SYLLABUS

1. Wayland Baptist University, Virtual Campus, School of Business

2. 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: **BUAD 4334** –VC04, Business Ethics

4. Term: Spring 2014

5. Instructor: Lisa McCarthy

6. Office email: Lisa.McCarthy@wayland.wbu.edu

7. Office Hours, Building, and Location: Online, Monday - Friday

8. Class Meeting Time and Location: Asynchronous/Virtual

9. Catalog Description: This course offers an in-depth investigation of ethical management and leadership styles, including context of a Christian worldview. Ethical reasoning is developed for application to a variety of business situations.

10. Prerequisites: None

11. Required Textbook and Resources:

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| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |  |
| Business Ethics | Ferrell & Fraedrich | 9th | 2011 | Cengage |  |  |
| \*\* AND \*\* |   |   |   |  BUNDLED ISBN |  9781285716718 |  |
| Ethics on the Job | Pfeiffer/Forsberg | 4rd | 2014 | Cengage |  |  |

These books are bundled by the WBU bookstore. You will need them both.

12. Optional Materials: None

13. Course Outcome Competencies:

* Study the business ethics issues and definitions, theories, and frameworks important to organizational ethical decision making;
* Use knowledge to develop boundaries of your own personal ethical boundaries;
* Identify the role of stakeholder interest and recognize ethical issues in business;
* Understand the interrelationship of ethics and social responsibility;
* Gain confidence using oral skills to relate the issues of an ethical controversy in business to moral philosophy, work group influence, corporate culture, and social responsibility;
* Identify means to resolve ethical disputes in business;
* Examine the consequences of unethical/ethical business decisions;
* Objectively listen and evaluate the thought process and ethical differences of others;
* Understand the role of corporate governance and corporate culture in ethical decision making;
* Decide what is important for you to make from this class – and then learn it!

14. Attendance Requirements: Weekly participation is important to your success in the class. It is the student’s responsibility to contact the instructor if you have a problem or issue; don’t wait until after the assignment due date has past. Be proactive. Wayland has an online attendance policy. You can find it located here: <http://www.wbu.edu/academics/online_programs/help%20desk/attendance.html>

If you miss more than 3 weeks within the 11 weeks, you will receive an “F” unless you have an extenuating circumstance that has prevented your participation.

15. 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.”

16. Course Requirements, Grade Scale, and Grading Criteria:

Course Requirements:

Weekly Reading: Students will be required to read the weekly assignments. The Business Ethics book must be read in order to pass the exams. The Ethics on the Job book must be read in order to complete the RESOLVEDD case study that is worth 20% of your grade.

Discussion Questions on Chapters: Your active participation is very important to your education. A topic will be posted, and you will submit an answer to that topic no later than Thursday at midnight. You will respond to two other students’ postings during the week with the last day to post being Sunday at midnight. More details will be under the “Course Resources” tab and the topic “Discussion Board”. There will be 5 weeks in which you will discuss the chapters with two questions each week. Each answer to the questions will be worth 25 points and 10 points for each response for a total of 350 points. 25 points X 10 topics and 10 points X 10 responses.

Case Studies: There will be four case studies discussed on the discussion board. You will have two weeks to complete each case and a response. See the “Class Resources” tab and the topic “Case Studies”. Each case study will be worth 40 points and one response worth 10 points each week for a total of 200 points.

Exams: The midterm exam will cover chapters 1-6 from your Business Ethics book. The final exam will cover chapters 7-10. They will not require a proctor. The midterm will be available during week 5. The final will be available during week 11. The exams must be completed during the week given. No late exams will be given.

RESOLVEDD Case Study: This is the culminating event for this class. You will have two weeks to complete this assignment. No late papers will be accepted. This case is worth 200 points or 20% of your grade. If you do not turn in a case study, your grade will be reduced by one letter grade.

Late assignments:

* Weekly discussion board forums must be posted during the week they are assigned. No answers or responses will be accepted after class closes on Sunday. A 5 point deduction per day will apply if answers to original topics are submitted after Thursday (due date) but before Sunday at midnight. No responses will be accepted after Sunday night.
* Case studies will be due on Thursday of the second week and responses due on Sunday night. A 10 point deduction per day late penalty will apply if answers to case studies are submitted after Thursday (due date) but before Sunday at midnight. No responses will be accepted after Sunday night.
* 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 on blackboard at the start of the term for your planning purposes.
* RESOLVEDD case study must be turned in on time. You will have 2 weeks to work on it. No late papers will be accepted.

Grading Scale:

A= 90-100% (900-1000)

B= 80-89% (800-899)

C= 70-79% (700-799)

D= 60-69% (600-699)

F = Below 60% (599 & below)

I = Incomplete (Only given in special circumstances.)

W= Withdrawal

Grading Criteria:

Participation points 20

First Week Question 30

Chapter Discussions (5) 350

Cases (4) 200

Midterm 100

Final 100

RESOLVEDD Case Study 200

TOTAL POINTS 1000

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

17. Additional information:

1. The class week is Monday to Sunday except for the last week of class, which will be Monday to Saturday.
2. Each week review the announcements, weekly assignments under the lesson tab, and read all posts in the discussion board.
3. 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.
4. Your questions should be answered within 24 hours except on weekends and holidays then I will respond the next working day.
5. You must read the book to pass the exams.
6. If you have problems or issues, contact me immediately don’t wait until the last minute to ask questions.
7. Review the “Announcement” section frequently as course may change. I will post an announcement each Monday. If I have something else to communicate, I will make additional announcements during the week so check at least every other day.
8. I reserve the right to modify the syllabus.
9. All written work is graded on basis of content and the quality of grammar and punctuation.
10. All written assignments should be 12 point type, double-spaced, and use APA style.

18. Schedule: 