**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 4334** –VC03, Business Ethics

3. Term: Winter 2017

4. Instructor: Lisa McCarthy

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

6. Office Hours, Building, and Location: Virtual

7. Class Meeting Time and Location: Asynchronous/Online

8. 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.

9. Prerequisites: None

10. Required Textbook and Resources:

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| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |  |
| Business Ethics | Ferrell & Fraedrich | 11th | 2017 | Cengage |  |  |
| \*\* AND \*\* |   |   |   |  BUNDLED ISBN |  9781-33730-3655 |  |
| Ethics on the Job | Pfeiffer/Forsberg | 4rd | 2014 | Cengage |  |  |

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

11. Optional Materials: APA 6th Edition Manual

12. 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 take from this class – and then learn it!

13. 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 week term, you will receive an “F” unless you have an extenuating circumstance that has prevented your participation.

14. 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.

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:

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.

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. Two questions will be posted with answers due no later than Thursday at midnight CST. You will respond to two other students’ postings during the week with the last day to post being Sunday at midnight CST. There are 5 weeks where you will have discussion questions. Each answer to the questions will be worth 25 points and 10 points for each response for a total of 350 points.

Case Studies: There will be two case studies discussed on the discussion board. Each case study will be worth 40 points and the response is worth 10 points each week for a total of 100 points.

Exams: The midterm exam will cover chapters 1-7 from your Business Ethics book. The final exam will cover chapters 8-12. They will not require a proctor. The midterm will be available during week 6. 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. 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. No late papers will be accepted.

Late assignments:

* Weekly discussion board forums must be posted during the week they are assigned. Time zone for due dates/times is CST. 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 complete it. No late papers will be accepted.
* ALL DUE DATES ARE ON SYLLABUS.

Grading Scale:

A= 90-100% (810-900)

B= 80-89% (720-809)

C= 70-79% (630-719)

D= 60-69% (540-629)

F = Below 60% (539 & below)

I = Incomplete (Only given in special circumstances.)

W= Withdrawal

Grading Criteria:

Participation points 50

Chapter Discussions (5) 350

Cases (2) 100

Midterm 100

Final 100

RESOLVEDD Case Study 200

TOTAL POINTS 900

\*\*\*\*\*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. Review the announcements, weekly assignments under the lesson tab, and read all posts in the discussion board each week.
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: 