



Texas A&M University-Commerce

College of Business & Entrepreneurship
Applied Arts and Sciences Department

Syllabus – Spring 2014 (Jan. 13-May 9)

COURSE INFORMATION

- BAAS 444 Section 01W and 02W – Strategies for Decision Making
- Internet Based

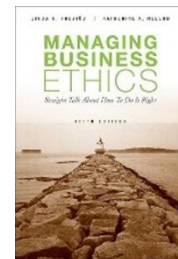
Professor Contact Information

- Dr. Alan Francis, Ed.D.
- Office Location: Business Administration Building - Room 335
- Office Phone: 903-468-3226
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- Office hours – Online Virtual Office or by Appointment
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Materials – Text, Readings, Supplementary Readings

Trevino, L. & Nelson, K. (2011). *Managing business ethics: Straight talk about how to do it right* (5th ed.). Danvers, MA: John Wiley & Sons, Inc.

- Print: ISBN: 978-0-470-34394-4 or eText: ISBN: 978-0-470-56596-4



Course Description

This course provides a comprehensive examination of the role and importance of ethics in today's complex business environment. In the practice of exploring these issues specific attention will be given (1) to think and (2) to develop informed decisions by understanding ethical philosophy and applying an ethical decision making process to practical ethical dilemmas confronting leaders and managers in the workplace. This course will develop critical thinking and writing competencies. Prerequisite: Must be within 12 semester hours of graduation.

Course Outcomes/Objectives

This class is listed by the University as a Business Administration Applied Science Course and will enable students to:

1. Demonstrate and utilize critical thinking skills through an analysis process using a step-by-step method involving ethical issues and situations in business.
2. Understand the reasons for managing business ethics and the importance of being ethical.
3. Understand common ethical problems in business and analyze the prescriptive and psychological approaches in ethical decision making.
4. Understand the reasons for managers managing ethical problems and ethical conduct.
5. Understand ethical problems and culture of organizations and their legal compliance.
6. Understand the reasons in managing for ethical conduct in a global business environment.

TECHNOLOGY REQUIREMENTS

The following information has been provided to assist you in preparing to use technology in your Internet based course.

The following technology is required to be successful in this course.

Internet connection – high speed recommended (not dial-up)

Word Processor (Microsoft Office Word – 2007 or 2010)

Access to University Library site

Access to an Email

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (7.0, 8.0, or 9.0).

Courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to eCollege, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

COURSE REQUIREMENTS

Activities / Assessments

Knowledge of the substantive material covered in the course is of central importance. Grades in BAAS 444 are based upon a student’s work in content areas that reflect the course objectives and the core communication skills that students are expected to learn. Each of these content areas represents a fixed percentage of the course’s content.

Since this is a senior level course, grading will include consideration of content as well as grammar, spelling, style, and organization. In addition late submission to any of the requirements in this course will not be accepted. Therefore, students are responsible for adhering to the scheduled due dates for all requirements in this course.

Academic Honesty Policy: Students are required to acknowledge the Academic Honesty Policy (found under Module 1 in the eCollege course). The purpose of the acknowledgement is to confirm that you have read and understand the Academic Honesty Policy. Grades for future assignments will receive a zero until this requirement is met.

Online Class Discussions – 55%: Each student will participate in online discussion forums on chapter topics. The discussion will only be available for a limited time period. Merely making a brief post or reply to each discussion thread will not ensure full credit. Discussions will be graded on quality of content. Discussion postings and replies should be reviewed for correct spelling, proper grammar, punctuation, and capitalization.

- The Chapter Discussion Boards are worth up to 55% of your grade. Each student is required to make thoughtful posts as well as replies to other students' posts for the assigned chapter(s) and follow explicit instructions for posting requirements.
- The discussion board will count for the class participation component of your grade. If you were attending class, you would be expected to contribute to each class session, so you should treat the bulletin board as you would treat class participation. Keep in mind that *failure to post at all will result in student not receiving any participation points*. Plan to participate throughout the semester.
- It is the responsibility of each student to keep up with the scheduled readings and discussions for the chapters. In order to achieve the highest possible score for discussion participation, students should post more than the minimum replies to show active engagement in the discussion. **Once the chapters have been closed, they will not be reopened.**
- To help you understand the method of grading for discussion posts, please review the following:

Each Discussion Board will contain a discussion thread topic pertaining to a specific chapter in the textbook. Students will need to do an **Initial Post** to each Discussion Board topic along with the appropriate number of **Replies**:

Initial Post: Student provides thoughtful and thorough responses to each topic for discussion and uses an appropriate critical thinking level. Student gives particular attention to increasing their knowledge as they relate to concepts from the text as well as personal experience. Student is timely with providing appropriate responses so the class and/or group members have an opportunity to participate.

Replies to other students are also thoughtful and thorough and uses an appropriate critical thinking level. More than required replies to other students reflect actively engaging in class discussion.

1 Post + 1 Reply = "C"

1 Post + 2 Replies = "B"

1 Post + 3 or more Replies = "A"

Posting an initial response and one reply to another student for a Discussion Board topic is a minimal requirement and this can put you in the 'C' range for a grade. Additional points will be reduced for not relating discussion to appropriate concepts in the textbook, not relating discussion to relevant experience, and not posting according to time schedule. Students who do not apply critical thinking (add value by being thoughtful and thorough) to the discussion may earn a grade of zero for the discussion.

Students should complete a spelling and grammar check on all of their posts and replies.

Follow the **Assignment Calendar** due dates for Posts and Replies for each chapter Discussion Board. It is critical that students read ALL the postings for each topic. This will ensure that you not only respond to the topic questions but to your colleagues' comments as well. Also, it will help in ensuring against anyone plagiarizing your work.

Course Objective/Learning Outcomes #2/3/4/5/6: The learner will confirm learning objectives presented in Chapters 1 through 11.

Quizzes (4): 4 at 5% each – 20% total: Students can access each quiz only ONCE and must adhere to the schedule for each quiz. Failure to complete a quiz by the due date will result in the student earning a grade of zero for the missed quiz. **Quizzes will not be reset. Please be sure you have a secure Internet connection before beginning a quiz.**

Assessment Method: True/False/Multiple-Choice

Course Objective/Learning Outcomes #2/3/4/5/6: The learner will confirm learning objectives presented in Chapters 1 through 11.

Final Case Exam: 20% total: The Final Case analysis is worth 20% of your final grade. This is an INDIVIDUAL assignment. The student will prepare a research paper that will analyze a case using the *Eight-Step Model* described in Chapter 2 (5th edition) of the textbook. The specific case will be announced at a later date by the instructor. **Students MUST use American Psychological Association (APA) style formatting and citation.** An online APA resource will be available under the Webliography tab within the eCollege course. The Final Case Exam will be announced when available. Assignment is expected no later than 11:59 p.m. (CST) on the day it is due.

Submitting papers: All written assignments must be submitted as a Microsoft Word file (.doc or .docx file extension) to the appropriate Dropbox within eCollege and be produced in **12-point Arial or Times New Roman Font, and double-spaced.** Always use block left format with jagged right margins. Always use tabs at the beginning of paragraphs. Proofread carefully. Grammar, punctuation, and style count heavily in this course. You will be amazed what *Spell Check* and *Grammar Check* will either miss or absurdly advise you to do. All Final Case Papers submitted to the Dropbox will automatically be submitted to [Turnitin.com](https://www.turnitin.com), which will produce an originality report for review (percent results will need to be 25% or less).

Course Objectives/Learning Outcome #1: The learner will prepare a research paper that will demonstrate and utilize critical thinking skills through an analysis process using a step-by-step method involving ethical issues and situations in business.

The Final Case Exam Paper is to include the following:

- Margins set to 1-inch Top/Bottom and 1-inch Right/left; Double-spaced; 12-point Arial or Times New Roman font; Title Page with paper title, author's name, and institution (Texas A&M University-Commerce) centered horizontally and vertically, and Header with Running head
- Headers with Title left aligned and page numbers right aligned; main headings and subheadings
- Reference Page in APA format; include hanging indent
- Minimum of 10 pages and a maximum of 12 pages (not including title page and reference page)
- Grading rubric will be available in the online course

Assignment Calendar

Note: The instructor reserves the right to change any of the following dates and content. Any changes in this syllabus will be communicated to you in class, in eCollege or via email by the instructor.

| Assessments | Due Date | Percent | Points |
|---------------------------------------|---------------------------|---------|--------|
| Module I | | | |
| Academic Honesty Policy | January 22 (Required) | 2 | 100 |
| Introductions-Student Lounge | January 22 | 3 | 100 |
| Chapter 1 Discussion | Post Jan 17-Reply Jan 20 | 5 | 100 |
| Quiz - Chapter 1 | Jan 27 | 5 | 100 |
| Module II | | | |
| Chapter 2 Discussion | Post Jan 31-Reply Feb 3 | 5 | 100 |
| Chapter 3 Discussion | Post Feb 7-Reply Feb 10 | 5 | 100 |
| Chapter 4 Discussion | Post Feb 14-Reply Feb 17 | 5 | 100 |
| Quiz - Chapter 2, 3, and 4 | Feb 24 | 5 | 100 |
| Module III | | | |
| Chapter 5 Discussion | Post Feb 28-Reply Mar 3 | 5 | 100 |
| Chapter 6 Discussion | Post Mar 7-Reply Mar 10 | 5 | 100 |
| Chapter 7 Discussion | Post Mar 14 -Reply Mar 17 | 5 | 100 |
| Chapter 8 Discussion | Post Mar 21-Reply Mar 24 | 5 | 100 |
| Quiz – Chapters 5, 6, 7, and 8 | Mar 31 | 5 | 100 |
| Module IV | | | |
| Chapter 9 Discussion | Post Apr 4-Reply Apr 7 | 5 | 100 |
| Chapter 10 Discussion | Post Apr 11-Reply Apr 14 | 5 | 100 |
| Chapter 11 Discussion | Post Apr 18-Reply Apr 21 | 5 | 100 |
| Quiz – Chapters 9, 10, and 11 | Apr 28 | 5 | 100 |
| Module V | | | |
| Final Case Exam Paper | May 2 | 20 | 100 |

| | | |
|----------------|------------|-------------|
| Total = | 100 | 1800 |
|----------------|------------|-------------|

Grading

Grading in this class will include percent and points so that students can determine at any time in the class where they stand. The grade book will be available through eCollege and students may access it at any time they wish. Grades will be determined as follows:

| | | |
|-----|--------|-------------------|
| A = | 90-95% | Outstanding Work |
| B = | 80-89% | Good Work |
| C = | 70-79% | Acceptable Work |
| D = | 60-69% | Needs Improvement |
| F = | 00-59% | Unacceptable Work |

ACCESS AND NAVIGATION

Access and Log in Information

This course will be utilizing eCollege to enhance the learning experience, eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamuc.edu/Login.aspx> or <http://www.online.tamuc.org>. You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

Student Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week. If you experience issues while taking your exams or at any other point, feel free to contact the support desk.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the '*Help*' button on the toolbar for information regarding working with eCollege (i.e. How to submit to Dropbox, How to post to discussions etc...)

COURSE AND UNIVERSITY POLICIES

Course Policies

Communicating with your Instructor:

Since this is an online course, communication will be conducted via myLeo Email. All Email correspondence will be through eCollege and myLeo.

Subject lines for all Email correspondence are required to have **BAAS 444** as the first item in the subject line. All email messages must contain student name as the last line in the message. Without the correct subject line and student identification, Email Spam filters used by TAMU-C will place your message in a junk Email folder where your message will be automatically deleted. Remember to professionally compose your Email messages with proper grammar and spelling and by using a professional tone toward your instructor.

Properly addressed and signed Emails will be replied to within 24 to 48 hours Monday-Friday. If a face-to-face conference is needed between the student and instructor in the instructor's office, an appointment **must** be made several days in advance by the student.

Attendance & Participation:

No attendance policy will be imposed for this online course. However, students will need to complete all assignments and course requirements consistent with the assignment schedule. Excused absences will not generate extra time for meeting deadlines and scheduled events. Since late assignments are not accepted, you are strongly encouraged to submit assignments prior to the due dates. Students will be expected to participate consistent with course objectives and goals.

It is the student's responsibility to:

- Stay active in the course by logging into the course on a regular daily basis. Students not active in the course within 4 days can be administratively dropped for non-attendance.
- Always read every **Course Announcement** at the top of the course. Feedback for assignments, university announcements, and major department announcements will be posted to this forum. These announcements are placed in your course to help you so please take the time to read and understand each announcement. These announcements are time sensitive so they will only be available for a limited period of time.

Late Assignments

Assignments are due on specific dates, as assigned. Assignments will not be accepted after the due date.

Withdrawal Policy

Every student has the right to drop the course without penalty until the drop-date. If you choose to stop attending class, you may be dropped from the course due to excessive absences. If you are not satisfied with your grade in the course and wish you to drop, it is YOUR responsibility to drop the course.

A student may drop a course by logging into their myLeo account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the myLeo section of the Web page.

Student Conduct

All students are expected to conduct themselves in a professional manner at all times. You are adults and will be treated as such. Discriminatory, rude, and inappropriate language will not be tolerated in this class and students will be asked to leave or drop the class (these same rules apply for online

discussions). If a student continues to act in the same manner during future classes, the instructor reserves the right to drop the student from the course.

Academic Integrity

If you are to excel in this course, the need for collaboration is undeniable, even in cases of individual work. There is a fine line in this process. You are encouraged to seek the help and advice of others. However, you **must** do your own work. Please ask me if you have questions about what is proper and what is not.

Intellectual Ownership:

When reviewing the literature, one frequently peruses written thoughts, findings, conclusions, and perspectives of individuals and organizations that may be used to create credibility and/or rationale from investigative studies. A problem, however, is how to capitalize on such information, yet not violate the principles of intellectual ownership. One solution involves answering two questions: (1) what is plagiarism? (2) How is plagiarism avoided? Simply stated, plagiarism is claiming another person's or organization's works as one's own. Such violations may be avoided by knowing how to use and acknowledge the works of others. The 6th Edition of the Publication Manual of the American Psychological Association states: "Authors do not present the work of another as if it were their own work" (p. 16). "Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source" (p.170). Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you will need to cite it in the text.

Some people seem to believe that anything found on the Internet is free to use as they please. The "cut and paste" option also makes it easy to plagiarize. However, information on the web must be properly cited just as you would any "hard copy" periodicals. In this course, APA style citation is expected. Any written assignments must include in text citations as well as a separate reference page. The following web site provides valuable insight relating to what constitutes plagiarism and how it may be avoided: <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>.

To avoid plagiarism an individual must give credit wherever he or she uses:

- another individual's idea, opinion, or theory
- facts, statistics, graphs, and drawings that are not common knowledge
- quotations of another individual's spoken or written words
- paraphrase another individual's spoken or written words

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. In accordance with the Texas A&M University-Commerce Code of Student Conduct Section 5.b [1, 2, 3], the penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. If you have any questions, please let me know.

Acts of plagiarism will result in writing assignments and research projects assigned a grade of '0' for the first offense. Upon the second offense, student will be referred to the Dean of Student Services and will receive a grade of 'F' for the course with possible removal from the program and university. TAMU-C has purchased a license for TurnItIn.com which checks for plagiarism. All submitted course requirements

may be submitted to this service. If the report generated notes that your work is plagiarized, you will receive an 'F' for that course requirement and course.

If you are unsure what constitutes plagiarism and how to avoid it. Visit the following websites:

<http://www.plagiarism.org/>

<http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

Academic Honesty Policy:

The Academic Honesty Policy form states that you agree to the following Academic Honesty Policy for TAMU-C, College of Business and Technology. Please take the time to read and ask questions at the beginning of the semester as this policy and procedures are strictly followed.

Academic Honesty Policy

Texas A&M University-Commerce College of Business and Technology

Statement of Ethical and Professional Conduct:

The College of Business and Technology at Texas A&M University-Commerce faculty, staff, and students will follow the highest level of ethical and professional behavior. We will strive to be recognized as a community with legal, ethical, and moral principles and to teach and practice professionalism in all that we do.

In an academic environment we will endeavor to not only teach these values but also to live them in our daily lives and work. Faculty and staff will be held to the same standards and expectations as our students.

Failure to abide by these principles will result in sanctions up to and including dismissal.

Actionable Conduct:

There are five different types of actions that will bring sanction. They are:

1. **Illegal activity:** Violation of any local, state or federal laws that prohibit the offender from performance of his or her duty.
2. **Dishonest Conduct:** Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition falsifying of records to enter or complete a program will also be considered dishonest conduct.
3. **Cheating:** The unauthorized use of another's work and reporting it as your own.
4. **Plagiarism:** Using someone else's ideas and not giving proper credit.
5. **Collusion:** Acting with others to perpetrate any of the above actions regardless of personal gain.

Sanctions:

In the case of staff or faculty the immediate supervisor will be the arbiter of actionable behavior and will

use Texas A&M University-Commerce and/or Texas A&M University System Policy and Procedures as appropriate to guide sanctions.

Faculty, guided by clearly delineated policy in the course syllabus, will be the arbiter for in-class violations. All violations will be reported to the Dean of the College of Business and Technology to assure equity and to provide appropriate counsel. In addition, the Dean will maintain records of violations by students. Second violations will be reviewed by the Dean and sanctions beyond those of the faculty up to and including suspension and permanent expulsion from Texas A&M University-Commerce will be considered. Faculty and students are guided by the current undergraduate and graduate catalogs of the University as well as The Student's Guidebook.

Faculty, staff, and students will always be afforded due process and review as appropriate.

University Policies

Requests for Special Accommodations:

Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. An individual instructor cannot decide to make accommodations for you without that Committee's approval.

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Student Requirements:

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment”. (See Student's Guide Handbook, Policies and Procedures, Conduct)

Student Appeal of Course Grade: The CBT now has an online printable form for: **Student Appeal of Course Grade**. The form along with TAMU-C Procedure 13.99.99.R0.05 is located on the CBT website under the **Faculty Resource link**.