



BMGT 1341.083 Business Ethics - Online

Course Syllabus: Fall 2024

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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	Monday	Tuesday	Wednesday	Thursday	Friday
Office Hours	8:30 a.m. - 9:30 a.m. 11:00 a.m. - 12:00 p.m.	9:00 a.m. - 12:00 p.m.	8:30 a.m. - 9:30 a.m. 11:00 a.m. - 12:00 p.m.	8:30 a.m. - 11:30 a.m.	By appointment only

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 credit hours.

Lecture/Lab/Clinical: Online Course.

Discussion of ethical issues, the development of a moral frame of reference, and the need for awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

Prerequisite(s): None

Student Learning Outcomes:

1. Define business ethics;
2. Identify the consequences of unethical business practices;
3. Describe reasoning for analyzing ethical dilemmas;
4. Describe different ethical views;
5. Explain how business, government, and society function interactively;
6. Explain corporate social responsibility

Evaluation/Grading Policy:

All quizzes, discussion boards, exams, assignments, and projects are completed individually and submitted electronically through Blackboard. Assignment grades will be posted within 5 days of the posted due date. Please pay careful attention to the due dates. **Late work will NOT be accepted.**

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else, they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

Assignments:

All assignments for this course will be provided on the first day of the course and will be completed and submitted via Blackboard. Assignments, instructions, and files are accessible via Blackboard.

Tests/Exams:

2 Exams (200 points each).

Each exam is timed and multiple choice. Exams are completed electronically in Blackboard.

Exam 1 covers chapters 1, 3, 4, 5 & 6

Exam 2 covers chapters 7, 8, 9, & 10

Written Chapter Assignments: 3 Written Chapter Assignments (13 questions – 5 points per question)

The 13 chapter discussion questions will be presented in Blackboard at the beginning of the course. These discussion questions are to be completed as assigned in Blackboard. The assignments can be submitted for credit no later than 11:59p.m. on the posted due date. **No late work will be accepted.** See course schedule below for specifics. *Written assignment responses should be typed in the textbox provided below each question in Blackboard and be presented in paragraph form (do not submit a list of items). Responses should be representative of the student's own thoughts in their own words. Plagiarism and/or collusion will not be tolerated. Be sure to fully answer all portions of each question to receive full credit.* See course schedule below for specifics.

Chapter Quizzes: 9 Quizzes (20 points each)

Chapter quizzes are timed and consists of 10 questions each (multiple-choice, fill in the blank, True/False, and/or matching). Students will have 30 minutes to complete once started.

Discussion Boards: 3 Discussion Board Assignments (55 points total)

Discussion board topics and points possible can be found in Blackboard under the Discussions link. All discussion questions must be answered in paragraph form using correct grammar and sentence structure. Students must post their initial response and then respond to at least one other student's post. See Blackboard for detailed instructions.

Project: Business Ethics Project (200 points)

Students are to conduct research on the company of their choosing from the list provided in Blackboard.

Objective: Explore unethical practices when creating and running a business and the associated consequences.

The project should be submitted as a Microsoft PowerPoint presentation that **includes audio recordings**. Audio Recordings should be inserted in **each** slide and should provide a thorough analysis of the information provided on the PowerPoint slide. Please be sure that your PowerPoint slides adequately address the required topics as this will be the only submission for the project.

Audio recordings can easily be inserted in a PowerPoint presentation by navigating to the Insert tab on the Ribbon in PowerPoint, then clicking the Audio button, and then choosing Record Audio. A new dialog box will appear and you will be prompted to enter a name for the audio recording and then you can click the red circle to start recording your voice inputs for the active slide. ***Presentations that do not include audio recordings on each slide will not receive a passing grade.***

Visuals such as images and/or charts should be utilized when appropriate, but should not be overused in a way that will detract from the Microsoft PowerPoint presentation. Points will be reduced if your presentation does not include appropriate visual resources.

*****Audio recordings should not be a voice overlay of only the information typed on the individual slides. The slides should only include a bulleted list of items that will be expanded upon in your audio recordings. Presentations that include audio recordings of just the words typed on the slide will not receive a passing grade.***

Your Microsoft PowerPoint presentation, at a minimum, must include a thorough analysis of the following items:

- A title slide that includes the name of the business, name of the scandal, and your name.

- Slides that address the company’s background, founders of the company, when the company was founded, what products/services the company offers/offered, the company’s net worth, the company’s mission statement, and where the company was/is located.
- Timeline of the Ethical Scandal: Begin with the year the company was founded and end with the year the company collapsed or the scandal was closed.
- Identify the Whistleblower, how the initial disclosure of scandal was received, and how/if the whistleblower’s job and/or career was impacted by their disclosure of the scandal.
- Your personal reaction to the ethical conduct of the company.
- Conclusion: Wrap up your Microsoft PowerPoint presentation by describing the end result of the company scandal. What were the legal consequences? Is anyone in jail? Is the company still in existence?
- Prediction: How do you think this ethical scandal helped us as future business owners?
- References - APA guidelines should be followed: You must include a minimum of 3 credible sources. Students are not required to insert an audio recording on the references slide.
- Your presentation must include a minimum of 10 slides and should not exceed 15 slides.

You will use the TurnItIn assignment link provided under the project folder in Blackboard to submit your Microsoft PowerPoint presentation. This link will complete a match report and check for Artificial Intelligence (AI) use within in the Microsoft PowerPoint presentation. Please be sure you check the match report. The flagged use of AI in the project submission or a match report above 30% will result in a grade of zero points.

**You must submit your project as a PowerPoint presentation as the audio recordings are not accessible if submitted as a PDF.

Please remember that these projects should be your own work—plagiarism (taking someone else's work or ideas and passing them off as one's own) will not be tolerated. Copying from another source and using block quotations from another source is not representative of your own work. Be sure to use reputable internet websites; do NOT utilize any Wikipedia or comparable citations. Failure to include citations and references will result in an F. Please review the college policy and the course syllabus for details regarding academic honesty.

Late projects will ***not*** be accepted.

Rubric can be found on last page of this syllabus.

Final Grades

This course is set up on a point scale. You can calculate your grade at any time as all point values are listed on this syllabus. **Your final course grade will be based upon this scale only. There are NO extra credit opportunities. In addition, there are no “retakes” for any assignments or exams.** The scores that you receive on your original submissions will be what is counted toward your final grade. Please understand that I must adhere to this grading policy for all students so exceptions will not be made.

Discussion Boards (4)	55	A = 900-810
Written Assignments (3)	65	B = 809-720
Chapter Quizzes (9)	180	C = 719-630
Project (1)	200	D = 629-540
Exams (2 Exams)	<u>400</u>	F = 539 and below
Total	900	

Required Instructional Materials:

Business Ethics

You can choose either the Digital textbook at no cost or a printed text for a small fee (check the bookstore for details).

Links:

[PDF Version](#)

[Online Version](#)

Publisher:

OpenStax

ISBN Number:

978-1-59399-577-5 (paperback)

Optional Instructional Materials:

None

Minimum Technology Requirements:

- Daily high-speed internet access
- Microsoft PowerPoint
- Internet Browser

Required Computer Literacy Skills:

- Basic computer usage skills
- Email skills

Course Structure and Overview:

Several elements are essential for your success in this course. You will need to understand these fully prior to starting the course:

1. All online courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Assignments are due weekly, and sometimes each class day of the week (see course schedule for specific due dates). Thus, keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings and other assignments. Late work is not allowed in this course, so you must plan your schedule carefully.
2. You must have continuous access to a working and dependable computer and Internet provider.
3. The following study sequence will maximize your chances for mastering each lesson in this course:
 - a. Read the lesson overview and learning objectives.
 - b. Read assigned material in the textbook or eBook.
 - c. Review the learning objectives.
 - d. Review the PowerPoint and take notes as needed (i.e., connected to lesson objectives.)
 - e. Complete and submit Blackboard Homework assignments. These will add points to your course grade.
 - f. Be sure to participate in the Discussion Questions as assigned by writing your original responses and posting peer replies. These will add points to your course grade.
 - g. Be sure to contact your instructor when you have questions or need help.

Communications:

- **Email:** Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 24 hours (Monday-Friday), but usually within a few hours when possible. My email address is lharwell@ntcc.edu.
- **Phone:** My office phone number is 903-434-8129, however, if you need immediate assistance you may call my cell phone at 903-767-0056 (please do not call or text before 8:00 a.m. or after 9:00 p.m.). I do not respond to long detailed questions via text message.
- **Announcements:** These can be found in Blackboard under the course link on your Blackboard homepage. Please make sure you are reading any announcements thoroughly when they are posted there.
- **Blackboard Messages:** These can be found in Blackboard under the Messages link in your Blackboard

course. Please check DAILY.

Institutional/Course Policy:

All online courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Many assignments are due weekly. Thus, keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings and other assignments. Late work is not allowed in this course, so you must plan your schedule carefully.

Blackboard will be used for file submission, but you will need to keep a copy of all work in case of error or file corruption.

Attendance Policy:

Students are expected to access the course on a regular basis. Excessive absences or inactivity (two consecutive weeks) *may* result in the student being withdrawn from class or having their grade average reduced. An attempt will be made to contact you before this happens, but should an emergency arise, you need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

Withdrawal Policy/Date:

It is your responsibility to drop a course or withdraw from the college. If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the BlackBoard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, BlackBoard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the BlackBoard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. **(Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)**

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student

handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline:

(*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

<p style="text-align: center;">Fall 2024 Business Ethics (BMGT 1341.083) Course Schedule</p>		
Week	Assignments	Due Date
<p>Week 1: Monday, October 21st - Sunday, October 27th</p>	<ul style="list-style-type: none"> • Syllabus Acknowledgement Quiz • Discussion Board 1 Response • Chapter 1 Written Assignment • Chapter 1 Quiz 	<p style="color: red;"><i>Sunday, October 27th at 11:59PM</i></p> <p>*Written Assignments – Responses should be typed in the corresponding editor textbox provided below each question in Blackboard and be presented in paragraph form (do not submit a list of items). Responses should be representative of the student’s own thoughts in their own words. Plagiarism will not be tolerated. Be sure to fully answer all portions of each question.</p> <p>*Discussion questions must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least one other student’s posts.</p> <p>*Chapter quizzes are timed and consists of 10 questions (multiple-choice, fill in the blank, True/False, and/or matching). You will have 30 minutes to complete once started. You must complete the quiz in one sitting as you cannot pause and complete at a later time once started.</p>
<p>Week 2: Monday, October 28th - Sunday, November 3rd</p>	<ul style="list-style-type: none"> • Chapter 3 Quiz • Chapter 4 Written Assignment • Chapter 4 Quiz 	<p style="color: red;"><i>Sunday, November 3rd at 11:59PM</i></p> <p>*Written Assignments – Responses should be typed in the corresponding editor textbox provided below each question in Blackboard and be presented in paragraph form (do not submit a list of items). Responses should be representative of the student’s own thoughts in their own words. Plagiarism will not be tolerated. Be sure to fully answer all portions of each question.</p>

		<p>*Chapter quizzes are timed and consists of 10 questions (multiple-choice, fill in the blank, True/False, and/or matching). You will have 30 minutes to complete once started. You must complete the quiz in one sitting as you cannot pause and complete at a later time once started.</p>
<p>Week 3: Monday, November 4th - Sunday, November 10th</p>	<ul style="list-style-type: none"> • Chapter 5 Written Assignment • Chapter 5 Quiz • Chapter 6 Quiz 	<p><i>Sunday, November 10th at 11:59PM</i></p> <p>*Written Assignments – Responses should be typed in the corresponding editor textbox provided below each question in Blackboard and be presented in paragraph form (do not submit a list of items). Responses should be representative of the student’s own thoughts in their own words. Plagiarism will not be tolerated. <i>Be sure to fully answer all portions of each question.</i></p> <p>*Chapter quizzes are timed and consists of 10 questions (multiple-choice, fill in the blank, True/False, and/or matching). You will have 30 minutes to complete once started. You must complete the quiz in one sitting as you cannot pause and complete at a later time once started.</p>
<p>Week 4: Monday, November 11th - Wednesday, November 13th</p>	<ul style="list-style-type: none"> • Exam 1 – Will become available on Monday, November 11th, and is <i>due by 11:59PM WEDNESDAY, November 13th</i> 	<p><i>WEDNESDAY, November 13th at 11:59p.m.</i></p> <p>*Students will have 80 minutes to complete the exam once started. The exam consists of 40 multiple-choice questions.</p>
<p>Week 5: Monday, November 18th - Sunday, November 24th</p>	<ul style="list-style-type: none"> • Chapter 7 Quiz • Discussion Board 2 Response • Chapter 8 Quiz 	<p><i>Sunday, November 24th at 11:59PM</i></p> <p>*Chapter quizzes are timed and consists of 10 questions (multiple-choice, fill in the blank, True/False, and/or matching). You will have 30 minutes to complete once started. You must complete the quiz in one sitting as you cannot pause and complete at a later time once started.</p> <p>*Discussion questions must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least one other student’s posts.</p>

		<p>*Discussion questions must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least one other student's posts.</p>
<p>Week 6: Monday, November 25th - Sunday, December 1st</p>	<ul style="list-style-type: none"> • Chapter 9 Quiz • Chapter 10 Quiz • Discussion 3 Response 	<p><i>Sunday, December 1st at 11:59PM</i></p> <p>*Chapter quizzes are timed and consists of 10 questions (multiple-choice, fill in the blank, True/False, and/or matching). You will have 30 minutes to complete once started. You must complete the quiz in one sitting as you cannot pause and complete at a later time once started.</p> <p>*Discussion questions must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least one other student's posts.</p> <p>*Discussion questions must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least one other student's posts.</p>
<p>Exam 2</p>	<ul style="list-style-type: none"> • Exam 2 – Will become available on Monday, December 2nd, and is due by 11:59PM WEDNESDAY, December 4th 	<p><i>WEDNESDAY, December 4th at 11:59p.m.</i></p> <p>*Students will have 80 minutes to complete the exam once started. The exam consists of 40 multiple-choice questions.</p>
<p>Project</p>	<ul style="list-style-type: none"> • Business Ethics Project – Due by 11:59PM on Monday, December 9th 	<p><i>MONDAY, December 9th at 11:59PM</i></p> <p>*Students should thoroughly read the project instructions in Blackboard and rubric prior to completing.</p>

BMGT 1341: Business Ethics Project Rubric

Objective/Criteria	Performance Indicators				
	Unacceptable	Minimally Responsive	Satisfactory	Very Good	Excellent
Overview of the company and your view of the ethical position of the company	0 Points	5 Points	15 Points	25 Points	35 Points
	Communicates an unclear and unintelligible overview of the company OR No overview at all.	Communicates somewhat muddled, unclear, and rambling overview of the company and their ethical position.	Communicates a clear but shallow overview; may be excessively brief or may include extraneous information.	Communicates a clear and concise overview of the company and identifies all required elements.	Communicates a very thorough, clear, and concise overview of the company and identifies all required elements.
Provides a timeline of the company and ethical scandal	0 Points	5 Points	15 Points	25 Points	35 Points
	Does not provide a timeline of the company or ethical scandal.	Communicates a somewhat muddled, unclear timeline of the company and ethical scandal.	Communicates a clear but shallow timeline of the company and ethical scandal.	Clearly and concisely identifies the timeline of the company and ethical scandal.	Thorough, clear, and concise identification of the timeline of the company and ethical scandal.
Identifies the whistleblower, how the initial disclosure was received, and the impact on whistleblower's job and/or career	0 Points	5 Points	15 Points	25 Points	35 Points
	Does not identify the whistleblower, how the initial disclosure was received, or the impact on whistleblower's job and/or career.	Conveys an unclear identification of the whistleblower, how the initial disclosure was received, and the impact on whistleblower's job and/or career.	Conveys a clear but shallow identification the whistleblower, how the initial disclosure was received, and the impact on whistleblower's job and/or career.	Clearly and concisely identifies the whistleblower, how the initial disclosure was received, and the impact on whistleblower's job and/or career.	Conveys a thorough, clear and concise discussion of the whistleblower, how the initial disclosure was received, and the impact on whistleblower's job and/or career.
Identifies and describes personal reaction to the ethical conduct of the company as well as provides a relative conclusion and prediction	0 Points	5 Points	15 Points	25 Points	35 Points
	Provides an unclear, unintelligible and illogical description of personal reaction, conclusion, and/or prediction OR no description of personal reaction, conclusion, and/or prediction.	Attempts to communicate personal reaction to the ethical conduct of the company, conclusion, and/or prediction, but lacks a logical flow and is muddled.	Communicates personal reaction to the ethical conduct of the company, conclusion, and prediction; includes no discussion of the relevant issues.	Communicates your personal reaction to the issue, conclusion, and prediction; includes a simplistic discussion of the relevant issues.	Thoroughly communicates your personal reaction, conclusion, and prediction; includes discussion of the relevant issues.

Delivery, Enthusiasm, Content/Organization	0 Points	5 Points	15 Points	25 Points	35 Points
	Does not communicate an understanding of the topic. Minimum usage of audio recordings.	Demonstrates little to no enthusiasm towards topic, fails to increase the audience's understanding of the company and ethical concern, and/or does not have a solid grasp of the information presented. Limited usage of audio recordings.	Demonstrates minimum feelings about the topic being addressed, slightly raises the audience's understanding of the topic/concern, and/or has limited knowledge on the information presented. Contains reasonable number of audio recordings.	Demonstrates some enthusiasm towards the topic, increases the audience's understanding of topic/concern, and communicates a somewhat clear understanding of the topic. Each slide, excluding references slide, includes audio recordings.	Demonstrates strong enthusiasm towards the topic being addressed, substantially increases the audience's understanding of the topic, and communicates a strong understanding of the topic. Each slide, excluding references slide, includes thorough audio recordings of the information presented.
Grammar, mechanics, formatting, APA style for references and citations	0 Points	5 Points	10 Points	15 Points	25 Points
	Does not contain information regarding title, name, source or date. Countless errors in grammar, spelling, and punctuation. No citations/references noted. Does not follow presentation guidelines or include visuals.	Contains incorrect information regarding title, name, source and date. Contains numerous errors in grammar, spelling, and punctuation. Consistently fails to use APA formatting for citations/references. Somewhat follows presentation guidelines and includes limited visuals.	Contains mostly correct information regarding title, name, source and date. Contains frequent errors in grammar, spelling, and punctuation. Inconsistent use of APA formatting for citations/references. Follows majority of presentation guidelines and includes visuals.	Contains all correct information regarding title, name, source and date. Contains accurate and proper grammar, spelling, and punctuation. Consistently uses proper APA formatting for citations/references. Follows presentations guidelines and incorporates visuals throughout presentation.	Contains all correct information regarding title, name, source and date. Consistently contains accurate and proper grammar, spelling, and punctuation. Clearly and consistently uses proper APA formatting for citation/references. Follows presentation guidelines throughout presentation and incorporates appropriate and supporting visuals on each slide.