2012-14 Coffee Break Ethics Series Report

Introduction

In Fall 2012, the Texas Tech University Ethics Center (TTU Ethics Center) launched a new series, Coffee Break Ethics. The Coffee Break Ethics Series engages faculty, staff, and students in discussions and practices on daily ethical issues and shares tips and ideas regarding ethics and academic integrity. During the academic years 2012-2014, there were five Coffee Break Ethics sessions; the following report summarizes the workshops.

Fall 2012

Time Management

Date: 10/02/2012
Time: 9:30 - 10:30 AM
Location: TLPDC Room 153
Speaker: Dr. Linda Donahue, Department of Theatre and Dance
Facilitator: Dr. Marianne Evola, Office of the Vice President for Research
Summary: Time management is a mystery or even a chore for some students. Learn techniques to help you remain on schedule and plan future events. Homework assignments, exams, movie dates, and out of town trips can all be planned and executed using an easy chart method. Learn to plan ahead and plan for success.¹

Note: In addition to the workshop by Dr. Donahue, Drs. Marianne Evola and Yi-Hui Lee were later invited to two IS1100 Freshman sessions to present ‘time management.’ The feedback was also included in this report.

Participants and Feedback

The 37 participants came from 12 different colleges/units, including Raider Red class, Education, Engineering, Business, OIA, and TLPDC. The following chart provides a more detailed description of participants’ classifications (Figure 1).

¹ See Appendix A for the event flyer.
Event Questionnaire: 23 questionnaires were collected. Attendees answered the following five questions/statements:

1. What is your affiliation with Texas Tech University?
2. This workshop met my expectations based on the workshop title and description.
3. I would recommend this workshop to my colleagues or friends.
4. What comments or suggestions do you have regarding this workshop?
5. What suggestions do you have for future ethics workshops?

The following charts summarize the answers to the first three questions.

1. Most respondents were freshmen (Figure 2).

2. A great number of respondents (78.3%) strongly agreed or agreed that this workshop met their expectations based on the workshop title and description (Figure 3).
3. The majority of the respondents (82.6%) also strongly agreed or agreed that they would recommend this workshop to their friends/colleagues (Figure 4).

4. Fourteen respondents gave comments/suggestions regarding this workshop.
   - Very useful practical suggestions.
   - Explain meaning of each aspect of P.E.R.T. before going into planning calendar.
   - I enjoyed the open discussion.
   - More focus on the topic is needed.
   - Really helpful.
• Don't call students "kids."
• It helped me with time management tips.
• Linda Donahue was a great speaker for the session.
• Good presentation, really nothing to suggest.
• Beer and pizza
• Student related examples - group project, thesis, final project, research paper, etc. It was a good reminder of managing everything.
• Promote this more. Everyone (not just IS) should attend. I know so many who take time for granted.
• Example was very interactive. Highly suggest to others with ADD/ADHD (may think or implementing a program just for those who have filed for 204 at Student Disabilities Service).
• I really liked learning about P.E.R.T. I feel like I am ok a time management but definitely have room for improvement. Thanks for the ideas!

5. Ten respondents also gave suggestions of topics for future Coffee Break Ethics Series.
   • Stress management.
   • Saying no, knowing strengths.
   • Staying on task, initiating things.
   • Balancing social vs school.
   • How to talk to professors?
   • How to do group projects more effectively.
   • Maybe more time management.
   • Also show examples/events students can relate to.
   • Suggestions between types of calendars (electrical & non). Possibly dwell more over priorities VS fun time. I know that I tend to stop looking at my calendar/get lazy; possibly go over ways to help prevent such drifting in-and-out of productivity.
   • The specifics and value of planning SMART and ahead of time: how to be flexible, plan to plan, how to find your rhythm and balance in life, how to clean up clutter and explain correlation to time management, how to start smart and think big. (SMART - Measurable, Achievable, Realistic, Time bound)
**In-class Presentations**

Drs. Marianne Evola and Yi-Hui Lee presented ‘time Management’ to two sessions of IS1100 on October 23 and 30, 2012. There were a total of 17 freshmen; all of them strongly agreed or agreed that this session was helpful. In addition, the majority (88.2%) strongly agreed or agreed with the statement that “I would recommend this session to my friends.”

**Substantive Comments**

Eleven students gave comments/suggestions regarding this session.

- Great!
- I thought it was helpful!
- 10-minute idea is good.
- Great explanation of time management!
- Great session!
- It really was helpful and will use your advice.
- Maybe show in an actual calendar layout.
- Good presentation, personal, students can relate, freshman probably more than others.
- It was helpful and helped me realize spacing out workloads has such a huge impact on grades.
- Knowing how to plan better, I hope this will be a positive and successful way to plan my goals.
- I really enjoyed it. Good topic but also wasn't really boring. I enjoyed how [you] make it humorous.

Eight students also gave suggestions of topics for future Coffee Break Ethics Series.

- Plagiarism.
- Homework.
- Study techniques.
- How to study better for midterms.
- More time management and ideas on how to not procrastinate.
- Ways to study for specific classes.
- Homework due dates.
- Organizing your job and school work so you have time for both.
### Spring 2013

**Managing the “Currency” of Research and Scholarship – References, Images, Numbers, Figures, Data…**

**Date:** 03/26/2013  
**Time:** 9:30 - 10:30 AM  
**Location:** TLPDC Room 153  
**Speaker:** Dr. Marianne Evola, Office of the Vice President for Research

**Summary:** Would you leave a big pile of money sitting on your desk unattended? Of course not, we work hard for our money! But we also work hard (sometimes harder) for data. Research data, whatever the form, is central to degree completion, research reputation and career development. Yet sometimes we forget how valuable it is to our future and fail to manage data responsibly. Join us for some coffee and a discussion on managing that critical “currency” of research.

**Participants and Feedback**

The 6 participants came from 6 different colleges/units, including Geosciences, Library, PSS, and Biology. The following chart provides a more detailed description of participants’ classifications (Figure 5).

![Classification of participants](image)

**Event Questionnaire:** Six questionnaires were collected. Attendees answered the following five questions/statements:

1. **What is your affiliation with Texas Tech University?**
2. **This workshop met my expectations based on the workshop title and description.**
3. **I would recommend this workshop to my colleagues or friends.**
4. **What comments or suggestions do you have regarding this workshop?**

---

\(^2\) See Appendix B for the event flyer.
5. What suggestions do you have for future ethics workshops?

The following charts summarize the answers to the first three questions.

1. Most respondents were graduate students (Figure 6).

2. All respondents (100.0%) strongly agreed or agreed that this workshop met their expectations based on the workshop title and description (Figure 7).

3. All respondents (100.0%) also strongly agreed or agreed that they would recommend this workshop to their friends/colleagues (Figure 8).
Substantive Comments

4. Four respondents gave comments/suggestions regarding this workshop.
   - Very interesting topic and approach.
   - More case studies.
   - More in-depth on data management plan maybe on the institutional level.
   - Great presentation, presenter was knowledgeable of subject.

5. Four respondents also gave suggestions of topics for future Coffee Break Ethics Series.
   - Author lines: the Past & current & how they're changing.
   - Human subject / clinical trial compliance. Conflict of interest at the pre-award stage.
   - Involving technology effects on data management.
   - Always interesting.

Fall 2013

Paraphrasing, Quoting, and Plagiarism: the DOs and DON'Ts

Date: 10/03/2013
Time: 9:30 - 10:30 AM
Location: TLPDC Room 153
Speaker: Dr. Marcelo Schmidt

Summary: Have you copied and pasted text from the internet for your assignments, worried if you paraphrased correctly, or failed to cite a source? Because scholarship requires high standards of integrity, this Coffee Break Ethics Series will help you identify plagiarism, paraphrase properly, and apply in-text citations accurately. A presentation and one-on-one breakout sessions will sharpen your writing skills and help you avoid this common, often inadvertent, form of academic dishonesty.

Participants and Feedback

The 61 participants came from 19 different colleges/units, including Arts and Sciences, Human Sciences, Media and Communication, Library, TTUISD, VPA, OPA, and ELS. The following chart provides a more detailed description of participants’ classifications (Figure 9).
Event Questionnaire: 47 questionnaires were collected. Attendees answered the following six questions/statements:

1. What is your affiliation with Texas Tech University?
2. How did you hear about this event?³
3. This workshop met my expectations based on the workshop title and description.
4. I would recommend this workshop to my colleagues or friends.
5. What comments or suggestions do you have regarding this workshop?
6. What suggestions do you have for future ethics workshops?

The following charts summarize the answers to the first four questions.

1. Most respondents were ELS students (Figure 10).

---

³ The question “how did you hear about this event?” was newly added in Fall 2013 to assess marketing effectiveness.
2. Most respondents learned about this event via word-of-mouth (Figure 11).

![How did you hear about this event?](chart)

*Figure 11. Marketing effectiveness*

3. A great number of respondents (78.8%) *strongly agreed or agreed* that this workshop met their expectations based on the workshop title and description (Figure 12).

![This workshop met my expectations based on the workshop title and description.](chart)

*Figure 12. Respondents’ Expectations*

4. The majority of the respondents (87.2%) also *strongly agreed or agreed* that they would recommend this workshop to their friends/colleagues (Figure 13).

![I would recommend this workshop to others.](chart)

*Figure 13. Respondents’ Plans to Recommend Session*
**Substantive Comments**

5. Seventeen respondents gave comments/suggestions regarding this workshop.
   - Increase the length and number of interactive activities.
   - More examples, please. Breakout session was helpful.
   - Very clear examples/definitions. Good breakout examples.
   - The room is a little bit too small for all audience.
   - It's helpful for my research.
   - This session was very well done.
   - It's a pretty good lesson. I'm looking forward.
   - Speak a bit louder.
   - The overall session seemed interesting.
   - Would you mind speak louder.
   - I did not hear him very well.
   - Please use more examples. We can understand more.
   - If it is possible, I would like to see more failed paraphrasing examples.
   - Good.
   - There should be more chairs in the lecture room.
   - Audience participation during presentation.
   - I've appreciated this event. I've learned a lot of new things, even though I knew some stuff before. I would suggest [having] more session, and more time. And if the speaker can speak loudly.

6. Eight respondents also gave suggestions of topics for future Coffee Break Ethics Series.
   - Energy.
   - How to write a good thesis for research.
   - Consequences of unethical research.
   - Any topic would be okay as long as it concerns about plagiarism or any related subject.
   - Ameliorate your writing.
   - APA/MLA citation. How to research journal articles from library catalogue.
   - How to write a successful essay?
   - How can I do research in 5 days (10 pages).
Spring 2014
Paraphrasing, Quoting, and Plagiarism: the DOs and DON'Ts

Date: 02/20/2014
Time: 9:30 - 10:45 AM
Location: TLPDC Room 153
Speakers: Dr. Marianne Evola, Office of the Vice President for Research and Kimberly Vardeman, Library
Summary: Have you copied and pasted text from the internet for your assignments, worried if you paraphrased correctly, or failed to cite a source? Because scholarship requires high standards of integrity, this Coffee Break Ethics Series will help you identify plagiarism and provide techniques to paraphrase properly. A short demonstration of two online services offered by the Library – iThenticate and Turnitin – will show you how to check manuscripts for potential plagiarism. Following the demonstration are breakout sessions that help you sharpen your writing skills and avoid this common, often inadvertent, form of academic dishonesty.

Participants and Feedback
The 41 participants came from 14 different colleges/units, including Arts and Sciences, Engineering, Graduate School, Human Sciences, Library, and ELS. The following chart provides a more detailed description of participants’ classifications (Figure 14).

![Classification Chart]

Figure 14. Classification of participants

Event Questionnaire: 23 questionnaires were collected. Attendees answered the following six questions/statements:
1. What is your affiliation with Texas Tech University?
2. How did you hear about this event?
3. This workshop met my expectations based on the workshop title and description.
4. I would recommend this workshop to my colleagues or friends.
5. What comments or suggestions do you have regarding this workshop?
6. What suggestions do you have for future ethics workshops?

The following charts summarize the answers to the first four questions.

1. Most respondents were ELS students (Figure 15).

![Figure 15. Number of Respondents, by Rank](image)

2. Most respondent learned about this event via ELS center (Figure 16).

![Figure 16. Marketing effectiveness](image)

3. Almost all respondents (95.7%) strongly agreed or agreed that this workshop met their expectations based on the workshop title and description (Figure 17).
4. Almost all respondents (95.7%) also *strongly agreed or agreed* that they would recommend this workshop to their colleagues (Figure 18).

**Substantive Comments**

5. Eleven respondents gave comments/suggestions regarding this workshop.
   - Maybe have the example right before the practice session and then leave it on the screen.
   - The information regarding iThenticate and Turnitin was helpful!
   - Excellent presentation by all presenters.
   - I think more emphasis on workshop should be regarded.
   - It was good. There need to be more time to exercise.
   - It was useful.
   - It's better if it is long so we can practice more.
   - In my opinion, this session was awesome due to the fact that I got to know new information about plagiarism.
• Increase the time of practicing session and conduct some workshop exclusive for paraphrasing.
• I think that you should make more of those presentations because since some are at ELS, we want to know what kind of situations we are going to face at TTU.
• Session was very informative and speakers wonderful. I did not participate but usually like the idea of the student practice session after the presentation. Loved tutors helping but a few of the phases to the international students needed editing so they can read, you have to understand English for this. Could be just outside subject area.

6. Twelve respondents also gave suggestions of topics for future Coffee Break Ethics Series.
• I would like this topic again. I enjoyed the practiced part of the session.
• Search - Research engines to fine appropriate sources of knowledge.
• I have no clue about that.
• About engineering majors.
• Knowing Lubbock, Immigrant Policy, How to all Texas Tech University.
• Plagiarism.
• How to write CS and Resume.
• How to have fun in Lubbock.
• How to have fun in Lubbock, How to find your major.
• Plagiarism.
• I would like to know how to use the library and how to find specific book or articles.
• I think that the practice actually was great! Maybe there would be a continual interest for students to have plagiarism practice over papers on in own subject area. This could be [...] beneficial for international students or students new to writing process. Maybe a series of meeting like they have for thesis/dissertation work.

Ethics on Coaching

Date: 04/15/2014
Time: 9:30 - 10:45 AM
Location: TLPDC Room 153
Facilitator: Coach Marsha Sharp
Panel:  Kirby Hocutt, Athletics Director  
    Tom Stone, Head Women’s Soccer Coach  
    Candi Whitaker, Head Women’s Basketball Coach  

Summary: The panelists will explore some ethical issues and choices that coaches, players, and administrators face on a daily basis. Issues for discussion include, but are not limited to, the role of academics in an athletic setting, difficult decision-making processes, and national trends such as paying student athletes to play.  

Participants and Feedback  

The 30 participants came from 13 different colleges/units, including OLLI, Arts and Sciences, OPA, and TLPDC. The following chart provides a more detailed description of participants’ classifications (Figure 19).  

![Classification Chart](image)  

Figure 19. Classification of participants  

Event Questionnaire: 20 questionnaires were collected. Attendees answered the following six questions/statements:  

1. What is your affiliation with Texas Tech University?  
2. How did you hear about this event?  
3. This workshop met my expectations based on the workshop title and description.  
4. I would recommend this workshop to my colleagues or friends.  
5. What comments or suggestions do you have regarding this workshop?  
6. What suggestions do you have for future ethics workshops?  

---

4 See Appendix C for the event flyer.
The following charts summarize the answers to the first four questions.

1. Most respondents were staff and OLLI members (Figure 20).

![Figure 20. Number of Respondents, by Rank](image)

2. Most respondent learned about this event via email and OLLI newsletter (Figure 21).

![Figure 21. Marketing effectiveness](image)

3. All respondents (100%) **strongly agreed or agreed** that this workshop met their expectations based on the workshop title and description (Figure 22).

![Figure 22. Respondents’ Expectations](image)
4. All respondents (100%) also *strongly agreed or agreed* that they would recommend this workshop to their colleagues (Figure 23).

![Bar graph showing responses to "I would recommend this workshop to my friends or colleagues."]

*Figure 23. Respondents’ Plans to Recommend Session*

**Substantive Comments**

5. Twelve respondents gave comments/suggestions regarding this workshop.

- Great sessions! Should have at least 1 athletics session a year.
- Very interesting to think about - further interpretation and what we can learn from each other between academics and athletics.
- Excellent.
- Great idea! Really interesting session.
- Very interesting! There were a lot of things I'd never realized that go into athletics and ethics.
- More time for discussion and questions.
- It was great!
- Record for viewing later.
- Very informative/enjoyable.
- Is Tech proactive in teaching ethical behavior or redefining after the fact when unethical behavior occurs?
- Very appreciative of the educational content and the transparency of the underlying issues facing coaches and players.
- Lids for the coffee.
6. Four respondents also gave suggestions of topics for future Coffee Break Ethics Series.
   • Tutoring ethics.
   • When and when not to use deception in psychology experiments.
   • Ethics of big donor influence on the U.
   • How to catch cheaters - on tests, on reports, on papers. Some "case studies" not necessarily @ TTU but academic misconduct in research and teaching and class, etc.

**Conclusion**

Evaluations showed that attendees found the Coffee Break Ethics Series helpful, interesting, and informative. An average of 90.6% of the respondents (Figure 24) *strongly agreed or agreed* that these workshops met their expectations based on the workshop title and description. In addition, 93.1% of respondents (Figure 25) *strongly agreed or agreed* that they would recommend the session to their friends/colleagues. Participants suggested scheduling more time for paraphrasing practices or Q&A, giving more case studies and student-related examples, such as group project, thesis, or research paper, comparing different types of calendar for time management, recording sessions for later viewing, and repeating and continuing workshops like these.

Overall, the inaugural years (2012-2014) of the Coffee Break Ethics Series had a positive outcome. Topics of interest suggested for future workshops included stress management, tutor ethics, conflict of interest, how to balance job, social, and school, and avoiding procrastination. For the upcoming academic year, more emphases could be on expanding the array of topics, collaborating with various units/disciplines, and reaching out to more TTU members.
Figure 24. Respondents’ Expectations

Figure 25. Respondents’ Plans to Recommend Session
Appendix A

Coffee Break Ethics: Time Management

Too much to do?

Always running out of time?

The TTU Ethics Center invites you to Coffee Break Ethics; learn time management skills and participate in the discussion.

Tuesday, October 2, 2012
9:30-10:30 a.m.  TLPDC 153, Library

Presenter: Dr. Linda Donahue, Theatre and Dance
Facilitator: Dr. Marianne Evola, Office of the Vice President for Research

Time management is a mystery or even a chore for some students. Learn techniques to help you remain on schedule and plan future events. Homework assignments, exams, movie dates, and out of town trips can all be planned and executed using an easy chart method. Learn to plan ahead and plan for success.

Coffee & pastries provided. Bring your mug!

http://www.depts.ttu.edu/ethics/events.php
Appendix B

The TTU Ethics Center invites you to

Coffee Break Ethics:

Managing the “Currency” of Research and Scholarship - References, Images, Numbers, Figures, Data...

Tuesday, March 26, 2013
9:30-10:30 a.m. @TLPDC 153, Library

Presenter: Dr. Marianne Evola, Office of the Vice President for Research

Would you leave a big pile of money sitting on your desk unattended?
Of course not, we work hard for our money!
But we also work hard (sometimes harder) for data.
Research data, whatever the form, is central to degree completion, research reputation and career development. Yet sometimes we forget how valuable it is to our future and fail to manage data responsibly.
Join us for some coffee and a discussion on managing that critical “currency” of research.

*Coffee & pastries provided. Bring your *

[www.depts.ttu.edu/ethics/events.php](http://www.depts.ttu.edu/ethics/events.php)
Appendix C

The Texas Tech Athletics and the TTU Ethics Center invite you to the 2nd *Coffee Break Ethics* for the Spring 2014 semester

**Ethics on Coaching**

Facilitator: Coach Marsha Sharp

Panel:
- Kirby Hocutt, Athletics Director
- Tom Stone, Head Women’s Soccer Coach
- Candi Whitaker, Head Women’s Basketball Coach

**Tuesday, April 15th**

**9:30-10:45 am**

**TLPDC 153, Library**

The panelists will explore some ethical issues and choices that coaches, players, and administrators face on a daily basis. Issues for discussion include, but are not limited to, the role of academics in an athletic setting, difficult decision-making processes, and national trends such as paying student athletes to play.

* Audience resource: Brian Shannon, Faculty Athletics Representative
  Felicia Martin, Asso. Athletics Director for Academics

http://www.depts.ttu.edu/ethics/events.php  

*Strive for honor*