I. Course Prerequisite: MGMT 3000 – Management of Organizations and Individuals

II. Course Description: MGMT 5440 is designed to investigate the broad spectrum of business ethics issues that managers face today. As corporate America struggles to find its ethical identity in a business environment that grows increasingly complex, managers are confronted with exceedingly difficult challenges in balancing their economic, legal and ethical responsibilities to the variety of stakeholder groups with which they interact. This course addresses these challenges from both an individual and a managerial perspective. Current events & personal experiences are anticipated!

III. Course Text: Required:

IV. Course Activities:
For your self-directed learning: Many academic journals, as well as popular press magazines and national newspapers, have articles on business ethics and the relationship of business to society. A few of these sources are listed below. Many of these can be found on-line through GALILEO.

- Journal of Business Ethics
- Business Ethics Quarterly
- Academy of Management Review
- Business Ethics
- Wall Street Journal
- Business Week Magazine
- Fortune Magazine

Specifics: Two exams covering all class materials/discussions; group presentations, Midterm & Final Exams each 25%; “on-the-spot” or a current topic you select and I select YOU to lead the discussion (10%); Group case presentation (15%); “Ethics Journal” with three entries (You should write in your journal at least once a week during the semester) YOU select for an in-depth analysis (2-3 pages each) which references our class material/text, etc.(15%). You will hand-in your Journal with your 3 Executive Summaries; class discussion & individual participation (10%), please come to class!

V. Course Objectives: This course “enables” students—YOU as an individual and as part of a group:
1. To develop an understanding of the stakeholder and ethics environments in which business functions—locally and globally.

2. To perceive and understand the importance of sound business ethics practices in the effective functioning of organizations. This includes understanding that virtually every decision managers face has an ethical facet or dimension to it.

3. To comprehend the major stakeholder groups that interact with business organizations and the kinds of expectations they may hold regarding their role in the business enterprise and society.

4. To understand the major corporate social responsibilities of business: economic, legal, ethical, and philanthropic and to appreciate their tensions with one another.

5. To understand what business ethics mean, what influences come to bear on business ethics decision-making and the various ethical principles, guidelines and concepts that constitute the academic field of business ethics and shape the ethical climate of organizations.

6. To develop written and oral presentation skills in which you may effectively articulate the ethical concepts discussed in the course and apply them to case studies, decisions which managers face and dilemmas which they may experience in their professional lives.

VI. Instructional Methods: Course objectives will be accomplished by using the following instructional methods:

1. Assigned readings
2. Class discussions
3. Lectures
4. Tests on assigned material
5. Written case/analysis of ethical issues
6. Team presentations of selected issues in business ethics
7. Journaling as individual self-directed learning activities
8. Small group assignments in class (i.e. instructor appraisal, press conference, debates, etc.)

VII. Course Requirements:

A. Summary of course requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Exam #1</td>
<td>25%</td>
</tr>
<tr>
<td>2. Exam #2</td>
<td>25%</td>
</tr>
<tr>
<td>3. Journaling/Papers</td>
<td>15%</td>
</tr>
<tr>
<td>4. Team Presentation</td>
<td>15%</td>
</tr>
<tr>
<td>5. News Report (&quot;on-the-spot&quot;)</td>
<td>10%</td>
</tr>
<tr>
<td>6. Participation/Citizenship</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>

B. Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>80-86</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>
VIII. Exams: Exams will cover specifically assigned readings as well as information covered in class. Students are responsible for assigned materials not covered in class. Exams will consist of short answer-type questions and will be given in class. Students are not allowed to use any notes, books, or other assistance during the exams. The first exam will cover chapters 1, 2, 3, 4, 5 & 19. The second exam (The Final) will be given on the University designated exam date and time (TBA) and will cover chapters 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, & 18.

IX. Three Executive summaries: Your Journal Reports: Each student will select three entries you depicted in your Ethics Journal found in movies/experiences/magazines/newspapers/online. You will analyze the entry illustrating ethical or unethical behavior on the part of individuals in organizations and apply references to support your responses. Show me your knowledge! Maximize significant characters, circumstances or events worthy of study as proof you increased your understanding of the complexity of ethical/unethical behavior in the workplace.

Each of the three reports should be 2-3 pages long, word-processed, double spaced.

Please begin your paper by giving an executive summary (Two or three paragraphs should be sufficient.) The rest of the paper should answer the following questions, using a question and answer format, and will be graded using the following criteria:

1. Summary 10%

2. What are the major ethical issues/dilemmas 20%

3. Who are the stakeholders that are affected by these issues/dilemmas? 20%

4. Who is responsible for resolving the ethical issues? 20%

5. How did the responsible individuals resolve the issues/dilemmas? 20%

6. What recommendations would you make to produce a better/more effective resolution of the ethical issues/dilemmas? 10%

X. Team Presentation: Students will be divided into teams of approximately 5 people/team. Each team will be assigned a topic dealing with business ethics and organizations. Each team will prepare an oral report to be given to the class on their assigned topic. The report itself should last approximately 20-30 minutes; following the report, 10 minutes will be allotted for questions from the audience. Each member of the team must have a speaking part in the presentation. Each member will receive an individual grade/group grade. On the day of their report, each team must supply me with a written outline of their presentation and the name of the student responsible for each section/or copy of the presentation. Also graded, each team member must prepare an appraisal of each team member (part of your participation grade).

Team members are expected to use a variety of instructional techniques for presenting their topic. Examples of techniques include: Videos, lecture, PowerPoint, games involving class members, role-playing, etc. Please show me how creative you are! Have fun and “work” as a team!

Each team member will be graded on the following criteria: (Classmates will also comment)
1. Evidence of research done for the presentation 25%
2. Adequate coverage of their assigned section 25%
3. Creativity in presenting material 25%
4. Basic presentation skills 25%

Presentation skills (see hand-out): speaking loudly and clearly, looking at the audience while speaking, being organized and prepared, and presenting a professional physical appearance. You don’t have to be a dynamic, charismatic speaker to make an effective presentation. Just think about the characteristics of speakers you admire, and model yourself after them. We will also spend some time in class talking about how to make an effective oral presentation, etc.

Team presentations will be given throughout the semester. You are “my employees” and we will work together to generate specific dates and topics. (I’ll pay you with grades….and ‘promotions’!)

XI. Participation/Citizenship: You will be “my” employees-- expected to read all assigned materials before coming to class and to be prepared to participate in all class discussions on the assignments. Each student is also responsible for showing consideration and respect for other students and for the learning environment. This includes no sidebar conversations, jokes, whispering, doing homework for other classes, reading the newspaper, or participating in other distracting behaviors during the class. Please turn off or silence cell phones, electronic devices, etc. considered a distraction. You will participate in debates and on-the-spots so please show-up!

XII. Attendance Policy: Attendance will be taken at each class. Students are expected to arrive on time for classes and to attend each class for the full class period. If a student has an excused missed exam, he or she will be given a different exam from the one they missed. For an unexcused absence with regard to an exam, you’ll have a make-up exam pending my mood….

XIII. Note on Written Assignments: All written work will be collected on the day it is due. Grades for papers or assignments not turned in on the due date will be lowered 10 points for each day, or fraction of a day, of lateness. Timing is Everything!

XIV. Course Syllabus: The course syllabus provides a general plan for the course. The syllabus or sequence of learning activities may be subject to change, at my discretion, to enhance learning opportunities for my employees. Any such changes will be announced in class. You are responsible for all announcements made in class so partner with each other to stay up-to-date.

XV. Availability of Professor: By appointment, please. Call or Email me regarding classroom issues.

XVI. Academic Honesty: “The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the University community. A policy on academic honesty, and procedural guidelines for adjudication of alleged violations of academic honesty, has been developed to serve these goals. All members of the academic community are responsible for knowing the policy and procedures on academic honesty.” (A Culture of Honesty). Specific regulations governing student academic conduct are contained in the policy document, A Culture of Honesty, and these should be
read to avoid any misunderstanding. This policy can be viewed on-line at www.uga.edu/ovpi

“Ethics has everything to do with management. Rarely, do the character flaws of a lone actor fully explain corporate misconduct. More typically, unethical business practice involves the tacit, if not explicit, cooperation of others and reflects the values, attitudes, beliefs, language, and behavioral patterns that define an organization’s operating culture. Ethics, then, is as much an organizational as a personal issue. Managers who fail to provide proper leadership and to institute systems that facilitate ethical conduct share responsibility with those who conceive, execute, and knowingly benefit from corporate misdeeds.”

Harvard Business Professor, Lynn Sharp Paine
Meeting the Ethical Challenges of Leadership (2001), p.189

Tentative Timeline and Requirement Deadline Schedule: The Ethics & Business course syllabus/schedule is a general plan; deviations announced to the class by the instructor may be necessary. The following table provides tentative topics, required readings and assignments for our course. NOTE: All readings must be completed BEFORE class on the day it is mentioned below as an assignment.

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Topic</th>
<th>Reading/Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/08</td>
<td>Intro/Overview/</td>
<td>3X5 Personal Card</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch 1; Pick a mentor/mentee</td>
</tr>
<tr>
<td>01/10</td>
<td>Responsibility</td>
<td>Ch 2</td>
</tr>
<tr>
<td>01/15</td>
<td>Holiday</td>
<td>Start your Journal!</td>
</tr>
<tr>
<td>01/17</td>
<td>Select Teams</td>
<td>Ch 3</td>
</tr>
<tr>
<td>01/22</td>
<td>Case Analysis/Pick Crisis</td>
<td>Ch 4</td>
</tr>
<tr>
<td></td>
<td>for a Press Conference we will perform in class</td>
<td></td>
</tr>
<tr>
<td>01/24</td>
<td>Crisis Management</td>
<td>Ch 5</td>
</tr>
<tr>
<td>01/29</td>
<td>Owner Stakeholders</td>
<td>Ch 19</td>
</tr>
<tr>
<td>01/31</td>
<td>Exam I</td>
<td>Exam I (1,2,3,4,5,19)</td>
</tr>
<tr>
<td>02/05</td>
<td>Go over exam</td>
<td>Update on Mentor/mentee</td>
</tr>
<tr>
<td>02/07</td>
<td>Legal Guest Speaker</td>
<td>Ch 6, Thank you letter</td>
</tr>
<tr>
<td>02/12</td>
<td>“</td>
<td>Ch 7, Group 1</td>
</tr>
<tr>
<td>02/14</td>
<td>Business Ethics</td>
<td>Ch 8, Group 2</td>
</tr>
<tr>
<td>02/19</td>
<td>Global</td>
<td>Ch 9</td>
</tr>
</tbody>
</table>
Ethics & Business course syllabus (continued)

02/21  Gov. Reg/Legal Guest  Ch 10/11, Thank you letter
02/26  Gov. Reg/Legal Guest  Group 3

02/28  Debate Topics Suggested; My Performance Appraisal
       Group 4  Employee Development
03/04  Debates  Group 5
03/06  Consumer Team  Ch 12, Group 6
03/10-14  Spring Break
03/18  Product/Service  Ch 13, Group 7
03/20  Ch 13, Group 8
03/25  Environment  Ch 14, Press conference
03/27  Debates  Ch 14, Group 9

04/01  Debates  Ch 15, Group 10
04/03  Community  Ch 15, Press conference
04/08  Employees  Ch 16, Group 11
04/10  Debate topics

04/15  Safety/Health  Ch 17, Press conference
04/17  Debate Topics  Group 12

04/22  Discrimination/Affirm. Action  Ch 18, Press conference
04/24  Debate Topics; Journal/Executive Summaries Hand-in
       Course Wrap-up; Mentor/Mentee Updates
05/___  Final Exam

Final Exam  TBD  (12, 13, 14, 15, 16, 17, 18)

Good Luck to you in a successful, ethical career!
“Teaming for Success”