



CLASSROOM: Web-Based Course
MEETING TIME: See Course Schedule for Assignment Due Dates
NOTE ABOUT TIMES: All times and deadlines for this course are listed as Central Standard Time (CST) Zone (Commerce, TX) times.

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REQUIRED TEXT:

There is no required textbook for this course. Instead, students will read material that is provided by the professor and linked through the learning management system (eCollege).

COURSE OBJECTIVES:

This course centers on a variety of moral dilemmas that prevail in societies and organizations. It focuses on identifying and responding to ethical issues typically encountered in organizational settings and interactions. Through completion of this course students will:

- Describe personal responses to ethical problems
- Demonstrate awareness of one's own values and investigate the interrelationships and tensions that occur between personal, professional and societal values.
- Develop a strategy to analyze ethical dilemmas and recommend a course of action

COURSE FORMAT:

This course is entirely Web-based. You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the eCollege course management website. All of the handouts and assignments for this course are posted under the "Doc Sharing" tab in eCollege. You should submit your work in a format that is compatible with **Microsoft Office** and post it in the appropriate "Dropboxes" when they are due.

COURSE SCHEDULE:

A course schedule is included at the end of this syllabus.

SYLLABUS SUBJECT TO CHANGE STATEMENT:

I anticipate that we will follow the schedule I've outlined in this syllabus, but I may make adjustments based on what actually happens in class. I may also change the basis for the course grade (if I need to eliminate an assignment or something of that nature). If I do so, I will inform you in writing. Remaining in the course after reading this syllabus will signal that you accept the possibility of changes and responsibility for being aware of them.

STATEMENT ON ACADEMIC INTEGRITY:

Academic honesty is the foundation of the university community. Cheating, plagiarism, or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. For this class, plagiarism will result in automatic failure (final course grade of F).

An academic honesty policy has been posted under the "Doc Sharing" tab. You should read this document, initial it, and submit it to me via its corresponding "Dropbox".

SPECIAL NEEDS/REASONABLE ACCOMODATIONS:

MGT 430 – ORGANIZATIONAL ETHICS

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

TENETS OF COMMON BEHAVIOR STATEMENT:

All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Handbook).

COURSE POLICIES AND INSTRUCTOR EXPECTATIONS:

Students are required to meet the expectations listed below.

- **Professional Behavior:** It is important that you maintain a professional demeanor at all times, including during “electronic communication”. Texas A&M-Commerce expects this from you, as do current and future employers. Since so much communication in the workplace is “electronic” nowadays, this course will be a good place to practice interacting in a manner appropriate to a professional setting. In particular, take special care when posting and responding to discussion board questions.
- **Assignments (General Comments):**
 1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students should have at least some skill with software for word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
 2. **Assignments must be turned in on time.** Assignments are due at the **date** and **time** listed. All work and assignments for the entire course will be available on the first day of class. While the syllabus designates specific dates for which work is assigned, you do not have to wait until the “assigned” date to start working on it (or to turn it in). In other words, you can work at your own pace as long as you meet the due dates. I suggest you set a calendar of when to work on assignments based upon your schedule, how long it takes you to complete assignments, and the assignment due dates. Start working on each assignment as soon as you possibly can and make sure that you have the all assignments submitted by the specified due dates. I have outlined a “suggested” schedule that I think would help you maintain a good pace, but you don’t have to follow it. However, you **MUST** turn in all written assignments **ON TIME**. You will have until **11:59 PM CST** to submit the work that is listed in the far right, “Work Due” column of the course schedule. I will accept late assignments. However, there will be a significant penalty. For each day that your assignment is late, I will deduct **10 POINTS** from your grade. If you do not meet the 11:59 PM deadline (even by one or two minutes), I will deduct 10 points. If you do not turn the assignment in by 11:59 PM CST the next day, I will deduct an additional 10 points, and so on. Saturdays and Sundays count towards the total days late.
- **E-mail:** Be sure to log onto eCollege and check your university e-mail regularly to see what work you are required to do, as I will be using emails to communicate with the class. I check my e-mail several times a day, so this is the best way to reach me.
- **Make-up Exams or Late Assignments Will Only Be Accepted If You Obtain University Approved Documentation for Your Excuse:** There are no make-up assignments for poor performance on a previous assignment.

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GRADE COMPONENTS:

Component	Type	Point Value
Discussion Board Posts (5 @ 20 Points Each)	Individual	100 points
Case Assignment (Final Exam)	Individual	100 points
Course Total		200 points

GRADING SCALE:

A	90 – 100%	180-200 points	D	60-69%	120-139 points
B	80 – 89%	160-179 points	F	Below 60%	Less than 120 points
C	70-79%	140-159 points			

Incomplete - I will not be giving an incomplete in this course.

Withdrawal - Must be initiated by the student administratively.

Discussion Board Information

Various topics will be posted online for class participation. Each student is required to make thoughtful posts as well as replies to other students' posts and follow explicit instructions for posting requirements. The discussion boards are an important part of your learning. In order to achieve the highest possible score for discussion participation, **post an original response to the topic and more than two replies** to show active engagement in the discussion. Postings will be graded on three critical elements: participation (shows high degree of engagement and interaction with others); timeliness (responses are on a consistent basis and throughout the semester); and critical thinking (addresses the question completely and in-depth; points are clearly made and evidence supports arguments/rationale; shows a clear grasp of content and elaborates with explanation and relevant examples). Once the discussion boards have been closed, they will not be re-opened. Please see the schedule for the due dates.

CASE ASSIGNMENT (FINAL EXAM) INFORMATION:

You will be required to analyze a case that will be considered your final exam. Specific instructions (and the case itself) will be posted on eCollege, under the "Doc Sharing" tab. The analysis should be submitted to the "Dropbox" designated for that case. A grading rubric for the case assignment will at the end of the instruction document.

- ❖ **IF YOU EVER FEEL AS IF YOU NEED TO CONTACT ME IN ORDER TO CLARIFY ASSIGNMENTS, DISCUSS CONCERNS ABOUT THE CLASS, DISCUSS TOPICS FROM THE CLASS, ETC., E-MAIL ME IN ORDER TO SCHEDULE A TIME WHERE WE CAN HAVE A PHONE CONVERSATION. REMEMBER: I AM ALWAYS HERE TO HELP; YOU JUST HAVE TO ASK!**

DATE	TOPICS: TEXT CHAPTERS	WORK DUE: BY 11:59 PM ON THIS DAY
May 16	Intro to Organizational Ethics (Video) Read: Discussion Boards 1-5 Open	Read, Initial, and Submit the Honesty Policy (Due: May 17th)
May 18	<u>Overview of Ethical Theories (Moral Philosophies)</u> Read: Milkshake Case Granitz Article	
May 21		Discussion Boards 1-3 Due (Close: May 21th)
May 22	Begin Case Assignment (Final Exam; see document)	
May 28		Discussion Boards 4-5 Due (Close: May 28th)
May 30		Case Assignment (Final Exam) Due

- ❖ Due dates (right column) are firm; if changed, I will notify you writing.
- ❖ Dates for Topics and Readings (middle column) are suggested. In order to you are maintaining a good pace in the course, I suggest you not start any later than these dates. However, feel free to start early! All material and assignments will be available at the start of the course.