABILITY:** The condition of having to answer for or be liable for your actions; accepting responsibility for your decisions
2. **CONSEQUENCE:** The result of an action
3. **ETHICAL PRINCIPLES:** Standards that govern behavior; not dependent on circumstance
4. **ETHICAL SITUATION:** An issue in which you must decide whether something is right or wrong
5. **ETHICS:** The basic principles that govern your behavior
6. **FAIRNESS:** The ability to make judgments without favoritism or self-interest; engaging in fair competition and creating equal relationships
7. **HONESTY:** Truthfulness
8. **INTEGRITY:** Adhering to an established set of personal ethics and sound moral principles; acting with honesty in all situations
9. **REPUTATION:** A person's or business's good name
10. **RESPECT:** Regard or esteem; honoring the rights, freedoms, views, and property of others
11. **RESPONSIBILITY:** Fulfilling one's obligations in a dependable, reliable manner
12. **RULE OF LAW:** Complying with laws and regulations
13. **SPIN:** A dishonest way of presenting a person or situation
14. **TRANSPARENCY:** The quality of being just as one seems; being open and truthful when communicating
15. **TRUSTWORTHY:** Reliable; deserving the confidence of others
16. **VIABILITY:** The long-term value of your choices