



**COURSE SYLLABUS
BUSINESS ETHICS
MGMT 2566**

ESTABLISHED IN 1851

I: General Information

Course Information

Course Number: MGMT 2566
Term: Fall 2020
Semester Hours: 3 semester hours
Day, Time, Location: Block 8 Online Instruction

Professor Contact Information

Professor: Randall C. Clark
Email Address: rcclark18@catawba.edu
Office Hours: I welcome all requests for help. Appointments can be held by phone or Webx.

II: Course Description & Rationale

A consideration of the major ethical theories that guide human and business behavior. Topics will include ethical issues in advertising, product safety, pursuit of profits, employee rights, treatment of workers, effects on the environment, use of natural resources, and multinational operations. Prerequisite: MGT 2501E or permission of Instructor.

Rationale: This course satisfies core requirements of the B.B.A.

III. Required Textbook and Other Materials

Required Text:

Shaw, W. H. (2017). *Business Ethics, 9e*. Boston, MA: Cengage Learning-Wadsworth. ISBN-10: 1-305-64648-7 ISBN-13: 978-1-305-64648-3

Note: You may use MindTap to access the text. Some assignments in the text may be used as part of your weekly assignments. You will be notified in the module located in Blackboard if that is part of your task. All assignments will be issued and graded in Blackboard.

Required Electronics Resources and Articles:

Additional materials including videos and journal and media articles as identified by the instructor.

Filenames:

All files submitted via email or Blackboard are to have this filename format:
Lastname Firstname AssignmentIdentification

IV: Course Overview and Learning Outcomes

Business Ethics focuses on some of the ethical issues that continuously resurface as serious concerns for managers and chief executive officers in today's society. This course also provides the opportunity to respond to the consequences of unethical decisions made by others through course assignments and case activities. Specific learning objectives are:

- Understand the most common ethical philosophies and foundations.
- Gain an understanding of ethical business issues that each functional department faces.
- Learn how costly unethical decisions can be in terms of time, material, and emotions.
- Practice ethical decision making to meet the needs of multiple stakeholders.
- Learn the concepts of corporate governance and corporate social responsibility.
- Study the impact of ethical decision-making in a global environment.
- Learn the pitfalls of and ethics in technology.
- Understand the role of government in supporting ethical business behavior.
- Learn how to analyze actual cases/situations and present this analysis to other students.

V: Course Delivery, Assignments, and Assessment

- 1) This is an upper level course taught primarily by understanding concepts presented in our textbook and joining in discussion with one another about these developments.
- 2) Our course uses Blackboard for submission of all assignments and Exams.
- 3) Types of Assessment:
 - i. You will have an online quiz for each module
 - ii. You will have a discussion assignment for each module (see rubric below)
 - iii. The Final Exam will consist of multiple choice, true/false, fill in the blank or essay questions

Grading Rubrics: (next page)

DISCUSSION ASSIGNMENT GRADING RUBRIC		
Criteria	Points Possible	Points Earned
Original Post – Major Points	0 to 40 points <ul style="list-style-type: none"> • Major points are supported by the following: <ul style="list-style-type: none"> ○ Reading & Study materials, academic sources or pertinent, conceptual, or personal examples; • Thoughtful analysis (consider assumptions, analyze implications, compare/contrast concepts) • Critical Thinking regarding the content and evaluation of material to be discussed • Minimum required word count per original post = 200 words 	
Communication Effectiveness	0 to 5 points <ul style="list-style-type: none"> • How well can you explain your point of view in a clear and concise manner. • Thoughtful analysis (considering assumptions, analyzing implications, and comparing/contrasting concepts) 	
Spelling and Grammar	0 to 5 points Proper spelling and grammar are used.	
Total		

VI: Grades, Weights & Scale

Weights:

Chapter Quizzes (7 @ 100)	=	700 points
Discussion Assignments (7 @ 50)	=	350 points
Final Exam	=	<u>200 points</u>
TOTAL	=	1250 points

Scale:

A = 100-92 %	A- = 91-90%	
B+ = 89-88%	B = 87-82%	B- = 81-80%
C+ = 79-78 %	C = 77-72%	C- = 71-70%
D+ = 69-68 %	D = 67-62%	D- = 61-60%
F < 60%		

VII: Academic Integrity and the Catawba College Student

Honor Code:

“As a member of the Catawba College Community, I will uphold the value of academic honesty that grounds our institution, and I will not lie, cheat, or steal.”

Academic Dishonesty:

“Academic dishonesty includes, but is not limited to, cheating, plagiarism, and lying about academic work. A student who submits the work of others, whether in whole or in part, without proper acknowledgement or permission, or who has falsified information within his own work, is in violation of the Honor Code, and is therefore subject to appropriate sanctions resulting from such a violation.”

VIII: Attendance Policy:

Catawba professors retain the right to fail any student who is absent from 25% of class sessions. Two absences (cumulative) may result in a one letter grade deduction from the final grade after the earned points are calculated for the course. More than two absences can result in a grade of “F” (see *The Catawba Catalog* for details). Arriving late or tardy to face-to-face class is considered time absent, so being late to or leaving early from multiple classes can add up to a missed session when the missed minutes are added up as cumulative time. An instructor may allow late work but that does not override or negate the absence. All absences will be used in calculating the cumulative 25% missed attendance limit.

Attendance for online sessions is based on completing assignments due for that session. A session may be referred to as a module on the syllabus; the terms are interchangeable for the purposes of attendance. A minimum of one graded assignment must be submitted during an online session to be recorded as present for that session. Failure to submit any online assignments by the last date of an online session is considered an absence for that session. For example, an online session of March 19 may be identified to include March 18-20, with specific assignments due on March 18 and March 20. At least one designated assignment from March 18-20 must be submitted by March 20 to be recorded as present during the March 18-20 session. Turning in a late assignment from a prior session does not count as attendance in a current session.

Examples of an absence that will usually be excused for face to face classes and online sessions:

- Serious illness or injury requiring you to seek medical care and miss work a) during the 24 hours immediately prior to the class meeting time or b) for at least 48 hours prior to an online due date. If you are well enough to go to work, you are well enough to come to class and/or post your online work.
- Serious illness/injury of a direct family member (child, parent, sibling) for which you are a primary caregiver which would cause you to miss work a) during the 24 hours immediately prior to the class meeting time or b) for at least 48 hours prior to an online due date.
- Funeral of a direct family member (child or step child, parent, sibling) within 48 hours before a class meeting or online session.
- Military duty within 48 hours before a class meeting or online session.

- A system-based power outage or system-based loss of internet-connectivity at your residence for at least 48 hours prior to an online due date. A system-based outage or loss means one that is caused by the power company or internet provider, or someone other than the student or a resident of the dwelling of the student.

Documentation may be required for any request for an excused absence.

Examples of an absence that will *not* be excused for face to face or online sessions:

- Weddings including your own
- Protests, charity and fund-raising events, social or competitive events
- Work and/or business trips
- Internet connectivity problems at home or work that are due to the acts of the subscriber
- Transportation problems except car accidents on the way to class

Students should note that attendance is also a factor in financial aid, and the receipt of financial aid may be contingent upon attending online sessions. Failure of a course due to attendance is a reportable event to financial aid.

IX: Missed and Late Assignment Policy:

Late permission must never be assumed. Students are *required* to contact the instructor *24 hours before* a due date to request an extended or adjusted due date. Do not procrastinate. Requests are granted at the discretion of the instructor and partial credit or full credit for late work will be given solely at the discretion of the instructor. You should never assume that late permission will be granted. There is no late submission of interactive online discussion assignments under any circumstance; posts submitted after a stated due date will receive 0 points. Late work may not be submitted after the end of the course as scheduled by the College.

X: Electronic Device Policy

We live in a connected world. Of course, in an adult program we all have family and job responsibilities, but friends can wait until after class. Please limit text messages during class to emergency-oriented messages, and delay others until breaks. Please do not take any phone call while inside the classroom.

Laptops and similar technologies are allowed in class to take notes and research discussion topics in real time (in addition to pre-class preparation). Inappropriate use of a laptop or other electronic computing devices during class may result in the student's loss of privileges of bringing the technology into the classroom. Continued issues may result in the student being asked to leave the room and an absence will be recorded for that day's class.

XI: APA Writing Requirements

This is a business course on ethics. Aside from all normal guidelines on plagiarism and academic dishonesty, all writing is to be submitted according to APA guidelines, and a zero-tolerance policy will be in place for academic dishonesty. There are numerous web resources on APA style writing including citations, reference pages, and the proper and acceptable use of source material. One of the best online resources is the Purdue Online Writing Lab which can be accessed at <http://owl.english.purdue.edu/owl/section/2/10/>.

You are responsible for complying with APA format. For many adult learners, this may be the first time you will be exposed to this standard. As a business program, APA is the only acceptable format for academic writing. While feedback will be given on APA format, it is your responsibility to become familiar with it outside of the classroom.

XII: Course Content & Calendar

This schedule is subject to revision and change. Additional assignments, including readings, research, and papers, may be made during the course. Each student is responsible for any announcement or assignment made in class.

Tentative Course Schedule

Module	Chapter	Assignments/Activities	Start Date
	"START HERE" tab in Blackboard	Introduction to the Class	10/7/2020
M1	1. The Nature of Morality 2. Normative Theories of Ethics	Chapter Quiz Discussion Assignment	10/12/2020
M2	3. Justice and Economic Distribution	Chapter Quiz Discussion Assignment	10/19/2020
M3	4. The Nature of Capitalism 5. Corporations	Chapter Quiz Discussion Assignment	10/26/2020
M4	6. Consumers 7. The Environment	Chapter Quiz Discussion Assignment	11/02/2020
M5	8. The Workplace (1): Basic Issues 9. The Workplace (2): Today's Challenges	Chapter Quiz Discussion Assignment	11/09/2020
M6	10. Moral Choices Facing Employees	Chapter Quiz Discussion Assignment	11/16/2020
M7	11. Job Discrimination	Chapter Quiz Discussion Assignment	11/23/2020
M8	Final Exam - Comprehensive		11/30/2020