



MGMT 1125 Business Ethics COURSE SYLLABUS Online Fall Semester 2015

Semester: 2015 Fall
Course Title: Business Ethics
Course Number: MGMT 1125
Credit Hours/ Minutes: 3 / 2250

Class Location: GVTC/Angel
Class Meets: Via Internet / 15 weeks
CRN: 20039

Instructor: Vicki Spivey
Office Hours: 10:00—11:30 and 2:00—3:30 Monday-Thursday
Office Location: Office 831
Email Address: vspivey@southeasterntech.edu (preferred communication from students)
Phone: 912-538-3175
Fax Number: 912-538-3106

REQUIRED TEXT: Business Ethics Now, 4th edition, Ghillyer, 2014, McGraw Hill

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.

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): Provisional Admission

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:

- 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Online): Online courses require students 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 or receives an F in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress.

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 Angel 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 homework assignments are due before 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 ADDENDUM: *Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.*

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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

PROCTORED EVENT REQUIREMENT(S) (Online): 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 may be a major exam, assignment, or presentation, etc. that will count a **minimum of 20% of the course grade**. Online students will be required to take the Proctored Event on the instructor's home campus; the event will be monitored by the instructor or another STC employee. 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 further than 75 miles from 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 under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval 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 the same day(s) it is originally scheduled. 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, 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. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored exam for this class is October 28, Wednesday, at 8:30 am in the Medical Technology (Gillis Building) on the Vidalia campus or October 29, Thursday, at 2:00 pm Building 8, Lab 8141 on the Swainsboro campus. You must come by office 831 to sign in on the Vidalia campus. Chapters 1-10 will be covered on the computerized proctored exam. You must attend on one of the two days listed or you will receive an F 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: 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 Angel. Homework Assignments turned in late (after Monday at 11:59 pm) will not be graded resulting in a zero (0). No Essay presentations will be accepted late for grading and there are no exceptions. You have all semester to work on the essay presentation.

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:

--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.

--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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

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

ACCESS TO TECHNOLOGY: For information regarding Angel, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <http://www.southeasterntech.edu>.

GRADING POLICY

Homework Assignments	40%
Discussion Board	10%
Tests	20%
Essay Presentation	10%
Proctored Exam	20%

GRADING SCALE

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

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.*

DISCUSSION BOARD GRADING RUBRIC

No. of Posts	No. of Replies	Initial Grade	Errors	Point Reduction
1 or more	2 or more	100	Spelling	-5 each
1 or more	1	66	Grammatical	-5 each
1 or more	0	33	Length (4-5 min over 7 words each)	-20 per sentence
0	0	0	Thoughtful Content	-20 per sentence

LESSON PLAN MANAGEMENT 1125

DATES	CHAPTER/UNIT	OBJECTIVES	ASSIGNMENTS	COMP
Aug 17	Chapter 1	Understanding Ethics What is Ethics? Understanding Right and Wrong Ethical Theories Ethical Relativism Ethical Dilemmas	Type Student Pledge Type Student Introduction Work on Chapter 1 Homework Work on Ch 1 Discussion Board	A, C, 1, 3, 4
18		Essay due on 11/30		
19				
20				

24	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 Work on Chapter 2 Homework Work on Ch 2 Discussion Board	A, C, 2, 4, 5
25				
26				
27				
31	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 08/31--09/07 Chapter 2 Due Work on Chapter 3 Homework Work on Ch 3 Discussion	A, C, 10
Sept 1				
2				
3				
7	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 Work on Chapter 4 Homework Work on Ch 4 Discussion Board	A, C, 7, 10
8				
9				
10				
14	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 09/14—09/21 Chapter 4 Due Work on Chapter 5 Homework Work on Ch 5 Discussion Board	A, C, 6, 7, 13
15				
16				
17				
21	Chapter 6	The Role of Government Key Legislation The Foreign Corrupt Practices Act The U.S. Federal Sentencing Guidelines For Organizations	Ch 5 Due Work on Chapter 6 Homework	A, C, 8, 13

		The Sarbanes-Oxley Act Wall Street Reform		
22				
23				
24				
28	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 09/28—10/05 Chapter 6 Due Work on Chapter 7 Homework	A, C, 8, 10
29				
30				
Oct 1				
5	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 Work on Chapter 8 Homework	A, C, 10, 12
6				
7				
8				
12	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 10/12—10/19 Chapter 8 Due Work on Chapter 9 Homework	A, C, 11
13				
14				
15				
19	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 Work on Chapter 10 Homework	A, C, 6, 8, 9
20				
21				
22				
26		Thinking Critically Mott’s Sour	Chapter 10 Due	

		Apples	Work on Mott's	
27				
28		Proctored Exam: 8:30 am (see syllabus for details) or	Chapters 1-10	A, C, 1-13
29		Proctored Exam 2:00 pm (see syllabus for details)	Chapters 1-10	A, C, 1-13
Nov 2		Thinking Critically The Failed Transformation Of BP	Thinking Critically Motts Due Work on BP	
3				
4				
5				
9		Thinking Critically Conduct & Internet Exercise page 206	Thinking Critically BP Due Work on Conduct Work on Internet Exercise	
10				
11				
12				
16			Thinking Critically Conduct Due Internet Exercise Due	
17				
18				
19		Work on Essay		
			No Late Essays Will Be Graded	A, C, 1-13
23				
24				
25				
26				
30			Essay Due	
Dec 1				
2				
3		Semester Ends		

Instructor reserves the right to make any changes needed to the syllabus and lesson plan.

COURSE COMPETENCIES:

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