



Peru State College
BUS 353
Organizational Ethics

Syllabus – Summer 2011

Instructor: Christy L. Hutchison, JD
Telephone: (800) 742-4412 (Peru)
Email: chutchison@peru.edu

Course Description and Objectives

This course applies ethical concepts and principles to moral issues in business: corporate responsibility, discrimination, advertising, competition, whistle-blowing, trade secrets, multinationals, environment, workers' rights, government regulation, investment, bribes, product liability, and consumerism.

Prerequisites: None.

Upon completion of this course a student should be able to:

1. Identify ethical issues and distinguish ethical concepts from legal, factual, preferential and evaluative statements
2. Understand and apply basic principles of logical reasoning and recognize common fallacies and errors in reasoning
3. Analyze a case scenario describing an ethical issue and write a short abstract summarizing the issue presented and the arguments on each side of the issue
4. Understand and appreciate relationships and conflicts between individual rights and values and organizational practices
5. Evaluate the internal operational practices of organizations and their ethical responsibilities to customers, competitors, corporate stakeholders, government and the public
6. Demonstrate effective verbal and written communication skills and evaluate and critique the reasoning of others in a mature, thoughtful and respectful manner.

Course Summary and Strategies for Success

This course is the study of ethical concepts and philosophies as applied to individual and organizational behavior. Course activities include seven weekly assignments and a final exam (in Week 7). There are no quizzes and no multiple choice or true/false test questions. Your work will consist mostly of discussing ethical concepts, debating controversial issues, thinking deeply about ethical questions and your own personal credo, and applying various theories of ethical analysis to "real life" case scenarios. It will be helpful for you to consider many sides of an issue and be able to argue or defend any side. Please keep up with your reading assignments and fully participate in the scheduled discussions and homework exercises. Your ability to write well is critical. You should proofread carefully every posting and assignment that you submit in this course.

Course Decorum

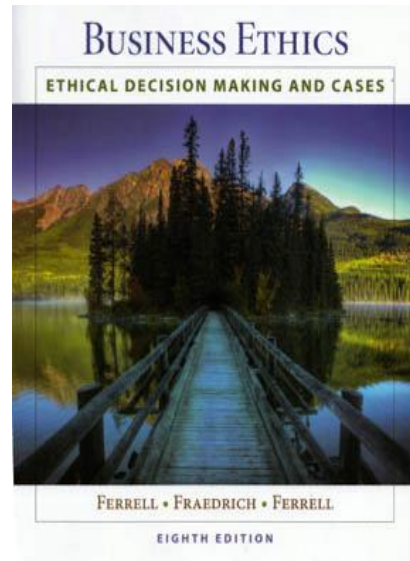
In order to foster a climate conducive to learning, please join me in treating your classmates with respect. A part of your grade will be based on your demonstrated ability to evaluate and critique the reasoning of others in a mature, thoughtful and respectful manner.

Text Book Information

The text book for this course is Business Ethics – Ethical Decision Making and Cases, 8th Edition 2011, Ferrell, Fraedrich and Ferrell, Southwestern Cengage Learning
ISBN-10: 1-4390-4223-3 ISBN-13: 978-1-4390-4223-6

This book is also available as an electronic book for a cost savings of nearly 50% (not to mention saving trees!)

To learn more about the E-book option, use this link:
<http://www.cengagebrain.com/shop/ISBN/9781439042236?cid=APL1>



Weekly Assignments

Because this is an eight-week accelerated course, we will move very quickly through a lot of material. Each week you will be assigned the following tasks:



Read:

One or two assigned chapters from the text book. In addition to the reading, you might be assigned a pod cast, video, or web site to review



Discussion Board:

Discuss the answers to one or more questions and post your discussion on the Main Discussion Board (*worth up to 15 points each week*); Post a reply to a classmate on the Main Discussion Board (*worth up to 5 points each week*).



Homework Assignment:

Complete an individual homework assignment related to the material (*worth up to 30 points each week*); Turn in via Assignment Page

All weekly assignments (except for Weeks 4 and 8) are due on Mondays at midnight (11:59 pm.)

Academic Honesty

Unless directed otherwise, students are expected to do their own work on assignments and examinations. Academic dishonesty will result in actions in accordance with the college's disciplinary policy and may also result in loss of credit for the assignment. I maintain assignments turned in by students in previous semesters for comparison purposes. Please do your own work! If you do not, you are cheating yourself and wasting your tuition money.

Grading Policy and Scale

You will have the opportunity to earn a total of 500 points. Your final grade will be determined by the number of points you earn as noted below.

Weekly Assignments (7 weeks @ 50 points each)	350 pts.
Final Exam	150 pts.

<u>Points</u>	<u>Percentage</u>	<u>Grade</u>
450 - 500	(90-100%)	A
425 - 449	(85-89%)	B+
400 - 424	(80-84%)	B
375 - 399	(75-79%)	C+
350 - 374	(70-74%)	C
325 - 349	(65-69%)	D+
300 - 324	(60-64%)	D
below 300	(below 60%)	F

Announcements and Student Questions

I have created a special discussion board forum for announcements and student questions. It is the first one on the discussion board page and it is titled: "Announcements and Student Questions." This is where I will post comments about the course materials and weekly assignments. My preference is that you post your questions to this forum, so that all students see your questions and the answers I have provided. However, if you prefer to email me your question privately, you may do so and I will respond to you by private email. I would recommend that you review your assignments for the coming week before Friday, so that you can contact me on Friday if you have any questions about the material or assignments. I will respond to all emailed and posted questions within 24 hours following your correspondence, unless your correspondence occurs after noon on Friday. All postings after noon on Friday will be answered no later than noon on Monday. Please print this syllabus so you can contact me in the event that Blackboard is down.

Permission to Post Your Papers

I have found that posting the best student work for other students to see is a helpful learning tool. In the event that your paper is selected for posting, I will notify you of my intention to post your paper and will assume that I have your permission to post your paper in the "Announcements and Student Questions" discussion forum. If you prefer that your papers not be posted, please notify me at the start of the course and I will refrain from posting your papers.

How to Submit Course Work

All weekly assignments are located in the "Assignments" tab of the course site. All discussion board answers and replies should be posted to the Discussion Board. Your weekly homework should be submitted via the submission instructions located on the page of the assignment. You must observe all due dates in order to be successful in this course. Please keep a copy of all of your course work, just in case there is a technical problem that requires you to re-submit an assignment or posting. Also, please print out this syllabus so that you have contact information for me in case you lose access to Blackboard or have computer problems.

Student Assistance and Reasonable Accommodations

Students with special needs are encouraged to make them known to the instructor at the beginning of the course. In accordance with law and the policies of the college, reasonable accommodations will be provided for students with documented disabilities.

College's Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

Assignments Submitted After the Due Dates

The due date associated with each assignment and examination is definitive and will not be waived or excused except in extraordinary circumstances. Assignments will be accepted up to 3 days late with a one-half credit penalty (the most you may earn on the assignment is one-half of the otherwise available points). Assignments more than one week late will not be accepted unless there are extraordinary circumstances. It is therefore critical that you keep up with your reading and course work. If you anticipate being unavailable for some portion of the semester, you may complete your work ahead or request an extension. You may also request that an assignment or examination be made available to you earlier than the scheduled date.

Title IX Compliance Notice

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Check Your Acornmail Often!

All of my private correspondence with you will be via PSC Acornmail. You must have an account created for you and check it often. I will send you notes about your course performance and comments about your work via Acornmail.

College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend students for two semesters found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

Modification of Course Syllabus and Course Schedule

The instructor reserves to right to modify any part of this course syllabus and course schedule. Any such modifications will be communicated to students in advance of becoming effective.

Tentative Course Schedule (subject to change)

<u>Week of</u>	<u>Topics and Textbook Readings</u>	<u>Assignment Due Dates</u>
June 6-13 Week 1	Topic: What is the source of morals? Chapter 1 – The Importance of Business Ethics Chapter 2 – Stakeholder Relationships, Social Responsibility, and Corporate Governance	Week 1 Assignments are due June 13
June 14-20 Week 2	Topic: Why might we fail to live up to our morals? Chapter 5 – Ethical Decision Making and Ethical Leadership	Week 2 Assignments are due June 20
June 21-27 Week 3	Topic: Are business values the same as personal values? Should they be? Chapter 6 – Individual Factors: Moral Philosophies and Values	Week 3 Assignments are due June 27
June 28 – July 5 Week 4	Topic: Social entrepreneurship No assigned readings from Textbook	Week 4 Assignments are due TUESDAY, July 5
July 6-11 Week 5	Topic: Mandating business ethics Topic: The ethics of confrontation Chapter 3 – Emerging Business Ethics Issues Chapter 4 – The Institutionalization of Business Ethics	Week 5 Assignments are due July 11
July 12-18 Week 6	Topic: Creating a culture of ethics Chapter 7 – Organizational Factors: The Role of Ethical Culture and Relationships	Week 6 Assignments are due July 18
July 19-25 Week 7 Final Exam	Final Exam (150 Points)	Week 7 – Final Exam is due July 25
July 28 Week 8	Topic: Writing a code of ethics Chapter 8 – Developing an Effective Ethics Program	Week 8 Assignments are due Thursday, July 28 (by midnight)