

# **MGMT 5440 – Business Ethics**

Fall 2007

## **Course Syllabus**

### **Instructor and contacts:**

- Instructor: James H. Hopkins
- Phone: 706-614-4719 (cell)
- Email: use my WebCT email address

**Class Time and Location:** Monday 4:40 – 7:40 p.m. Sanford - Room 209

**Text:** 1) Business & Society Ethics and Stakeholder Management 6e; by Archie Carroll, Ann Buchholtz; Thompson – Southwestern, 2006

2) The Cheating Culture; by David Callahan; Harcourt Inc., 2004

**Attendance Policy:** On time, regular attendance is a base expectation. Class participation is an important aspect of the learning process, as is being prepared with assignments and pre-reading. In addition, a significant share of your grade is based on team activities that require your attendance and for each team member to contribute their best effort. The instructor may take attendance from time to time with the results weighted as described under the Grading System section.

**Make-Up Exam Policy:** The instructor reserves the right to offer or not offer a make up exam. Make-up exams will only be permitted if the instructor is notified directly by phone before the scheduled exam time (no emails accepted) if you are unable to attend an exam for any reason. However, if you do not contact the instructor as required above prior to the exam, then you will automatically receive a grade of 0 for missing the exam and no make up exam will be permitted. Provided a make up exam is permitted, it will carry an automatic deduction of 10% of the possible exam points. (i.e. If you score a 85 on a 100 point make-up exam, an additional 10 points would be automatically deducted netting you a score of 75.) If a make up exam is permitted, then it must be taken when offered by the instructor. If the student does not take the make up exam as offered, then their grade will reflect a 0 for that exam.

**Special needs:** Students should advise the instructor before the second week of class of any special needs or accommodations they require for this course.

**Academic Honesty Policy:** Students will adhere to the University's Academic Honesty Policy (<http://www.uga.edu/opvi>) and will demonstrate the Student Honor Code: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." Academic dishonesty will result in course failure.

**Course Plan:** This course syllabus provides a general plan for the course as deviations made by the instructor may be necessary throughout the semester.

**Mission of this course:** The primary mission of this course is to prepare you for handling business ethical decision making upon graduation by increasing your **critical thinking** of:

- a) **alternative actions** that could be taken for a business situation or event,
- b) **the causes** of the decision choice made and actions taken,
- c) **who is impacted** by those actions, and
- d) what are the various **consequences** of actions taken.

You will apply your learnings in the analysis of case studies, evaluation of current business events, and through the preparation of an individual project and a team project.

### **Focus and Process:**

The course is focused on key areas using various processes as follows:

1. **Lectures:** Class lectures and discussion of key business ethical topics
2. **Readings:** Class discussion of assigned chapters and cases in the text that support the business topics as well as articles assigned from business magazines and other sources.
3. **Individual Project:** Analysis of a company's stated values and ethics and deployment and assurance system
4. **Team Project:** Analysis of a company's ethical challenges including your recommendations.

### **Student Role and Responsibilities:**

You should assume the mind set and role of a business leader and begin to think how you would apply the concepts we discuss. Your role as a student in this course is to be an active participant in class discussions, and to be an effective and reliable team member contributing to the success of the team project.

### **Expectations:**

It is expected that you will attend class on time, be prepared by completing pre-reading and assignments, be inquisitive, seek clarification on topics that may be unclear to you, and support your project team well through your team attendance, participation, and work contributed.

### **Results:**

You should demonstrate the depth and breadth of your learnings via your class participation, class assignments, exam performance, individual project and team project deliverable performance.

## Grading System:

## % weight of total grade

• Exams:	50%
• Individual Project (mid-term):	15%
• Team Project (end of semester):	25%
• Attendance & class participation	5%
• Individual Learning Paper	<u>5%</u>
	100%

**A) Exams:** Two exams will be administered during the semester with a final exam at the end. Depending on the class or your individual performance on exams, the instructor may elect to make the final exam optional.

**B) Individual Project:** You select a business (small, medium, or large) in which you can have access to some level of management. Your deliverable is a paper that analyzes the company's stated values and ethics, and how they deploy and assure compliance. Based on your course learning, you will also provide your assessment and recommendations in these areas. This project is due by mid-term of the semester and will require a short presentation to the class of your findings and recommendations.

**C) Team Project:** You will form your own small team (max 3-5 people max) and select one company from the ones selected by your team members for your individual projects. You will interview management of your selected business to better understand their ethical decision making challenges. You will report on and analyze their specific examples and provide recommendations. The team deliverable is a report entitled "The Ethical Challenges of Business Decision Making" of your chosen business that will be due towards the end of the semester as well as a short team presentation highlighting your findings.

**Team Project Contribution Individual Impact:** Contributing to your team project is critical to your success: Being a meaningful and positive contributor to your team as viewed and measured by your teammates, will be an important aspect of your individual team project grade. Each person will have the opportunity to rate the contribution level of the other team members and this input can significantly affect your grade versus the team's composite team grade. Based on the results of your team's feedback about your team performance, your grade for the team projects can be adjusted downward by as much as 80% from the team composite. For example, if the team project grade is an 88, and you receive low team feedback performance scores, then your team project grade for this segment could be reduced as low as 70.4 (88 x 80%= 70.4).

In the unusual event that your teammates evaluate your team contribution as so low due to your non-contribution or poor contribution to the team project result, the instructor reserves the right to reduce your individual team project grade down to a failing grade.

If during the semester and before completion of the team project your team contribution is so poor or negative, the other team members may unanimously recommend removing you from the team by advising the instructor in writing of their desire. If you are removed from a team and are unable to join another team immediately, then you will have earned a 0 for the team project portion of your total course grade.

**C) Attendance performance:** Attendance is critical to the learning experience in this class due the relative class discussion required. Attendance will be taken from time to time at the discretion of the instructor, and your numerical grade will be determined by deducting seven (7) points for each absence on the days attendance is taken. (Example: if you if you missed 2 classes when attendance was taken, then your attendance grade earned is an 86 ( $100-14=86$ ). There is no such thing as approved excuse for missing class as a miss is a miss regardless of the reason or advance notice. Classes scheduled for exams are automatically included as an attendance taking class, so the additional consequence of missing an exam is 7 points off your attendance grade.

**D) Individual Learning Paper performance:** Throughout the semester, you should keep notes of your key learnings from the course with which you may most be able to apply after graduation. The deliverable is a paper due at the end of the semester that summarizes and describes your key learnings, why you considered them key, and how you might apply these learnings in your working careers. This paper will be evaluated on a pass/fail basis, with a pass equating to a 93 numerical grade, and a fail equating to a 59 numerical grade or less depending on your performance.

**E) Miscellaneous Assignments:** The instructor will assign text chapters and magazine articles, or other preparation to teams or to individual students who will lead discussion in class on those assigned items. It is base expectation that the student and / or teams be prepared with their assignment. In the rare case of absence or non-preparation, the instructor reserves the right to adjust points from the attendance grade to reflect the non-performance.

**F) Grading scale for the total composite course grade:**

**A:** 93.0 –100  
**A-:** 90.0 - 92.9  
**B+:**87.0 – 89.9  
**B:** 83.0 - 86.9  
**B-:** 80.0 – 82.9  
**C+:**77.0 – 79.9  
**C:** 73.0 - 76.9  
**C-:** 70.0 - 72.9  
**D:** 60.0 – 69.9  
**F:** 59 or less

**G) No rounding up of total course grade:** The weighted sum of all your grades for the semester will be calculated to one decimal place with no rounding up to the next highest grade level (i.e. for example, a composite course grade average of 89.9 for the semester will result in the assignment of a B+ grade for the course). **It is, therefore, your responsibility to perform during the semester to avoid the situation where you might be for example be “only a tenth of a point” from the next highest grade.** Discussion or appeals of this nature will not be accepted as you are accountable for your own course performance. Also, as mentioned earlier, the instructor may elect to make the final exam optional so as to provide students an opportunity to perform and potentially earn an improvement in there overall course grade.

### **Class communication:**

WebCT will be utilized to post individual student grades, class PowerPoint slides, and for weekly communication of class assignments via WebCT's email feature.

You should check WebCT well in advance of class for any class announcements or changes in class activity.

**Use of Email:** Do **not** use email to communicate with your instructor about any questions about grades, exam performance, exam attendance, or other time sensitive issues. Only directly contact the instructor in person regarding those personal issues.

## MGMT 5440 Business Ethics – Class Schedule and Requirements

*This schedule may change weekly*

Class #	Date	Class Topic	Carroll Text Chapters	Carroll Text Cases	"Cheating Culture" Chapters	Individual Deliverables	Team Deliverables
1	Monday, August 20, 2007	Introduction and Class Baseline					Form Teams, pick a Team Leader
2	Monday, August 27, 2007	Values: Where is true North?	6,7	5,7, 8,10,11	1	One page personal value summary	
3	Monday, September 03, 2007	Labor Day - No Class					
4	Monday, September 10, 2007	The Big Picture: Say vs Do	1,2,3	25, 31	2	Read Rule Bending Article	
5	Monday, September 17, 2007	Doing the right thing in Crisis	5	4,24	3		
6	Monday, September 24, 2007	How does Technology impact ethical decision making?	8	12,14	4		
7	<b>Monday, October 01, 2007</b>	Individual Project Presentations				<b>All Individual Projects Due</b>	Team Company Selection Decision
8	<b>Monday, October 08, 2007</b>	Individual Project Presentations continued & <b>Exam 1</b>					
9	Monday, October 15, 2007	Globalization	9	15,16,17	5		
10	Monday, October 22, 2007	Government	10,11	18,19,21, 22	6		
11	Monday, October 29, 2007	Consumers	12,13	20,23	7		
12	Monday, November 05, 2007	Community & Environment	14,15	1,26,27, 28	8,9		
13	<b>Monday, November 12, 2007</b>	<b>Exam 2</b>					
14	Monday, November 19, 2007	Team Project Presentations					<b>All Team Projects Due</b>
15	Monday, November 26, 2007	Team Project Presentations					
16	Monday, December 03, 2007	Team Project Presentations				<b>Individual Learnings Papers Due</b>	
17	<b>Friday, December 14, 2007</b>	<b>Final Exam 3:30-6:30 pm</b>					