

## **MGMT 4302 – Ethics in Organizations**

### **Course Description/Overview**

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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. **You will need Connect Access for this class.**

### **Class Meeting Times**

This is an online 8-week class. Content covered is equivalent to that of a full-term course that is typically covered in 16 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](mailto:helpdesk@angelo.edu)

### **Faculty/Instructor Information**

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Adjunct Faculty Instructor- Ernie R. Nabors

Marketing and Management Office: No physical office; students should contact me via phone or email. Phone: (325) 518-7332 (mobile) E-mail: [enabors@angelo.edu](mailto:enabors@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**

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#### **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, weekly assessments, and discussion board participation will be used to assess learning in this course.

### **Course Textbook and Required Readings**

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Business Ethics Now  
6<sup>th</sup> Edition  
By Andrew Ghillyer

ISBN10: 1260262510

ISBN13: 9781260262513.

You will 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**

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This course employs the following to measure student learning:

| <b>Grade Calculations</b>             | <b>Percent of Grade</b> | <b>Due</b>  |
|---------------------------------------|-------------------------|---|
| Mid-Term Exam                         | 20%                     | 4 <sup>th</sup> week of class                     |
| Final Exam                            | 20%                     | 8 <sup>th</sup> week of class                     |
| Weekly Chapter Assessments (10)       | 14%                     | Weeks (1-7)                                       |
| Weekly Discussion Board Questions (7) | 28%                     | Weeks (1-7)                                       |
| Written Assignments (2)               | 18%                     | 6 <sup>th</sup> and 8 <sup>th</sup> week of class |

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 11:59PM. **Weekly assessments 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 assessment will open Monday morning at 8:00am and will lock and close at 11:59pm the following Sunday evening. We will strictly adhere to these guidelines. The weekly assessments 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.

Two (2) Individual Papers are required in this class. The Late Policy for these assignments is as follows:

Submission 1-2 days late - 10% deduction from total possible points

Submission 3-5 days late - 50% deduction from total possible points No paper will be accepted five (5) days or more after the original due date. There will be no late assignments accepted the final week of class (12/5).

The student will receive a grade of zero (0) for the assignment. Note: The individual assignment #2 is due 12/9 of week 8, 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 weekly discussion forums 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). Both tests will be taken online by the student at a time of their choice during the week they are assigned.

### Individual Papers

Students will be required to complete two (2) 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 is provided in the Individual Paper Grading Rubric and the Executive Summary Paper Grading Rubric, which will be used to grade each student's submission.

### Weekly Assessments

Ten (10) Weekly Assessments worth two (1.4) points each will be used during the course, submitted through Blackboard. The assessments are comprised of several T/F or Multiple-Choice questions. Each week's assessment will open Monday morning at 8:00am the week before and will lock and close at 11:59pm the following Sunday evening. The assessments 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.

### Weekly Discussion Posts

Weekly discussion posts are worth (4) points each week. The timing of these initial and response posts is critical to having a meaningful discussion. Therefore, I will ask each of you to discipline yourself to this schedule:

Initial posts should be made no later than **10:00pm on Saturday**.

- Your response to *at least one other student* should be made no later than **10:00pm on Sunday evening**. This will provide ample opportunity for everyone to see and discuss each other's thoughts on the assigned readings for that unit.

Note on responding to others' posts: I have set the threaded discussions so that you will not be able to see your classmates' posts until you have made your initial post to the discussion thread. This will ensure that everyone gets to see your initial, original, and unfiltered thinking on the issue. While this creates some vulnerability, I think it is the best way to make sure everyone gets to "hear" what each individual in the class is thinking about the particular topic or issue we are discussing.

### Weekly Discussion Grading Criteria

| Percentage | Criteria/Expectations   |
|------------|---|
| 0%         | If you do not participate at all in the class discussion, or fail to submit your assigned input, you will not receive any points. |

|         |   |
|---------|---|
| 50-69%  | Minimal initial posting that demonstrates insufficient depth of thought given to the topics and/or failure to grasp concepts from readings, instruments, lectures, etc., with little or no interaction with other students AND / OR significant grammar and spelling errors. <i>Posts that were not made within the specified time frame are subject to additional point deductions.</i>              |
| 70-79%  | Substantive initial posting about the stated topics, but with non-substantive or no replies to other students' postings OR initial postings and responses of average substance and/or poor grasp of concepts. <i>Posts that were not made within the specified time frame are subject to additional point deductions.</i>   |
| 80-89%  | Substantive initial posting about the stated topics PLUS at least one substantive response to another student's point-of-view OR initial postings made after Sunday of each week AND some errors in spelling / grammar. <i>Posts that were not made within the specified time frame are subject to additional point deductions.</i>   |
| 90-100% | Substantive responses to the topics posted by Sunday at noon, two substantive response to other students' postings, plus the posing of questions that move the discussion forward and/or exemplary practical application of concepts AND only a minor error or two in spelling / grammar. <i>Posts that were not made within the specified time frame are subject to additional point deductions.</i> |

## Course Policies

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### ***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 other 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, lifestyle, 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](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](mailto: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 Spring 2021 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%20office/course\\_drop\\_provisions.php](http://www.angelo.edu/services/registrar%20office/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

| Wk. | Day       | Topic  | This Week's Class Focus   | Assignments  |
|-----|-----------|--|---|--|
| 1   | 1/18-1/23 | <p>Welcome to Class.<br/>Review logistics and the weekly cadence of the course.</p> <p>Chapter 1:<br/>Understanding Ethics</p> | <p>Review syllabus, grading rubrics, assignment requirements, and course schedule.</p> <ul style="list-style-type: none"> <li>• Define Ethics</li> <li>• Explain the role of values in ethical decision making</li> <li>• Understanding opposing ethical theories and their limitations</li> <li>• Understanding ethical relativism</li> <li>• Ethical Dilemmas</li> </ul>  | <p>Read Syllabus</p> <p>Read Chapter 1</p> <p>Complete Chapter 1 Assessment by 11:59PM 1/23</p> <p>Complete Week 1 Introductions</p> <p><i>1. Introduce yourself to the class.</i></p> <p><i>2. What do you hope to get out of this class either academically or professionally?</i></p> <p>Complete Week 1 Discussion Board Questions</p> |
| 2   | 1/24-1/30 | <p>Chapter 2: Defining Business Ethics</p> <p>Chapter 3:<br/>Organizational Ethics</p>   | <p>Defining business ethics</p> <ul style="list-style-type: none"> <li>• Identifying organizational stakeholders</li> <li>• History of business ethics</li> <li>• Ethical dilemmas in the work environment</li> <li>• How do executives and employees justify unethical behavior</li> </ul> <p>Defining Organizational Ethics</p> <ul style="list-style-type: none"> <li>• Ethical challenges in the functional departments of an organization</li> </ul> | <p>Read Chapter 2</p> <p>Complete Chapter 2 Assessment by 11:59PM 1/30</p> <p>Read Chapter 3<br/>Complete Chapter 3 Assessment by 11:59PM 1/30</p> <p>Complete Week 2 Discussion Board Questions</p>   |



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|   |           |  | <ul style="list-style-type: none"> <li>• Human Resources role in an organization's code of ethics</li> <li>• Ethical challenges in GAAP</li> <li>• Conflicts of interest within the organization</li> </ul>  | Read Ethical Article - Begin working on Individual Paper #1 – Enron study   |
|   |           |  |  |   |
| 3 | 1/31-2/6  | Chapter 4: Corporate Social Responsibility | <p>Corporate Social Responsibility</p> <ul style="list-style-type: none"> <li>• Corporate social responsibility</li> <li>• Instrumental and social contract approaches to corporate social responsibility</li> <li>• Doing well by doing good</li> <li>• Driving forces between corporate social responsibility</li> <li>• Triple bottom-line approach to corporate performance measurement</li> <li>• Relative merits of carbon-offset trading</li> </ul> | <p>Read Chapter 4</p> <p>Complete Chapter 4 Assessment by 11:59PM 2/6</p> <p>Complete Week 3 Discussion Board Questions</p>   |
|   |           |  |  |   |
| 4 | 2/7-2/13  | Chapter 5: Corporate Governance            | <p>Explaining Corporate Governance</p> <ul style="list-style-type: none"> <li>• Understanding the board of directors and governance committees</li> <li>• Understanding governance methodologies</li> <li>• Identify the appropriate governance model for an organization</li> </ul>   | <p>Read Chapter 5</p> <p>*Complete Chapter 5 Assessment by 11:59PM 2/13</p> <p>Complete Week 4 Discussion Board Questions</p> <p>Complete Mid-Term – Chapters 1-5 Exam – 2/13 11:59PM</p> |
|   |           |  |  |   |
| 5 | 2/14-2/20 | Chapter 6: The Role of Government          | <p>The Role of Government</p> <ul style="list-style-type: none"> <li>• Identify legislation to discourage and prevent illegal conduct within organizations</li> </ul>  | <p>Read Chapter 6</p> <p>Complete Chapter 6 Assessment by 11:59PM 2/20</p>  |

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|---|-----------|----------------------------------|--|--|
|   |           | Chapter 7: Blowing the Whistle   | <ul style="list-style-type: none"> <li>• Foreign Corrupt Practices Act</li> <li>• Sarbanes Oxley Act (SOX)</li> <li>• Dodd Frank Wall Street Reform</li> <li>• Consumer Protection Act</li> </ul> <p>Blowing the Whistle</p> <ul style="list-style-type: none"> <li>• Motivations of a whistle-blower</li> <li>• Consequences of ignoring a whistle-blower</li> <li>• Internal policies to address the needs of whistle-blowers</li> <li>• Risks of becoming a whistle-blower</li> </ul> | <p>Read Chapter 7<br/>Complete Chapter 7 Assessment by 11:59PM 2/20</p> <p>Complete Week 5 Discussion Board Questions</p> <p>Individual Paper #1 – Enron study due by 11:59PM 2/20</p> <p>Begin working on Individual Paper #2</p> |
|   |           |                                  |  |  |
| 6 | 2/21-2/27 | Chapter 8: Ethics and Technology | <p>Technology</p> <ul style="list-style-type: none"> <li>• Ethical ramifications of recent technological advances</li> <li>• Opposing employer and employee views of privacy at work</li> <li>• Difference between thin and thick consent</li> <li>• Vicarious liability</li> <li>• Organizational employee surveillance capabilities</li> </ul>   | <p>Read Chapter 8<br/>Complete Chapter 8 Assessment by 11:59PM 2/27</p> <p>Complete Week 6 Discussion Board Questions</p>  |
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|---|----------|--|--|--|
| 7 | 2/28-3/6 | Chapter 9: Ethics and Globalization                    | Globalization <ul style="list-style-type: none"> <li>• Ethical issues in global business</li> <li>• Ethical relativism</li> <li>• Developing a global code of ethics</li> <li>• UN Global Compact</li> <li>• OECD Guidelines</li> </ul>                                | Read Chapter 9<br>Complete Chapter 9 Assessment by 11:59PM 3/6   |
|   |          | Chapter 10: Doing What's Right in a Competitive Market | Doing what is right ... <ul style="list-style-type: none"> <li>• Key components of an ethics policy</li> <li>• Transparent organizations</li> <li>• Reactive and proactive ethical policies</li> <li>• Challenges of commitment to organizational integrity</li> </ul> | Read Chapter 10<br>Complete Chapter 10 Assessment by 11:59PM 3/6<br><br>Complete Week 7 Discussion Board Questions |
| 8 | 3/7-3/10 | Finals Week  |  | Individual Paper #2 – due by 11:59PM 3/10<br><br>Complete Final Exam by 11:59 PM 3/10                              |