**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

**Course**

: BUAD 4334 VC02 – Business Ethics

**Campus**

: WBU online

**Term/Session**

**:** Fall 1st 8 weeks, 2022

**Instructor**

**:** Mrs. Lisa McCarthy

**Office Phone Number/Cell #**

**:** NA

**WBU Email Address**

**:** Lisa.McCarthy@wayland.wbu.edu

**Office Hours, Building, and Location**

**: Virtual. Available on student’s schedule by appointment.**

**Class Meeting Time and Location**

**:** Asynchronous/Online

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Business Ethics | Ferrell, FraedrichFerrell | 13th | 2022 | Cengage | 9780-35751-3361  |
| **\*\* AND \*\*** |  |  |  |  |  |
| Ethics on the Job | Pfeiffer | 4th | 2014 | Cengage | 9781-13393-4875 |

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Optional Materials**

**:**  APA Manual, 7th Ed.

**Course Information**

**Catalog Description**

**:**

In-depth investigation of ethical management and leadership styles, including context of a Christian worldview. Ethical reasoning for application to a variety of business situations.

**Prerequisites:**

None

**Course Outcome Competencies**

**:**

* Discuss business ethics issues and definitions, theories, and frameworks important to organizational ethical decision making;
* Recognize ethical issues in business;
* Identify means to resolve ethical disputes in business;
* Understand the role of corporate governance and corporate culture in ethical decision making;

# Discuss moral philosophies in relation to business and the Christian Ethic

**Attendance Requirements**

WBU online

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

My Attendance Policy:

You must check your email daily for any announcements I might make during the week.

There are assignments each week with specific due dates. The board will close at midnight CST on those dates with no late assignments accepted unless a valid emergency.

If you miss 2 weeks of class, you will receive an F unless you have an extraordinary reason for missing class.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Course Requirements and Grading Criteria**

All chapter assignments are posted on the syllabus under the Tentative Schedule section, and they will be in the “weekly content” on Blackboard at the start of the term for your planning purposes.

Weekly Reading:

Students will be required to read the weekly chapter assignments. The Business Ethics book must be read to pass the exams. Ethics on the Job book is needed for one of the case studies, but reading it as assigned will help you to understand how to make ethical decisions.

Weekly Chapter Activities:

Each chapter has a short quiz, assignment, and video case study to enhance your understanding of the chapters. These are multiple choice and are completed within Mindtap. They are either due on Thursdays or Sundays. See the “weekly content” folder for specific dates. They are located on the syllabus too. Each activity has a various score. See the grading criteria for points assigned.

Case Studies: There will be one case study from the Business Ethics book and one from Ethics on the Job. They are due on Sunday during weeks 4 and 7. They will be worth **60 points each**.

Exams: There will be two exams and they will not require a proctor. The midterm will be available during week 4. The final will be available during week 8. The exams must be completed during the week given. Each exam will be worth 50 points for a total of **100 points**.

Late assignments:

Weekly chapter assignments must be completed in the week they are assigned. The time zone for due dates/times is CST. Each weekly board will close on Sunday night at midnight CST except for the last week of the term which closes on Saturday night at midnight CST.

ALL DUE DATES ARE ON SCHEDULE.

GRADING CRITERIA:

Chapter Quizzes (12 with various points) 168

Chapter Activity (12 X 30) 360

Video Cases (12 with various points) 252

Case Studies (2 X 60) 120

Midterm 50

Final Exam 50

TOTAL POINTS 1,000

\*\*\*\*\*THERE IS NO EXTRA CREDIT. Your grade is based on your work during each week. \*\*\*\*\*

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Dates | Activities | Due Dates |
| 1 | 8-14 Aug | Read Chapter 1 - The Importance of Business Ethics | Thursday |
|   |   | Read Chapter 2 - Stakeholder Relationships, Social Responsibility, | Sunday |
|   |   | and Corporate Governance |   |
|   |   | Read Chapter 1 in Ethics on the Job |   |
|   |   |   |   |
| 2 | 15-21 Aug | Read Chapter 3 -Sustainability: Ethical and Social Responsibility  | Thursday |
|   |   | Dimensions |   |
|   |   | Read Chapter 4 - The Institutionalization of Business Ethics | Sunday |
|   |   | Read Chapter 2 in Ethics on the Job |   |
|   |   |   |   |
| 3 | 22-28 Aug | Read Chapter 5- Emerging Business Ethics Issues | Thursday |
|   |   | Read Chapter 6 - Ethical Decision Making | Sunday |
|   |   | Read Chapter 3 in Ethics on the Job |   |
|   |   |   |   |
| 4 | 29 Aug - 4 Sep | Exam #1 (Chapters 1-6) | Thursday |
|   |   | Read Chapter 7 - Individual Factors: Moral Philosophies and Values | Sunday |
|   |   | Case Study Google | Sunday |
|   |   |   |   |
| 5 | 5-11 Sep | Read Chapter 8 - Organizations Factors: The Role of Ethical Culture  | Thursday |
|   |   | and Relationships |   |
|   |   | Read Chapter 9 - Developing and Implementing an Effective Ethics | Sunday |
|   |   | Program |   |
|   |   |   |   |
| 6 | 12-18 Sep | Read Chapter 10 - Global Business Ethics Issues | Thursday |
|   |   | Read Chapters 4 and 5 in Ethics on the Job |   |
|   |   |   |   |
| 7 | 19-25 Sep | Read Chapter 11 - Ethical Leadership | Thursday |
|   |   | Case Study from Ethics on the Job | Sunday |
|   |   |   |   |
| 8 | 26 Sep - 1 Oct | Read Chapter 12 - Technology: Ethics and Social Responsibilities | Thursday |
|   |   | EXAM #2 (Chapters 7-12) | Saturday |

**Additional Information**

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| * Holiday: September 5, 2022, Labor Day.
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| * Class Dates: Monday, August 8 – October 1, 2022.
* The class week is Monday to Sunday except for the last week of class, which will be Monday to Saturday.
* Review the announcements and weekly assignments under the “weekly content” folder each week.
* Your questions should be answered within 24 hours except on weekends and holidays then I will respond the next working day.
* If you have problems or issues, contact me immediately by email. Don’t wait until the last minute to ask questions.
* I reserve the right to change the syllabus before the class starts.
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