



BAAS 445: Ethical Decision Making Spring 2019

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

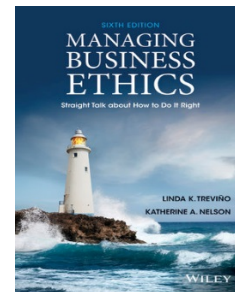
The **best** way to contact me is by email. This is an online course; therefore, expect most communication to be online as well. All emails **must include "BAAS 445"** in the subject line, use proper email etiquette, and include your name and CWID.

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.

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 - 10 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

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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

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. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>.

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. I will correspond with students via your university email (your "myLeo" mail) and via announcements in myLeo Online (D2L). Students are required to check university email daily.

All emails from students must include:

- Course name and subject in the subject line (ex. BAAS 445 – Module 1 Quiz)
- Salutation
- Proper email etiquette (no “text” emails – use proper grammar and punctuation)
- Student name and CWID after body of email

I will make every effort to respond to emails within 24 to 48 hours Monday – Friday provided the correspondence follows the requirements listed above. If your correspondence falls over the weekend or some unforeseen circumstance occurs, it may be longer before you receive a reply. In order to avoid duplication of questions and answers, please post procedural or assignment related questions in the course under 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 from your myLeo email.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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: <https://www.britannica.com/topic/netiquette>.

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>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.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.

JANUARY 2019

BAAS 445

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

FEBRUARY 2019

BAAS 445

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

MARCH 2019

BAAS 445

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Ch. 5 Discussions Due
3	4	5	6 Ch. 6 Initial Post Due	7	8	9 Ch. 6 Discussions Due
10 Daylight Saving Time Begins	11	12	13 Ch. 7 Initial Post Due	14	15	16 Ch. 7 Discussions Due
17	18 SPRING BREAK	19 SPRING BREAK	20 SPRING BREAK	21 SPRING BREAK	22 SPRING BREAK	23
24	25	26	27 Ch. 8 Initial Post Due	28	29 Last day to drop from Spring 2019	30 Ch. 8 Discussions Due
31 Module V Closes Final Case Paper Due						

APRIL 2019

BAAS 445

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6 Module III Closes Chapters 5, 6, 7 & 8 Quiz Due
7 Module IV Opens Chapters 9, 10 & 11 Quiz Opens Begin Discussions	8	9	10 Ch. 9 Initial Post Due	11	12	13 Ch. 9 Discussions Due
14	15	16	17 Ch. 10 Initial Post Due	18 Last day to withdraw from Spring 2019	19	20 Ch. 10 Discussions Due
21 Happy Easter	22	23	24 Ch. 11 Initial Post Due	25	26	27 Ch. 11 Discussions Due
28	29	30				

MAY 2019

BAAS 445

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