



## BAAS 444: Global Strategies for Decision Making Fall 2015

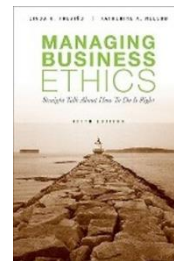
**Instructor:** Theresa Sadler, MS  
**Office Location:** Ag/IT 240  
**Office Hours:** By appointment  
**Office Phone:** 903.468.8754  
**Office Fax:** 903.468.8751  
**University Email Address:** Theresa.Sadler@tamuc.edu

### 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

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.

#### Course Objectives

- Demonstrate and utilize critical thinking skills through an analysis process using a step-by-step method involving ethical issues and situations in business.
- Understand the reasons for managing business ethics and the importance of being ethical.
- Understand common ethical problems in business and analyze the prescriptive and psychological approaches in ethical decision making.
- Understand the reasons for managers managing ethical problems and ethical conduct.
- Understand ethical problems and culture of organizations and their legal compliance.
- Understand the reasons in managing for ethical conduct in a global business environment.
- View themselves as engaged citizens within an interconnected and diverse world.

## COURSE REQUIREMENTS

**Discussion Board: 55%** There are eleven chapter discussions, each worth 5% of your grade. Each chapter will have a discussion area in which you will be required to discuss the topic I have posted. Each student is required to post and reply to every chapter for full credit. Merely making a post to the topic will not ensure full credit. You must DISCUSS the topic, which, at the **very least**, requires **a post and five** responses to each chapter. I also expect that your discussion posts and replies will take place **throughout the time open** (in other words, don't make all your posts on one day). Please see the discussion rubric in doc sharing. Discussions will be graded on content and quality. I'm not grading you on length; however, one word posts will get you nothing. I want to see that you are actively participating and actually thinking about your posts and responses. Remember, for a discussion to take place, you must make posts as well as responses to each chapter! I also expect the grammar, spelling, punctuation, and capitalization to be that of a college educated person. I do not want to see posts that look as if you are text messaging your best friend. **Discussions for each chapter will close on the Due Date listed for that particular chapter! Please see the course calendar located in the syllabus or under Doc Sharing for due dates. Also see the grading rubric in Doc Sharing for details on grading.**

**Quizzes: 20%** There will be four quizzes, each worth 5% of your grade. Students can access each quiz only ONCE and must adhere to the schedule for each quiz. **Quizzes will not be reset. Please be sure you have a secure Internet connection before beginning.**

**Final Case Exam: 20% total:** The Final Case analysis is worth 20% of your final grade. 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. 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](http://Turnitin.com), which will produce an originality report for review (percent results will need to be 25% or less).

**ManeSync ePortfolio: 5%** 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 **graded** project to their ePortfolio in ManeSync. The instructions for doing this can be found in Doc Sharing under Mane Sync Pictorial Guide. Please email the link to the ePortfolio after the assignment has been submitted.

## 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.

## 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](mailto: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](mailto: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.

**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.

**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@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

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*.)

# AUGUST 2015

# BAAS 444

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31 Module 1 Opens Ch. 1 Quiz Opens Begin Discussions Acknowledge Academic Honesty	25	26	27	28	29

# SEPTEMBER 2015

# BAAS 444

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 <b>LABOR DAY</b>	8	9 Ch. 1 Initial Post Due	10	11	12 Module 1 Closes Ch. 1 Quiz Due Discussions Due Academic Honesty Policy Acknowledgement Due
13 Module II Opens Chapters 2, 3 & 4 Quiz Opens Begin Discussions	14 <b>Module V Opens</b>	15	16 Ch. 2 Initial Post Due	17	18	19 Ch. 2 Discussions Due
20	21	22	23 Ch. 3 Initial Post Due	24	25	26 Ch. 3 Discussions Due
27	28	29	30 Ch. 4 Initial Post Due			

# OCTOBER 2015

# BAAS 444

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3 Ch. 4 Discussions Due
4	5	6	7	8	9	10 Module II Closes Chapters 2, 3 & 4 Quiz Due
11 Module III Opens Chapters 5, 6, 7 & 8 Quiz Opens Begin Discussions	12	13	14 Ch. 5 Initial Post Due	15	16	17 Ch. 5 Discussions Due
18	19	20	21 Ch. 6 Initial Post Due	22	23	24 Ch. 6 Discussions Due
25	26	27	28 Ch. 7 Initial Post Due	29	30	31 Ch. 7 Discussions Due

# NOVEMBER 2015

# BAAS 444

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1  <b>Daylight Savings Time Ends</b>		3	4  <b>Ch. 8 Initial Post Due</b>	5  <b>Last day to drop from Fall 2015</b>	6	7  <b>Ch. 8 Discussions Due</b>
8	9	10	11	12	13	14  <b>Module III Closes Chapters 5, 6, 7 &amp; 8 Quiz Due</b>
15  <b>Module IV Opens Chapters 9, 10 &amp; 11 Quiz Opens Begin Discussions</b>	16	17	18  <b>Ch. 9 Initial Post Due</b>	19	20	21  <b>Ch. 9 Discussions Due</b>
22	23	24	25  <b>Ch. 10 Initial Post Due</b>	26  <b>Thanksgiving Day</b>	27	28  <b>Ch. 10 Discussions Due</b>
29	30  <b>Module V Closes Final Case Paper Due</b>					



# DECEMBER 2015

# BAAS 444

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Ch. 11 Initial Post Due	3	4	5 Ch. 11 Discussions Due
6 Last day to withdraw from Fall 2015	7	8	9	10	11	12 Module IV Closes Chapters 9, 10 & 11 Quiz Due
13	14 Graded Final Case Paper to be submitted to ePortfolio	15 Graded Final Case Paper to be submitted to ePortfolio	16 Graded Final Case Paper to be submitted to ePortfolio	17 Graded Final Case Paper to be submitted to ePortfolio. Link must be emailed to me by 11:59 p.m.	18	19 Commencement
20	21	22	23 Merry Christmas!!!	24	25	26
27	28	29	30	31		