

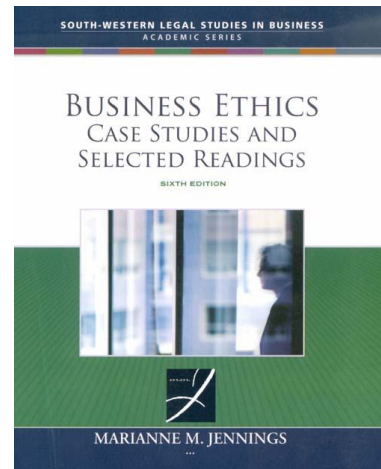


Peru State College
BUS 353
Organizational Ethics

Syllabus – Spring 2010

Instructor: Christy L. Hutchison, JD
Telephone: (800) 742-4412 (Peru)
Campus Office: Room 244, TJ Majors
Email: chutchison@oakmail.peru.edu

Text Book
Business Ethics: Case Studies and Selected Readings, 6th Edition
Jennings, Cengage Learning,
ISBN-13: 978-0-324-65774-6



Instructor Office Hours

Mondays and Wednesdays, 9:30 am to 11:00 am, 1:00 pm to 2:00 pm, before and after class, and anytime by appointment and by email. I check my email every weekday and most weekends

Course Summary and Strategies for Success

This course is the study of ethical concepts and philosophies as applied to individual and organizational behavior. Class sessions will include lecture, discussions on the assigned material, case studies, interactive scenarios, role-playing, classroom activities, audio-visual presentations, and student presentations. Attendance and participation are vital to the learning experience. Please come to class on time and ready to participate in the scheduled discussions and exercises. It will be helpful for you to consider many sides of an issue and be able to argue or defend any side. The quizzes, homework assignments and exams will focus on major concepts and broad themes, not on small details.

Course Description & 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.

Expectations & Instructional Approach

Class sessions will include lecture, discussions on the assigned material, case studies, interactive scenarios, role-playing, classroom activities, audio-visual presentations, and student presentations. Attendance and participation are vital to the learning experience. Please come to class on time and ready to participate in the scheduled discussions and exercises. 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 engage in scholarly discussions and to evaluate and critique the reasoning of others in a mature, thoughtful and respectful manner. I encourage you to ask questions and seek assistance anytime you have difficulty understanding the material. I am available before and after class and by appointment.

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.

Classroom Activities	100 points
Homework Assignments	100 points
Midterm Exam	150 points
Final Exam	150 points

<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

Classroom Activities

Classroom activities may take the form of quizzes, group work, discussion questions, in-class listening and writing assignments, debates, or mini-presentations and will not usually be announced in advance. Such activities may be worth various point values depending on the level of effort required. Make-up assignments may be permitted for students who miss class on a day when an activity occurs, but such make-up work must be completed within two weeks of the missed class period.

Homework Assignments

There will be two 50-point homework assignments. Each assignment will be given at least two full weeks before the due date noted in the Course Schedule below. Unless you are directed otherwise, homework assignments are to be completed independently and without assistance from other persons or collaboration with other students.

Assignments Submitted After the Due Dates

The due date associated with each homework assignment is definitive and will not be waived or excused unless there is evidence of extraordinary circumstances. Assignments will be accepted up to 2 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 2 days late will not be accepted unless there is evidence of 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 session, you may complete your work ahead or request that an assignment be made available to you earlier than the scheduled date.

Exams

There will be a midterm exam and a final exam worth 150 points each. The exams may include both a take-home and in-class component and may also include a debate or other activity, based on the decision of the class. More information about the exams and sample questions will be given in class.

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 and/or failure for the course.

Student Assistance and Reasonable Accommodations

Students with special needs are encouraged to make them known to the instructor and/or to the Center for Achievement and Transition Services (CATS) 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.

Standard College Policies

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.

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.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

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.

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.

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

<u>Week of</u>	<u>Topics</u>	<u>Activities and Assignments</u> Read noted units before class
January 11, 13	Introduction to the Course and Ethics	Handouts
January 18, 20	Foundations of Ethics: Virtue and Values	Unit 1
January 25, 27	Resolving Ethical Dilemmas	Unit 1, continued
February 1, 3	Foundations of Business Ethics: Virtue, Values and Business	Unit 2
February 8, 10	Resolution of Business Ethics Dilemmas	Unit 2, Continued Homework Assignment #1 is due Wednesday, February 10
February 15, 17	What is the Role of Business in Society? Shareholders vs. Stakeholders	Unit 3
February 22, 24	Individuals, Individual Values, and the Business Organization	Unit 4
March 1, 3	Trust and Employment / Taking Advantage	Unit 4, Continued Midterm Exam – March 3
March 8, 10	No Class – Midterm Break!	Friday, March 12 is the last day to withdraw from this course with a “W”
March 15, 17	Individual Rights and the Business Organization	Unit 5
March 22, 24	Business Operations: Financial Issues	Unit 6
March 29, 30	Business Operations: Workplace Safety Risks, Systems, and International Operations	Unit 7

April 5, 7	No Class April 5 – Spring Break!	Unit 7, continued Homework Assignment #2 is due Wednesday, April 7
April 12, 14	Business and Its Competition	Unit 8
April 19, 21	Business and Its Product	Unit 9
April 26, 28	Business and Government Review for Final Exam	Unit 10
Thursday, May 6	Final Exam – 10:30 am to 12:30 pm	