



MGMT 1125 Business Ethics
COURSE SYLLABUS
Online
Fall Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 15 weeks
CRN: 20006
Preferred Method of Contact: email vspivey@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Vicki Spivey
Adjunct College Email Address: vspivey@southeasterntech.edu
Campus/Office Location: online adjunct instructor
Office Hours: n/a
Phone: n/a
Fax Number: 912.538.3106

Full-Time Instructor Name: Tina Jernigan
Email Address: tjernigan@southeasterntech.edu
Campus/Office Location: Vidalia/Office 807
Office Hours: 2:00-4:30 p.m. Monday-Thursday
Phone: (912) 538-3123
Fax Number: (912) 538-3106

REQUIRED TEXT

Business Ethics Now, Ghillyer, 5th edition, McGraw-Hill, ISBN: 9781259535437.

REQUIRED SUPPLIES & SOFTWARE

Black, blue or red ink pens, no. 2 lead pencils, erasers, thumb drive, jump drive, USB, etc., and 3-subject notebook, Browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION

Provides students with an overview of business ethics and ethical management practices with emphasis on the process of ethical decision-making and working through contemporary ethical dilemmas faced by business

organizations, managers and employees. The course is intended to demonstrate to the students how ethics can be integrated into strategic business decisions and can be applied to their own careers. The course uses a case study approach to encourage the student in developing analytical, problem-solving, critical thinking and decision-making skills.

MAJOR COURSE COMPETENCIES

Topics include: An overview of business ethics; moral development and moral reasoning; personal values, rights, and responsibilities; frameworks for ethical decision-making in business; justice and economic distribution; corporations and social responsibility; corporate codes of ethics and effective ethics programs; business and society: consumers and the environment; ethical issues in the workplace; business ethics in a global and multicultural environment; business ethics in cyberspace; and business ethics and the rule of law.

PREREQUISITE(S)

None

COURSE OUTLINE

1. An Overview of Business Ethics
2. Moral Development and Moral Reasoning
3. Personal Values, Rights, and Duties
4. Frameworks for Ethical Decision-Making in Business
5. Justice and Economic Distribution
6. Corporations and Social Responsibility
7. Corporate Codes of Ethics and Effective Ethics Programs
8. Business and Society
9. Consumers and the Environment
10. Ethical Issues in the Workplace
11. Business Ethics in a Global and Multicultural Environment
12. Business Ethics in Cyberspace
13. Business Ethics and the Rule of Law

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. The student is expected to complete all work each week. Exams and assignments must be completed on the specified date. There are no makeup exams and students who miss an exam will be assigned a grade of zero. Assignments may be turned in early and exams are posted for 7 days. Please do not wait until the last moment to submit in case you have Internet problems with your computer. Homework Assignments **will not be graded after the due date on Mondays at 11:59 pm resulting in a zero (0)**. Class participation is required for successful completion of the course. All online students must pledge that they have read and understand the *STC Catalog* within the first three days of class. **Online students are responsible for checking e-mails and Blackboard announcements DAILY Monday-Thursday**. Books are required on the **first day** of the semester.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of 'W' will count in attempted hour calculations for the purpose of Financial Aid.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus, November 5, 1:00-3:00 pm, Building 2, Room 2113 or Vidalia Campus, November 6, 9-11 a.m. Lab 809, Med Tech (Gillis Building). Chapters 9-10 will be covered on the computerized proctored exam. You must attend on one of the two days listed or you will receive a WF in the course. There are no makeup proctored exams.

EXIT EXAM

All students are required to take the Exit Exam during their last semester.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

No make-up exams are allowed and there are no exceptions. If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time if the exam will be reset. Only one test will be reset per semester if the instructor is notified in time according to the instructions in Blackboard. Homework Assignments **will not be graded after the due date (Monday at 11:59 pm) resulting in a zero (0).**

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen.Thomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie.Jonas@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Homework	40%
Discussion Boards	10%
Tests	20%
Proctored Exam	20%
Essay Presentation	10%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

MGMT 1125 Business Ethics

Fall Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of August 13-20	Chapter 1	Understanding Ethics What is Ethics? Understanding Right and Wrong Ethical Theories Ethical Relativism Ethical Dilemmas Essay Presentation due 11/27	Type Student Pledge Type Student Introduction Work on Chapter 1 Homework Work on Ch 1 Discussion Board	A, C, 1, 3, 4
Week of August 20-27	Chapter 2	Defining Business Ethics Who Are The Stakeholders? An Ethical Crisis: Is Business Ethics an Oxymoron? The History of Business Ethics Resolving Ethical Dilemmas Justifying Unethical Behavior	Ch 1 Due Aug 20 Work on Chapter 2 Homework Work on Ch 2 Discussion Board	A, C, 2, 4
Week of August 27-September 3	Chapter 3	Organizational Ethics Defining Organizational Ethics Ethical Challenges By Organizational Function Ethics in Human Resources Ethics in Finance Ethical Challenges Conflicts of Interest	Ch 1-2 Test posted from 08/27--09/03 Chapter 2 Due Aug 27 Work on Chapter 3 Homework Work on Ch 3 Discussion	A, C, 10
Week of September 3—September 10	Chapter 4	Corporate Social Responsibility Management Without Conscience Management By Inclusion The Driving Forces Behind Corporate Social Responsibility The Triple Bottom Line Buying Your Way To CSR	Ch 3 Due Sept 3 Work on Chapter 4 Homework Work on Ch 4 Discussion Board	A, C, 7, 10

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of September 10—September 17	Chapter 5	Corporate Governance What Does Corporate Governance Look Like? In Pursuit Of Corporate Governance Two Governance Methodologies: “Comply or Explain” Or “Comply or Else” Effective Corporate Governance	Ch 3-4 Test posted from 09/10—09/17 Chapter 4 Due Sept 10 Work on Chapter 5 Homework Work on Ch 5 Discussion Board	A, C, 6, 7, 13
Week of September 17—September 24	Chapter 6	The Role of Government Key Legislation The Foreign Corrupt Practices Act The U.S. Federal Sentencing Guidelines For Organizations The Sarbanes-Oxley Act Wall Street Reform	Ch 5 Due Sept 17 Work on Chapter 6 Homework	A, C, 8, 13
Week of September 24—October 1	Chapter 7	Blowing The Whistle What is Whistle-Blowing? The Ethics Of Whistle Blowing The Duty To Respond Addressing The Needs Of Whistle-Blowers Whistle-Blowing As A Last Resort	Ch 5-6 Test posted from 09/24—10/01 Chapter 6 Due Sept 24 Work on Chapter 7 Homework	A, C, 8, 10
Week of October 1-October 8	Chapter 8	Ethics and Technology Introduction: Ethics and Technology Do You Know Where Your Personal Information Is? The Promise of Increased Worker Productivity When Are You “At Work”? The Dangers Of Leaving A Paper Trail	Chapter 7 Due Oct 1 Work on Chapter 8 Homework	A, C, 10, 12
Week of October 8-October 15	Chapter 9	Ethics and Globalization Ethical Relativism The Pursuit Of Global Ethics Enforcing Global Ethics The OECD Guidelines for Multinational Enterprises	Ch 7-8 Test posted from 10/8—10/15 Chapter 8 Due Oct 8 Work on Chapter 9 Homework	A, C, 11
Week of October 15-October 22	Chapter 10	Making It Stick: Doing What’s Right In A Competitive Market Making It Stick: Key Components Of An Ethics Policy Becoming A Transparent Organization Organizational Integrity	Chapter 9 Due Oct 15 Work on Chapter 10 Homework	A, C, 6, 8, 9

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of October 22-October 29		Thinking Critically Wal-Mart	Chapter 10 Due Oct 22 Work on Wal-Mart	
Week of October 29-November 5		Thinking Critically Health South Thinking Critically Mott's Sour Apples	Thinking Critically Wal-Mart Due Oct 29 Work on Health South & Mott's Sour Apples	
Week of November 5-November 6		Nov 5 Proctored Exam 1:00- 3:00 pm in Swainsboro (see syllabus for details) Nov 6 Proctored Exam: 9:00 am—11 am (see syllabus for details)	Chapters 9-10	A, C, 1-13
Week of November 12-November 19			Thinking Critically Health Due Nov 12 Mott's Due November 19	
November 19-26		Work on Essay	No late essays will be graded	
November 26-December 3		Essay Due Semester ends December 3	Essay Due November 27	

Competency Areas:

1. An Overview of Business Ethics
2. Moral Development and Moral Reasoning
3. Personal Values, Rights, and Duties
4. Frameworks for Ethical Decision-Making in Business
5. Justice and Economic Distribution
6. Corporations and Social Responsibility
7. Corporate Codes of Ethics and Effective Ethics Programs
8. Business and Society
9. Consumers and the Environment
10. Ethical Issues in the Workplace
11. Business Ethics in a Global and Multicultural Environment
12. Business Ethics in Cyberspace
13. Business Ethics and the Rule of Law

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.