

**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 5304vc01 Ethics
3. **Term:** summer 2018 (5/28 – 8/11)
4. **Instructor:** Dr. Richard E. Boyer
5. **Office Phone Number and WBU Email Address:** (520) 220 - 2377 and boyerr@wbu.edu
6. **Office Hours, Building, and Location:** 8 am – 5 pm (California); Virtual Campus online
7. **Class Meeting Time and Location:** N/A – Virtual Campus online via 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

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| Business & Professional Ethics for Directors, Execs & Accountants  | Brooks/Dunn | 8th | 2018 | Cengage | 9781-30597-1455 |

1. **Required Text:**
2. **Optional Materials:** *Pocket Guide to APA Style* by Robert Perrin (3rd Ed.) WADSWORTH/CENGAGE
3. **Outcome Competencies:** On completion of course the student will have a working and applied knowledge of:
* The ethical toolbox and the tools available to employees and employers in making business and workplace decisions.
* How historically ethical tools, or their absence, have been used and abused.
* The ethical issues and business solutions in developing a practical decision matrix.
* Bringing real world ethics into the classroom.
* Applying ethical solutions to assets and personnel in a business setting.
* Interacting with fellow students and understanding different perspectives.
* Communicate in writing and orally, clearly and succinctly ethical decisions and the reasoning to all those who are or maybe impacted by your communication.
* Creating, preparing, & producing an ethics program with all the components.
1. **Attendance Requirements:** Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard and student “attendance” in this online course is defined as “weekly participation and attendance (WPA),” which means each student is required to log into the course and spend at least .2 (12 minutes) in the course every week of the 11 week term to avoid being marked absent. The WPA requirement is in addition to and separate from working on and receiving credit for completing course assignments. The WPA will be checked weekly and any student who does not spend at least .2 (12 minutes) in the course for the week being checked will be marked absent for that week. It is the student’s responsibility who has been marked absent, but in fact was not absent to email me within of 3 days of being notified of the absence and state the date and the approximate time that they were in the course and where they spent the time in the course. Any student absent 25% or more; that is marked absent for three (3) or more weeks during the eleven (11) week term, as a general rule will receive an “F” in the course, regardless of their academic standing. The foregoing WPA policy is considered to be part of the university’s attendance policy.
2. **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.
3. **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.”
4. **Course Requirements and Grading Criteria:**

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| Subject of Evaluation | Percentage  | Points |  | Course Grade | Percentage |
| Current Event Analysis assignment (CEA) | 20% | 100 |  | **A** | 90 - 100 |
| Critical Book Analysis assignment(CBA) | 20% | 100 |  | **B** | 80 -89 |
| Quizzes | 20% | 100 |  | **C** | 70 -79 |
| Ethics Plan assignment (EPa) | 20% | 100 |  | **D** | 60 -69 |
| Final Exam | 20% | 100 |  | **F** | Below 60 |
| Totals | 100% | 500 |  | **I** | Incomplete |

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.

1. **Tentative Schedule: (Calendar, Topics, Assignments):**

**May 28 – June 10 Unit I**

* **Reading:** Chapters 1 – 3 in the course text
* **Bio:** post student bio on the ***Bio Board*** introducing student to classmates by **June 3rd**
* **PreEthics Plan (PreEP) and Ethics Plan assignment (EPa) –** post memo on your selection of organization for Ethics Plan
* **Pre-Critical Book Analysis (PreCBA) –** select book for CBA and submit cover title page
* **Quiz I:** Complete by end of Unit I

***May 28 Memorial Day} no assignments due; students may work on the course at their option***.

**June 11 – July 1 Unit II**

* **Reading:** Chapters 4 – 5 in course text
* **Current Event Analysis (CEA) –** post Current Event Analysis relevant to ethics
* **Quiz:** Complete by end of Unit II

**July 2 – July 22 Unit III**

* **Reading:** Chapters 6
* **Critical Book Review:** Submit soft copy of Critical Book Analysis (CBA) by the end ofUnit III.
* **Quiz:** Complete by end of Unit III

***Fourth of July} no assignments due; students may work on the course at their option***.

**July 22 – August 4 Unit IV**

* **Reading:** Chapters 7 and 8
* **Unit IV Discussion Board –** post a comment or reply relevant to Ethics on Unit IV Discussion Board.
* **Quiz:** Complete by end of Unit IV

**August 4 - August 11 Unit V**

**Ethic Plan assignment (EPa) –** post Ethics Plan

**Final Exam:** end-of-course traditional 100 question final exam by the end of Unit V.

1. **The syllabus may be revised** - in the future to make adjustments for unforeseen circumstances as deemed necessary by the instructor. Notice of revisions will be posted as an announcement in the course on Blackboard.