# Wayland Logo

WBU Online

School of Business

# 2. 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.

# 3. COURSE NUMBER & NAME:

BUAD 4334-VC02, Business Ethics

# **4. TERM**:

Fall 2, 2021

# **5. INSTRUCTOR**:

Lisa McCarthy

# **6. CONTACT INFORMATION**:

WBU Email: Lisa.McCarthy@Wayland.WBU.edu

# **7. OFFICE HOURS, BUILDING & LOCATION**:

Virtual. Available on student’s schedule by appointment.

# **8. COURSE MEETING TIME & LOCATION**:

Asynchronous/Online

# **9. 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.

# 10. PREREQUISITE:

None

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| Business Ethics | Ferrell, FraedrichFerrell | 12th | 2019 | Cengage | 9781-33761-4436  | 2/25/21 |
| **\*\* AND \*\*** |  |  |  |  |  |  |
| Ethics on the Job | Pfeiffer | 4th | 2014 | Cengage | 9781-13393-4875 | 2/25/21 |

# 12. OPTIONAL MATERIALS

# **13. COURSE OUTCOMES AND 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

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **15. 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.

# **16. 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.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

Weekly Reading: Students will be required to read the weekly assignments. The Business Ethics book must be read to pass the exams. Ethics on the Job book is needed for two assignments.

Discussion Questions on Chapters: Your active participation is very important to your education. Two questions will be posted. The answers for the first question will be due on Wednesday at midnight CST and the second question will be due no later than Thursday at midnight CST. You will respond to two other students’ postings during the week with the last day to post being Sunday at midnight CST. There are 5 weeks where you will have discussion questions. Each week will be worth 30 points (10 for each answer and 5 for each response) for a total of **150 points**.

Case Studies: There will be one case study from the Business Ethics book and one from Ethics on the Job. They will be worth **40 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. No late exams will be given. Each exam will be worth 50 points for a total of **100 points**.

Late assignments:

Weekly discussion board forums must be posted during the week they are assigned. The Time zone for due dates/times is CST. Your introduction is due on Wednesday night. Answers are due on Thursday nights and responses on Sunday night. No answers or responses will be accepted after class closes on Sunday.

The case studies will be due on Sunday night. Late cases will not be accepted.

Midterm and finals must be taken during the week they are scheduled. No late exams will be accepted.

All assignments are posted on the syllabus and Blackboard at the start of the term for your planning purposes. If you work ahead do not post until that week’s assignment is due or it won’t count.

ALL DUE DATES ARE ON SCHEDULE.

GRADING CRITERIA:

Chapter Discussions (5x30) 150

Case Studies (2X40) 80

Midterm 50

Final Exam 50

TOTAL POINTS 330

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

**GRADING SCALE:**

A= 90-100% (297-330)

B= 80-89% (264-296)

C= 70-79% (231-263)

D= 60-69% (198-230)

F = Below 60% (197 & below)

I = Incomplete Only given in special circumstances.

W= Withdrawal

**17.1 Grade Appeal Statement:** “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.”

# 18. TENTATIVE SCHEDULE

**Week 1 - 11-17 Oct.:**

Your introduction. Read chapters 1 and 2 from the Ethics on the Job book. Discussion questions and responses.

**Week 2 –18-24 Oct.**:

Read chapters 3 and 4 from the Ethics on the Job book. Read chapters 1 and 2 from the Business Ethics book. Discussion question and response.

**Week 3 – 25 – 31 Oct.**:

Read chapter 5 from the Ethics on the Job book. Read chapters 3 and 4 from the Business Ethics book . Discussion question and response.

**Week 4 – 1-7 Nov.**:

Case study from the Ethics on the Job book and the midterm on chapters 1,2,3, and 4 from the Business Ethics book.

**Week 5 – 8-14 Nov.**:

Read chapters 5 and 6 from the Business Ethics book . Discussion question and response.

**Week 6 – 15-21 Nov.**:

Read chapters 7 and 10 from the Business Ethics book. Discussion question and response.

**Week 7 – 29 Nov. – 5 Dec.:**

Case study from the Business Ethics book.

**Week 8 – 26-11 Dec.:**

Final Exam on chapters 5, 6, 7, and 10 from the Business Ethics book. No discussion.

# 19. ADDITIONAL INFORMATION

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| * Holiday: 22-26 November, 2021. Thanksgiving Break.
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| * Class Dates: Monday, October 11 – December 11, 2021.
* The class week is Monday to Sunday except for the last week of class, which will be Monday to Saturday.
* Review the announcements, weekly assignments under the Weekly Content tab, and read all posts in the discussion board each week.
* Discussion board postings must be posted by Thursday at midnight in the week they are assigned to allow responses by the other students. All other assignments are due by midnight on Sunday unless otherwise stated in the weekly assignments area.
* Your questions should be answered within 24 hours except on weekends and holidays then I will respond the next working day.
* You must read the book to pass the exams.
* If you miss 2 weeks of class, you will receive an F unless you have an extreme reason for missing class.
* If you have problems or issues, contact me immediately. 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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