**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 5304** – **VC03**, Ethics

4. Term: VC

5. Instructor: Kelly Warren, PhD

6. Office Phone and email: 291-1023; warrenk@wbu.edu

7. Office Hours, Building, and Location: Nunn Business Building, Plainview Campus

8. Class Meeting Time and Location: Black Board

9. Catalog Description: systematic overview of normative ethics and a comprehensive discussion of contemporary moral issues including analysis of case studies.

10. Prerequisites: None

11. Required Textbook and Resources:

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| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **REVIEW** |
| Business & Professional Ethics for Directors, Execs., & Accountants | Brooks/Dunn | 6th | 2011 | Cengage Learning | 9780538478380 | Spring 14 |

12. Optional Materials: None

13. Course Outcome Competencies:

* Identify the ethical toolbox and list the tools available to employees and employers in making business and workplace decisions.
* Describe historically how ethical tools, or their absence, have been used and abused.
* Identify ethical issues and business solutions in developing a practical decision matrix.
* Bring real world ethics into the classroom.
* To apply ethical solutions to assets and personnel in a business setting.
* To interact with fellow students and understand different perspectives.
* To communicate 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.

14. Attendance Requirements:

Complete all assignments within the posted time frame.

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 and Grading Criteria:

1. Dialogues: There will be 3, 2-week dialogues. Students are required to post 5 times during these two-week periods.

2. Case Study Analysis: There will be 3 case studies in which the student will describe the rationale for the case study; state the main problem that needs to be resolved; describe the solution in detail; and evaluate the solution’s impact.

3. 1500 word review of a book related to ethics.

4. Organizational Ethics Program: From the perspective of an organizational ethics team leader or ethical consultant, write an organization’s ethics program as if you are presenting it to the CEO (that’s me) and the board of directors.

**Content:** (a) the name and description of your organization with its mission statement, (b) codes of conduct, codes of ethics, and statement of values, (c) the role of leadership, and (d) the manner in which it will be enforced.

**Grading:** (a) Appropriateness and support of the recommendations in relation to the organization, (b) Clarity of the recommendations, and (c) Adequate coverage of content.

**Course Grading:** The final grade will be determined in this manner:

* 30% Dialogues
* 30% Case Study Analysis
* 10% Book Review
* 30% Organizational Ethics Program