

# Course Syllabus for 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.

## Prerequisites

No prerequisite classes are required.

## Technology

Access course materials and online assignments and tests using Blackboard and McGraw Hill LearnSmart program found under the McGraw-Hill Connect link on Blackboard. You will need to purchase an access code either from the ASU bookstore or directly from McGraw Hill to access the online textbook and quizzes; information on the required code is found below on this syllabus.

## Virtual Classroom Philosophy and Discussion Boards

Even though this is an online class, you will need to interact with your course colleagues using the discussion board found on Blackboard. Please take these discussion posts seriously- they are collectively worth 40% of your course grade. A rubric is also provided that explains how points for each assignment will be assigned.

Please make sure you provide one original post and one reply post for each chapter. For full credit, a minimum of 250 words (one page, double spaced) is required for each chapter discussion assignment, including both your response and your comments on one other student's answer. (For example, you may use 150 words on your original and one on your reply to total 250 words.) Do not exceed 500 words per chapter discussion assignment.

Good writing skills are essential to good analysis. Before submitting a discussion board post, it should be free of typos and grammatical errors. Poor grammar and spelling mistakes will reduce your score for discussion boards.

When reviewing and responding to other student's discussion, you must be polite and constructive in your comments on other's work. You are welcome to agree or disagree, but you must support your position in either case for full credit.

Please note that new discussion board posts are required about every three days beginning with the first week of the course. Late work is not generally accepted for these assignments. I will be reading and monitoring comments, then assigning points based on the rubric found on Blackboard.

### Class Meeting Times

This an online class only; there are no face-to-face meetings scheduled. You are free to study with classmates as you see fit. You may not collaborate on taking tests; you are expected to take your tests by yourself.

### 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](mailto:helpdesk@angelo.edu). If you have trouble accessing Blackboard or LearnSmart, please try the helpdesk by phone or on campus (located in the library and in the Math / Science computer lab.)

If you get stuck while taking an online test, or if your connection drops before you complete an exam, contact me and I can re-open or re-start the test for you.

LearnSmart (Connect) resources and help are available from [McGraw Hill online](#).

### Faculty/Instructor Information

Larry Hettick, MBA

Instructor, Marketing and Management

Office: Rassman 243

Phone: (559) 942-0062 (mobile)

E-mail: [lhettick@angelo.edu](mailto:lhettick@angelo.edu)

Office Hours: By appointment. You may also call me, text me, email me, or schedule a video (virtual) office appointment if you need further assistance.

### Course Objectives

1. Explain why ethics are important in the business environment and distinguish legal responsibilities from ethical responsibilities.
2. Describe 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 identify the difference 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. Define the concept of a "reasonable expectation of privacy" and discuss how privacy rights can be maintained when monitoring and surveilling employees.
8. Explain 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.

### Course Textbook, Required Readings, and LearnSmart

You will need an access code for this class to complete your reading (e-book) and to complete your quiz assignments. You are not required to buy a hard copy book, but you may find a loose-leaf edition useful to help you study for and take your exams because each exam is "open-book, open notes."

You may purchase the access code from the ASU bookstore, or you may use the link (McGraw Hill Connect) provided on Blackboard to buy directly from the publisher. You are not required to buy from the bookstore, and I encourage you to compare prices from the publisher directly and from the bookstore before you buy your access code.

Hartman, Business Ethics: Decision Making for Personal Integrity & Social Responsibility (SmartBook) with LearnSmart and eBook, 5e

The access code provides you with an e-book and an adaptive learning program LearnSmart. As you read in the e-book, you will be asked to answer questions along the way. If you answer the questions correctly, you will advance to the next set of questions. To get full credit (10% of your grade) you need to answer all the questions correctly. You may try to answer as many times as you want you want to answer the questions until full credit is assigned, provided that you complete the questions before the due date. Once the due date is passed, credit for the reading is no longer provided. Note that chapter questions similar to the LearnSmart examples will be on your tests, so using these as a way to study for the test is recommended.

Additional course materials, including PowerPoint presentations, instructions for discussion boards, and tests may be found on the University's Blackboard system at <http://blackboard.angelo.edu>.

### Grading Policies

Grades are based on your total points.

A= 1000- 900 points

B = 899 - 800 points

C = 799 - 700 points

D = 600 - 699

F = 599 - 0 points

Points are allocated based on tests and assignments shown below.

LearnSmart Reading Assignments: 10 chapters each @ 10 points =	100 points
Discussion Board Posts: 10 chapters each @ 40 points =	400 points
Tests (each test covers 2 chapters): 5 tests each @ 100 points =	500 points
Total Points Possible	1000 points

### Response Time

Discussion boards will normally be graded within 3 to 7 days. Response to emails will normally be within 24 hours Monday through Friday. If you have something more urgent, call me or text me. I am here because I want you to learn, so please consider me a resource.

### Missed/Late Work

Homework assignments are to be submitted on Blackboard by the time and date due. Late homework assignments are not accepted. Blackboard is set so that you cannot submit late assignments, so please note the due date and times due for each assignment included at the end of this syllabus. Early homework assignments are accepted and encouraged.

If you are unable to take an exam for a valid reason, recognized by the university, such as illness or death in the family, a makeup exam will be scheduled. You may be required to produce documentary evidence to substantiate your claim. Any other excuse must be approved by telephone in advance.

### Exams

You will take five online exams, each worth 100 points. These will include multiple-choice and true/false questions based on concepts from your reading. Your exams are open book, open note- but you must take them on your own. These tests will not be easy, and you will have 60 minutes to answer 50 questions, so please prepare for your exam before you sit down to take it.

I strongly recommend you take the exam in a location with a solid Internet connection such as the ASU library or a campus-based computer lab. If your Internet session is interrupted while taking the exam, you will need to contact me so I can re-open or re-start your exam.

### Course and University Policies

#### Academic Honesty, Integrity, and Other Important Issues

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 and the ASU Student Handbook.

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- a. I intend 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 performance.
- b. 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. I assume 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, and it may also result in other disciplinary action up to and including dismissal from the university.

### College of Business 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 always respect each other's opinions and respect their point of view while in our class sessions. The use of profanity & harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, lifestyle, race (ethnicity), religion, etc. Violations of these rules will result in immediate dismissal from the course.

### 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](mailto: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 Procedure (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends 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](#).

### 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. 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 Procedure (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, equitable evaluation procedures, or appropriate grading, 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 process and the number of days allowed for completing the steps in the process, see [Operating Procedure 10.03](#).

### Course Outline and Schedule

The instructor reserves the right to change this schedule. Please see also the instructions found under the Discussion Board link on Blackboard for more information on assignments by individual.

	Discussion Due	LearnSmart Due	Test Due
Chapter 1	14 Jul	14 Jul	17 Jul
Chapter 2	17 Jul	17 Jul	17 Jul
Chapter 3	21 Jul	21 Jul	24 Jul
Chapter 4	24 Jul	24 Jul	24 Jul

	Discussion Due	LearnSmart Due	Test Due
Chapter 5	28 Jul	28 Jul	31 Jul
Chapter 6	31 Jul	31 Jul	31 Jul
Chapter 7	3 Aug	3 Aug	6 Aug
Chapter 8	6 Aug	6 Aug	6 Aug
Chapter 9	10 Aug	10 Aug	12 Aug
Chapter 10	12 Aug	12 Aug	12 Aug