



**WAYLAND BAPTIST UNIVERSITY  
VIRTUAL CAMPUS  
SCHOOL OF BUSINESS**

**SYLLABUS**

1. 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.
2. Course: **BUAD 5304** – {VC02}, Ethics
3. Summer 2017: May 29 - Aug. 12
4. Instructor: Dr. Bob Vega
5. Office Phone and Wayland Email Address: 808-753-5478, email: vegar@wbu.edu
6. Office Hours, Building, and Location: Home office, Kailua, Hawaii
7. Class Meeting Time and Location: Class is fully online in Blackboard
8. 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.
9. Prerequisites: None
10. Required Textbook and Resources:

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>	<b>UPDATED</b>
<b>Business &amp; Professional Ethics for Directors, Execs &amp; Accountants</b>	<b>Brooks/Dunn</b>	<b>7th</b>	<b>2015</b>	<b>Cengage</b>	<b>9781-30538-2244</b>	<b>5/24/2014</b>
<b>**** AND **** BUNDLED ISBN #</b>						
<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>	<b>UPDATED</b>
<b>Ethics on the Job</b>	<b>Pfeiffer, &amp; Forsberg</b>	<b>4th</b>	<b>2014</b>	<b>Cengage Learning</b>		<b>5/24/2014</b>

11. Optional Materials:
12. 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.

13. Attendance Requirements: Students enrolled in the University's Virtual Campus should make every effort to participate fully in the class. In order to make up incomplete work, the student must explain the reason for the deficiency to the instructor, who will then determine whether the omitted work may be made up. When a student shows a lack of participation considered by the instructor to be excessive, the instructor will so advise the student. Any student who misses 25 percent or more of the class assignments will receive a grade of F in the course. Additional participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

Course Online Activity/Attendance policy:

- Students are required to post **at least one note to the weekly discussion board on at least two separate days of each week to remain in active weekly attendance.** Student's final grade will be adversely affected by a lack of weekly attendance.
- The Final grade will be reduced by a letter grade if students miss two or more weeks of weekly online activity.
- Students who anticipate missing any weekly class activity must notify the instructor in advance of the absence.

14. 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."

15. Course Requirements and Grading Criteria: **Weekly Discussion:**

Students are required to answer all the discussion questions posted by the instructor. In addition, each week students are to post a brief 50-100 word summary of a recent business ethics article they have read to include the citation. Students are encouraged to dialogue with each other in the discussion thread. Below is the grading rubric for discussion participation:

Needs Improvement	Meets Assignment Criteria	Demonstrates Excellence Meeting Assignment Criteria
Less than 15 Pts	16-21 Pts	22-25 Pts
Writing style has errors in grammar, spelling, and punctuation. The content does not demonstrate a clear understanding of the material. Limited use of applied learning and critical thinking. Citations are missing or not appropriately used.	Writing style is appropriate for the assignment, few errors in grammar, spelling, and punctuation. Good use of critical thinking and applied learning. Citations used are adequate and appropriate	Writing style is appropriate for the assignment, no errors in grammar, spelling, and punctuation. Good use of critical thinking and applied learning. Well cited materials used.

Threaded Discussions are designed for maximum student participation and engagement. It is critical to the success of these courses that students contribute to the Threaded Discussions in a timely manner. Therefore, no late postings to the Threaded Discussions will be accepted without prior arrangement with the instructor

**Weekly Case Reports:**

Case reports are a major part of the graded assignments for this course. Cases are chosen by students from the course textbook. Students are to choose 8 cases from the course textbook to complete for this course. Student must answer the discussion questions that follow the case. Writing format must be in APA or MLA. Cases will not be graded that are sent to the instructor via email. The criteria for grading the case reports are as follows:

Needs Improvement	Meets Assignment Criteria	Demonstrates Excellence Meeting Assignment Criteria
Less than 15 Pts	16-21 Pts	22-25 Pts
Writing style has errors in grammar, spelling, and punctuation. The content does not demonstrate a clear understanding of the case material. Limited use of applied learning and critical thinking. Format is not in standard APA or MLA. Citations are missing or not appropriate	Writing style is appropriate for the assignment, few errors in grammar, spelling, and punctuation. Good use of critical thinking and applied learning for the case. Format is APA or MLA. Citations used are adequate and appropriate	Writing style is appropriate for the case assignment, no errors in grammar, spelling, and punctuation. Good use of critical thinking and applied learning. Format is APA or MLA. Well cited materials used.

**Course Project:**

- Students will research and write a response to an ethical dilemma utilizing outside sources. Assignment details are outlined in detail within the course pages.
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- Students will research and write a response to an ethical dilemma utilizing outside sources. Assignment details are outlined in detail within the course pages. The criteria for grading the course project is as follows:

Needs Improvement	Meets Assignment Criteria	Demonstrates Excellence Meeting Assignment Criteria
less than 80 Pts	80-94 Pts	95-100 Pts
Writing style has errors in grammar, spelling, and punctuation. The content does not demonstrate a clear understanding of the case material. Limited use of applied learning and critical thinking. Format is not in standard APA or MLA. Citations are missing or not appropriate	Writing style is appropriate for the assignment, few errors in grammar, spelling, and punctuation. Good use of critical thinking and applied learning for the case. Format is APA or MLA. Citations used are adequate and appropriate	Writing style is appropriate for the case assignment, no errors in grammar, spelling, and punctuation. Good use of critical thinking and applied learning. Format is APA or MLA. Well cited materials used.

**Exams:**

- This course includes two exams: (1) Midterm Exam (2) Final Exam. Both exams are based on course textbook material. Both exams are online, open book, and non-proctored. The midterm exam covers material for chapters 1-4, whereas the final exam covers chapters 5-8. Students are given a week to complete the exam. Exams are located in the Assignment section of the course.
- **THERE ARE NO MAKE UP EXAMS, OR EXAMS SCHEDULED FOR DIFFERENT DATES UNLESS APPROVED IN ADVANCE BY THE INSTRUCTOR.**

**Grading:**

Threaded Discussion Board (Graded: 25-points per week). Students are required to respond to weekly discussion questions posted on the discussion board section. Course attendance will be based on weekly discussion board activity (see attendance policy for this course)

Weekly Case Reports (Graded: 25-points per case). Students will choose one case report to complete for each of the six sections of the course textbook. Students who anticipate getting an 'A' for these assignments must assure that their reports are written in appropriate style (APA or MLA), spell/grammar checked, and utilize good critical-thinking and applied learning skills.

Midterm Exam (Graded, 100 points): The exam will be a combination of short answer and multiple choice questions and covers chapters 1-4

Final Exam (Graded, 100 points): The exam will be a combination of short answer and multiple choice questions. The final Exam covers chapters 5-8

Course Project (Graded, 100-points): Students will research and write a response to an ethical dilemma utilizing outside sources. Assignment details are outlined in detail within the course pages.

Grading Scale is based on total points for the course assignments:

A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F < 60%

16. Tentative Schedule: (Calendar, Topics, Assignments)

WEEK	START DATE	READING TOPICS	CHAPTER	ASSIGNMENTS	GRADED ASSIGNMENT POINTS	DUE DATE
1	May 29	Ethics Expectations.	1	Discussion forum Case 1	50	June 4
2	June 5	Ethics & Governance Scandals	2	Discussion forum Case #2	50	June 11
3	June 12	Philosophers' Contributions	3	Discussion forum Case #3	50	June 18
4	June 19	Practical Ethical Decision Making.	4	Discussion forum Case #4	50	June 25
5	June 26	Review Chapters 1-4		Discussion forum Midterm Exam	125	July 2
6	July 3	Corporate Ethical Governance & Accountability	5	Discussion forum Case #5	50	July 9
7	July 10	Professional Accounting in the Public Interest, Post-Enron.	6	Discussion forum Case #6	50	July 16
8	July 17	Managing Ethics Risks and Opportunities	7	Discussion forum Case #7	50	July 23
9	July 24	The Subprime Lending Fiasco	8	Discussion forum Case #8	50	July 30
10	July 31	Review Cases	Ch. 2 Pp: 93-126	Discussion forum Course Project	125	Aug 6
11	Aug 7	Review chapters 5-9		Discussion forum Final Exam	125	Saturday, Aug 12
Total Points					775	

17. Additional information as desired by the faculty member.

**Additional Web Resources:**

In addition to the main course textbook, there are many websites with supplemental information topics on business ethics which are timely because of the focus on the recent scandals noted in domestic and global business. Here are just a few web sites to review for additional information:

- <http://www.scu.edu/ethics/articles/articles.cfm?fam=BUSI>
- [http://en.wikipedia.org/wiki/List\\_of\\_business\\_ethics,\\_political\\_economy,\\_and\\_philosophy\\_of\\_business\\_topics](http://en.wikipedia.org/wiki/List_of_business_ethics,_political_economy,_and_philosophy_of_business_topics)
- <http://management.about.com/od/businessethics/>
- <http://www.web-miner.com/busethics.htm>

18. 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.
19. Appeal Process: 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 Executive Vice President/Provost 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.