



Texas A&M University-Texarkana
GBUS 450 – Business Ethics
Course Syllabus
Fall 2018

Instructor: Selena Jefferies, CPA, M.S.A.

Office: UC338

Office Hours:

Tuesday	Thursday
12 – 1 pm	12 – 1 pm
2:15 – 5:30 pm	2:15 – 3 pm

Outside of in-office hours I will reply to emails within a reasonable time not to exceed 24 hours during the normal work week.

Email: sjefferies@tamut.edu

Phone: (903) 223-3131

Course Number: GBUS 450

Course Title: Business Ethics

Semester Credit Hours: 3

Course Delivery Method: Face-to-Face

Course Description: A study of ethical problems in business and the foundations for decisions involving ethical issues. Topics include ethical concepts, personal integrity, individual conscience, and company loyalty and responsibility conflicts as they impact on the decision process in the functional areas of business.

Textbook: **Business Ethics: Ethical Decision Making & Cases, 11th Edition, O.C. Ferrell, John Fraedrich, Linda Ferrell, Cengage Learning, ISBN: 978-1-305-50084-6**

Undergraduate Degree Program Goals

At the completion of your degree or BBA, graduates should be proficient in the following areas:

- Learning Goal 1: Our graduates will be competent in the broad business disciplines that underlie the BBA degree.
- Learning Goal 2: Critical Thinking/Problem Solving: Upon completion of their degree program, students will be able to demonstrate critical thinking, including the ability to explain issue; find, analyze, and select appropriate evidence; and construct a cogent argument that articulates conclusions and their consequences.
- Learning Goal 3: Communication and decision making under ethical dilemma: Upon completion of their degree program, students will be able to express ideas clearly and coherently orally, in writing, and electronically to a diverse range of audiences and interact with others in large and small group settings.
- Learning Goal 4: Global Environment: Upon completion of their degree program, students will be able to analyze the impact of multiple factors on the interconnectedness of diverse peoples in the global environment.

Student Learning Outcomes / Objectives:

1. Demonstrate knowledge of ethical reasoning and ethical theory.
2. Identify ethics issues in business involving integrity, objectivity, and independence.
3. Interpret ethics rules as related to specific business situations.
4. Relate the significant issues of an ethical controversy in business to moral philosophy, work group influence, corporate culture, and social responsibility.
5. Choose and defend a theory or principle for resolving ethical disputes in business.
6. Examine the consequences of unethical and ethical business decisions.
7. Expose students to the individual reasoning processes of others when resolving ethical dilemmas.



Texas A&M University-Texarkana

GBUS 450 – Business Ethics

Course Syllabus

Fall 2018

Course Expectations/Grading:

Grades are based on two exams, weekly chapter reading/ethical dilemma analyzation, and in class participation assignments. Each exam is worth 100 points and will be given in class on the assigned dates. A zero will be earned for missed exams and assignments. **Testing and assignment dates are firm and make up exams are given ONLY under extenuating conditions. The following are considered extenuating conditions; hospitalization, medical emergency, physical injury, or death of an immediate family member.** You **MUST** bring proof of the extenuating circumstance in order to facilitate an exam make-up in a timely manner. If excused and taken late, a 20% late penalty may be subtracted from the score. Extenuating circumstances do not include forgetting, technical difficulties, running out of time or lack of preparation.

Weekly Assignments & Case Analysis:

In addition to lectures, videos and group exercise/discussions, weekly assignments in communicating & evaluating ethical dilemmas, and a case analysis will be used as a learning mechanism. Ethical dilemmas discussion and cases give the student the opportunity to analyze the ethical issues that practicing managers most often confront. Case analysis also provided the opportunity to focus on actions; and helps in the development of practical, responsible plans for resolving difficult dilemmas. These assignments will help students become proficient in communication and decision making under ethical dilemma analysis both written and orally.

Weekly class assignments/discussion questions pertaining to Chapter’s Ethical Dilemma – choice of 6 (10 points each) = 60 points: Weekly reading chapter assignments are required for each chapter prior to class. Each chapter begins with an “Ethical Dilemma”. We will be discussing 12 chapters along with the ethical dilemma posed for each chapter. **Students may select 6 of the 12 weekly chapter dilemmas** to submit by analyzing the content and submitting answers to the questions/exercises. Students should be prepared to discuss all weekly ethical dilemmas *at the beginning* of class lecture. To receive credit for the submission, each ethical dilemma be submitted prior to class meeting in Blackboard under the Ethical Dilemma menu tab prior to the class discussions. After the chapter discussion has passed, the assignment link for that chapter is no longer available. **DO NOT EMAIL ASSIGNMENTS. ALL SUBMISSIONS MUST BE CORRECTLY SUBMITTED AT BLACKBOARD LINK TO RECEIVE CREDIT.**

In Class Activity Participation (40 points)– Students will work in class on 4 activities worth 10 points each. These assignments will be grouped discussion based and students must be present to receive points. If an in class participation activity is missed, no points will be awarded. *Students may submit an additional chapter ethical dilemma (for chapter discussions still open) as a make-up for the in class assignment.*

Case Analysis (100 points):

Students will be assigned a case addressing a global ethical issue and submit a written paper. Students will be expected to write a case study evaluation, consider the objectives for presentation in written analysis and case discussion, and answer the case questions asked related to the selected case. Case analysis objectives, guidelines and basic format will also be provided. **Written papers** will be graded based upon the clarity, depth & presentation of the issues, professionalism, grammar, neatness and organization. The criteria in the grading rubric will score critical thinking/analysis of issue (50 points), professional writing/communication (30 points), and writing mechanics/accuracy (20 points) = total of 100 points. See class schedule for due date of Case Analysis.

1. Two Exams:	Chapters 1-6	100 points
	Chapters 7-12	100 points
2. Case Analysis:		100 points
3. Class Assignments/Participation in weekly Ethical Dilemma discussions (Submit 6 ethical dilemma assignments, participate in 4 in-class activities, 10 pts each)		100 points
	Total	400 points

Grading Scale:	A - 90% or above
	B - 80% or above
	C - 70% or above
	D - 60% or above
	F - Below 60%



Texas A&M University-Texarkana
GBUS 450 – Business Ethics
Course Syllabus
Fall 2018

Course Topics & Class / Assignment Schedule:

Week	Chapter Topic & TSBPA objective	Weekly Assignment Due:	Due Date: Tuesday	
* Weekly Assignment: Read Chapter & summarize Ethical Dilemma Questions- submit in Blackboard prior to class meeting Submit 6 out of 12 weekly dilemmas and 4 In Class Activities (Or submit extra weekly dilemma if in class activity missed)				
1	Introduction to Business Ethics, Syllabus & Welcome		28-Aug	5:30 PM
2	Chapter 1: The Importance of Business Ethics (Ethical Theory)	Ethical Dilemma Questions Due (Ch 1)	4-Sep	5:30 PM
3	Chapter 2: Stakeholder Relationships, Social Responsibility, and Corporate Governance (Ethical Objectivity)	Ethical Dilemma Questions Due (Ch 2)	11-Sep	5:30 PM
4	Chapter 3: Emerging Business Ethics Issues (Ethical Reasoning)	Ethical Dilemma Questions Due (Ch 3) In Class Activity #1	18-Sep	5:30 PM
5	Chapter 4: The Institutionalization of Business Ethics (AICPA, SEC, TSBPA, Independence & Accounting Dilemmas)	Ethical Dilemma Questions Due (Ch 4)	25-Sep	5:30 PM
6	Chapter 5: Ethical Decision Making and Leadership (Ethical Reasoning, Core Values, Objectivity)	Ethical Dilemma Questions Due (Ch 5)	2-Oct	5:30 PM
7	Chapter 6: Individual Factors: Moral Philosophies & Values	Ethical Dilemma Questions Due (Ch 6) In Class Activity #2	9-Oct	5:30 PM
8	1st Test - Chapter's 1-6		16-Oct	5:30 PM
9	Chapter 7: Organizational Factors: The Role of Ethical Culture and Relationships (Ethical Theory, Integrity, Objectivity)	Ethical Dilemma Questions Due (Ch 7)	23-Oct	5:30 PM
10	Chapter 8: Developing an Effective Ethics Program (Core Values, Integrity, Independence) & (Independence & Accounting Dilemmas)	Ethical Dilemma Questions Due (Ch 8)	30-Oct	5:30 PM
11	Chapter 9: Managing and Controlling Ethics Programs (Independence, Integrity)	Ethical Dilemma Questions Due (Ch 9) In Class Activity #3	6-Nov	5:30 PM
12	Chapter 10: Globalization of Ethical Decision-Making (Integrity, Core Values)	Ethical Dilemma Questions Due (Ch 10)	13-Nov	5:30 PM
13	Chapter 11: Ethical Leadership	Ethical Dilemma Questions Due (Ch 11) **CASE ANALYSIS DUE (Submit @ BE	20-Nov	5:30 PM
14	Chapter 12: Sustainability	Ethical Dilemma Questions Due (Ch 12) In Class Activity #4	27-Nov	5:30 PM
15	2nd Test Fin: Chapters 7-12		4-Dec	5:30 PM
16	Finals Week - No Final Exam this week unless behind schedule			

*Subject to change to meet the objectives of the course



Texas A&M University-Texarkana
GBUS 450 – Business Ethics
Course Syllabus
Fall 2018

Student Participation & Etiquette:

- a. **Participation Policy:** Students are expected to attend all lecture classes. Class attendance is very important since many exam questions will be drawn from class lectures, case discussions, and demonstrations. Please discuss any attendance issues with me.

- b. **Course Etiquette:** Students are expected to be courteous towards the instructor, classmates, and guests. **Cell phones should be turned off or on silent during lecture and discussions. Laptops & tablets are allowed if used for classwork and participation and does not disturb the class. Texting or web surfing is not allowed during class. If cell phone use is an emergency, please excuse yourself and take care of business outside of class.**

Disability Accommodations:

Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

Academic Integrity:

Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions. For additional information, see the university catalog.

A&M-Texarkana Email Address:

Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

Drop Policy:

To drop this course after the census date (see semester calendar), a student must complete the Drop/Withdrawal Request Form, located on the University website <http://tamut.edu/Student-Support/Registrar/Dropping.html> or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email Registrar@tamut.edu, mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.