MGT-4311-70 / Business Ethics & Society
Summer 2 2020
Professor: Jackie Marr

Class Days/Times/Location or Other Format: Online course begins Wednesday, July 8, 2020
Office Location: Classroom Center 203A
Office Hours: N/A
Office Phone: 806-651-2764
Email: Please use course messages in WTClass for questions concerning this course.
Social Media: Keep up with the latest happenings of your COB on Facebook and Twitter, connect with us on LinkedIn, and check out COB videos on YouTube.

Terms of Use
A student's continued enrollment in this course signifies acknowledgment of and agreement with the statements, disclaimers, policies, and procedures outlined within this syllabus and elsewhere in the WTClass environment. This Syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, but not policies) may be changed at the discretion of the professor.

WTAMU Paul and Virginia Engler College of Business Mission Statement
The mission of the Paul and Virginia Engler College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.

Learning Objectives of the WTAMU Paul and Virginia Engler College of Business Programs
The Paul and Virginia Engler College of Business (COB) at West Texas A&M University (WTAMU) seeks to prepare students in the Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Professional Accounting (MPA), and the Master of Science, Finance and Economics (MSFE) degree programs for careers in business and to foster their professional growth and advancement via key learning goals and objectives.

The learning objectives of the Paul and Virginia Engler College of Business are as follows:
• Leadership
• Communication
• Critical Thinking
• Business Integration
• Core Business Knowledge
• Global Business Environment
• Business Ethics and Corporate Governance
Course Description
Ethics is defined as a standard of right and wrong. Often, we set our standards for correct behavior on our own morals and values. These morals and values are determined by a wide array of concepts including, but not limited to the following: friends, family, faith, experiences, and value systems. Often in the business world, decisions are made in the best interest of the company. When we make ethical decisions for our companies, situations are not usually cut and dry, right or wrong.

This course is designed to help you apply your critical thinking skills with your role as a manager. In addition, it is to help you foster an appreciation and understanding of business ethics.

Course Objectives
Upon completion of the course, the student should be able to demonstrate a sufficient command of the subject matter to meet the following objectives:

1. Identify possible ethical problems in business contexts {Maps to COB Learning Objectives: Core Business Knowledge, Critical Thinking, Global Business Environment, and Ethics and Corporate Governance}
2. Demonstrate comprehension of the organizational mechanisms to support ethical decision making and social responsibility {Maps to COB Learning Objectives: Core Business Knowledge, Business Integration, Leadership, Communication, and Ethics and Corporate Governance}
3. Generate ideas for programs and practices to solve ethical problems {Maps to COB Learning Objectives: Leadership, Core Business Knowledge, Critical Thinking, Business Integration, and Ethics and Corporate Governance}
4. Understand the ethical issues facing businesses and professionals in today’s world {Maps to COB Learning Objectives: Core Business Knowledge, Global Business Environment, Business Integration, Leadership, Communication, and Ethics and Corporate Governance}
5. Critically assess ethical arguments relevant to such issues {Maps to COB Learning Objective: Core Business Knowledge, Critical Thinking, Communication, and Ethics and Corporate Governance}
6. Define leadership and begin to develop thoughts on ethical leadership {Maps to COB Learning Objective: Leadership, Communication, Critical Thinking, Core Business Knowledge, and Ethics and Corporate Governance}

In addition to the above objectives, there is an increasing need for you to develop and refine your communication skills. This course will require you to demonstrate your ability to communicate in a variety of forms. With this said, you will be required to submit all course work in the form of standard business communications (i.e. letters, memoranda, and reports). All communication in this course must be written in acceptable English and in a professional manner that would be acceptable in the workplace.
Map from COB Learning Objectives to Specific Course Objectives

The Paul and Virginia Engler College of Business Learning Goals are related to the course objectives for MGT-4311, as follows:

1. Students will demonstrate competencies in writing, speaking, and technology communication via individual exams, written assignments, and discussion forums.
2. Students will demonstrate their competencies in critical thinking via individual exams, written assignments, and discussion forums.
3. Students will demonstrate their competencies in ethical decisions via individual exams, written assignments, and discussion forums.
4. Students will demonstrate their knowledge of the global and domestic environment and their relevance to the business contexts via individual exams, written assignments, and discussion forums.
5. Students will demonstrate their knowledge of diversity for effective problem-solving via individual exams, written assignments, and discussion forums.
6. Students will illustrate and explain theories and concepts related to Ethics via individual exams, written assignments, and discussion forums.

Course Materials

Authors: O.C. Ferrell, Debbie Thorne, Linda Ferrell
Publisher: Chicago Business Press
Copyright: 2018
ISBN: 978-0997117141

Course Grading Policies

You will demonstrate your knowledge and understanding of Ethics by your scores on various graded elements comprising this course. Your final grade will be determined as follows:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Quantity</th>
<th>Total Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>12 at 2%</td>
<td>24</td>
</tr>
<tr>
<td>Exams</td>
<td>2 at 10%</td>
<td>20</td>
</tr>
<tr>
<td>Discussions Boards</td>
<td>2 at 8%</td>
<td>16</td>
</tr>
<tr>
<td>Case Study Assignments</td>
<td>2 at 20%</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>100</strong></td>
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</tbody>
</table>
This grade will **not** be curved at any time during the semester. The grade you receive will be a direct reflection of your hard work and effort exerted during the semester.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
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<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
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**Course Assignment, Examination, and or Project Policies**

**Quizzes:** There will be 12 quizzes during the semester. Each quiz will consist of 10 questions. All quizzes will open at midnight and close at 11:59pm (see calendar below). The quizzes are to be taken alone and not as a group.

**Exams:** There will be 2 exams during the semester: Midterm and Final. The Midterm will open on Friday, 7/24/20 at midnight and close on Sunday, 7/26/20 at 11:59pm. The **Final** will open on Tuesday, 8/11/20 at midnight and **close on Thursday, 8/13/20 at 12pm** (see calendar below). Exam dates and times are strict. Be sure to notify me if you will be unable to take an exam for any reason. Failure to inform me in advance of your inability to take the exam will result in a score of 0. In addition, please be sure to give yourself enough time to have computer/internet/technical problems and still be able to complete the exam on time. This means you should not wait until the last two hours of an exam to start.

**Case Study Assignments and Discussion Boards:** You will have 2 case study assignments. For each assignment, you will have 1 case to read, analyze, and answer the corresponding questions provided in the Lessons folder. Responses to assigned case studies should be between 3-4 pages, APA format, 12pt font, Times New Roman, double spaced with 1” margins. Please see more in-depth instructions in your Lessons folder. In addition, we will have 2 discussion boards throughout the semester (see calendar below). Again, there will be more specific instructions in your Lessons folder.

**Additional Business Lessons:** In most chapter folders, you will have additional business lessons. These are in a short video format and include a wide variety of topics that are not covered in the course textbook - some are business experiences that have taught me some important life lessons, while others may be mission critical for your future career. I hope these provide you with valuable learning opportunities you wouldn’t otherwise have reading a textbook.

Please see calendar below for all assignment due dates. All due dates and times are firm – no exceptions.
**Course Schedule: Tentative Calendar of Readings, Topics, and Due Dates**
This schedule is intended to be a general guide for the course. I reserve the right to change it at any time during the semester. **All assignment times/due dates are in Central Time (CDT\CST).***

<table>
<thead>
<tr>
<th>Week</th>
<th>Title</th>
<th>Activities</th>
<th>Opens</th>
<th>Closes / Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Syllabus Acknowledgment</td>
<td>Must take before given access to course materials</td>
<td></td>
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</tr>
<tr>
<td>Case Study Assignment #1: The Mission of CVS</td>
<td></td>
<td></td>
<td>7/8/20</td>
<td>7/21/20</td>
</tr>
<tr>
<td><strong>Unit 1</strong></td>
<td><strong>Chapters 1 - 6</strong></td>
<td>Learning Objectives / PowerPoints / Additional Business Lessons</td>
<td>7/8/20</td>
<td>7/26/20</td>
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<tr>
<td>Chapter 1: Social Responsibility Framework</td>
<td>Discussion #1</td>
<td>Quiz #1</td>
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<tr>
<td>Chapter 2: Strategic Management of Stakeholder Relationships</td>
<td>Quiz #2</td>
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<td>Chapter 3: Corporate Governance</td>
<td>Quiz #3</td>
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<td>7/8/20</td>
<td>7/23/20</td>
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<tr>
<td>Chapter 4: Legal, Regulatory, and Political Issues</td>
<td>Quiz #4</td>
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<td>Chapter 5: Business Ethics and Ethical Decision-Making</td>
<td>Quiz #5</td>
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<td>Chapter 6: Strategic Approaches to Improving Ethical Behavior</td>
<td>Quiz #6</td>
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<tr>
<td><strong>Midterm - Chapters 1 - 6</strong></td>
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<td>7/24/20</td>
<td>7/26/20</td>
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<tr>
<td>Case Study Assignment #2: American International Group (AIG)</td>
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<td>7/22/20</td>
<td>8/4/20</td>
</tr>
<tr>
<td><strong>Unit 2</strong></td>
<td><strong>Chapters 7 - 12</strong></td>
<td>Learning Objectives / PowerPoints / Additional Business Lessons</td>
<td>7/27/20</td>
<td>8/13/20 @ 12pm</td>
</tr>
<tr>
<td>Chapter 7: Employee Relations</td>
<td>Discussion #2</td>
<td>Quiz #7</td>
<td></td>
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<tr>
<td>Chapter 8: Consumer Relations</td>
<td>Quiz #8</td>
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<tr>
<td>Chapter 9: Community Relations and Strategic Philanthropy</td>
<td>Quiz #9</td>
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<tr>
<td>Chapter 10: Technology Issues</td>
<td>Quiz #10</td>
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Additional Course Policies

**Grading Policies:** Again, grades will not be curved anytime throughout the semester. If you should have a concern about a grade you receive on an assignment, you may submit a written appeal to me within one week of receiving the grade in question. This appeal should outline your specific concerns with the grade and supporting evidence as to why the grade should be changed. I will consider your written appeal and communicate with you regarding the grade. After this one week period, grades on your assignments will not be adjusted. Final course grades are non-negotiable.

In addition, I understand your grade is extremely important to you; therefore, I will always try to be prompt with the grading and feedback for your assignments. Please allow 7 – 10 days for the posting of assignment grades. There may be some exceptions to this time frame. If there is an exception, you will be notified via Course Announcements.

**Electronic Class Participation:** Electronic class participation is required. Please check the course website several times each week. There will be communication during the semester via course announcements in regards to the week’s assignments, assignment feedback, etc.

**Communication for Course:** The preferred method of contact for this class is for you to use Course Messages in WTClass. As for my communication response time, I will always try my best to respond to your messages in a timely manner. Please allow 24 - 48 hours for me to respond to your messages and phone calls during the work week (Monday – Friday). If you send a message during the weekend, it may not be answered until the following Monday morning. Obviously, there may be some exceptions to this time frame due to life circumstances and schedules. With that said, if you have a question regarding an assignment, it is in your best interest to ask it early.

**Dropping the Course:** If you are having difficulty with the course anytime during the semester, you should contact me as soon as possible. Should you decide to drop, the last day to do so with a guaranteed “X” is July 30, 2020. Students who drop after this date could receive a grade of “XF” if they have not communicated with me and are missing assignments. Finally, if you are struggling to complete the course due to health problems (yours or a close family member) or other personal matters, it is your responsibility to meet with me to discuss your options as soon as possible. It is not acceptable to wait until right before or after an assignment is due to
tell me about these issues. It is also not acceptable to wait until the last week of class to tell me about these issues.

**Late Work:** All course work is due by the designated dates and times listed in WTClass Calendar. **Late work will not be accepted.** There is a great amount of flexibility with this course; consequently, it is my expectation of you to complete your assignments in a timely manner.

**Extra Credit:** There is no extra credit planned for this course. However, if an extra credit opportunity presents itself, it will be offered to the entire class and must be completed by the specified deadline. Do not come to me at the end of the semester and ask if you can individually receive extra credit. The answer will be no.

**Additional Information and Resources**

**Technical Assistance:** If you experience technical problems, please contact the IT Help Desk at 806-651-4357 (HELP) or itsc@wtamu.edu.

Their office hours are:
7:00am – 10:00pm, Monday – Friday
8:00am – 5:00pm, Saturday

**Help Information:** If you have questions regarding your online courses, the following link provides some helpful information: [https://wtclass.wtamu.edu/bbcswebdav/institution/template/course-technology.html](https://wtclass.wtamu.edu/bbcswebdav/institution/template/course-technology.html).

**Minimum Tech Skills and Requirements:** The following link furnishes you with information regarding your minimum tech skills and requirements when taking online courses: [https://wtclass.wtamu.edu/bbcswebdav/institution/template/course-technology.html](https://wtclass.wtamu.edu/bbcswebdav/institution/template/course-technology.html).

**Student Services and Resources:**
Use the following provided link to see the student services and resources available to West Texas A&M University’s students: [https://wtclass.wtamu.edu/bbcswebdav/institution/template/de-resources.html](https://wtclass.wtamu.edu/bbcswebdav/institution/template/de-resources.html).

**WTAMU Paul and Virginia Engler COB Student Code of Ethics**
Each student enrolled in COB courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The COB Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the COB and West Texas A&M University. All students enrolled in business courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.
Code of Ethics

• Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
• Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
• Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
• Do not work with other students on projects or assignments without authorization from the course instructor.
• Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
• Do not forge the signature of an instructor, advisor, dean, or another student.
• Provide truthful information for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.
• Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
• Respect the property, personal rights, and learning environment of all members of the academic community.
• Live up to the highest ethical standards in all academic and professional endeavors.

Students violating the Student Code of Ethics will be reported to the Dean’s office and are subject to penalties described in the West Texas A&M University Code of Student Life, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for participation in student organizations sponsored by the COB and for recognition for College academic honors, awards, and scholarships.

COB Student Resources Link
The COB has developed a Student Resources repository (e.g., APA writing style information, business core reviews, facilities, and other helpful supplements), which can be found on the COB Website. Additionally, WTAMU has developed an Academic Study Skills information site to assist students (e.g., study habits, supplemental instruction, tutoring, writing and math skills), which can be found on the WTAMU Website. For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit their website.

COB Communications Component
The Paul and Virginia Engler College of Business Communication Component requires students to demonstrate knowledge of communication skills. The COB communications component is a requirement in the following courses: ACCT 4373 (Accounting Communications), BUSI 1304 (Business Communication), BUSI 3320 (Digital Collaboration and Communication), BUSI 4333 (Cross-Cultural Issues in Business Communications), BUSI 4350 (Current Issues in Management Communications), BUSI 4375 (Healthcare Communication), BUSI 4380 (Conflict Resolution and Negotiation), BUSI 4382 (Emerging Media Law), CIDM 3320 (Digital Collaboration and Communication), ECON 4370 (Economics of Health Care), FIN 3350 (Personal Financial Planning), FIN 4320
(Investments), FIN 4321 (Portfolio Theory), MGT 3335 (Organizational Behavior), MGT 4380 (Conflict Resolution and Negotiation), or MKT 3342 (Consumer Behavior).

Student Travel Opportunities
In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.

Dropping/Repeating the Course
Should a student decide to drop the course, it is the student's responsibility to be aware of the final drop dates and adhere to the WTAMU Add/Drop policy. Any student participating in the course after the WTAMU posted drop date will be considered active and a grade will be administered at the end of the course for that student. Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.

Scholastic Dishonesty
It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the University’s Academic Integrity Code, as well as the COB Student Code of Ethics listed in this document.

Academic Integrity
All work must be completed individually unless otherwise stated. Commission of any of the following acts shall constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the exam is given in any subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so. For more information, see the Code of Student Life.

Viewpoints/External Websites Disclaimer
The views expressed in this document, web-based course materials, and/or classroom presentations and discussions are those of the professor and do not necessarily represent the views of West Texas A&M University, its faculty and staff, or its students. Views expressed by students are likewise those of the person making such statements. It is understood and expected that each individual within this course will respect and allow individual difference of opinion.
Neither the professor, the COB, nor WTAMU are responsible for the content of external websites discussed in the classroom and/or linked to via online course materials, emails, message boards, or other means. Referred websites are for illustrative purposes only, and are neither warranted nor endorsed by the professor, COB, or WTAMU. Web pages change frequently, as does domain name ownership. While every effort is made to ensure proper referencing, it is possible that students may on occasion find materials to be objectionable for reasons beyond our control.

**Acceptable Student Behavior**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University’s Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

**Technology Requirements**
All technological requirements for the successful completion of this course are the responsibility of the student, including access to a working computer and or to a device with secure broadband Internet connection, data storage and retrieval, and state-of-the-art security. The student is responsible for all technological problems not related to WTAMU, including but not limited to equipment failures, power outages, and Internet breakdowns. Furthermore, students are responsible for all necessary technical and operational skills for completing this course, and for being familiar with WTClass (the Blackboard Learning System) both in a general sense and in a specific sense as pertaining to this course and any materials stored within. The professor is not responsible for any technical matters related to WTClass. Students must contact WTClass if they have problems accessing and/or using the WTClass environment.

**Physical or Educational Access - ADA Statement**
West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; phone 806-651-2335.

**Title IX Statement**
West Texas A&M University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:
- WTAMU Title IX Coordinator Richard Webb – Kilgore Research Center 147, or call
806.651.3199
• WTAMU Counseling Services – Classroom Center 116, or call 806.651.2340
• WTAMU Police Department – 806.651.2300, or dial 911

• 24-hour Crisis Hotline – 800.273.8255, or 806.359.6699, or 800.692.4039
• Visit the Notalone website
For more information, see the Code of Student Life.

WT Attendance Policy for Core Curriculum Classes
For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum or developmental courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.

Evacuation Statement
If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651.5000 or 911). In the event an evacuation is necessary; evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

Copyright
All original content in this document, all web-based course materials (be they text, audio, and/or video), and/or classroom presentations are subject to copyright provisions. No distribution without the express written consent of the author. Students are prohibited from selling (or being paid for taking) notes during this course to or by any person or commercial firm without the express written permission of the professor.

* Syllabus template approved by COB Curriculum Committee May 2019. Annual review of the syllabus is a formal part of the COB continuous improvement process.