



# DOANE UNIVERSITY

## BUS 603-ONL: Ethics and Social Responsibility Syllabus for 17/WIN1

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**Course 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. (3 cr.; graded).

**Learning Objectives.** Upon completion of this course, students will:

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

### Required Resources

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

Fishman, C. (2006). *The Wal-Mart Effect*. New York: Penguin.

Other supplemental readings as assigned.

### Recommended Resources

Resource	Purpose
American Psychological Association. (2010). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: American Psychological Association.	All postings must follow APA format. Online resources, such as Purdue Owl ( <a href="https://owl.english.purdue.edu/owl/section/2/10/">https://owl.english.purdue.edu/owl/section/2/10/</a> ) may be used.
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.
Hacker, D., & Sommers, N. I. (2011). <i>A writer's reference</i> (7th ed.). Boston, MA: Bedford/St. Martins.	Hacker and Sommers (2011) is our course's final authority on grammar, composition and style.

### Grades:

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%

**Assignment Contribution towards Grade**

- ✓ *All weekly deliverables are due no later than 11:55pm CT on the days indicated with the exception of the initial posting in the discussion forums.*
- ✓ *All written work in this course must comply with APA style guidelines.*
- ✓ *Late assignments will receive feedback, but will not be accepted for any reason. Please work ahead.*
  
- **Quizzes (10%).** Learners will complete periodic readings quizzes. Two attempts are allowed for each short quiz and the highest grade will be accepted. Quizzes will not be reset for technology problems, etc. Use the two attempts wisely.
- **Journals (10%).** These are self-reflection exercises in which learners will apply course content to their lives and their observations.
- **Discussion forums (20%).** Learners will periodically engage in class discussions. Posting criteria is for minimum passing credit.
- **Short papers (20%).** Learners will write short papers in response to one of the three following contexts: (1) use a current event to illustrate the practical importance of that week's assigned chapter readings, or (2) complete a case study analysis, or (3) provide a summary of that week's readings to include an opinion and linkage to personal experience.
- **Two project papers (40%).** Each learner will write two project papers, one over each assigned textbook. The papers are weighted equally.

**Feedback:** Please allow 3-5 days for feedback on assignments. This timeframe is dependent upon the level of detail that I provide and the number of students in the course. I expect you to read my feedback and make changes if needed. If you do not know how to look at feedback using the My Grades tool in Blackboard, please notify me immediately.

**Course Requirements**

*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. Email the instructor

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

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 or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.

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).

*Attendance Policy.* You should plan to work on this course every day. This means that you absolutely must have a reliable and consistent internet connection throughout the duration of the course. This also strongly suggests that you should not plan to take any vacations during this course. This is a condensed, fast-pace, course and it would be extremely difficult to catch up after a prolonged absence.

*Online Course.* This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

*Computer Requirements.* This course requires that you have access to a computer that can access the internet. You will need to have access to, and be able to use, the following software packages:

- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Microsoft Word

You are responsible for having a reliable computer and internet connection throughout the course.

Your computer should come with a camera and/or you need to have a camera on your phone (for self-introductions, presentations, digital meetings, and other activities).

*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 regularly for course related messages.

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>

*Campus Network or Blackboard Outage.* When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

*Attendance/Participation.* *Preparation* for class means reading the assigned readings & reviewing all information required for that week. *Attendance* in an online course means logging into the Blackboard and on a regular basis and *participating* in the all of activities that are posted in the course.

*Studying and Preparation Time.* The course requires you to spend time preparing and completing assignments. A three-credit course requires 144 hours of student work. Therefore expect to spend approximately 18 hours a week preparing for and actively participating in this 8-week course.

*Late or Missed Assignments.* ALL assignments must be finished and turned in to complete the course. Late assignments will receive a grade of '0' but feedback will be provided.

*Rewrites.* Students may not submit their assignments ahead of their due date for review by the instructor.

*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.

*Drop and Add dates.* If you feel it is necessary to withdraw from the course, please contact your advisor for full details on the types of withdrawals that are available and their procedures.

*Subject to change notice.* All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

*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 manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist<sup>1</sup>:

- a. Cheating
- b. Fabrication

- c. Facilitating academic dishonesty
- d. Plagiarism

For more information on academic integrity, please visit the website:

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

*How to Succeed in this Course*

- Check your Doane email regularly
- Log in to the course web site daily
- Communicate with your instructor
- Create a study schedule so that you don't fall behind on assignments

*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.

*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 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.

*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](mailto:helpdesk@doane.edu)

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

*Syllabus Disclaimer.* The instructor views the course syllabus as an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes face-to-face, via email or in the course site Announcements. Please remember to check your Doane University email and the course site Announcements often.