



BAAS 445: Ethical Decision Making Fall 2016

Instructor: Annette Taggart, MBA, CPA

Office Location: Ag/IT 233G

Contact Information:

Preferred: annette.taggart@tamuc.edu

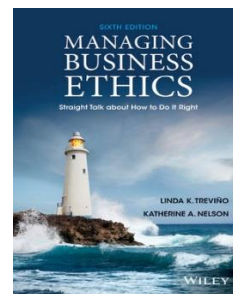
Office Hours: By appointment

COURSE INFORMATION

Required Textbook

Trevino, L. & Nelson, K. (2013). *Managing business ethics: Straight talk about how to do it right* (6th ed.). Danvers, MA: Wiley.

- Print: ISBN: 978-1-118-58267-1 or eText: ISBN: 978-1-118-80169-7



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

- Describe the many aspects of diversity in the workplace
- Describe the purpose of a mission & vision of an organization and how it impacts culture, values, and ethics
- Demonstrate critical thinking skills through an analysis process
- Understand the reasons for managing business ethics and the importance of being ethical.
- Students will be able to view themselves as engaged citizens within an interconnected and diverse world.

COURSE REQUIREMENTS

Discussion Board: 50% There are eleven chapter discussions, each worth 4% - 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 (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. 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](https://www.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 project to their ePortfolio in ManeSync. The instructions for doing this can be found in [Doc Sharing under Mane Sync Pictorial Guide](#). Only upload papers that have been graded by the instructor and earned a grade of 70 or higher. Please email the link to the ePortfolio after the assignment has been submitted.

Introductions: 3% Students will be required to introduce themselves to the class in the Student Lounge.

Academic Honesty Policy: 2% Students will be required to read and acknowledge the Academic Honesty Policy.

NOTE: I will count off one letter grade for each day an assignment is late. Quizzes and discussion posts will not be accepted late.

***If you miss an assignment because you are in the hospital, please email me proof of admission and release. If you miss an assignment or quiz because of a death in the family, please email 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.

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 445 – 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.

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 and access to a reliable computer that is connected to the internet. For more information about the necessary technology, refer to the following website: <http://online.tamuc.org/index.learn?action=technical>

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 calling 1-866-656-5511. Additionally, you can click on the "Tech Support" button located within your 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 or through the "Virtual Office".

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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 remove a student 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.

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
[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*).

Campus Carry Rule

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

AUGUST 2016

BAAS 445

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	24	25	26	27
28	29 Module 1 Opens Ch. 1 Quiz Opens Begin Discussions Acknowledge Academic Honesty	30	31			

SEPTEMBER 2016

BAAS 445

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

OCTOBER 2016

BAAS 445

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

NOVEMBER 2016

BAAS 445

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Ch. 8 Initial Post Due	3 Last day to drop from Fall 2016	4	5 Ch. 8 Discussions Due
6 Daylight Savings Time Ends	7	8	9	10	11	12 Module III Closes Chapters 5, 6, 7 & 8 Quiz Due
13 Module IV Opens Chapters 9, 10 & 11 Quiz Opens Begin Discussions	14	15	16 Ch. 9 Initial Post Due	17	18	19 Ch. 9 Discussions Due
20	21	22	23 Ch. 10 Initial Post Due	24 Thanksgiving Day	25	26 Ch. 10 Discussions Due
27 Last day to withdraw from Fall 2016	28 Module V Closes Final Case Paper Due	29	30			

DECEMBER 2016

BAAS 445

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