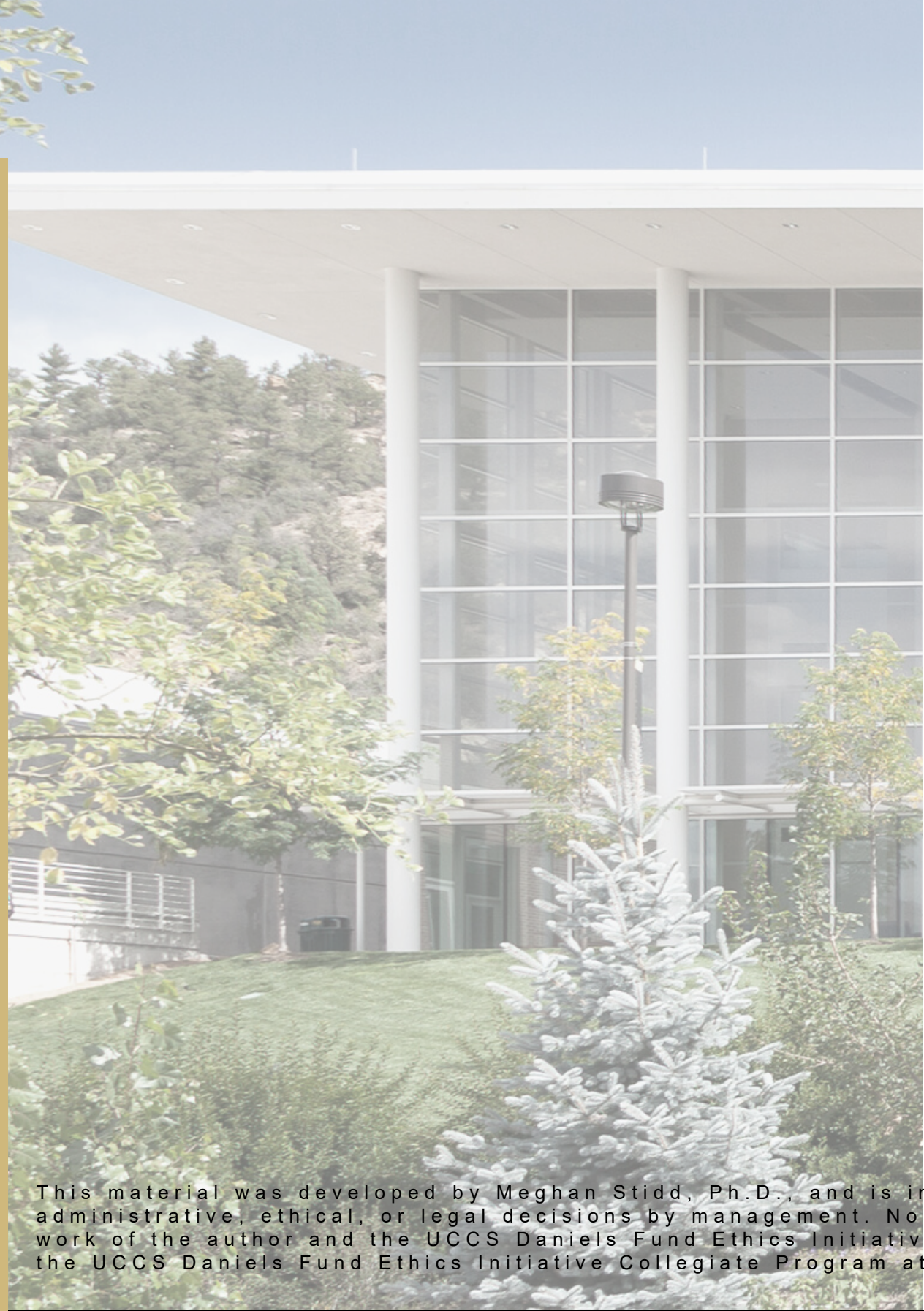


ETHICS ROUNDTABLE  
FEBRUARY 2021



# The Importance of Values in Career Development

This material was developed by Meghan Stidd, Ph.D., and is intended for classroom discussion rather than to illustrate effective or ineffective handling of administrative, ethical, or legal decisions by management. No permission or compensation is needed for classroom use as long as it is acknowledged to be the creative work of the author and the UCCS Daniels Fund Ethics Initiative. For publication or electronic posting, please contact the UCCS Daniels Fund Ethics Initiative Collegiate Program at UCCS College of Business at 1-719-255-5168. (2021)

**DANIELS FUND**  
**ETHICS INITIATIVE**  
Collegiate Program



College of Business  
Career Development Center  
UNIVERSITY OF COLORADO **COLORADO SPRINGS**





Explore personal values and how they relate to effectiveness in a given career.



Learn how to integrate personal values into career progression.



Understand why values are important and what happens when values are lacking.

# Objectives

## PERSONAL VALUES



## PRE-ASSESSMENT

- Do you feel that you have a clear set of personal values?
- When evaluating career options, did you consider your personal values and ethics to determine how they relate to the industry/profession?
- When applying for positions, did you research the ethics and values of the organization?

Why do values matter when considering career pathways?

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DISCUSSION QUESTION

**DANIELS FUND**  
**ETHICS INITIATIVE**

**PRINCIPLES**

*Integrity*

Act with honesty in all situations

*Trust*

Build trust in all stakeholder relationships

*Accountability*

Accept responsibility for all decisions

*Transparency*

Maintain open and truthful communications

*Fairness*

Engage in fair competition and create equitable and just relationships

*Respect*

Honor the rights, freedoms, views, and property of others

*Rule of Law*

Comply with the spirit and intent of laws and regulations

*Viability*

Create long-term value for all relevant stakeholders

**VALUES ARE THE  
FOUNDATION OF  
ETHICS & ETHICAL  
BEHAVIOR**

<https://personalvalu.es/>

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PERSONAL VALUES ASSESSMENT



# BREAKOUT SESSIONS

- Determine your "top" values.
- How do your top values align with the ethics and values of your career/industry? Do your top values conflict with your career/industry?
- What values are most respected in your career field?  
*Examples: truthfulness in accounting, compassion in healthcare, integrity in law enforcement*
- How can/do you help students understand values and how they relate to professions in your industry?



DISCUSS & REFLECT

# INTEGRATING ETHICS IN CAREER DEVELOPMENT

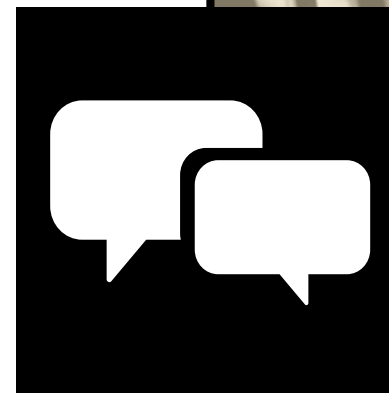
**PHASE 1: INTRODUCTION OF  
ETHICAL PRINCIPLES**



**PHASE 2: ESTABLISH A  
FOUNDATION OF ETHICS**



**PHASE 3: DISCUSS INDUSTRY  
SPECIFIC ETHICAL PRINCIPLES**





# COURSE ASSIGNMENTS

- Introduce ethical principles and who Bill Daniels was.
- Assign students to evaluate their own strengths and values. Discuss how this aligns with their goals and ambitions in their career choice.
- Students are required to attend two Career Development Events or organize two informational interviews (one or both of which can be a DFEI sponsored event).

## COURSE SCHEDULE AND ASSIGNMENTS

| Module | Description   | Due Date    |
|--------|---|-------------|
| 1      | <b>Topic/Activity:</b><br>Welcome and Introductions (Canvas)<br>Syllabus Overview   | January 24  |
| 2      | <b>Topic/Activity:</b><br>– Video: ROAR Program Overview<br>– Video: ROAR Phase 1 Overview<br>– Video: ROAR Phase 1 Event Requirements<br><b>Assignment:</b><br>– Complete Program Orientation Quiz (Canvas)  | January 31  |
| 3      | <b>Topics/Activity:</b><br>Getting Started and Track Placement (Canvas)<br><br><b>Assignment:</b><br>– Pre-Assessment Quiz (Canvas)   | February 7  |
| 4      | <b>Topics:</b><br>Self-Discovery and Career Exploration – Personality<br><br><b>Activities:</b><br>– Personality and Careers Assessment (16personalities.com & Virtual Job Shadow)<br>– Video: LinkedIn Learning Personality Assessments<br>– Video: Virtual Job Shadow Instructions & Handout<br><br><b>Assignment:</b><br>– Discussion Board on Personality Assessments (Canvas)<br>– Informational Interview Part 1 (Canvas) | February 14 |
| 5      | <b>Topics:</b><br>Self-Discovery and Career Exploration – Strengths and Values<br><br><b>Activities:</b><br>– Review Daniels Fund Ethics Initiative Principles<br>– Career Assessments (Virtual Job Shadow)<br>– Video: LinkedIn Learning Strengths<br>– Video: Employer Panel<br><br><b>Assignment:</b><br>– Discussion Board on Strengths and Values (Canvas)   | February 28 |

# COURSE ASSIGNMENTS

- Introduce common errors or inaccuracies frequently found on a resume.
- Provide strategies to still sell yourself as a good candidate without lying on a resume
- Introduce commonly asked unethical or illegal interview questions.
- Discuss strategies to navigate illegal interview questions without coming off as rude or uninterested in the job.
- Test the student's knowledge by categorizing example interview questions as unethical, illegal, or both.
- Students are required to attend two Career Development Events or organize two informational interviews (one or both of which can be a DFEI sponsored event).

|                           |  |          |
|---------------------------|--|----------|
| 6                         | <p><b>Topics:</b><br/>Career Portfolio Basics – Resume Writing</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>- Introduction Video to Module 6 (Canvas)</li> <li>- LinkedIn Learning on basic components of a resume (Canvas)</li> <li>- LinkedIn Learning on using your resume to get the job you want (Canvas)</li> <li>- Review video and article on lying on a resume (Canvas)</li> <li>- Watch and review instructional resume content (Canvas)</li> </ul> <p><b>Assignments:</b></p> <ul style="list-style-type: none"> <li>- Rough Draft Resume: Find one job position and tailor a resume to that position. <b>Due March 13<sup>th</sup></b></li> <li>- Final Resume: Use feedback from rough draft resume to finalize your resume. <b>Due April 10<sup>th</sup></b></li> </ul>            | April 10 |
| 7                         | <p><b>Topics:</b><br/>Consider your Opportunities</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>- Introduction Video to Module 7 (Canvas)</li> <li>- Evaluating Job Offers (Canvas)</li> <li>- Negotiating Job Offers (Canvas)</li> <li>- Recognizing Fraudulent Offers (Canvas)</li> </ul>   |          |
| 8                         | <p><b>Topics:</b><br/>Interviewing</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>- Introduction Video to Module 8 (Canvas)</li> <li>- Interview Basics Seminar (Canvas)</li> <li>- Illegal and unethical interview questions (Canvas)</li> <li>- Strategies to navigate illegal interview questions (Canvas)</li> <li>- Additional content about interviewing (Canvas)</li> </ul> <p><b>Assignments:</b></p> <ul style="list-style-type: none"> <li>- Review several example interview questions for if they are unethical, illegal, or both- <b>Due April 17<sup>th</sup></b></li> <li>- Complete a Mock Interview- <b>Due April 17<sup>th</sup></b></li> <li>- Write a one-page journal entry highlighting your interviewing strengths and weaknesses. <b>Due May 1<sup>st</sup></b></li> </ul> | May 1    |
| Career Development Events | <p><b>Topics:</b><br/>ROAR Approved Career Development Events</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>- Attend two events from the approved event list (List in Canvas) or complete informational interviews, or badges. You may complete any two out of the options above.</li> </ul> <p><b>Assignments:</b></p>   | May 8    |

# COURSE ASSIGNMENTS

- Require at least (4) one hour meetings over the course of the with an industry-specific mentor.
- Encourage mentors to integrate personal values and ethics into their four discussions.
- Encourage students to evaluate what they would like the best version of themselves to look like.
- Watch four Ethics Unwrapped videos regarding Being Your Best Self
- Open discussion among students regarding the four Ethics Unwrapped videos and how they plan to integrate these ideas into their everyday lives.
- Students are required to attend two Career Development Events or organize two informational interviews (one or both of which can be a DFEI sponsored event).

|  |  |  |
|--|--|--|
| <p><b>Module 5</b></p> <p>Links &amp; details in Canvas</p> <p>Virtually or In person</p> <p>In Canvas</p> | <p><b>Finding Work/Life Harmony</b></p> <p><u>Before you meet with your mentor, complete the following:</u></p> <ul style="list-style-type: none"> <li>• Strive For Harmony, Not Balance Video</li> <li>• Think about what your career goals are and what your life/personal goals are – write them down to assist you with assignment 4.</li> <li>• <b>Assignment #4: (100 points)</b> Write a reflection about how you will find harmony between your career and life/personal goals. Do you think they are in sync? How can you find harmony between them?</li> <li>• <b>Assignment #5: (50 points)</b> Research an article about work/life harmony (balance) that resonates with you and post it to the discussion board. Also, comment on at least two other submissions.</li> <li>• <b>Assignment #6: (100 points)</b> Write a paragraph about the article you found and why it resonates with you. You can also discuss another article from the discussion board if you would like.</li> </ul> <p><u>Mentor Meeting #3:</u></p> <ul style="list-style-type: none"> <li>• Please see the guide available in Canvas to prepare for this meeting with your mentor.</li> </ul> <p><u>After you meet with your mentor, complete the following:</u></p> <ul style="list-style-type: none"> <li>• <b>Mentor Meeting Reflection #3: (25 points)</b> Write a reflection about your informational interview with your mentor.</li> </ul> | <p>March 5</p> <p>March 12</p> <p>March 19</p> <p>March 19</p> |
| <p><b>Module 6</b></p> <p>In Canvas</p>  | <p><b>Being Your Best Self</b></p> <p><u>Watch the following TEDtalk:</u></p> <ul style="list-style-type: none"> <li>• Why Values Matter</li> </ul> <p><u>Watch the videos on Being Your Best Self:</u></p> <ul style="list-style-type: none"> <li>• Moral Awareness</li> <li>• Moral Decision Making</li> <li>• Moral Intent</li> <li>• Moral Action</li> </ul> <p><u>After watching the four videos on being your best self, complete the following:</u></p> <ul style="list-style-type: none"> <li>• <b>Assignment #7: (50 points)</b> Answer ONE of the four discussion questions regarding being your best self.</li> <li>• <b>Assignment #7: (50 points)</b> Comment on two of your peers discussion posts.</li> </ul>   | <p>April 2</p> <p>April 2</p>                                  |

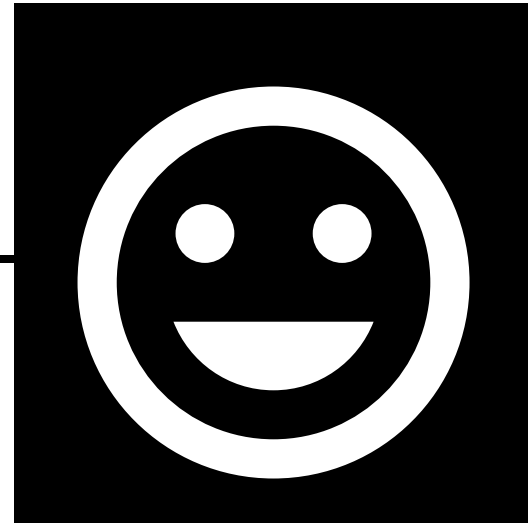


What happens when values and ethics are not considered in the career development process?

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DISCUSSION QUESTION

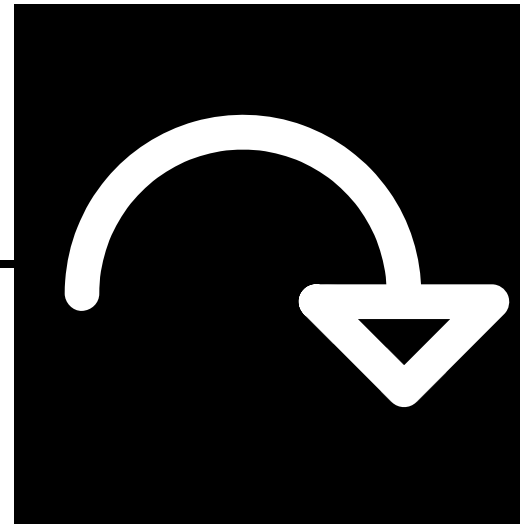
# Possible Issues



## HAPPINESS

Individuals enter a career that is not fulfilling and they find themselves unhappy.

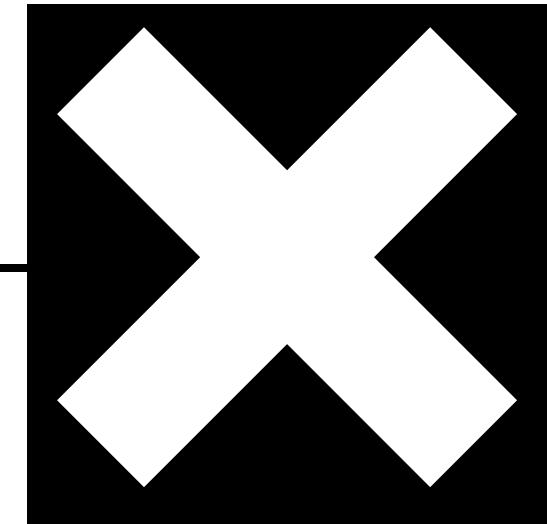
More than 50% of the workforce are unhappy with their job. Some surveys show up to 85%.



## TURNOVER

Individuals may leave their employer because of a difference in ethics and values.

In a recent LRN Ethics Study, 36% of respondents left a job because they disagreed with the ethical standards.



## UNETHICAL BEHAVIOR

Individuals may view unethical behavior as the norm resulting in more unethical behavior.

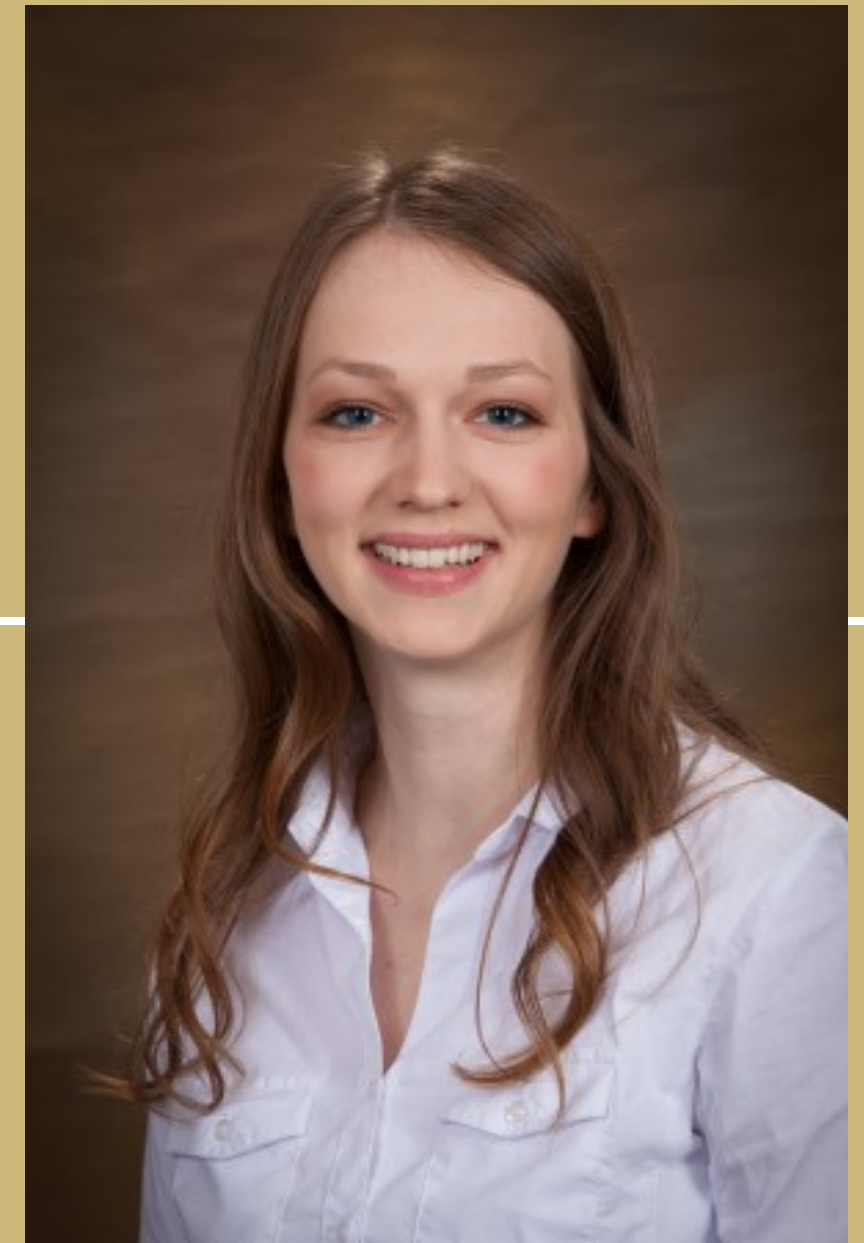
In a recent National Business Ethics Survey, 41% of employees reported seeing unethical behavior in the workplace.



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**THANK YOU!**  
Please feel free to reach  
out to us with any  
questions you may have.



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