

MGMT 4302 – Ethics in Organizations

Course Description/Overview

A course designed to assist the student in the recognition of unresolved ethical issues likely to confront decision makers in business and other organizations; help the student become aware of some of the complexities involved in the application of moral reasoning to organizational decisions; and encourage the student to search for structural changes in business and other organizations in order to benefit society. This is a seminar and case study course, and substantial communications ability is required.

Prerequisite Knowledge

No prerequisite classes are required.

Course Technology

Access course materials and online assignments and tests using Blackboard. You will need to purchase an access code either from the ASU bookstore or directly from McGraw Hill to access the online textbook; information on the required code is found in Blackboard.

Class Meeting Times

This is a face-to-face class which will meet Tuesday and Thursday of each week, from 2:00pm – 3:15pm.

Technical Support

The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu

Faculty/Instructor Information

Edward Lisoski, PhD

Adjunct Faculty Instructor, Marketing and Management

Office: No physical office; students should contact me via phone or email.

Phone: (325) 234-3330 (mobile)

E-mail: Edward.Lisoski@angelo.edu

Office Hours: By appointment. I encourage students to email, text, or call me, or schedule an appointment on campus if you need further assistance.

Course Objectives

Learning Objectives:

Upon completion of this course, students will be able to...

1. Explain why ethics is important in the business environment and distinguish legal responsibilities from ethical responsibilities.
2. Create and execute a process for ethically responsible decision making and apply this model to ethical decision points.
3. Explain the concept of human rights and how they are relevant to business.

4. Define corporate culture, explain how corporate culture impacts ethical decision-making, and contrast relevant values and behaviors between effective leaders and ethical leaders.
5. Define corporate social responsibility, then describe and evaluate four models of corporate social responsibility (CSR) - including the economic, philanthropic, social web, and integrative CSR models.
6. Describe employer responsibilities and employee rights and explain how employment at will, due process, acceptable risk, regulation, and affirmative action can affect these rights and responsibilities.
7. Describe the concept of a "reasonable expectation of privacy" and discuss how privacy rights can be maintained when monitoring and surveilling employees.
8. Compare and contrast the difference between market-based and regulatory-based environmental policies.
9. Define and describe sustainable development and sustainable business.
10. Describe how conflicts of interest can arise for business professionals, discuss the legal and ethical obligations for board of directors' members, and outline the requirements of the Sarbanes-Oxley Act.

Assessment Methods

Exams (midterm and final), Individual paper, group project, and homework assignments will be used to assess learning in this course.

Course Textbook and Required Readings

Hartman, L., DesJardins, J., & MacDonald, C. (2018). *Business ethics: Decision making for personal integrity & social responsibility* (4th ed.). New York: McGraw Hill Publishing.

The ISBN for the loose-leaf book w/code is 9781260197198.

The ISBN# for the Access Code is: 9781259865800

You will need an access code for this class to complete your reading (e-book).

Other readings will be assigned in a timely manner as needed and will be provided to you as PDF, in MS Word format, or as a link to an online resource.

Grading Policies

This course employs the following to measure student learning.

Grade Calculations	Percent of Grade	Due
Mid-Term Exam	20%	Tuesday, 8 th week of class
Final Exam	20%	Tuesday, last week of class
Participation in the Discussion Forum	20%	Weekly
Written Assignment	20%	11 th week of class

Group Presentation	20%	10 th – 15 th week of class
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Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

A = 90 – 100 %

B = 80 – 89 %

C = 70 – 79 %

D = 60 – 69 %

F = 59 % and below.

Response Time

Email questions will be responded to within one business day; homework will be graded and posted within one week after the due date.

Missed/Late Work

All assignments are required to be submitted by the end of the week in which they are due, Sunday evening by midnight. Discussion Board posts submitted after the end of each week will not be accepted for grading purposes. Ample time is provided for their completion, and students should not procrastinate and wait until the last minute to post. The Discussion Board Grading Rubric outlines the grading criteria for Discussion Board posts.

One (1) Individual Paper is required in this class. The Late Policy for the Individual Paper is as follows:

Submission 1-7 days late - 10% deduction from total possible points

Submission 8-14 days late - 50% deduction from total possible points

No paper will be accepted fifteen (15) days or more after the original due date. The student will receive a grade of zero (0) for the assignment.

Participation/Absenteeism

Students must be present in a face-to-face class in order to learn the key concepts being presented each week and students are expected to make every effort to attend every class session. Role will be taken via a sign-in sheet which will be circulated during each class and students will sign their initials on the sign-in sheet.

It is understood that there may a few times during a semester where students may not be able to attend class due to not feeling well, a scheduling conflict, or other minor issue. Students will be allowed to miss up to two (2) class periods without penalty for unexcused absences. For every additional unexcused absence, the student will be penalized one (1) point off their overall grade.

If students know in advance they will miss class due to an unavoidable conflict, i.e., jury duty, condolence leave, or another type of significant event the student should contact me as soon as possible prior to the beginning of class. Upon approval the student will not be penalized for such absence.

Mid-Term & Final Exam

Mid-Term Exam (Chapters 1-5) and a Final Exam (Chapters 6-10). Each Test is worth 20 points. Test will be taken online by the student at a time of their choice. It will be a timed test of ninety (90) minutes in

length. Students may elect to use the 75 minutes of class time to take the test if desired, and as such we will not have a face-to-face class on the Tuesdays that the mid-term and final exam are given.

Individual Paper

Students will be required to complete one paper during this course. The paper is to be written in accordance with APA formatting guidelines. Each paper will be submitted in Blackboard for grading. The paper will be an in-depth ethics topic or case study, with numerous ethical issues or case studies being provided by the Instructor for students to select from. Students may also propose a topic of their own choosing, which will require review and approval of the Instructor.

An outline, i.e., headings and sub-headings, will be provided by the Instructor to provide students with the structural framework in which the paper is to be written. Students may add additional sub-headings as desired, but the primary headings as provided by the Instructor are to be used. Additional detail on the individual paper are provided in the Individual Paper Grading Rubric.

Group Project

There will be several teams randomly formed by the Instructor during the first week of class. Each team will have the opportunity to select a topic or case study from the list provided by the Instructor. Switching between teams is discouraged; however, the Instructor will allow for swaps by students provided both students voluntarily agree to change and only during the first week of class. No swapping will be allowed between teams after the second week of class has started.

The Group Project will provide an opportunity for each team to do an in-depth evaluation of an ethical issue or case study from the list provided by the Instructor, or can elect to select a topic or case study of their own choosing. Each team will select the topic or case study of their choice on a first-come, first serve basis and each team will work on a different topical area. The Group Project Guidelines provides the structural framework by which the project is to be conducted, and the Group Project Grading Rubric will be used to grade the final work product.

One common issue in group project work is social loafing, i.e., students not actively involved with their team on the project and not pulling their fair share of the load. Such behavior is unfair to the rest of the team as it requires additional effort by the remaining team members to pick up the slack.

To minimize social loafing each team member will confidentially grade their own effort as well as the efforts of each of their team members. A feedback form will be provided by the Instructor and each team member is required to confidentially submit it to the Instructor following their team presentation.

Each team member will be graded as per the following formula: 50% of the overall grade will be assessed by the Instructor as a team grade following the completion of the group project presentation; the remaining 50% of the grade will be determined by the collective feedback of each team member via their rating of their own performance and the rating as provided by their team members.

For example: The Group Project and Presentation can earn a maximum of 20 points.

Instructor Grade of the Project and Presentation:	18 points
Average of Peer Grade for the individual team member	<u>15 points</u>
Total Points of Instructor and Peer Review	33 points
Average of two Inputs	16.5 points

In this example the Individual student grade for the Group Project would equal 16.5 points.

Homework

Ten (10) Discussion Questions (DQ) will be used during the course, submitted through Blackboard. Discussion Questions are due by Sunday at midnight for the week they are assigned.

Course Policies

Academic Honesty and Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor's intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Plagiarism

Plagiarism is a serious topic covered in ASU's Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Code of Ethics

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one's actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

Courtesy and Respect

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, religion, etc., violations of these rules will result in appropriate disciplinary actions.

Accommodations for Disability

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting:

Mrs. Dallas Swafford
Director of Student Development
Office of Student Affairs
University Center, Suite 112
325-942-2047 Office
325-942-2211 FAX
Dallas.Swafford@angelo.edu

Student absence for religious holidays

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Course Drop

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrar_office/course_drop_provisions.php.

Incomplete as a Course grade

As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade "I" is given when the student is unable to complete the course because of illness or personal misfortune. For undergraduates, an "I" that is not removed before the end of the next long semester automatically becomes an "F". A graduate student will be allowed one year to remove a grade of "I" before it automatically becomes an "F". To graduate from ASU, a student must complete all "I's".

Grade Appeal Process

As stated in the Angelo State University Operating Policy and Procedures (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, has experienced inequitable evaluation procedures, or inappropriate grading practices, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties

involved in the grade appeal process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: <http://www.angelo.edu/content/files/14196-op-1003-grade-grievance>.

Course Outline

Wk	Day	Topic	Class Focus	Assignments for Next Class
1	T 8/27	Welcome to Class. Review logistics of course	Introductions; Review syllabus, grading rubrics, course schedule. Define Class Norms	Read case study <i>Family Business</i> . The article is available in Blackboard in Week 1.
	TH 8/29	Case Study <i>Family Business</i> – Compensation Discrimination	Small Group Breakout – Evaluate the <i>Family Business</i> case study	Read Chapter 1
2	T 9/3	Chapter 1: Ethics & Business	Review Chapter 1: Interactive Class Discussion.	Read case study – <i>The Accidental Bank Robbery</i> .
	TH 9/5	Case Study <i>The Accidental Bank Robbery</i> – Commercial Bank Management	Small Group Breakout – Evaluate <i>The Accidental Bank Robbery</i> case study	Read Chapter 2 Finalize Individual Paper Topic focus
3	T 9/10	Chapter 2: Ethical Decision-Making Process	Review Chapter 2: Interactive Class Discussion.	Read case study – <i>Something's Rotten in Hondo</i> . Complete DQ#1 initial response
	TH 9/12	Case Study – <i>Something's Rotten in Hondo</i> - Environment	Small Group Breakout – Evaluate <i>Something's Rotten in Hondo</i> case study Discuss DQ#1 – class discussion	Read ½ of Chapter 3, pages 63-75 Complete responses to at least two other student posts for DQ#1
4	T 9/17	Chapter 3: Philosophical Ethics and Business (pages 63-75)	Review Chapter 3 (pages 63-75): Interactive Class Discussion	Read case study <i>Stubbs</i> Complete DQ#2 initial response
	TH 9/19	Case Study – <i>Stubbs</i> – Production & Workplace Safety	Small Group Breakout – Evaluate <i>Stubbs</i> case study Discuss DQ#2 – class discussion	Read second ½ of Chapter 3, pages 75-106 Complete responses to at least two other student posts for DQ#2
5	T 9/24	Chapter 3: Philosophical Ethics and Business (pages 75-106)	Review Chapter 3 (pages 75-106): Interactive Class Discussion	Read case study <i>Sexual Harassment</i> Complete DQ#3 initial response
	TH 9/26	Case Study – <i>Sexual Harassment</i> – HRM/Sexual Harassment	Small Group Breakout – Evaluate <i>Sexual Harassment</i> case study Discuss DQ#3 – class discussion	Read Chapter 4 Complete responses to at least two other student posts for DQ#3
6	T 10/1	Chapter 4: The Corporate Culture-Impact & Implications	Review Chapter 4 Interactive Class Discussion	Read case study <i>Inside Information</i>
	TH 10/3	Case Study – <i>Inside Information</i> – Bidding Process Irregularities	Small Group Breakout – Evaluate <i>Inside Information</i> case study	Read Chapter 5

Wk	Day	Topic	Class Focus	Assignments for Next Class
7	T 10/8	Chapter 5: Corporate Social Responsibility	Review Chapter 5 Interactive Class Discussion	Read case study <i>Mutiny in Manufacturing</i> Complete DQ#4 initial response
	TH 10/10	Case Study – <i>Mutiny in Manufacturing</i> – Labor Relations	Small Group Breakout – Evaluate <i>Mutiny in Manufacturing</i> case study Discuss DQ#4 – class discussion	Study for Mid-Term Exam Complete responses to at least two other student posts for DQ#4
8	T 10/15	Guest Speaker – Weston Smith	MCS 100 next door to Rassman	Take Mid-Term Exam
	TH 10/17	Mid-Term Exam	Take Mid-Term Exam online. NOTE: we will not have class on this day	Read ½ of Chapter 6 (pages 223-246)
9	T 10/22	Chapter 6 (pages 223-246): Ethical Decision Making: Employer Responsibilities and Employee Rights	Review Chapter 6 (pages 223-246) Interactive Class Discussion	Complete DQ#5 initial response
	TH 10/24	First Group Project Presentation	Presentation #1 – Group Project Discuss DQ#5 – class discussion	Read second ½ of Chapter 6 (pages 247-300) Complete responses to at least two other student posts for DQ#5
10	T 10/29	Chapter 6 (pages 247-300): Ethical Decision Making: Employer Responsibilities and Employee Rights	Review Chapter 6 (pages 247-300) Interactive Class Discussion	Complete DQ#6 initial response
	TH 10/31	Second Group Project Presentation	Presentation #2 – Group Project Discuss DQ#6 – class discussion	Read Chapter 7 Complete responses to at least two other student posts for DQ#6
11	T 11/5	Chapter 7: Ethical Decision Making: Technology and Privacy in the Workplace	Review Chapter 7 – Interactive Class Discussion	Complete DQ#7 initial response Submit Individual Paper by Sunday evening, 11/10/19
	TH 11/7	Third Group Project Presentation	Presentation #3 – Group Project Discuss DQ#7 – class discussion	Read Chapter 8 Complete responses to at least two other student posts for DQ#7
12	T 11/12	Chapter 8: Ethics and Marketing	Review Chapter 8 – Interactive Class Discussion	Complete DQ#8 initial response
	TH 11/14	Fourth Group Project Presentation	Presentation #4 – Group Project Discuss DQ#8 – class discussion	Read Chapter 9 Complete responses to at least two other student posts for DQ#8
13	T 11/19	Chapter 9: Business and Environmental Sustainability	Review Chapter 9 – Interactive Class Discussion	Complete DQ#9 initial response
	TH 11/21	Fifth Group Project Presentation	Presentation #5 – Group Project Discuss DQ#9 – class discussion	Read Chapter 10

Wk	Day	Topic	Class Focus	Assignments for Next Class
14	T 11/26	Chapter 10: Ethical Decision Making: Corporate, Governance, Accounting, and Finance	Review Chapter 10 – Interactive Class Discussion	No Work – Enjoy your Thanksgiving Holiday!
	TH 11/28	NO CLASS – THANKSGIVING HOLIDAY	NO CLASS – THANKSGIVING HOLIDAY	No Work – Enjoy your Thanksgiving Holiday!
15	T 12/3	Hansei – Reflection on our Course	Interactive Class Discussion – Reflect on Lessons Learned. Class Discussion	Complete DQ#10 initial response
	TH 12/5	Sixth Group Project Presentation	Presentation #6 – Group Project Discuss DQ#10 – class discussion	Complete responses to at least two other student posts for DQ#10
16	T 12/10	Final Exam	Take Final Exam online. NOTE: we will not have class on this day.	N/A