

Course Number: BA 3200

Course Title: Business Ethics

Course Description:

A study of ethical theories and their implications in contemporary corporate philosophy and organizational decision making. Topics include establishing ethical codes of conduct, moral reasoning, and social responsibility. 3 credits. (3 plus 0)

Prerequisites: BA 2850.

Credit hours: 3

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

1. Explain the nature of business ethics and its importance within the business realm.
2. Explain the basic ethical principles within business.
3. Analyze the place of ethics within the market and business system, business and its external exchanges, and business and its internal constituencies.
4. Solve cases regarding business ethics and social responsibility.
5. Develop a synthesis of the various ethical issues and positions.

INDIANA**TECH**

College of Professional Studies **BA 3200 Business Ethics** **Online Course Syllabus**

Instructor Information

Please see Professor Profile at the Blackboard instructional site.

Course Schedule

Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies

All of the online courses taken by students are required to follow the policies posted online at <http://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook

Velasquez, M. G. (2012). *Business ethics: Concepts and cases* (7th ed.). Upper Saddle River, NJ: Prentice Hall.

Grading Events & Grading Criteria

All assignments must be submitted via Blackboard

Each of the first four modules will have the following components as grading opportunities:

- a 13-question true/false and multiple choice quiz,
- a case study assignment, and
- discussion board initial postings and responses.

Module #1 has a 2- 4 page essay (**do not go over the page requirements-points deducted if not 2-4 pages**).

Module #5 includes a final exam-50 questions and a final discussion posting- no response posting is required.

Total Course Assessment will consist of the following components:

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|--|----------|
| • Course Preparation Quiz | 2.5 pts. |
| • One 2 - 4 page paper (Module #1) | 10 pts. |
| • Final Exam (Module #5) | 25 pts. |
| • Four Case Study assignments @ 5 points each | 20 pts. |
| • Four Assessment Quizzes @ 5 points each | 20 pts. |
| • Five postings for discussion questions @ 5 points each | 25 pts. |

Total Points

102.5 pts.

Your final grade is based on the total percentages for each assignment throughout the course (see the Grading Scale). You are also given grading criteria for each assignment (See the Grading Criteria).

Please note your official grades are posted on the MyIndianaTech web site: <https://my.indianatech.edu>. Blackboard is not the official site for your recorded course grade.

Case Study Rubric

Please make sure the grading criterion is submitted with your case study assignment. It should be the last page of your case study assignment.

Grading Criteria for Case Study Assignments

Each of your case study assignments will be graded based on Content, Quality, and Grammar and Mechanics.

1. **Content points** are earned by including three course ethical principles for each question within each case study assignment (make sure you include page numbers/citations from the course textbook, no page numbers result in deducted points). The three course ethical principles must be directly related to the case study questions. There must be at least one case study example to support each numbered and cited ethical principle. Each numbered and cited ethical principle must include a brief textbook definition. This requirement is for each case study question, not simply each case study assignment. Each case study assignment has more than one question. You must have three numbered and cited (make sure you include page numbers from the course textbook, no page numbers results in deducted points) course ethical principles from the course textbook directly related to each case study question.

Content points are worth 2 points for each case study assignment and are earned by having all requested information included and essentially correct according to course principles included in the text and lectures. **Your Content Score:** _____

2. **Quality points** are earned by adding one example per case study assignment from your own and/or current events experiences, explanations, and insights going beyond the text and lecture answers. For Quality points you only need experiences, explanations, and insights going beyond the text and lecture answers for each case study assignment, not each case study question. **Quality points are worth 2 points for each case study assignment.**

Your Quality Score: _____

3. **Grammar and Mechanics points** are earned by submitting your assignment in an attached *Word* document with your name and case study number on the first page and each answer numbered according to the corresponding question. You must also include the case study rubric as the last page. You must also include page numbers (citations) from the course textbook indicating where to find each cited and numbered course ethical principle you selected for your case study answers (no page numbers

will result in deducted points). Your selected cited and numbered course ethical principles may be found in course material from previous and/or current chapters. In addition, you must include one of the following word phrases next to each appropriate cited and numbered course ethical principles from the course textbook directly related to the case study questions you are submitting for grade consideration: 1st ethical principle, 2nd ethical principle or 3rd ethical principle (failure to use these phrases will result in deducted points). Please do not forget to also include the page numbers next to each principle/concept/issue from the course textbook. **Grammar and Mechanics points are worth 1 point for each case study assignment.**

Your Grammar and Mechanic Score:_____

4. If your case study answers only include your opinions without numbered and cited/page numbers of the course ethical principles from the course textbook directly related to the case study questions and the required word phrases, you will receive “0” points per case study question answer. Even if the question requests your opinion, you must provide numbered and cited support from the ethical principles from the course textbook.
5. Please see the case study assignment examples in “Course Documents” section under “Additional Resources”. This will help you see the required format for each case study question and assignment.

BA 3200 Discussion Posting Rubric

Grading Criteria for Discussion Group Posting Assignments

1. Each of your discussion group assignments will be graded based on one quality and quantity initial posting (worth 3 points) to the discussion group question, and two quality and quantity response postings (worth 1 point for each response) to another person’s initial posting and/or response. **The Module 5 posting does not require a response posting and is worth 5 points— please note the due date for the Module 5 posting.**

2. Each quality and quantity initial posting and two quality and quantity responses both must consist of at least one full paragraph (4-6 quality sentences, please adhere to this requirement). Deductions or no points earned will result for postings that do not meet these quality and quantity requirements.

You may make your responses to one person or to several people. The basic requirement is that each person has one quality and quantity initial posting to the discussion question and two quality and quantity responses.

3. Your initial posting and responses are expected to challenge, question, and provide additional supporting or rejecting evidence addressing a certain point of view. Please make sure your postings meet the quality and quantity requirements.

Grading Criteria for Course Essay

Please take APA formatting seriously. Please see examples and website for APA formatting listed in “Course Documents” section under “Additional Resources”. APA formatting is required for the essay assignment. Points will be deducted for incorrect APA formatting. APA IS NOT REQUIRED FOR CASE STUDY ASSIGNMENTS.

I take this seriously, so please abide by APA format and all assignment directions.

BA 3200 Module #1 -Essay Assignment one or more of the following criteria affected under each grading scale

<i>Criteria</i>	<i>Maximum Possible Pts</i>	<i>Excellent Applies to at least one item below</i>	<i>Good Applies to at least one item below</i>	<i>Acceptable Applies to at least one item below</i>	<i>Poor Applies to at least one item below</i>
Idea Development, Clarity of Information, & Application of Course Principles	Excellent - 7 Good - 3 Acceptable - 2 Poor - 1	Information is clear and insightful. Ideas are in-depth and complex. In-depth integration of course principles.	Information is clear. Ideas are insightful. Applies course principles.	Information is somewhat clear. Ideas are obvious. Some reference to course principles	Information is unclear. Ideas are weak. Little to no use of course principles
Grammar & Mechanics (this includes page requirements, cover and References pages are not included in page requirements. Headings and subheadings, at least one outside cited source, one cited source from course textbook, APA format also included) Essay Rubric last page of essay assignment	Excellent – 3 Good- 2.5 Acceptable – 2 Poor -1	Few to no surface errors. The errors that occur do not subtract from the meaning of the response. APA format is followed	Surface errors are minimal. APA format is followed	Apparent surface errors that do not substantially interfere with the meaning. APA format is not followed; however, it is obvious APA examples were reviewed and minimum APA errors exist.	Numerous surface errors that interfere with reading the response. APA format not followed, it is obvious examples were not reviewed and serious APA errors exist.

Module Quizzes

1. Each module quiz will have 12 true/false; fill in the blank, and/or multiple-choice questions. For the most part, the questions are designed to make you think about the material and apply the concepts you are learning.
2. Once you begin the quiz, you will have 45 minutes to complete it. So, be certain you are ready to complete the quiz in one sitting when you decide to take it. **You will not be able to start the quiz and then stop. You must complete the quiz in one sitting before the posted time deadline.**

Module 5 Final Exam

1. The Final Exam is over all eight chapters. The exam questions are m/c and t/f. There is no partial credit allowed. Each answer is worth .5 points. Three questions are worth 1 point- resulting in a total of 25 points.
2. Once you begin the exam, you have 2.5 hours to complete it. **You will not be able to start the exam and then stop. You must complete the exam in one sitting before the posted time deadline. If you are in the middle of submitting your exam and the submission deadline occurs, you will not be allowed to complete our submission.**

Grading Scale

The following grading scale will be used to assign a grade at the end of the course:

Percentage Achieved	Grade	Percentage Achieved	Grade	Percentage Achieved	Grade
93% or above	A	80% or above	B-	70% or above	C-
90% or above	A-	77% or above	C+	60% or above	D
87% or above	B+	73% or above	C	Below 60%	F
83% or above	B				

Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor's autonomy.

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is
 - in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
 - able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
 - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated university authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor and classmates, is by using the Send Email function within the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor send to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.

Learning-Objective Driven Links

#	Objective	Chapters	Critical Topic Areas	Internet Links and Other Resources
1	Explain the nature of business ethics and its importance within the business realm.	1	The nature of business ethics, moral development and moral reasoning, arguments for and against business ethics, moral responsibility and blame	Links to search engines and world wide web resources on philosophy and ethics http://www.utm.edu/research/iep/ Stanford Encyclopedia of Philosophy http://plato.stanford.edu
2	Explain the basic ethical principles within business.	2	Utilitarianism, rights and duties, justice and fairness, the ethics of care, ethics integration, virtue ethics	The WWW Virtual Library: Philosophy. www.bris.ac.uk/Depts/Philosophy/VL/
3	Analyze the place of ethics within the market and business system, business and its external exchanges, and business and its internal constituencies.	3, 4, 5, 6, 7, 8	The business system, ethics in the market-place, ethics and the environment, the ethics of consumer production and marketing, ethics of job discrimination, ethics and the individual in the organization	Ethics: Glossary and Current Events http://www.emory.edu/ETHICS/ Ethics Resources/Forum http://scu.edu/SCU/Centers/Ethics/homepage.shtml
4	Solve cases regarding business ethics and social responsibility.	1 - 8	Ethics and business, ethical principles in business, the business system, ethics in the marketplace, ethics and the environment, the ethics of consumer production and marketing, ethics of job discrimination, ethics and the individual in the organization	http://www.depaul.edu:80/ethics/ Social Responsible & Ethics http://www.bsr.org/resourcecenter/
5	Develop a synthesis of the various ethical issues and positions.	1 - 8	Ethics and business, ethical principles in business, the business system, ethics in the marketplace, ethics and the environment, the	Ethics/Environment http://www.cep.unt.edu/

			ethics of consumer production and marketing, ethics of job discrimination, ethics and the individual in the organization	
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Additional Readings

Boatright, J. (2003). *Ethics and the conduct of business*. Upper Saddle River: Prentice Hall.

Bohme, G. (2001). *Ethics in context*. Oxford: Oxford Press.

Carroll, N. (2001). *Beyond aesthetics*. Cambridge: Cambridge Press.

Cooper, D. (2000). *Ethics: The classic readings*. Oxford: Blackwell Publishers.

Davies, B. (2000). *Philosophy of religion*. Oxford: Oxford Press.

Donaldson, T. (2002). *Ethical issues in business: A Philosophical Approach*. Upper Saddle River: Prentice-Hall.

Fritzsche, D. (2005). *Business ethics: A global and managerial perspective*. Boston, MA: McGraw-Hill Irwin.

Hartman, L. (2005). *Perspectives in business ethics*. Boston, MA: McGraw-Hill.

Newton, L. & Ford, M. (2004). *Taking sides: Clashing views on controversial issues in business ethics and society* (6th edition). Guilford: Dushkin/McGraw-Hill.

Richardson, J. (2000-updated annually). *Annual editions: Business ethics 00/01* (12th edition). Guilford: Dushkin/McGraw-Hill.

Satris, S. (2000). *Taking sides: Clashing views on controversial moral issues*. Guilford: Dushkin/McGraw-Hill.