

**WBUonline**

**School of Business BUAD 5304 Syllabus (revised)[[1]](#footnote-1)**

# UNIVERSITY 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.

# COURSE NUMBER & NAME

BUAD 5304 – VC01, Ethics

# TERM

Fall 1-2020 (August 17 – October 10)

# INSTRUCTOR

Dr. Richard Boyer

# CONTACT INFORMATION

* **Office/Cell phone:** 520 220 2377
* **WBU Email:** boyerr@wbu.edu

# OFFICE HOURS, BUILDING & LOCATION

Online Mon. – Sat. 8 am – 6 pm

# COURSE MEETING TIME & LOCATION

Online via Blackboard

# CATALOG DESCRIPTION

Systematic overview of normative ethics and a comprehensive discussion of contemporary moral issues including analysis of case studies; ethical implications of employment law, diversity management and corporate sustainability.

# PREREQUISITE

None

# REQUIRED TEXTBOOK AND RESOURCE MATERIAL

*Business & Professional Ethics for Directors, Execs & Accountants* by Brooks & Dunn (8th ed. 2018); CENGAGE; 9781305971455. *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

*Concise Guide to APA Style*: Seventh Edition (newest, 2020 copyright) by American Psychological Association Spiral-bound ISBN-13: 978-1433832734ISBN-10: 1433832739

# COURSE OUTCOMES AND COMPETENCIES

* Identify ethical issues and business solutions in developing a practical decision matrix.
* Apply ethical solutions to assets and personnel in a business setting.
* Communicate effectively in writing and orally, clearly and succinctly ethical decisions and the reasoning to all those who are or maybe impacted by your communication.
* Create, prepare, & produce an ethics program with all the components.

# ATTENDANCE REQUIREMENTS

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.

# STATEMENT ON PLAGIARISM & 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 Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# COURSE REQUIREMENTS and STANDARD GRADING CRITERIA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject of Evaluation** | **Percentage**  | **Points** |  | **Course Grade** | **Percentage** |
| Unit I & II Discussion Boards | 25 % | 100 |  | **A** | 90 - 100 |
| Unit III Current Event Analysis | 25 % | 100 |  | **B** | 80 -89 |
| Quizzes | 25 % | 100 |  | **C** | 70 -79 |
| Final Exam | 25 % | 100 |  | **D** | 60 -69 |
| Total | 100% | 400 |  | **F** | Below 60 |

An incomplete may be given within the last two weeks of a long term 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 (10 to 15 weeks) term, 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.

# 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/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.”

# TENTATIVE SCHEDULE

## Unit I (Weeks 1 & 2)

* **Reading:** Chapters 1 through 3 in the course text
* **Bio and Ice breaker:** post on ***Bio Board*** by **August 23rd**
* **Quiz I (25 pts.):** Complete the Quiz I open-book quiz during and by the end of the first week of Unit Ibeing **August 22**.
* **Unit I Discussion Board–Question (50 pts.) -** Post your answer to the Unit I Discussion Board question during and by the end of the second week of Unit I being **August 29**.

## Unit II (Weeks 3 & 4)

* **Reading**: Chapters 4 and 5 in course text
* **Quiz II:** Complete the Quiz II open-book quiz during and by the end of first week of Unit II being **September 6**.
* **Unit II Discussion Board– Reply (50 pts.) -** post a "Reply" to another student’s post as to whether you agree/disagree and why with the other student's post during and by the end of the second week of Unit II being **September 12**.

***September 7 – Labor Day} no assignments due; student’s option to work on course***

## Unit III (Weeks 5 & 6)

* **Reading:** Chapter 6
* **Quiz III (25 pts.):** Complete the Quiz III during and by the end of the first week of Unit III being **September 19**.
* **Current Event Analysis (CEA)** **(100 pts.)** - Submit your CEA during and by end of the second week of Unit III being **September 26**.

## Unit IV (Weeks 7 & 8)

* **Reading:** Chapters 7 and 8 in course text
* **Quiz IV:** Complete the Quiz IV open-book during and by the end of the first week of Unit IV being **October 3**.
* **Final Exam (100 pts.):** completeend-of-course traditional closed-book final exam during and by the end of the second week of Unit IV (and the 8th and last week of the course) being **October 10**.
1. **NO LATE ASSIGNMENTS**

To receive credit for any assignment it must be submitted in the course on Blackboard and as a general rule assignment will not be accepted after their respective due dates except on rare occasions where the student has received permission from the professor to submit an assignment late which will only be granted in exigent circumstances as determined by the professor.

1. Revised August 4, 2020 [↑](#footnote-ref-1)