



# BMGT 1341.083 Business Ethics - Online

Course Syllabus: Fall 2021

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

**Instructor: Linsey Harwell**

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|                     | Monday                             | Tuesday                          | Wednesday      | Thursday                         | Friday              |
|---------------------|------------------------------------|----------------------------------|----------------|----------------------------------|---------------------|
| <b>Office Hours</b> | 8:15AM – 9:30AM<br>11:00AM-12:00PM | 8:00AM-9:30AM<br>11:00AM-12:00PM | 8:15AM-11:00AM | 8:00AM-9:30AM<br>11:00AM-12:00PM | 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: Blended 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, and article reviews 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, & 6

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

**Chapter Assignments:** 8 Chapter Assignments (40 questions – 2-3 points per question)

The 40 chapter discussion questions will be presented on the course schedule by the instructor at the beginning of the class. These discussion questions are to be completed as assigned in Blackboard.

Please see the course schedule for specific questions assigned. The assignments can be submitted for credit no later than midnight on the assigned due date. **No late work will be accepted.** See course schedule below for specifics.

**Discussion Boards:** 4 Discussion Board Assignments (25 points each)

Online discussion questions can be found under the caption **DISCUSSION BOARD** within

**Blackboard (see course schedule for dates).** Students must post an initial response to each topic as well as respond to a fellow classmate's post.

**Rubric:**

- One initial post (**Due as assigned**), respond to at least one peer.
- Initial Post Length requires a minimum of 50 words
- Secondary post length requires a minimum of 30 words per post
- MLA or APA format required, incorporate appropriate in-text citation(s) referring to the academic concept with corresponding references page for the initial post.

**Article Reviews:** 2 Article Reviews (100 points each)

*Two real world article reviews @ 100 points each – 200 points*

Students will conduct research and locate **two** articles or case studies that address an ethical issue. One review will be submitted the week of each exam (see schedule below for due dates). Once the articles have been selected, students will complete **two** separate article reviews (one review for each article).

**Each article review should contain the following:**

1. An opening paragraph (or two) overview of the article
2. A few paragraphs that address the ethical issue discussed in the article
3. A recommendation of how the situation should be or should have been handled
4. A conclusion

Each article review should be type-written in Microsoft Word and should be a *minimum* of 1 page, single-spaced (or 2 pages double-spaced). There are two assignment submission links - one for each article review that is to be completed during each exam week. Be sure to submit your article reviews by the due date provided in the assignment AND in the Course Calendar located under the Start Here folder.

**\*\*Note:** A minimum two-page, double-spaced response is necessary to capture the article review requirements with the necessary level of breadth and depth.

Before writing an article review, re-read the chapter and or chapter sections regarding your selected subject area AND locate and read at least 2 other articles that relate to your selected topic. Then select the article you want to review. Suggested databases to search for articles are Google Scholar (NOT Google) and our library databases. NTCC Librarians, Ron Bowden and Heather Shaw are very helpful and great resources that students are encouraged to utilize. The more articles and recourses you read

about your selected topic(s) the more information you will have and better be able to review and analyze an article.

This is not a project to start on a week before it is due. Allow yourself enough time to dedicate an adequate amount of attention to this project. Use APA 7th edition format for citations. A copy of the article is NOT required; however, a citation of the article is required.

Please remember that these article reviews 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.

Please review the college policy and the course syllabus for details regarding academic honesty. Please use reputable internet websites; **do NOT utilize any Wikipedia or comparable citations.** *Failure to include citations and references will result in an F. Late case studies 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) | 100        | A = 800-720       |
| Assignments (8)       | 100        | B = 719-640       |
| Exams (2 Exams)       | 400        | C = 639-560       |
| Article Reviews (2)   | <u>200</u> | D = 559-480       |
| Total                 | 800        | F = 479 and below |

### 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 Word
- 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 48 hours (Monday-Friday), but usually within a few hours when possible. My email address is [iharwell@ntcc.edu](mailto:iharwell@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 AM or after 9:00 PM). 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.

### **Video Recording of Course Activities**

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

### **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 dropped 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.

**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):

| <b>BMGT 1341.083 Fall 2021<br/>Course Schedule</b> |                                 |  |
|--|---------------------------------|--|
| <b>Week</b>  | <b>Assignments</b>              | <b>Due Date</b>  |
| Monday, October 18th -<br>Sunday, October 24th     | Chapters 1<br>Discussion 1      | Chapter Assignment, Discussion 1, and Syllabus Acknowledgement Quiz are due Sunday, October 24th at 11:59PM  |
| Monday, October 25th -<br>Sunday, October 31st     | Chapters 3 & 4                  | Chapter Assignments are due Sunday, October 31st at 11:59PM  |
| Monday, November 1st -<br>Sunday, November 7th     | Chapter 6<br>Discussion 2       | Chapter Assignment and Discussion 2 are due Sunday, November 7th at 11:59PM  |
| Monday, November 8th -<br>Sunday, November 14th    | Exam 1<br>Article Review 1      | <b>Exam 1 Available Monday, November 8th and is due by 11:59PM on Wednesday, November 10th</b><br><b>Article Review 1: Due by 11:59PM on Friday, November 12th</b> |
| Monday, November 15th -<br>Sunday, November 21st   | Chapter 7 & 8<br>Discussion 3   | Chapter Assignment and Discussion 3 are due Sunday, November 21st at 11:59PM   |
| Monday, November 22nd -<br>Sunday, November 28th   | Chapters 9 & 10<br>Discussion 4 | Chapter Assignments & Discussion 4 are due Sunday, November 28 at 11:59PM  |
| Monday, November 29th -<br>Sunday, December 5th    | Exam 2<br>Article Review 2      | <b>Exam 2: Available Monday, November 29th and is due by 11:59PM on Wednesday, December 1st</b><br><b>Article Review 2: Due by 11:59PM Friday, December 3rd</b>    |

## BMGT 1341 Article Review Project Rubric

**Goal - Students will be able to demonstrate competency in identifying and addressing an ethical issue.**

| <b>Performance Criteria</b>  | <b>Below Expectations</b>  | <b>Meets Expectations</b>   | <b>Exceeds Expectations</b>  | <b>Score</b> |
|--|--|---|--|--------------|
| <b>Effective introduction to the selected topic</b>                  | Student does not provide background information relevant to the chosen topic or overview of the associated article | Student adequately introduces the chosen topic and provides an overview of the associated article                     | Student adequately introduces the business topic, provides background information, and a thorough overview of the article                              | <b>18</b>    |
| <b>Critically analyze the ethical issue discussed in the article</b> | Student does not analyze the ethical dilemma   | Student adequately analyzes the ethical dilemma discussed in the article  | Student adequately analyzes the ethical dilemma discussed in the article and provides a detailed discussion  | <b>18</b>    |
| <b>Recommendation and Conclusion</b>                                 | Student does not provide a conclusion and/or a recommendation  | Student provides a thoughtful conclusion and recommendation that adequately reflects the article and associated topic | Student provides a thoughtful conclusion and recommendation that adequately reflects the article and associated topic along with a detailed discussion | <b>18</b>    |
| <b>Chosen article and review reflective of course curriculum</b>     | Student's article review did not reflect course curriculum   | Student's article review correctly reflected course curriculum  | Student's article review correctly reflected course curriculum and provided a detailed explanation of topic as it reflects the course curriculum       | <b>16</b>    |
| <b>References</b>  | References are not or mostly not presented   | Complete references and in-text citations are generally present   | Sources of presented information are clearly and fairly represented and in-text citations are accurately utilized                                      | <b>10</b>    |
| <b>Effective use of structure and grammar</b>                        | Numerous instances of improper spelling, punctuation, paragraph or sentence structure; meaning obscured            | Mostly proper spelling, punctuation, and paragraph and sentence structure   | Proper spelling, punctuation, and paragraph and sentence structure   | <b>10</b>    |
| <b>Article review presentation and length</b>                        | Article review was not presented in an organized format and did not meet the minimum length requirement            | Article review was presented in an organized format and met the minimum length requirement                            | Article review was presented in an organized format, was easy to follow, and met or exceeded the minimum length requirement                            | <b>10</b>    |
|  |  |   | <b>TOTAL SCORE</b>   | <b>100</b>   |

