

WBUonline

School of Business

# 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.

# COURSE NUMBER & NAME

BUAD 5304 – VC01, Ethics

# TERM

Summer, 2019 (May 27 – August 10)

# INSTRUCTOR

Dr. Richard Boyer

# CONTACT INFORMATION

* **Office/Cell phone:** 520 220 2377
* **WBU Email:** [boyerr@wbu.edu](mailto:boyerr@wbu.edu)

# OFFICE HOURS, BUILDING & LOCATION

Online Mon. – Sat. 8 am – 6 pm

# COURSE MEETING TIME & LOCATION

Online via Blackboard

# 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.

# PREREQUISITE

None

# REQUIRED TEXTBOOK AND RESOURCE MATERIAL

*Business & Professional Ethics for Directors, Execs & Accountants by Brooks & Dunn (8th ed. 2018); CENGAGE; 9781305971455*. Wayland Baptist University has partnered with RedShelf to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class. The prices are very competitive with the market and in most cases below the standard cost. The price of the textbook will be billed to your student

account. To check the price of the textbook please locate your required course material at <https://bookstore.wbu.edu>. Once you access the textbook it will ask you if you would like to opt-out. If you choose NOT to use this version you MUST opt-out or you will be charged and refunds are not available**.**

# OPTIONAL MATERIALS

Robert Perrin’s *Pocket Guide to APA Style* (6th ed.); CENGAGE; ISBN-13: 978-1305969698 and ISBN-10: 1305969693

# COURSE OUTCOMES AND COMPETENCIES

Upon completion of course the student will have a working and applied knowledge of:

* The ethical toolbox/tools available to employees/employers in making business/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.
* Communicating 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

# ATTENDANCE REQUIREMENTS

WBU online (Virtual Campus) - Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record.

To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

# 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.

# 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.

# COURSE REQUIREMENTS and STANDARD GRADING CRITERIA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject of Evaluation** | **Percentage** | **Points** |  | **Course Grade** | **Percentage** |
| Pre-Ethics & Ethics Plan (Pre-EPP & EPP) | 25 % | 100 |  | **A** | 90 - 100 |
| Current Event Analysis (CEA) | 25 % | 100 |  | **B** | 80 -89 |
| Quizzes | 25 % | 100 |  | **C** | 70 -79 |
| Final Exam | 25 % | 100 |  | **D** | 60 -69 |
| Total | 100% | 400 |  | **F** | Below 60 |

An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, I is converted to an F.

# STUDENT GRADE APPEALS

“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.”

# TENTATIVE SCHEDULE

## Unit I (May 27 – June 9)

* **Review –**basic legal principles typically covered in an ungraduated business law course
* **Reading:** PART I, Ch.1 – 6, PART II Ch. 7 – 12 and PART III Ch. 24 - 27
* **Bio and Ice breaker:** post on ***Bio Board*** introducing student to classmates by **June 2nd**
* **Quiz I:** Complete the Quiz I open-book quiz by the end of the Unit I

***Memorial Day – May 27} no assignments due***

## Unit II (June 10 – June 30)

* **Reading**: PART IV, Ch. 21 – 23, and PART V Ch. 24 - 27
* **Business Organization Assignment (Boa):**– submitted by end of Unit II
* **Quiz II:** Complete the Quiz II open-book quiz by the end of Unit II

## Unit III (July 1 – July 21)

* **Reading:** PART VI, Ch. 28 – 32, PART VII Ch. 33 – 36, and PART VIII Ch. 37 -39
* **Current Event Analysis & Discussion (CEAD):** Submit on the Unit II CEA Discussion Boardby end of Unit III
* **Quiz III:** Complete the Quiz III by the end of the Unit III

***4th of July} no assignments due***

## Unit IV (July 22 – August 3)

* **Reading:** PART IX, Chapters 40 – 44, and PART V Ch. 45 – 46
* **Quiz IV:** Complete the Quiz IV open-book quiz on Ch. 10 – 12 by the end of the Unit IV

## Unit V (August 3 – August 10)

* **Course Final Exam:** end-of-course traditional 100 question final exam

1. **NO LATE ASSIGNMENTS**

To receive credit for any assignment it must be submitted in the course on Blackboard and as a general rule assignments will not be accepted after their respective due dates except on rare occasions where the student has received permission from the professor to submit an assignment late which will only be granted in exigent circumstances as determined by the professor.