

**WAYLAND BAPTIST UNIVERSITY**

**VIRTUAL CAMPUS**

**SCHOOL OF BUSINESS**

**SYLLABUS**

1. **UNIVERSITY MISSION STATEMENT**: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

**2. COURSE NUMBER & NAME:** BUAD 4334 – {VC01}, Business Ethics

3. TERM: Winter, 2018/2019

4. INSTRUCTOR: Dr. Vernon Swinton, AA., AS., BS., MBA, PHD, PMP

5. CONTACT INFORMATION: WBU Email: Vernon.swinton@wayland.wbu.edu

6. OFFICE HOURS, BUILDING & LOCATION: 24/7/Virtual

7. COURSE MEETING TIME & LOCATION: Asynchronous/Online

8. CATALOG DESCRIPTION: In-depth investigation of ethical management and leadership styles, including context of a Christian worldview. Ethical reasoning for application to a variety of business situations.

**9. PREREQUISITE:** None.

10. REQUIRED TEXTBOOK AND RESOURCE MATERIAL: 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.

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| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Business Ethics | Ferrell & Fraedrich | 11th | 2018 | Cengage | - | - |
| \*\* AND \*\* | - | - | - |  BUNDLED ISBN | 9781-33750-3655 | 10/15/18 |
|  |   9781-33750-3655 |
| Ethics on the Job | Pfeiffer/Forsberg | 4th | 2014 | Cengage | - | - |

**11. Optional Materials:**  None.

12. COURSE OUTCOMES AND 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

**13. ATTENDANCE REQUIREMENTS:**

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

14. 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.

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:

**Course Requirements.**

Weekly Reading: Students will be required to read the textbook as assigned per week.

Threaded Discussion Board (**Graded, 5-points per week**): No later than **Thursday**, learners are required to post an initial response to the topic question(s) directly to Blackboard—please **do not attached** word documents! Learner are required to post at least **three (3)** times **throughout** the week. This requirement is considered “active discussion!” **Learners must directly answer at least one (1) weekly discussion question and respond to at least two (2) other learners’ posts throughout the week.** **This requirement also includes a reply to any follow up questions the professor poses!**

Note: Please state the **name** of your classmate in your response.

**Three (3)** post are the **minimum** required for full credit consideration. Although several questions may be posed per week, learners are only required to respond to one (1). **I’m not necessarily impressed by the answering of all questions!** I prefer a response to one question fraught with details, practical examples and/or critical thinking vice all questions addressed superficially. **Please write concisely!**

**Posts or comments made all on ONE or the LAST day of the week will not earn full credit!** Posts after the week of assignment are **ineligible** for credit. In fact, the weekly forum closes once the week is over and becomes “read only.” Therefore, posting early and throughout the week is critical! Course participation is based on assigned weekly discussion board activity. When independent reading is assigned only for a week, there is no expectation/requirement to post to the discussion board.

Please do not ask questions concerning discussion credit before carefully reading the aforementioned. Thank you.

**Case Reports/Analysis** (Graded, 20-points per case): Students will complete one case report/analysis in weeks 4 and 9, respectively, based on the chapter readings. Please read the “Assignment” Link for specific information. Suffice it to indicate here, however. Each student is provided a week to prepare their case report. My expectation is a scholarly report! An entire week is provided for a product that should reflect an outstanding and corresponding effort! Please use your time wisely draft, proofread, review and then submit! Submit assignment to the Assignment link as a Microsoft Word document (emphasis added) labeled, "Last Name, Case 1"; Last Name, Case 2.

**Please observe and comply with APA guidance, which includes, but not limited to, an appropriate cover page, abstract (key words, etc.), well formatted paragraphs, in-text citation, and corresponding alpha ordered references, etc (tabbing and spacing).**

**Midterm Exam** (Graded, 50-points): Students will complete a midterm exam encompassing the first half of the course material, chapters 1-4. The exam will be a combination of short answer and multiple choice questions and a comprehensive essay. With respect to the essay, please demonstrate command or an understanding of the subject. My evaluation of the essay is critical. The midterm does not require a proctor, but has a 1-hour time limit.  The exam must be completed after the first launch. It will be available on **Thursday, 10 January – Sunday, 13 January, 2019.**

**Final Exam** (Graded, 50-points): Students will complete a final exam encompassing the second half of the course material, chapters 5-7, and 10. The exam will be a combination of short answer and multiple choice questions and a comprehensive essay. With respect to the essay, please demonstrate command or an understanding of the subject. My evaluation of the essay is critical. The exam does not require a proctor, but has a 1.5 hour time limit.  It will be available **Monday, 10 February – Saturday, 16 February 2019.**

**Note:** Open book or exams that do not require a proctor are inherently difficult compared to routine exams. **The midterm and final require students to read the questions and responses carefully, make logical decisions based on preparation, process of elimination and intellectual inferences. There are no “trick questions!”** Study guides are Not provided for either exam. An entire week is allotted for exam preparation! Please use the time to study!! Each exam must be completed in its entirety in one sitting. Avoid taking exams at the end of the week, as technical or scheduling problems can arise.

**Pray! Study! Use your book when necessary!!**
**NOTE ABOUT LATE ASSIGNMENTS**: Cases posted late will receive a **5-point** deduction. **Additionally, all late cases must be submitted no later than week 10 for credit! No cases will be eligible for credit after week 10!** Discussion forum responses must be posted during the week assigned. After a week of discussion ends--again, access to that forum becomes “read only”. Discussion work cannot be made up. The **midterm** and **final** exams MUST be taken during the week scheduled, NO exceptions. Please plan to accordingly.

**Grading Criteria/Policies.**

**Threaded Discussion Board** (5-points per week): No later than Thursday, students are required to initially respond to weekly discussion questions posted on the discussion board section when discussion is assigned for that week. Course attendance will be based on weekly discussion board activity (except when chapter reading is the only assignment; also see attendance policy for this course).

The criteria for grading discussion below, is not limited to, but include the following:

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| Needs Improvement  | Meets Assignment Criteria  | Demonstrates Excellence Meeting Assignment Criteria  |
| Less than 2 Pts  | 2-3 Pts  | 4-5 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. Post all on one day/submitted late/after week of assignment.  | 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.  |

**Case Reports** (20-points per case): Students will complete one case report in weeks 4 and 9, respectively. Students who anticipate an “A” for these assignments must ensure their reports are written in appropriate style APA, spell/grammar checked, and utilize good critical-thinking and applied learning skills. Please take pride in your product. **If you do not have an APA 6th Ed. guide--now's the time to obtain one!** The quality of an assignment trumps quality. Therefore, I do not require a specific page length. I'm constructively critical with these assignments. It is your opportunity to demonstrate reasonable command of the issues discussed. Poorly written assignments will receive commensurate grades. Read all assignment instructions carefully before drafting your assignment. **Pay very close attention when there is emphasis added in the assignment instructions!** A word of advice is to juxtaposed the assignment instructions with your paper as part of your review and have someone you trust provide you feedback on your assignment before you submit the final. You have an entire week to accomplish these assignments. I expect your very best work. Thank you.

The criteria for grading case reports, is not limited to, but include the following:

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| Needs Improvement  | Meets Assignment Criteria  | Demonstrates Excellence Meeting Assignment Criteria  |
| Less than 14 Pts  | 10-14 Pts  | 15-20 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. Submitted after due date. Assignment submitted late and appears to lack compliance with instructions—thorough analysis/steps not treated in a comprehensive manner--and completed without the benefit of a week’s time/done at the last minute!!!  | 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. Learner invested significant time to produce scholarly analysis, fraught with rich content and, command thereof, and exhaustive.  |

**Midterm Exam** (50-points): The exam will be a combination of true/false and multiple choice questions and an essay.

**Final Exam** (50-points): The exam will be a combination of true/false and multiple choice questions and an essay. The essay requirement is extremely important. Draft it with care and exhaust your best effort.

**Grading Philosophy:** Grades are assigned based solely on performance and not on prevailing students' expectations, perceptions of their performance, or level of effort. The grading standards are developed based on course outcomes and reflect the appropriate level of content mastery, including the subject matter as well as core curriculum components deemed appropriate, such as effective writing and information literacy. **Grades are accumulative, meaning, grades are earned throughout the course resulting in final letter grade/outcome!**

Grading Criteria/Scale is based on total points—**accumulative**--for the course assignments:

A = 90-100% (**155-170**)

B = 80-89% (**130-154**)

C = 70-79% (**110-129**)

D = 60-69% (**90-109**)

F = < 60% (**0-89**)

I = An incomplete may be given to students who are passing but have not completed some of the course requirements for reasons **beyond the student’s control!**

**There are no extra credit assignments in this course.**

**17. Grade Appeal Statement:** “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.”

**18. TENTATIVE SCHEDULE: (Calendar, Topics, Assignments)**

All assignments, exams, and discussions are due on Sundays, NLT 11:59 PM (CST)

**WEEK 1 (12 – 18 Nov)** – Discussion
Introduction, Course Overview, & Read Chapter 1, The Importance of Business Ethics

**WEEK 2 (26 Nov – 2 Dec)** – No Discussion

Read Chapter 2, Stakeholder Relationships, Social Responsibility, and Corporate Governance

**WEEK 3 (3 – 9 Dec)** – Discussion

Read Chapter 3, Emerging Business Ethic Issues

**WEEK 4 (10 – 16 Dec)** – No Discussion

Case #1, Evaluate An Ethical Dilemma, The assignment concerns Jayla, an intern faced with a confidentiality conundrum.

Submit to Assignment Folder Only (click on the actual assignment link in the Week 4 Folder, scroll down to “Browse Computer” button to upload and submit)

**WEEK 5 (17 Dec – 6 Jan)** -- Discussion
Read Chapter 4, The Institutionalization of Business Ethics

**Note. Week 5 spans the holiday period or break. Use your time wisely to accomplish the indicated assignment.**

**WEEK 6 (7 – 13 Jan)**

Midterm Exam (Open Book) – No Discussion

**Exam link will become visible January 10. Please see above.**
**WEEK 7 (14 – 20 Jan)** -- Discussion

Read Chapter 5, Ethical Decision Making

**WEEK 8 (21 – 27 Jan)** -- Discussion

Read *Ethics on the Job:* Chapter 3, The RESOLVEDD STRATEGY OF MAKING ETHICAL DECISIONS

Read *Ethics on the Job:* Chapter 4, The RESOLVEDD STRATEGY IN DEPTH

**WEEK 9 (28 Jan – 3 Feb)** -- No Discussion
Case #2 analysis! Choose one of the following cases to evaluate in Chapter 6, *Personal Ethical Problems for Analysis:*

Affirmative Action and Company Promotion Policy, Office Gossip, or Too Personal To Ask Submit in Assignment Folder Only (click on the actual assignment link in the Week 9 Folder, scroll down to “Browse Computer” button to upload and submit)

**WEEK 10 (4 – 10 Feb)** -- Discussion

Read Chapter 6, Individual Factors: Moral Philosophies and Values

Read Chapter 7, Organizational Factors: The Role of Ethical Culture and Relationships

Read Chapter 10, Globalization of Ethical Decision-Making

**WEEK 11 (11 – 16, Feb)** -- No Discussion

Final Examination (OPEN BOOK)

**19. ADDITIONAL INFORMATION:**

a. I will make every attempt to reply to your questions within 24 hours. An exception to this timeframe will occur on weekends (Saturday and Sunday), where it will be NLT 48 hours.

b. I expect that you will manage your time to accomplish assignments, which includes case studies and posting to discussion board. All assignments are provided in the syllabus, and further specifications will be placed in assignment area or announcement section of course.

c. Read the book/E-book! Questions on the exams will be from the book. Please ask questions if you don't understand content.

**d. Late assignments/exams: 5 point reduction in score.**

e. I realize many learners will have other priorities. However, if you find yourself having problems, **please communicate with me immediately – not after the fact/past deadlines!**
f. Label all assignments with your last name, Assignment number or type.

g. Always review course Announcements as course changes may occur at any given time. I will attempt to remind students of any deviations from the syllabus.

h. Instructor reserves the right to modify the course syllabus.

**2 Timothy 2:2 (KJV): And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also.**