

OC SCHOOL OF BUSINESS ADMINISTRATION
COURSE SYLLABUS
Ethics, Decision Making & Communications
MGMT 5603-97 Fall Term, 2020
October 5, 2020 – November 16, 2020

Professor: Mr. Gerald Coury
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Office Hours: By Phone

*For the scholar, the
the seeker, the servant
OC is home.*

*Within a framework of excellence in **contemporary business education**, the School of Business Administration will build **a community of lifelong relationships** upon a foundation of **enduring Christian values**.*

LEARNING OUTCOMES/GOALS AND OBJECTIVES

1. Compare the roles of ethics, values, and morals in the world of business, and set ethical standards individually and organizationally.
2. Identify the roles and effects of social issues in the workplace, and develop a truthful and rational (reasonable) basis for ethical decisions.
3. Create a global framework as a basis for ethical decision making within your organization and then apply those standards in all work-related activities.
4. Construct the reasons why character counts, and live a life of integrity founded on God's Word.
5. Use discernment, discretion, wisdom, and patience when analyzing an ethical situation, and communicate ethically personally and professionally.

Format of Class:

This course will be conducted using a combination of instruction videos and individual research. Students will be expected to have read any assigned material and be prepared for each week. Furthermore, students will be expected to critically analyze the material presented by the professor and use a combination of the video lectures, textbook, and Holy Bible for all assignments. ***I made the videos short and interesting for your understanding and application. It is imperative that you watch each video to properly complete the class.***

Text and Supplements:

- Lewis, Phillip V. Ethics In the World of Business, **2017 Second Edition**; ISBN-978-1-5249-1598-8
- Holy Bible (The Bible will be used on a regular basis so be sure to bring yours for each class)
- Coury, Gerald P. Ethics and Attitudes Training Manual, 2018 (will be provided by Professor Coury)

Assignments:

Please note: In the following 10 written assignments the four steps (Methodology) below must be included in your analysis and grades will be measured using this basis.

- 1. Describe specifically what happened in the case or situation.**
- 2. Give standards of ethics for the actions and why these standards are the root cause.**
- 3. List the consequences (results or outcomes) of the ethical or unethical behavior.**
- 4. Support your analysis with Bible verses. God's Word is the best source for ethics.**

1. Current Event Analysis Reviews

You will write 4 brief (1-2 page) analysis reviews using the above 4 steps of a single **news article** that details an aspect of Business Ethics. This article should be found in recent business periodic literature (magazines, newspapers, journals, etc.) DO NOT use blog sites. The current event reviews should relate to the topics covered in each week of the course and should review the issue or topic, explain its relevance to the course material, and evaluate its impact or importance for both the individual and business. Essentially I want to see a short analysis of the article and your ethical opinion to the article. It is important to tell me what you think about the article. Do you agree, disagree, have similar experiences, etc.? Think of this review as a type of personal blog post from you. This is why I don't want you to use blog posts from the online sources because I want to hear what you think, not what other think. Please include a clear reference and URL for the article if you get it online. Throughout the course the articles should be drawn from at least three different periodicals (i.e. *Business Week*, *Forbes*, *Fortune Inc.*, *Wall Street Journal*, *The Economist*, *Harvard Business Review*, etc.).

2. Weekly Quizzes from the Textbook

There will be 4 weekly quizzes assigned by the Professor and submitted through Blackboard. In these discussion quizzes you will be asked to read a situation, case, or other information and provide your answers using the 4 steps above in a short answer or discussion format.

3. Ethics Issue Analysis Paper

Pick a known ethical issue or event from the recent past and research and write an analysis of the issue or event using the 4 steps above. Discuss those involved and the result of the event or issue within the company, employees, and the public. *By this time you should be very proficient and detailed in how to analyze a business situation or event using the 4 steps.* Be sure to use credible sources. Wikipedia is not considered a credible academic source. Be sure to cite your sources. You should follow APA 6th edition format, but I don't need an abstract or running header. The APA style will give you a good way to cite your sources. For help with APA style visit the OC library or you can visit <http://owl.english.purdue.edu>

Students must submit their choice of topic to the instructor no later than the beginning of the fourth week of class.

Examples can be whistleblower events, patent lawsuits, HR based issues such as discrimination, etc. I will be glad to visit by phone with anyone who wants help identifying a topic.

4. Final Exam

The final exam will cover relevant material chosen from any of the course content.

Student Evaluation

There will be four sources for grades in this course: current event reviews, weekly discussion quizzes, a research paper, and a final examination.

Current Event Reviews (4)	25%
Weekly Quizzes (4)	25%
Ethical Issue Paper	25%
Final Exam	25%

Course Outline

Week One: October 5, 2020

Prepare: Read Chapter 1: The Importance of Business Ethics
Chapter 2: Moral Reasoning and Behavior

(Make sure you read these chapters on time – good ethics is following instructions)

Items Due:

- None!
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Week Two: October 12

Prepare: Read Chapter 3: Ethical Theories and Moral Philosophies
Chapter 4: The Moral Compass and Decision-Making

Items Due:

- Current Event Review 1
 - Quiz 1
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Week Three: October 19

Prepare: Read Chapter 5: Individual Ethical Dilemmas and Challenges
 Chapter 6: Ethical Leadership and Stakeholder Relations

Items Due:

- Current Event Review 2
 - Quiz 2
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Week Four: October 26

Prepare: Read Chapter 7: Organizational Ethical Dilemmas and Challenges
 Chapter 8: The Ethics of Corporate Culture and Whistle blowing

Items Due:

- Current Event Review 3
 - Quiz 3
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Week Five: November 2

Prepare: Read Chapter 9: Managing Ethics Programs, Codes, and Structures
 Chapter 10: Ethics in Finance, Operations, and Marketing

Items Due:

- Current Events Review 4
 - Quiz 4
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Week Six: November 9

Prepare: Read Chapter 11: International Business Ethics
 Chapter 12: Social Responsibility and Corporate Governance

Items Due:

- Ethical Analysis Paper Due
 - No quiz this week
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Week Seven: November 16

Prepare: Read Chapter 13: Compliance, Sustainability, and Business Ethics

Items Due:

- Final Exam
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Course Policies:***Attendance***

Your learning is enhanced through exposure to concepts and discussion of those concepts. Therefore, **attendance in class is not only important, but is also expected**. Policy of the MBA program states that upon the second absence you will not receive credit for the course.

Late Paper or Assignment Penalty

For each day a paper or assignment is late, the grade will be reduced by 10 points. If a paper or assignment is later than 3 days, the student will receive an automatic F. Please note that I am a reasonable person, and if you have a sickness, family emergency, or other very excusable issue, please contact me prior to the due date and we will discuss your situation. **Otherwise remember that you are achieving a Master's Degree and must demonstrate punctuality and respect for time-related deadlines not only for this class but for the real world of business.**

Americans with Disabilities Act

If you have a diagnosed disability and need special accommodations, please notify Ms. Katy Roybal (425-1876) before or immediately after your first scheduled class meeting. After your disability has been verified, your instructor will work with you, with Ms. Roybal, and with the Office of the Vice President of Academic Affairs to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this course.

Anti-Harassment and Discrimination Policy (Title IX)

Oklahoma Christian University is a Christian community that has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected and a campus environment that is free of unlawful harassment, which includes sexual assault or misconduct.

OC's Anti-Harassment and Discrimination Policy (see the OC Student Handbook) is compliant with Title IX, which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Discriminatory and sexual harassment is unchristian and uncivil behavior. It is a breach of community, which expresses disrespect, exploits and undermines relationships based on trusts, and interferes with learning and productive work.

Students are encouraged to immediately seek available assistance and report incidents of harassment to either the Title IX Coordinator or one of the Title IX Deputy Coordinators listed below:

Title IX Coordinator	Ms. Tamie Willis	405.425.5320 tamie.willis@oc.edu
Title IX Deputy Coordinator – Student Services	Ms. Summer Lashley	405.425.5908 summer.lashley@oc.edu
Title IX Deputy Coordinator – Housing	Mr. John Ortiz	405.425.5932 john.ortiz@oc.edu
Title IX Deputy Coordinator – Athletics	Ms. Stephanie Findley	405.425.5355 stephanie.findley@oc.edu

Students have access to confidential services through the Counseling Center and the Mercy Clinic.

OC Counseling Center 405.425.5250

Mercy Clinic 405.425.6100 2810 E. Memorial Rd., Suite 140

Academic Integrity

Oklahoma Christian students are expected to practice and uphold academic integrity and honesty. Students must assume that individual, unaided work on exams, homework, and written projects are expected unless the instructor specifically says otherwise. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating or stealing since it means that a student claims credit for ideas or work that are not actually his/hers and is therefore trying to get a grade that is not actually earned. Academic dishonesty includes:

- Cheating on exams or academic work by using unauthorized notes or materials
- Falsifying data or information
- Taking advantage of information not authorized by the instructor
- Copying someone else's material
- Misrepresenting one's work as being original
- Plagiarism. This includes using or quoting someone else's materials without citing the source in an acceptable manner, copying someone else's work or using or purchasing work completed by someone else.

Oklahoma Christian University Policy on Academic Honesty

Cheating

Cheating on an examination, assignment, roll sheet or other course related work or activities undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Accordingly, students who cheat on examinations, assignments or other course related work or activities will face serious consequences, as outlined in this policy.

Plagiarism

One particular form of cheating is plagiarism. Plagiarism is the transmission of another's ideas, words, or materials as one's own and/or the failure to credit accurately the ideas, words, or materials of another. Plagiarism also includes passing off another's work (a friend, a parent, a website) as one's own. Plagiarism undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Accordingly, students who engage in plagiarism in assignments submitted will face serious consequences, as outlined in this policy.

Penalties for Academic Dishonesty

1. On the first offense, the student will receive zero (0) credit for the examination or assignment. For forms of cheating or dishonesty other than on examinations or

assignments, the Professor shall have the discretion to impose an appropriate penalty.

Professors must send documentation of the first offense to the appropriate chair, the dean of the appropriate college, the VPAA, and the Dean of Students.

- 2.** On the second offense in the same course, the student will receive an F in the course.

Professors must send documentation of the second offense to the appropriate chair, the dean of the appropriate college, the VPAA, and the Dean of Students.

- 3.** At either the first offense or second offense, the student may appeal using the process described in both the OC Student Handbook and the OC Academic Policy Manual covering Grade Appeals.

- 4.** If the student commits offenses in two or more courses, the Academic Appeals Committee, described in the OC Student Handbook and in the OC Academic Policy Manual, may assign penalties for academic dishonesty in addition to the penalties assigned by the professors in the courses. The Academic Appeals Committee may impose penalties up to and including suspension from the University in instances where a student has engaged in cheating or plagiarism in two or more courses. The Academic Appeals Committee will inform the VPAA and the Dean of Students in writing of any penalties imposed by it and will report annually on its activities to the University's Academic Affairs Committee.

- 5.** Professors should maintain the highest standards of academic honesty both in and out of the classroom. Professors must report and apply the rules regarding cheating/plagiarism to the appropriate channels. The student should be referred to the Oklahoma Christian University Covenant for principles which should guide conduct in these matters.–