

**Upper Iowa University
External Degree Program**

BA 225-08 Business Ethics

COURSE DESCRIPTION:

Business Ethics is a course that seeks to recognize the distinctive set of problems encountered in the work environment, to study contrasting theories currently being used to make ethical decisions, and to apply those theories through examples and case studies. Three semester credits.

COURSE OBJECTIVES:

To acquaint the student with a philosophical basis for moral decisions they will be asked to make in the business world. Secondly, to provide the student with a framework to make moral judgments about the ethical nature of business and governmental activities.

LEARNING OBJECTIVES:

- Differentiate between various theories of ethics.
- Identify and discuss ethical issues in business situations.
- Select and defend a mode of action from among possible alternatives.
- Consider the implications of actions from Human Resources, environmental and financial perspectives.
- Demonstrate through written activities, your grasp of ethical theories as applied to real business situations.
- Exhibit through a group activity, that you can present information that exhibits a grasp of the material to the understanding of the class.
- Understand and apply the concept of different stakeholders who have differing perspectives of ethics as applied to a business situation
- Understand that ethics is directly related to a business strategy.

REQUIRED MATERIALS:

1. **Text:** Carroll, Archie B, and Ann K. Buchholtz Business & Society : Ethics and Stakeholder Management. 7th Edition. Thomson/South-Western Mason, Ohio 2008.
2. Syllabus

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: www.uiu.edu. Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select External Degree for your location.

WRITING PROFICIENCY:

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. *Publication Manual of the American Psychological Association*. \$27.00 new.

CITATION:

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

SKILLS:

This course is designed to give the student an overview of ethical issues that often arise in the business workplace as well as in everyday life. The student will use and further develop communication skills, analytical, critical thinking, and problem-solving skills. This course will further require students to be able to advocate for or against an ethical dilemma that commonly may arise in a business situation. Students will develop and or further define their writing skills which will support writing across the curriculum and assist the student when completing their senior project.

HOW YOUR GRADE IS DETERMINED?

WRITTEN INTERVIEW:

Each student should conduct an interview with someone they have identified that might have been faced with some ethical decisions. This should be someone in a business or public area, preferably not a family or friend. Your interview should address what ethical theories were involved, who are the stakeholders and your analysis of decision(s). All work must be typed or word-processed, following the APA style with proper citations and references. (300 points)

END OF CHAPTER QUESTIONS (NOT FROM THE BOOK BUT LISTED AT THE END OF EACH UNIT IN THE SYLLABUS)

At the end of each unit will be a number of multiple choice questions for each of the chapters in the unit. Each question is worth 2 points. The questions should be answered on the answer sheet provided at the end of each unit. (180 points)

CASES:

You will be expected to read, analyze and provide a short synopsis of cases, in each unit. In analyzing the case you should include the following in your written analysis:

- A short synopsis of the case
- A discussion of what ethical issue(s) are at play in the case.
- A discussion of what text topics or concepts could help you in the ethical situation in the case.
- Finally, what is your take on the case and what are your thoughts on the potential outcome(s).

CASE QUESTIONS:

Also you must answer selected questions, assigned, with the cases analyzed above.

UNIT SUBMISSIONS:

Remember, each unit must have the following submitted:

- Answers to the assigned 'end of chapter' multiple choice questions from the syllabus.
- **A written case analysis for EACH of the cases assigned.**
- Written answers for the 'case questions' assigned for the above cases.

NO unit will be accepted unless all three of these conditions are met with each unit submission

CONTACT WITH ME:

E-mail is the preferred method of unit submission. If you e-mail me your work, I will respond back that I have received your e-mail. Try to put all of your work in a unit in **one** MS Word Attachment or as the body of the e-mail. If you don't have e-mail, just send it regular postage to me directly. Normally, I correct student papers once a week, and send them back to UIU for their record-keeping and they will forward on to you. If I need to discuss something with you and you have e-mailed me a unit, I will correspond directly with you. If on the other hand, you mailed me your unit, I will forward my concern thru the UIU External Degree Office. They will, in turn, contact you and forward me your response.

If you want, you can contact me by phone if you want to talk to me directly. Please call my home phone between the hours of 5-9 pm Central Time. You can leave a message on my voice mail. Also, I will respond to your inquiry via e-mail if you chose that method.

EXAMS:

There will be two (2) exams in this course. Each exam will be 450 points. The exams will consist of 300 points of Multiple Choice Questions (75 questions worth 4 points each). The remaining 150 points will be essay. The essays will be broad themes or topics in one or more of the chapters of the units being tested. The best way to study for them is to be capable of responding to the learning objectives at the beginning of each chapter. The Multiple Choice Questions will be spread across all of the chapters covered in the units being test on. See the page in the syllabus for Exam 1 & 2 to learn what chapters will be covered in each exam.

NOTE: In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

GRADING POLICY:

A wide range of criteria focusing on both personal and group efforts are included in any students individual evaluation. With a concerted effort, everyone can attain the “A” grade. This class will not be judged on a curve. All work must be turned in and be original. Plagiarism will NOT be tolerated. Any deviations from the syllabus, while reserved by the instructor, will be discussed with the class as a whole. If at any time you have questions on the class or something comes up, please contact me.

COURSE GRADING:

The Upper Iowa University grading system will be followed. All exams, hand ins, cases, presentations, and etc., must be turned in on time unless you have made PRIOR arrangements. One letter grade will be deducted for any work NOT turned in on time.

90-100 = A
80-89 = B
70-79 = C
60-69 = D
Below 60 = F

COURSE GRADE ESTABLISHMENT:

End of Chapter Questions	180
Cases	725
Case Questions	400
Exams	900
Interview	<u>300</u>
Total Points	2,505

UPPER IOWA UNIVERSITY USES A STANDARD GRADING SYSTEM:

A = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.

B = Understanding material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.

C = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.

D = Quality and quantity written and oral work is below average and barely acceptable.

F = Quality and quantity written and oral work is unacceptable.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2007/08 page 97.

http://www.uiu.edu/catalogs/eu/html/univ_policies.html#cheating

ATTENDANCE:

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by

deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

LIBRARY RESOURCES:

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu and click on the Library option located on the left side of the home page. If you would like to use InfoTrac, please contact the UIU Library staff at library@uiu.edu.

WITHDRAWAL:

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

SPECIAL NEEDS:

If you require accommodation for special needs, please provide documentation to: Director of External Degree.

This syllabus is tentative and subject to change.