



## BAAS 444: Strategies for Decision Making Summer 2014

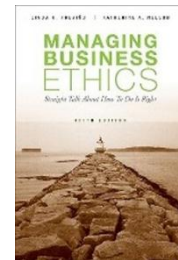
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### COURSE INFORMATION

#### Required Textbook

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 Objectives

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.

## 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 – 1%:** Students are **REQUIRED** to submit the completed Academic Honesty Policy form (download form found under the Doc Sharing tab in the eCollege course) to the Dropbox within the eCollege course. The purpose of this acknowledged form is to confirm that you have read and understand the Academic Honesty Policy

**Pre-Course Discussion – 1%:** Students are expected to provide thoughtful discussion about a graphic that will be displayed on the Pre-Course Discussion board.

**Online Class Discussion – 44%: Each student will participate in eleven 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 eleven Chapter Discussion Boards are worth up to 44% 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:

### Grading Rubric for Discussion Boards

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**:

1 Post + 1 Reply = "C"

1 Post + 2 Replies = "B"

1 Post + 3 or more Replies = "A"

- **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.
- 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 do 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): 1 at 4%; 3 at 10% each – 34% 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/Essay

**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 (5<sup>th</sup> 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.

**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
- 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 for Final Case Exam Paper**

<b>Grammar/Spelling/Punctuation (Maximum Points 10)</b>	<b>Points</b>
No errors in spelling, grammar, and punctuation »»	<b>10</b>
Some errors in spelling, grammar, and punctuation »»	<b>7</b>
Frequent errors in spelling, grammar, and punctuation »»	<b>4</b>
Excessive errors in spelling, grammar, and punctuation »»	<b>0</b>
<b>Format Requirements (Maximum Points 10)</b>	
Contains no formatting errors »»	<b>10</b>
Contains 1 or 2 formatting errors »»	<b>7</b>
Contains 3 or 4 formatting errors »»	<b>4</b>
Contains excessive formatting errors »»	<b>0</b>
<b>Introduction (Maximum Points 10)</b>	
Writing clearly states and/or identifies the main idea or purpose and/or meets the criteria of the assignment. »»	<b>10</b>
Writing generally states and/or identifies the main idea or purpose and/or meets most of the criteria of the assignment. »»	<b>7</b>
Writing does not clearly state and/or identify the main idea or purpose and/or meets few of the criteria of the assignment. »»	<b>4</b>
Writing fails to state and/or identify the main idea or purpose and/or meets none of the criteria of the assignment. »»	<b>0</b>
<b>Eight Steps (Maximum Points 70)</b>	
Writing clearly states and/or identifies each of the “Eight Steps” through the use of language that sets a tone appropriate to the purpose and audience and is characterized by a variety in word choice and sentence structure; organizational structure illustrates a grasp of the main ideas, develops the ideas effectively, uses transitions competently, and results in a logical and clearly stated conclusion. »»	<b>70</b>
Writing generally states and/or identifies each of the “Eight Steps” through the use of language that occasionally lapses in awareness of purpose and audience and is characterized by less varied word choice and sentence structure; organizational structure illustrates a satisfactory understanding of the main ideas, develops some ideas less competently than others, occasionally lacks transitions, and results in an adequate but less clearly stated	<b>60</b>

conclusion. »»	
Writing does not clearly state and/or identify each of the “Eight Steps” with language that shows little awareness of purpose and audience and is characterized by sameness in word choice and sentence structure; organizational structure is confusing or unclear, shows minimal development or understanding of the main ideas, uses transitions inadequately, and results in an illogical or unclear conclusion. »»	<b>50</b>
Writing fails to state and identify each of the “Eight Steps” with language that fails to recognize purpose and audience and is characterized by inappropriate or incomprehensible word choice and sentence structure; lacks organizational structure, fails to identify or develop main ideas, has no transitions, and reaches no conclusion. »»	<b>0</b>

## 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
<b>Module I – Introduction</b>			
Academic Honesty Policy (Required)	July 11	1	10
Pre-Course Discussion	Post Jul 9-Reply Jul 12	1	10
Chapter 1 Discussion	Post Jul 9-Reply Jul 12	4	10
<b>Quiz - Chapter 1</b>	<b>July 11</b>	4	10
<b>Module II – Ethics and the Individual</b>			
Chapter 2 Discussion	Post Jul 16-Reply Jul 19	4	10
Chapter 3 Discussion	Post Jul 16-Reply Jul 19	4	10
Chapter 4 Discussion	Post Jul 16-Reply Jul 19	4	10
<b>Quiz - Chapter 2, 3, and 4</b>	<b>July 18</b>	10	20
<b>Module III – Managing Ethics in the Organization</b>			
Chapter 5 Discussion	Post Jul 23-Reply Jul 26	4	10
Chapter 6 Discussion	Post Jul 23-Reply Jul 26	4	10
Chapter 7 Discussion	Post Jul 23-Reply Jul 26	4	10
Chapter 8 Discussion	Post Jul 23-Reply Jul 26	4	10
<b>Quiz – Chapters 5, 6, 7, and 8</b>	<b>July 25</b>	10	20
<b>Module IV – Organizational Ethics and Social Responsibility</b>			
Chapter 9 Discussion	Post Jul 30-Reply Aug 2	4	10
Chapter 10 Discussion	Post Jul 30-Reply Aug 2	4	10
Chapter 11 Discussion	Post Jul 30-Reply Aug 2	4	10
<b>Quiz – Chapters 9, 10, and 11</b>	<b>August 1</b>	10	20
<b>Module V – Final Case Exam Paper</b>	<b>August 4</b>	20	100
<b>Total =</b>		<b>100</b>	<b>300</b>

## 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 =	90-100%	Outstanding Work
B =	80-89%	Good Work
C =	70-79%	Acceptable Work
D =	60-69%	Needs Improvement
F =	00-59%	Unacceptable Work

**NOTE: Quizzes will not be re-set. Please be sure you have a secure connection before beginning them.**

**\*If you miss an assignment or exam because you are in the hospital, please fax me a copy of the admission and release forms with dates. If you miss an assignment or exam because of a death in the family, please fax me a copy of the newspaper clipping stating you as the surviving, spouse, parent, child, grandchild, or brother/sister.**

**Extra credit work will NOT be assigned so please do not ask.**

### **Assignment Submissions**

Completed assignments are to be uploaded to the **Dropbox** by the due dates posted. In order to receive an assignment grade, all assignments must be submitted to the proper Dropbox. Verification that the professor has received your assignment is possible by looking in the Outbox portion of the student's Dropbox. Each Assignment will have its own Dropbox label. The help section in your eCollege course and the Student Online Tutorial will describe the steps necessary to submit assignments to the Dropbox.

Assignments may be completed and submitted prior to the posted due date. I will deduct one letter grade for each day an assignment is late. Assignments will not be accepted through fax or as email attachments. A grade of zero will be recorded for incorrectly submitted assignments.

Spelling, punctuation, and grammar errors will have a negative impact on your assignment grades. If you need assistance with writing, please use the resources of the online writing lab (OWL) at TAMU-C. Details for the OWL can be found at the following link: <http://www.tamu-commerce.edu/litlang/CSC/owl1.htm>

### **It is the student's responsibility to:**

- Stay active in the course by logging into the course on a regular, daily basis.
- Always read every course **announcements** at the top of the course. 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.
- Learn to proficiently use the eCollege system.
- Be able to **proficiently** use Microsoft Office 2010 or older version and a computer operating system (Microsoft Windows or Apple).
- Have a reliable and **backup** reliable internet connection.
- Be proactive in reading all the reading and writing assignment instructions. Read all assignments several times and schedule a time on your calendar in which to complete the assignment. Read your assignment out loud to yourself or others **before** you submit your assignments. Print and re-read a **printed** copy of your assignment before you

submit your assignment to the Dropbox. To be successful, you will need to read assignment instructions many times.

- Ask questions about assignments well before the due date.
- Submit all assignments **before or on** the due date.
- Submit assignments in the appropriate format and to the appropriate Dropbox.
- Not ask questions that are answered in the course syllabus, virtual office, or individual assignment details.

## TECHNOLOGY REQUIREMENTS

### First time eCollege users

Students taking online courses are required to familiarize themselves with eCollege by going through the eCollege tutorial or orientation process. This will ensure that each student will have sufficient knowledge on how to accomplish the requirements of the course. It is NOT the Instructor's responsibility to teach students how eCollege works. **The Instructor assumes that each student has a working knowledge of eCollege and has a MyLeo e-mail address.**

eCollege is generally very user friendly; however, should you have any questions or concerns about it, you may want to complete an eCollege orientation. You can access the online eCollege Orientation by selecting the link to **Online Student Tutorial** before you enter your course.

### Hardware/Software Requirements

As the course is conducted totally online, students will be expected to have basic computer literacy skills, access to a reliable computer that is connected to the internet, and Microsoft Office 2007 or older. Also, back-up access to required electronic resources is necessary for successfully completing this course. College and public libraries are a great resource for back-up technology and internet resources. For those students in doubt about the necessary technology, refer to the following website: <http://online.tamuc.org/index.learn?action=technical>

### Email

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo. All emails sent by me from eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email me via the eCollege email system or your myLeo email as our spam filters will catch yahoo, hotmail, etc. and I will not check for your email in spam.

## ACCESS AND NAVIGATION

### Technical Support

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the eCollege Help Desk, available 24 hours a day, seven days a week. The Help Desk can be reached by sending an email to [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) or by calling 1-866-656-5511. Additionally, you can click on the "Help" button located at the top of each page for more information.

### Course Concerns

If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact your instructor via email or through the "Virtual Office".

## COMMUNICATION AND SUPPORT



**E-mail is my preferred method of contact as I am not always in the office. I regularly check my e-mail throughout the day, so you should expect that I will reply within 24 – 48 hours. If your correspondence falls over the weekend or some unforeseen circumstance, it may be longer. All e-mails must be prefaced with the course number followed by the subject (Ex. BAAS 345 – Chapter 1 Quiz).**

**However, in order to avoid duplication of questions and answers, I prefer that you post all class related questions in Virtual Office. It is likely that your peers will have the same question. Questions or concerns of a personal nature should be sent to my email address via eCollege.**

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### **Course Specific Procedures:**

The Instructor reserves the right to administratively drop any student who does not log into the class web site for **seven (7)** consecutive days after the course officially starts. Any student who will not be able to log into the class web site for more than **seven (7) days** (i.e., because of an extended business trip) should contact the Instructor in advance to avoid an inadvertent drop from the course.

### **PROFESSIONAL CONDUCT**

The instructor reserves the right to manage a positive learning environment and thus will not tolerate inappropriate conduct in the course. If I feel that you have not contributed appropriately in class, or that you have complained about assignments and grading policies, your final course grade may be reduced accordingly. Additionally, I expect every student to maintain a professional level with respecting opinions of the instructor, students, and guest speakers. Understand that this factor is highly subjective. In extreme cases, the instructor reserves the right to **withdraw** students from the class with a final grade of '**F**'.

### **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. My personal policy, which will guide this course, is this: **I trust you to behave honestly and ethically in all circumstances.** Please ask me if you have questions about what is proper and what is not.

**Academic Honesty:** Plagiarism and other forms of academic dishonesty will not be tolerated. Instructors "are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material." See 13.99.99.R0.10 Academic Honesty at

[http://www.tamu-commerce.edu/administration/Rules%26Procedures/rules\\_procedures.asp?RID=97](http://www.tamu-commerce.edu/administration/Rules%26Procedures/rules_procedures.asp?RID=97)

**Plagiarism:** It is widely accepted 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/wts/plagiarism.html/>. To avoid plagiarism and 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. For your reference and acknowledgement, a detailed Academic Honesty Policy for TAMU-C and the College of Business and Technology is posted in Doc Sharing.

### **University Specific Procedures:**

#### *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@tamu-commerce.edu](mailto:StudentDisabilityServices@tamu-commerce.edu)  
[Student Disability Resources & Services](#)

#### *Student Conduct*

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).