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 the online textbook or purchase in a hard copy format. It is NOT necessary to purchase a Connect Access code for this class.

Class Meeting Times
This is an online 7-week class. Content covered is equivalent to that of a full-term course that is typically covered in 15 weeks.

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 papers, Individual Case Studies, Quizzes, and Discussion Board participation will be used to assess learning in this course.

Course Textbook and Required Readings


You will NOT need a Connect access code for this class to complete your reading or assignments.

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:

<table>
<thead>
<tr>
<th>Grade Calculations</th>
<th>Percent of Grade</th>
<th>Due</th>
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</thead>
<tbody>
<tr>
<td>Mid-Term Exam</td>
<td>20%</td>
<td>4th week of class</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td>7th week of class</td>
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<tr>
<td>Quizzes (6)</td>
<td>12%</td>
<td>Weeks 1,2,3,5,6,7</td>
</tr>
<tr>
<td>Weekly Discussion Questions</td>
<td>24%</td>
<td>Weekly</td>
</tr>
<tr>
<td>Written Assignments (3)</td>
<td>15%</td>
<td>2nd, 4th, and 6th week of class</td>
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</table>
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; assignments 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. Quizzes 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. Each week’s quiz will open Saturday morning at 8:00am the week before and will lock and close at 11:59pm the following Monday evening. Don’t ask me to reopen it because you procrastinated, as my answer will be “No”. The Quizzes are intended to motivate students to read each week’s chapter(s) and provide key information to answer the Discussion Questions as well as aid in gaining knowledge necessary to do well on all other assignments.

Three (3) Individual Papers and One (1) Executive Summary Paper are required in this class. The Late Policy for these assignments 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. Note: The Executive Summary Paper is due at the end of week 7, our final week of class. Thus, no late submissions of this assignment are acceptable, as our class will end at the close of the last week of class.

Participation/Absenteeism
Students must be actively engaged in the online class forum in order to learn the key concepts being presented each week and students are expected to complete all assignments within the required timeframe.

Mid-Term & Final Exam
Mid-Term Exam (Chapters 1-5) and a Final Exam (Chapters 6-10). Each Test is worth 20 points. Both tests will be taken online by the student at a time of their choice during the week they are assigned.
Individual Papers & Executive Summary Paper
Students will be required to complete four (4) papers in total. The assignments are to be written in accordance with APA formatting guidelines. Each assignment will be submitted in Blackboard for grading, and may be checked by the Instructor using Turnitin to ensure it is an original work written by the student. Requirements for each assignment are provided in Blackboard, and students may review the requirements for each assignment at the start of our course. Additional detail on each assignment are provided in the Individual Paper Grading Rubric and the Executive Summary Paper Grading Rubric, which will be used to grade each student’s submission.

NOTE: The Executive Summary Paper is constructed using information contained in Individual Paper #1 and Individual Paper #3. It is highly recommended that students begin construction of the Executive Summary Paper #4 after the completion of both of these papers, as doing so will greatly simplify your finalization of the Executive Summary Paper. It is highly recommended that students familiarize themselves with the requirements of these three Papers, as doing so will make completion of the Executive Summary paper much easier in week 7 of the course.

Quizzes
Six (6) Quizzes worth two (2) points each will be used during the course, submitted through Blackboard. The Quizzes are comprised of several T/F or Multiple-Choice questions. Each week’s quiz will open Saturday morning at 8:00am the week before and will lock and close at 11:59pm the following Monday evening. Don’t ask me to reopen it because you procrastinated, as my answer will be “No”. The Quizzes are intended to motivate students to read each week’s chapter(s) and provide key information to answer the Discussion Questions as well as aid in gaining knowledge necessary to do well on all other assignments.

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/registrars_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.

Required Use of Masks/Facial Coverings by Students in Class at Angelo State University

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.
# Course Outline

<table>
<thead>
<tr>
<th>Wk</th>
<th>Day</th>
<th>Topic</th>
<th>This Week’s Class Focus</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>1</td>
<td>08/17 –</td>
<td>Welcome to Class. Review logistics of course</td>
<td>Review syllabus, grading rubrics, assignment requirements, and course schedule.</td>
<td>Read Chapter 1</td>
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<td>08/23</td>
<td>Chapter 1: Ethics and Business</td>
<td>Introduction to Business Ethics</td>
<td>Complete Quiz #1</td>
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<td>Ethical Decision Making</td>
<td>Complete Discussion Board Questions (2)</td>
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<td>Ethics and the Law</td>
<td>Begin working on Individual Paper #1</td>
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<td>08/30</td>
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<td>Why Do Good People Engage in Bad Acts?</td>
<td>Read Chapter 3</td>
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<td>Ethical Frameworks</td>
<td>Complete Quiz #3</td>
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<td>Utilitarianism</td>
<td>Complete Discussion Board Questions (2)</td>
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<td>Human Rights and Duties</td>
<td>Complete Paper #1</td>
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<td>Human Social Justice</td>
<td>Consider populating portions of the Executive Summary Paper with information contained in Individual Paper #1 (recommended).</td>
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<td>Human Legal Rights</td>
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<td>3</td>
<td>08/31 –</td>
<td>Chapter 4: The Corporate Culture: Impact &amp; Implications</td>
<td>What is Corporate Culture</td>
<td>Read Chapter 4</td>
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<td>09/06</td>
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<td>Culture and Ethics</td>
<td>Complete Quiz #5</td>
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<td>Ethical Leadership and Corporate Culture</td>
<td>Complete Discussion Board Questions (2)</td>
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<td>Begin working on Paper #2</td>
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<td>4</td>
<td>09/07 –</td>
<td>Chapter 5: Corporate Social Responsibility (CSR)</td>
<td>Ethics and Social Responsibility</td>
<td>Read Chapter 5</td>
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<td>09/13</td>
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<td>Economic Model of CSR</td>
<td>Complete Discussion Board Questions (2)</td>
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<td>Stakeholder Model of CSR</td>
<td>Complete Mid-Term Exam</td>
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<td>Integrative Model of CSR</td>
<td>Complete Paper #2</td>
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<tr>
<td>Week</td>
<td>Date Range</td>
<td>Chapters</td>
<td>Assignments</td>
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| 5    | 09/14 – 09/20 | Chapter 6: Ethical Decision Making: Employer Responsibilities and Employee Rights & Chapter 7: Ethical Decision Making: Technology and Privacy in the Workplace | Read Chapter 6  
Read Chapter 7  
Complete Quiz #8  
Complete Discussion Board Questions (3)  
Begin working on Paper #3 |
| 6    | 09/21 – 09/27 | Chapter 8: Ethics and Marketing & Chapter 9: Business and Environmental Sustainability | Read Chapter 8  
Read Chapter 9  
Complete Quiz #10  
Complete Discussion Board Questions (3)  
Complete Paper #3  
Complete rough draft of the Executive Summary Paper with information contained in Individual Paper #3 (recommended). |
| 7    | 09/28 – 10/02 | Chapter 10: Ethical Decision Making: Corporate Governance, Accounting, and Finance | Read Chapter 10  
Complete Quiz #11  
Complete Discussion Board Questions (2)  
Complete Executive Summary Paper  
Complete Final Exam |