



BAAS 445: Ethical Decision Making Fall 2018

Instructor: Theresa Sadler, Ph.D.

Office Location: Ag/IT 233D

Office Hours: By appointment in person; questions can be posted anytime in Virtual Office, and I will respond in 24-48 hours.

Office Phone: 903.468.8754

Office Fax: 903.468.8751

University Email Address: Theresa.Sadler@tamuc.edu

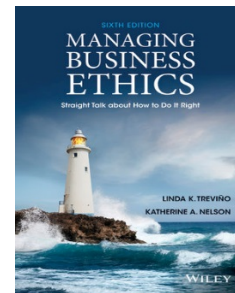
The **best** way to contact me is by email. This is an online course; therefore, expect most communication to be online as well. The instructor will respond to emails within 24 to 48 hours Monday-Friday.

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

Minimal Technical Skills Needed: Student must be able to effectively use D2L and Microsoft Word.

Instructional Methods: This course will be delivered fully online and will utilize a textbook for instructional purposes.

Tips for Success in the Course: Regularly log into the course, check your e-mail, and read announcements. Do your work and be prepared to spend at least 5 hours per week in the course.

GRADING

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or below

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(s) I have posted. Each student is required to post and reply to every chapter for full credit. Merely making a post to the topic(s) will not ensure full credit. You must DISCUSS the topic(s), which, at the **very least**, requires **a post** and **two** responses to each topic in 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 grading 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 at the end of the syllabus 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. Please see the course calendar located at the end of the syllabus for due dates.**

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 (6th edition) of the textbook.

Submitting papers: All written assignments must be submitted as a Microsoft Word file (.doc or .docx file extension) to the appropriate assignment submission folder within D2L. 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 assignment submission folder 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**). **Please see the course calendar located at the end of the syllabus for due dates. Also see the grading rubric in Doc Sharing for details on grading.**

Introductions: 3% Students will be required to introduce themselves to the class in the Student Lounge. **Please see the course calendar located at the end of the syllabus for due dates.**

Academic Honesty Policy: 2% Students will be required to read and acknowledge the Academic Honesty Policy. Please see the course calendar located at the end of the syllabus for due dates.

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 fax me a copy of the admission and release forms with dates. If you miss an assignment or quiz because of a death in the family, please fax 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.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- 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.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

- 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.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on click on the words “[click here](#)” to submit an issue via email.



the Live Chat or

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement

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 occurs, it may be longer. All e-mails must be prefaced with the course number followed by the subject (Ex. BAAS 445 – Chapter 1 Quiz).

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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

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Extra credit work will NOT be assigned so please do not ask.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

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 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-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.

Campus Concealed Carry Statement

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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 2018

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 Module 1 Opens Ch. 1 Quiz Opens Begin Discussions Acknowledge Academic Honesty Student Intros	28	29	30	31	

SEPTEMBER 2018

BAAS 445

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

OCTOBER 2018

BAAS 445

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

NOVEMBER 2018

BAAS 445

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Last day to drop from Fall 2018	2	3 Ch. 8 Discussions Due
4 Daylight Savings Time Ends Module V Closes Final Case Paper Due	5	6	7	8	9	10 Module III Closes Chapters 5, 6, 7 & 8 Quiz Due
11 Module IV Opens Chapters 9, 10 & 11 Quiz Opens Begin Discussions	12	13	14 Ch. 9 Initial Post Due	15	16	17 Ch. 9 Discussions Due
18	19	20	21 Ch. 10 Initial Post Due Last day to withdraw from Fall 2018	22 Thanksgiving Day	23	24 Ch. 10 Discussions Due
25	26	27	28 Ch. 11 Initial Post Due	29	30	

DECEMBER 2018

BAAS 445

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