



ORGL 3322 – Ethics, Behavior & Leadership I
COURSE SYLLABUS: July Term 2014

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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Johnson, Craig E. (2012). Organizational Ethics: A Practical Approach, 2nd Edition, Sage Publications, Los Angeles.
ISBN: 9781412987967

Program Description:

The Bachelor of Applied Science in Organizational Leadership prepares innovative leaders for employment in an increasingly diverse technological and global society. The degree develops practical workplace competencies that meet current and future challenges through a real world coursework utilizing personalized academic mentoring and tutoring. The coursework focuses on team building, ethical decision making, enhanced communication skills, critical thinking, and people skills. Graduates of this program pursue careers in education, government, nonprofit, and business organizations.

Course Description:

Organizational Ethics (3 semester hours) is an examination of ethics in the workplace and the role of organizational leaders in fostering ethical behavior. Case studies, discussion, self-assessment exercises and reading assignments explore the basic frameworks of ethical dealings and moral leadership. Students will demonstrate a competency in critical thinking skills to both identify and remedy ethical issues typically encountered in organizational settings and interactions.

Course Learning Outcomes:

Upon successful completion of this course the student will be able to:

- Apply critical thinking skills in resolving ethical issues
- Describe and analyze ethical issues and dilemmas
- Demonstrate awareness of one's own values and investigate the interrelationships and tensions that occur between personal, professional and societal values.
- Employ theoretical frameworks for analyzing ethical situations

- Apply the principles and practices of interpersonal, group and leadership ethics to situations involving communication, exercise of influence, organizational citizenship and social responsibility

Program Learning Outcomes: The following program learning outcomes will be covered in this course:

1. Interpersonal Skills: Students will be able to establish productive relationships by communicating effectively individually and collectively.
2. Organizational Behavior: Students will be able to identify, analyze, and solve organizational problems based upon an understanding of individual, team, and organizational behaviors.
3. Problem Solving/Decision Making: Students will be able to identify, analyze, and solve organizational problems based on effective and ethical decision making through critical, reflective, and creative thought processes that apply appropriate techniques.
4. Change Management: Students will understand how the political, economic, social, and technological forces in the environment influence organizational behavior, policy, and practices.

| Course Learning Outcomes | Learning Outcome At the end of this module the student should be able to | PLO | Assessment This CLO will be assessed by | Measurement Student would have met this CLO by earning |
|---------------------------------|---|------------|---|--|
| CLO #1 | Apply critical thinking skills in resolving ethical issues | 1, 2, 3 | Quiz, Discussion & Case Reflection | Greater than or equal to 70 pts. |
| CLO #2 | Describe and analyze ethical issues and dilemmas | 1, 2, 3, 4 | Quiz, Discussion, & Case Reflection | Greater than or equal to 70 pts. |
| CLO #3 | Demonstrate awareness of one's own values and investigate the interrelationships and tensions that occur between personal, professional and societal values | 1, 2, 3, | Discussion & Identity / Values Project | Greater than or equal to 70 pts. |
| CLO #4 | Employ theoretical frameworks for analyzing ethical situations | 2, 3, 4 | Quiz, Discussion, & Case Reflection | Greater than or equal to 70 pts. |
| CLO # 5 | Apply the principles and practices of interpersonal, group and leadership ethics to situations involving communication, exercise of influence, organizational citizenship and social responsibility | 1, 2, 3, 4 | Discussion & Case Reflection | Greater than or equal to 70 pts. |
| Cluster Assessment | Integration of content for all five competencies | 3 | Final - Case Analysis | Greater than or equal to 70 pts. |

COURSE REQUIREMENTS

Course Expectations and Participation:

- Active participation in this web-based course is required. It is recommended that you log-in and participate in the course daily.
- Participation will vary depending on the task (reading course materials, posting a comment, reflecting on a discussion thread, etc.) required when you log-in.
- You have maximum responsibility for your learning and involvement in the class.
- It is important that you keep up with the course materials and deadlines.
- You are expected to contribute a high degree of participation and engagement with the course content to positively impact the learning experience for everyone.
- You are expected to incorporate knowledge gained from the text, personal experiences, peers, and other resources to formulate ideas and your contributions.

Instructional / Methods / Activities Assessments

A wide variety of instructional methods will be utilized to provide meaningful learning experiences, including group problem-solving activities, self-assessments, independent research, and case studies. It is vital that support material is read prior to class and that you actively participate in class discussion, activities, and case studies. Course readings, discussions and reflections, rather than lecture, will be the primary method of instruction for the course. Therefore, it is imperative that you use your voice to share your perspectives, experiences, and concerns.

It is important to note that some topics might be emotional, uncomfortable, and personal. Although, the process may be difficult at times, it should be productive.

We are all responsible for creating and maintaining a safe learning environment for mutual learning, exploration, and discovery. As such, please adhere to the following guidelines:

- Maintain respect for all participants
- Seek first to understand, then to be understood
- Disagreements are expected however challenge ideas and not people
- Remain open and encourage differing of opinions
- Speak for yourself, not for others
- Share your concerns freely with the class; if you are offended, say so and why
- No name calling or stereotyping. Derogatory comments will not be tolerated.

Formatting guidelines for written assignments:

12-point font

Times New Roman

Double space

1" margins

Include page numbers

Include your name

Weekly Discussions [25%] – (100 points each * 6 = 600 points; 25% of total course grade)

Due weekly

A grade will be assigned for participation in the discussion group for each module. You must participate/post in each discussion thread/activity in the module to receive credit for the module. Full credit will be given according to the following:

Quality of writing – responses are free of grammar, spelling or punctuation errors
Frequency/Timeliness – participates throughout the week on several different days
Initial Posting – response fully addresses all aspects of the question/prompt
Follow-Up Postings – posts reflect upon comments from others and integrate different views to take the discussion deeper
Organization – thoughts are presented in a clear and logical manner, with details connected

Responses are not merely a restatement of information or ideas already presented. You are expected to present new ideas for consideration, pose questions to **explore a topic** deeper, and/or **add to perspectives** presented.

Case Reflection Papers [25%] (100 points each * 6 = 600 points; 25% of total course grade) – Due weekly

Write a 2-4 page case reflection paper. The paper should include the following:

Describe the case. What was the purpose of the case? What moral constructs or ethical dilemmas were addressed? In what way(s) were the topics presented? Who were the stakeholders for the case?

What new knowledge did you gain from this case? What knowledge was reinforced or challenged? Was there anything that surprised you? What were your overall reactions to the case? What did you learn about ethics or moral contracts as a result of this case?

You are expected to use course readings, materials and other sources to analyze and reflect upon the cases.

Weekly Quizzes [25%] – (100 points each * 6 = 600 points; 25% of total course grade) Due daily

Due **weekly**

A weekly quiz will assess your knowledge and comprehension of the concepts and practices of organizational ethics. Questions will be a combination of multiple choice and true/false.

Final Case Analysis [25%] – (100 points; 25% of total course grade)

Due **Week 7**

Grading

The following final grading scale will be utilized to determine the final grade based on the weighted average of your course work:

A = 2160 - 2400 Pts. = A

B = 1920 - 2159 Pts. = B

C = 1680 - 1919 Pts. = C

In order to demonstrate competency of this course you must achieve a **Module Average of 70%** or higher for the summative module assessment.

Module assignments must be submitted within established closing dates. Late work will not be accepted. Modules will not be reopened to permit completion of late work. Assignments not submitted within due dates will receive a grade of zero.

TECHNOLOGY REQUIREMENTS

This is an online course and some obvious technological resources will be required.

Access to a computer with

- o Internet access (high-speed preferred)
- o Speakers so you can hear audio enhanced assignments throughout the semester
- o Word processing software (Microsoft Word preferred)

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo - all my emails sent 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

eCollege Technical Concerns: Please contact the eCollege HelpDesk, available 24 hours a day, seven days a week. by sending an email directly to helpdesk@online.tamuc.org. You may also reach the HelpDesk by calling (toll-free) 1-866-656-5511, or through the Online Chat by clicking on the "Live Support" tab within your eCollege course.

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, through the "Virtual Office," or during office hours.

Other Questions/Concerns: Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.

COMMUNICATION AND SUPPORT

Interaction with Instructor:

Participation & Communication: I expect each of you to be active and thoughtful participants within the learning environment (eCollege) and your learning community. You are to expect the same of me. This includes completing the extensive readings related to course topics, team and/or individual research proposal topics and participation in proposal revision activities (submission of individual draft sections and evaluation of draft sections from other class members).

1. Email is a good way to reach me as I check it daily. A reply will be sent within 24 hours depending upon the time your message was received.
2. The Virtual Office feature of eCollege is also a good method to communicate. It is the preferred method when you have a question that may be applicable to others in the class. Your classmates can read the question and response dialog posted in the Virtual Office area.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

The following items are standard expectations to be posted for all courses.

A. Class Participation:

Systematic and timely on-line participation is expected. University policy notes that excused absences include (i) participation in an authorized university activity, (ii) illness verified by a physician, (iii) death in the immediate family, and (iv) verifiable, official court appearance. Keep in mind that this course has been developed to allow maximum flexibility in regard to your online access. You are not required to logon at specific times on specific dates. You will work with other members of the class on specific tasks; however, the timeframe for this activity is determined by the group.

B. Assignments Submitted by Deadlines:

Assignments are due as stated.

C. Courtesy and Respect:

Student Conduct: All students 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*).

D. Academic Honesty:

Academic work submitted by you (such as papers, assignments, reports, tests) shall be your work or that of the team and referenced in part or in whole to the correct source. Submission of commercially prepared materials is unacceptable. Moreover, participants shall encourage honesty in others by refraining from providing materials or information with knowledge that these materials or information will be used improperly. Violation of these academic standards may result in removal or failure. Please see the TAMU-C Catalog and the Publication Manual of the American Psychological Association. Students are expected to use conventions noted in the APA Publication Manual, 6th edition, for citing sources.

Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty, which includes, but is not limited to plagiarism (the appropriation or stealing of 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. (Texas A&M University Commerce, Undergraduate Catalog).

E. Dropping the Class:

If you need to adjust your schedule by dropping this course, please follow university procedures to officially drop the class. If you fail to officially drop the class, a failing grade shall be assigned at the end of the course. Incompletes: Per university policy is granted only for circumstances beyond student's control which prevented the student from attending classes during Finals Week or the preceding three weeks (Policy A 12.07, 1998). The extension cannot exceed one semester. Failure to fulfill plan requirements within the specified time will result in an F.

F. Course Communication

Course communication will occur through your MyLeo Account. You will need to regularly and systematically review your e-mail on a timely basis.

G. Students with Disabilities:

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
[Student Disability Resources & Services](#)

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| COURSE OUTLINE / CALENDAR |
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The Organizational Ethics course consists of seven online weekly modules. These modules will be available at 12:01 AM July 13, 2014

| Week | Module Topic | Quizzes | Assignments | Exams |
|--------|---|---|--|-------|
| Week 1 | Defining Organizational Ethics, Ethical Frameworks & Perspectives | Introduction & Chapter 1 Available Friday through Sunday | Read the Introduction & Chapter 1 Case Reflection 1.1 Weekly Discussion ends on Sunday | |
| Week 2 | Organizational Behavior & Ethics: <ul style="list-style-type: none"> • Components of Ethical Behavior and Personal Development • Decision Making and Actions • The Moral Compass • The Foursquare Protocol | Chapters 2 & 3 Available Friday through Sunday | Read Chapters 2 & 3 Case Reflection 2.3 Weekly Discussion ends on Sunday | |
| Week 3 | Communications Competencies, Influence, and Conflict Management: <ul style="list-style-type: none"> • An Ethical Framework for Interpersonal Communications • Emotional Intelligence • Building Trust & Credibility • Questions of Power & Influence • Impression Management • Deception • Communicating & Managing Expectations • Becoming an Ethical Conflict Manager • Ethical Issues in Negotiation | Chapters 4, 5 & 6 Available Friday through Sunday | Read Chapters 4, 5, & 6 Case Reflection 4.1 Weekly Discussion ends on Sunday | |
| Week 4 | Practicing Group & Leadership Ethics: <ul style="list-style-type: none"> • Moral Responsibility • Cooperation & Supportiveness • Social Loafing • Decision Traps • Ethical Challenges of Leadership • Recognizing Lapses of Leadership | Chapters 7, 8 & 9 Available Friday through Sunday | Read Chapters 7 8 & 9 Case Reflection 8.3 Weekly Discussion ends on Sunday | |

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|--------|---|--|--|--|
| | <ul style="list-style-type: none"> • Transformational, Servant and Authentic Leadership <p>Followership Ethics:</p> <ul style="list-style-type: none"> • The Ethical Challenges of Followership • Meeting Moral Demands • Overcoming Unhealthy Motivations | | | |
| Week 5 | <p>Building an Ethical Organization:</p> <ul style="list-style-type: none"> • Making Ethics Matter • Components of an Ethical Culture • Driving Cultural Change <p>Managing Ethical Hotspots:</p> <ul style="list-style-type: none"> • Issues in Marketing • Issues in Finance & Accounting • Issues in HR Management | Chapters 10 & 11 Available Friday through Sunday | <p>Read Chapters 10 & 11</p> <p>Case Reflection 10.1</p> <p>Weekly Discussion ends on Sunday</p> | |
| Week 6 | <p>Promoting Organizational Citizenship:</p> <ul style="list-style-type: none"> • Stewardship & Social Responsibility • Engaging With Stakeholders • Finding Moral Common Ground | Chapters 12 Available Friday through Sunday | <p>Read Chapters 12</p> <p>Case Reflection 12.2</p> <p>Weekly Discussion ends on Sunday</p> | |
| Week 7 | A Case Study | | Detailed instructions for case analysis will be provided within the eCollege course. | The instructor will provide a case that presents an ethical issue or dilemma |

Modules close at **11:59pm at the end of each week.

Note: Keep in mind that the above schedule is subject to change at the discretion of the instructor