1. As an Ally on campus, you forward a message about National Coming Out Day to colleagues and receive the following response from one of your co-workers: “I, in no way, support people coming out of closets, rafters, etc… I am more Christian than I am a supporter of such nonsense. Maybe the next door you come out of will open up to a pit of HELL fire….disgusting…”

Is there an ethical dilemma here?

If so, how do you respond to this situation and/or this colleague?

2. You have started volunteering with a local organization that is committed to working politically to influence and change social policy. The organization is having a big fundraising event for which they require sponsors, advertisers, and other donations. You send out the request for sponsors and ads to the UTSA Marketing office and other offices and departments, using your UTSA e-mail address.

What are the ethical issues involved?

What are some of the consequences?

How do you re-work your actions to still support the organization without any violations as a state employee?

3. In the current economy, things as they are, you have taken on a second (or third job). In order to accomplish all that you need to for this other job, you have decided that you will do some of the tasks while you are at UTSA working. You use the computer at your desk, then print and make copies of a variety of items.

What are the ethical issues involved?

What are some of the consequences? What do you to avoid this situation?
4. You have become overly excited about social media and set up a variety of profiles, including Facebook, twitter, instagram, and LinkedIn. In your exuberance with the social media craze, you take to following your social media accounts and updating statuses, tweeting, etc. at all times. Some of the profiles are synced to your smartphone, others are up on your desktop computer. Your constant updating is noticed by others.

What are the ethical issues involved?

What are some of the consequences? What do you do to avoid this situation?

5. Your staff member has returned from a conference they attended with five student leaders. You open your e-mails and see an urgent e-mail from one student outlining the actions of the group while at the conference. The student reports that three of the students took the keys to the rented vehicle after the staff member was asleep. They bought alcohol and consumed it in one of the hotel rooms with students from another university. They then left the hotel a second time to purchase food around 4 a.m. and finally returned the keys without incident. The next morning, the reporting student tried to tell the staff member but the other students arrived ready for departure as planned.

What are the ethical issues involved? What might some of the consequences be for the students and staff member? What might be done to avoid this situation?

6. You take a work assignment to the work study desk for completion. You notice two of the students engaged in a conversation about classwork. They immediately attend to the work assignment. When you return and examine the completed project, there are corrections to be made so you proceed back to the work study desk. No one is present but you notice two scantrons on the desk, one complete and one halfway completed. You place the corrections needed on the desk and head to another meeting. It occurs to you that something just did not seem correct with the two scantrons but you cannot recall details. Two weeks later you see the same two students conferring again and upon walking up to them you see one is giving the other answers to complete on a separate scantron.

What are the ethical issues involved? What might some of the consequences be for the students? What actions do you take and why? (if any)

7. One of your co-workers hands their timesheet to you and asks you to turn it in since you were on your way to do the same. As you walk down the hall, you notice there are hours of work listed during a time you know they are attending a weekly academic class this semester.

What are the ethical issues involved? What might some of the consequences be? What actions do you take and why? (if any)

8. You are reviewing the last few months of leave balances on DEFINE as directed by your supervisor in preparation for you to be fully cross trained. You bring to your supervisor’s
attention that in the past two months, one employee made changes in their own leave balances. That employee has no oversight responsibility for leave reports in the office and the changes do not appear to match the timesheets signed by the supervisor. Your supervisors asks you to review the past year’s balances for that employee and you find these changes began six months ago and some changes were made by the person regularly assigned to reconciliation while the others were also made by the employee.

What are the ethical issues involved? What might some of the consequences be? What actions do you take and why? (if any)

9. You are so excited that your nephew has chosen UTSA as their university. You have used your employee discount to purchase university t-shirts for he and his whole family. Your brother mentions that your nephew has not heard back from UTSA regarding admissions yet. You utilize your access as a financial aid employee to review the status. You see there is a transcript missing from one of the high schools your nephew attended while the family was stationed overseas. You then recall the many complications he will face trying to get that record in by the admission deadline. You know he attended and maintained proper grades and alter the admission record. You see the transcript from the local high school he graduated from has been received by UTSA.

What are the ethical issues involved? What might some of the consequences be? What actions do you take and why? (if any)

10. You go to lunch and enter the common lunchroom shared by other offices to heat your meal. As you walk in you notice one of the supervisor’s with their hand on the buttocks of one of their employees. They do not seem to notice you initially but when the door closes they both look around and the supervisor leaves the room. The employee continues their lunch without comment. Later in the week, you are dropping off a report to that office and see the employee hunched over in what appears to be an effort to get away from the supervisor who is about an inch away from the employees face. You hear the supervisor say, “those pants define every inch of you”. You leave without either seeing you.

What are the ethical issues involved? What might some of the consequences be? What actions do you take and why? (if any)

11. You are auditing a class during your lunch hour. The instructor walks back and forth as they teach the class and stops in front of one student in the front row and casually touches their shoulder. It strikes you as odd but you dismiss it as the instructor continues teaching. Over the course of six weeks you notice the instructor has repeated the behavior during at least one class a week either touching the students shoulder, cheek or back.

What are the ethical issues involved? What might some of the consequences be? What actions do you take and why? (if any)

12. As you and a co-worker are completing the text for the office’s website. The supervisor
provided edits and you are working to update and post it by the deadline. You are proofing the text for the last time and notice your co-worker’s portion has not incorporated the edits and includes text that did not go to the supervisor originally.

What are the ethical issues involved? What might some of the consequences be? What actions do you take and why (if any)?

13. As a learning community’s instructor, you are reviewing your classes’ submissions via blackboard including their required discussions between work groups. You notified student of all usage policies. You realize that one student has begun to advertise what appears to be their individual business on blackboard. As you go back to the beginning of the semester, you realize the student has conducted business via your blackboard environment repeatedly. You even see some comments from students to that student that only academic work should be posted there.

What are the ethical issues involved? What might some of the consequences be? What actions do you take and why (if any)? Does your action change depending upon the number of times this has happened?