BAAS 444: GLOBAL STRATEGIES FOR DECISION MAKING
COURSE SYLLABUS: Spring 2015

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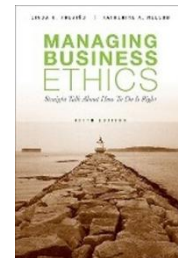
COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

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

The study of strategies and interpersonal communication systems that provide today's management with accurate and quality information on which to base decisions and to be effective in the day to day negotiations within the business environment.

Student Learning Outcomes

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.
7. View themselves as engaged citizens within an interconnected and diverse world.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

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,** which will produce an originality report for review (percent results will need to be 25% or less).

The final case exam in this course will be utilized to assess the QEP student learning outcomes for each student. In addition to submitting your case exam to the dropbox, students are responsible to upload a copy of the project to their ePortfolio in ManeSync. The instructions for doing this can be found in Doc Sharing under Mane Sync Pictorial Guide.

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

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

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses, you will need to use a current, Flash enabled browser. For PC users, the suggested browser is Internet Explorer 9.0 or 10. For Mac users, the most current update of Firefox is suggested.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - sound card, which is usually integrated into your desktop or laptop computer
  - speakers or headphones.

- Depending on your course, you might also need a:
  - webcam
  - microphone

For courses where interactive tools are used, like VoiceThread or Class Live Pro, headphones are suggested for use with recording and playback. We recommend a webcam with an integrated microphone, such as the Microsoft LifeCam Cinema. All devices should be installed and configured before class begins.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at: http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

- You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader
  - Adobe Flash Player

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: https://secure.ecollege.com/tamuc/index.learn?action=technical

ACCESS AND NAVIGATION

Pearson LearningStudio Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University Commerce. To get started with the course, go to: http://www.tamuc.edu/myleo.aspx.

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.
It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

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 Pearson LearningStudio Help Desk, available 24 hours a day, seven days a week.

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

- **Email:** helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. You will then be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed?

1. Students must report the problem to the help desk. You may reach the helpdesk at
2. helpdesk@online.tamuc.org or 1-866-656-5511

3. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
4. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
5. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson help desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

Internet Access
An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

myLeo Support
Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at https://leo.tamuc.edu.

Learner Support
Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location.
Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement
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.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

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 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.

University Specific Procedures

ADA Statement

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- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Student Conduct

A&M Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.
 (See *Code of Student Conduct from Student Guide Handbook*).

COURSE OUTLINE / CALENDAR

Assessments	Open Dates & Due Dates	Percent	Points
Module I			
Academic Honesty Policy	Jan 20 - Jan 30	2	100
Introductions-Student Lounge	Jan 20 - Feb 1 Initial post - Jan 26	3	100
Chapter 1 Discussion	Jan 20 - Feb 1 Initial post - Jan 26	5	100
Quiz - Chapter 1	**Jan 20 - Feb 1**	5	100

Module II			
Chapter 2 Discussion	Feb 2 - Feb 8 Initial post by Feb 5	5	100
Chapter 3 Discussion	Feb 2 - Feb 15 Initial post by Feb12	5	100
Chapter 4 Discussion	Feb 2 - Feb 22 Initial post by Feb 19	5	100
Quiz - Chapter 2, 3, and 4	**Feb 2 - Mar 1**	5	100
Module III			
Chapter 5 Discussion	Mar 2 - Mar 8 Initial post by Mar 5	5	100
Chapter 6 Discussion	Mar 2 - Mar 15 Initial post by Mar 12	5	100
Chapter 7 Discussion	Mar 2 - Mar 29 Initial post by Mar 26	5	100
Chapter 8 Discussion	Mar 2 - Apr 5 Initial post by Apr 2	5	100
Quiz – Chapters 5, 6, 7, and 8	**Mar 2 - Apr 5**	5	100
Module IV			
Chapter 9 Discussion	Apr 6 - Apr 12 Initial post by Apr 9	5	100
Chapter 10 Discussion	Apr 6 - Apr 19 Initial post by Apr 16	5	100
Chapter 11 Discussion	Apr 6 - Apr 26 Initial post by Apr 23	5	100
Quiz – Chapters 9, 10, and 11	**Apr 6 - Apr 26**	5	100
Module V **Final Case Exam Paper**	**May 4**	20	100
Total =		**100**	**1800**