

Doane University
BUS 603 – Ethics and Social Responsibility
Syllabus
As of: 7/13/2017

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This syllabus is subject to change as conditions dictate.

Instructor Information

Kathie L. Court, PhD

Doane University

Contact Information

Office: 303 North 52nd Street, Room 203-4, Lincoln, NE 68504

Office Hours: Monday - Thursday 2:00 – 5:45 pm; Friday 10:00 am - noon

Email Address: kathie.court@doane.edu (this email is the best way to contact me)

Phone: 402-466-4774

Fax: 402-466-4228

Communicating With the Instructor

This course uses a “three before me” policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Blackboard
3. The “Student Questions” discussion board

This process will help you find answers to your questions before I can get back to you and prevents duplication of questions, which is a time saver for all of us.

If you cannot find an answer to your question, please first post your question to the “Student Questions” discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or by me. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email. I will usually respond to email between the hours of 8am to 5pm on weekdays, please allow 24 hours for me to respond.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance (contact information is listed below).

How to Succeed in this Course

- Read thoroughly, and review often, your course syllabus, schedule, and announcements
- Complete class assignments on time.
- Bring your laptop and texts with you to class.
- Communicate with your instructor

You should plan to work on this course every day. Having access to a reliable and consistent internet connection throughout the duration of the course is a necessity. In addition, you should not plan to take any vacations during this term. This course is condensed and fast-paced, which means catching up after missing even one class will be extremely difficult.

You are responsible for having a reliable computer throughout the course. Always bring a laptop with you to class. Be sure to complete class assignments on time so that you are prepared to engage in the class activities. This course requires you to be present, both physically and mentally, in every class.

Email and Internet

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account daily for course related messages.

We will use the "Send Email" tool in Blackboard. This tool uses the Doane Gmail client.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <http://bb2.doane.edu>

Course Information

BUS 603 – Ethics and Social Responsibility
17/AUTM 2017 (8/14/17 – 10/14/17) – Monday nights
3 Credit Hours

Course Catalog Description

A more diverse, technologically changing society produces differing ethical standards that must be examined by managers for their application to decisions that are made about tasks and people within the workplace. This course examines the relationship between business (both for-profit and not-for-profit) organizations and society as a whole, and specifically, the responsibility of business to society.

Course Overview

Students will gain an understanding of the factors that influence ethical behavior.

Course Prerequisites

None

Course Textbook and Materials

Required

Hoyk, R., & Hersey, P. (2008). *The ethical executive*. Stanford, CA: Stanford University Press.
ISBN: 978-0-8047-5965-6

Johnson, C. E. (2018). *Meeting the ethical challenges of leadership: Casting light or shadow* (6th ed.). Los Angeles, CA: SAGE. ISBN: 978-1-4522-5918-5

For Leadership Ethics at the Movies:

- Selma (PG-13) OR The Imitation Game (PG-13)
- The Chorus (PG-13) OR The Martian (PG-13)
- Bridge of Spies (PG-13) OR The Lady (R)
- Of Gods and Men (PG-13) OR Spotlight (R)

Recommended

Resource	Purpose
Hacker, D. & Sommers, N. (2016). <i>A pocket style manual: APA version</i> (7 th ed.). Boston, MA: Bedford/St. Martin's. ISBN: 978-1-319-01113-0	All postings must follow APA format. Hacker and Sommers (2011) is our course's final authority on grammar, composition and style.
Graff, G., & Birkenstein, C. (2006). <i>"They say/I say": The moves that matter in academic writing</i> (1st ed.). New York: W. W.Norton.	Graff and Birkenstein (2006) offer suggestions that allow students to distinguish their own ideas from those of the resources they read.

Other course material may include articles, documentaries, movies, audio clips, etc., which will be available in Blackboard.

Learning Objectives

Course Objectives

Upon completion of this course, students will:

1. Analyze and evaluate case studies/scenarios
2. Apply ethical principles and theories used to develop socially responsible solutions
3. Describe the psychological traps that lead to unethical decisions and actions
4. Evaluate their own ethical foundation, including psychological traps they might face

Weekly Objectives

In the 1st week, students will

- Identify class expectations, ground rules and class tools
- Distinguish between the roles of leading and following
- Define ethical leadership

In the 2nd week, students will evaluate their own ethical foundation, including psychological traps they might face.

In the 3rd week, students will:

- Differentiate between the ethical challenges of Leadership and Followership
- Explain the ways in which leaders use ethical development to avoid casting shadows rather than light.

In the 4th week, students will:

- Identify the six broad categories of character strengths, explain the importance of these character strengths to leaders, and describe the ways in which leaders develop these strengths.
- Describe the forms of evil, how cycles of evil can be broken, and the role spirituality can play in fostering more ethical, productive workplaces.

In the 5th week, students will:

- Describe the five ethical perspectives and apply each perspective to a case study.
- Evaluate the results of applying the five ethical perspectives to the case study. Compose a conclusion based on that evaluation.
- Identify and describe the components of ethical behavior
- Describe the four decision-making formats including their advantages and disadvantages.

In the 6th week, students will:

- Describe the ethical issues surrounding four influence tools.
- Identify the ways in which leaders can resist unethical influence attempts.
- Explain six leadership theories including their limitations.

In the 7th week, students will:

- Identify and describe the elements that constitute a small group.
- Explain how leaders can foster individual ethical accountability and promote ethical group interaction in small groups.
- Explain how leaders can ensure that small groups avoid moral pitfalls and establish ethical relationships with other groups
- Identify the principles and practices that characterize positive ethical climates in organizations.
- Describe four climate-building tools and how each contributes to an ethical climate.

In the 8th week, students will:

- Identify and explain Hofstede's four value orientations.
- Analyze the ways in which individualism versus collectivism may impact ethical choices.
- Distinguish among the challenges posed by globalization and cultural differences and develop strategies to meet each challenge.
- Identify and describe the three stages of crisis situations, including the tasks that must be completed during each stage.
- Identify and describe the six ethical principles and strategies leaders use to fulfill their moral duties during crises.

Course Grading

Grades and Grading Scale

Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

A+	97-100%	B+	87-89.9%	C+	77-79.9%	D+	67-69.9%
A	93-96.9%	B	83-86.9%	C	73-76.9%	D	63-66.9%
A-	90-92.9%	B-	80-82.9%	C-	70-72.9%	D-	60-62.9%
						F	Below 60%

Check your grades after each assignment is returned to make sure your score is entered correctly. Contact me immediately if you suspect an error or if you would like to discuss assignments and their scoring.

Assignment Contribution towards Grade:

Assignment (number)	Percentage/Points toward Grade
Class Discussion Contribution	30
Academic Essay based on Hoyk and Hersey	20
Case Study Analyses	20
Class Discussion Facilitation	20
Reflective Essays	10
Total	100

1. Class Discussion Contribution

In addition to participating in face-to-face class discussions and issue analysis, students will be asked to communicate with each other on a discussion board in Blackboard. Discussion forums are and may be accessed by using either the Weekly Modules or Discussion Boards link:

- Student Questions: This discussion forum is available for students to ask the professor questions. The idea is that if one student has a question about the class or project management, others may as well. Questions about individual grades or issues specific to that student should be emailed to kathie.court@doane.edu.
- Leadership Ethics at the Movies: Students will identify the movies that they will view throughout the term. During the assigned week, students will engage in online discussion with their classmates, using Johnson's (2018) Discussion Starter questions to initiate that discussion.
- Self-Assessment Discussions: This discussion forum is available for students to post the results of and the discussion related to their self-assessments.
- Discussion Board: The discussion board will be available for ad hoc discussion and information sharing in addition to classroom activities.

2. Academic Essay based on Hoyk and Hersey

In a four to six paragraph academic essay, students will address the following questions:

1. Which psychological trap(s) are you most likely to fall into and why?
2. What steps might you take to avoid those trap(s)?
3. Describe a situation where you have witnessed someone falling into a psychological trap(s). How might that situation been avoided?

The essay must follow APA guidelines, as stated in Hacker and Sommers (2016), especially concerning in-text citations.

3. Case Study Analysis

Students will submit a written analysis of case studies or issues. This analysis must follow APA guidelines, as stated in Hacker and Sommers (2016), especially concerning in-text citations. Students will post their analyses on the Case Study Analysis Discussion Forum.

4. Class Discussion Facilitation

Students will facilitate a class discussion of case studies or issues.

5. Reflective Essays

Reflective essays will give students the opportunity to discuss their own learning in a private forum and to engage in a one-to-one dialogue with the professor. Students will write two reflective essays, one at the beginning of the term and one at the end. Each essay should be four to six paragraphs long.

In the first essay, students will reflect on the questions that they have about ethics and social responsibility in the business environment, what steps they plan to take to address those questions, and how the answers to the questions might help them in the future.

In the final essay, students will reflect on the original questions that they had and if those questions were answered. If students' questions were answered, were the answers what students expected? How do the answers change students' thinking about ethics and social responsibility in the business environment? If students' questions were not answered, what steps might students take to answer them? Now that students know more about ethics and social responsibility in the business environment, what additional questions do students have?

Course Policies

Submitting Assignments

All assignments, unless otherwise announced by the instructor, **MUST** be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

Late or Missed Assignments

ALL assignments must be finished and posted in Blackboard to complete the course. I encourage you to complete your work ahead of time to prevent possible stress due to computer problems, work schedules, family demands, travel delays, illness and so on. At my discretion and only in extreme circumstances will I allow a student to make up missed or late assignments. Unless I have been notified **BEFORE** the assignment is due and have provided you the opportunity to submit your assignment late, I may deduct points for a late assignment. Any assignment submitted more than **48 hours past the due date, will receive a 0.**

Doane University Policies

Drop and Add dates

If you feel it is necessary to withdraw from the course, please contact your MAM Academic Advisor for full details on the types of withdrawals that are available and their procedures.

Academic Integrity

Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means is not acceptable.

If you are found guilty of academic dishonesty, your academic career could be finished. The severity of the consequences is not worth taking the risk. I will never knowingly allow any student to plagiarize or cheat. Remember the following when writing a paper:

- their idea, their words – in-text citation should include author(s), year, and page number.
- their idea, your words – in-text citation should include author(s) and year.
- your idea, your words – no citation required.

Anyone found cheating in any form will receive a grade of F in the course and the case will be referred to the Academic Integrity Committee for whatever action it deems advisable. Also, if you cheat in my course, you are not welcome to enroll in this or any other course I may teach in the future. For more information on academic integrity, please visit the website:

<http://catalog.doane.edu/content.php?catoid=4&navoid=191>

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Doane University staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all Doane University regarding disability policies, procedures, and accommodations.

Students interested in services related to a disability should notify the college of any special circumstances that would affect their ability to compete equally in the college environment. To assist the college in providing services, documentation of such disabilities must be provided by qualified professionals upon request. Students can access services at any time by initiating the process described above.

Please contact Doane prior to beginning classes so your needs can be anticipated, reviewed and accommodated.

College of Professional Studies

Angie Klasek

Lincoln Undergraduate Program Services Coordinator

402.466.4774

angie.klasek@doane.edu

Student Conduct Statement

Students are required to adhere to the behavior standards listed in **Doane University Policy Manual**.

Appropriate classroom behavior is defined by the instructor. This includes the number and length of the individual messages online. Course discussion messages should remain focused on the assigned discussion topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board messages may be deleted if an instructor feels it is necessary. Students will be notified privately that their posting was inappropriate.

Student access to the course Send Email feature may be limited or removed if an instructor feels that students are sending inappropriate electronic messages to other students in the course.

Academic Support Center

The Academic Support Center (ASC) located in room 204 of the Fred Brown Building offers academic support in the areas of time management, study strategies, note taking, test taking, math, reading, and writing. Free tutoring and free one-on-one meetings are available to provide assistance in these areas. Additionally, free proofreading of final drafts of papers is available 24/7. To sign up for the proofreading service or to make a tutor or one-on-one appointment, email the director at: terese.francis@doane.edu. Students are encouraged to seek support from the ASC sooner rather than later.

Technical Support Contact Information

For technical assistance 24 hours a day, 7 days a week, please contact the Doane University Technology Office Help Desk:

Phone: 402-826-8411

Email: helpdesk@doane.edu

Web: <http://www.doane.edu>

Syllabus Disclaimer

I view the course syllabus as an educational contract between an instructor and students and will make every effort to avoid changes to the course syllabus or to the schedule. However, unforeseen events may make changes necessary and I reserve the right to make those changes. I will notify students as soon as possible about any changes using Blackboard Announcements, which will generate an email to students' Doane email accounts. Please remember to check your Doane University email and the course Blackboard Announcements daily. It is your responsibility to stay informed concerning this course and to adjust as needed if assignments or due dates change.