



To access COVID-19 information, please visit the [Stay Healthy Lions Webpage](#).

**BAAS 445: Ethical Decision Making**  
**COURSE SYLLABUS: Spring 2022**

**INSTRUCTOR INFORMATION**

Instructor: Theresa Sadler  
Office Location: Online  
Office Hours: Email or Telephone or Virtual by Appointment  
Office Phone: 903-468-8754  
University Email Address: Theresa.Sadler@tamuc.edu  
Preferred Form of Communication: Email  
Communication Response Time: 24 hours

**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**

**Materials**

**Textbook(s) Required**

Authors: Trevino, L. & Nelson, K.  
Year published: 2021  
Title: *Managing business ethics: Straight talk about how to do it right*  
Edition: 8th ed.  
Publisher: Wiley  
Rental Book Available: Yes  
Print: ISBN: 978-1-119-71100-1 or E-Book: 978-1-119-71101-8

**Supplemental Materials**

Links and files will be provided in the document sharing tab within the course.

**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.

**STUDENT LEARNING OUTCOMES**

Completion of this course provides the student with the knowledge to:

1. Describe the many aspects of diversity in the workplace

2. Describe the purpose of a mission & vision of an organization and how it impacts culture, values, and ethics
3. Demonstrate critical thinking skills through an analysis process
4. Understand the reasons for managing business ethics and the importance of being ethical

## REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a semester. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty.

## COURSE REQUIREMENTS

**Minimal Technical Skills Needed:** Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

**Instructional Methods:** This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes must be completed. Please contact the instructor by email for any assistance.

**Student Responsibilities or Tips for Success in the Course:** To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes should be completed. Please contact the instructor by email for any assistance.

## ASSESSMENT

**Introductions: 5%** Students are required to introduce themselves to the class in the Student Lounge.

**Discussion Board: 55%** There are eleven chapter discussions, each worth 5% of your grade. Discussion boards require a minimum of one post and two replies to fellow students. Discussions may be completed and submitted prior to the posted due date, but keep in mind that you will be graded on quality of content. Spelling, punctuation, capitalization, and grammar errors will have a negative impact on your discussion grades.

**Quizzes: 20%** There are four quizzes, each worth 5% of your grade. The quizzes will be timed and can only be accessed once; therefore, once you begin, you may not stop and come back to it later. Due dates for quizzes will not be extended. Make sure you have a RELIABLE internet connection before beginning quizzes.

**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 (8<sup>th</sup> edition) of the textbook.

**NOTE: I will count off one letter grade for each day an assignment is late. Exams, quizzes, and discussions will not be opened after the due date. Extra credit work will NOT be assigned so please do not ask. If you miss an assignment because you are in the hospital, please email me proof of admission and release immediately but certainly within a day of your release. If extra time is needed to complete an assignment because of the death of a spouse, parent, child, grandchild, or sibling, please email your request to me prior to the due date of the assignment and include the obituary stating you as a survivor.**

## GRADING

### Grading Scale

Percentage

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or below

## 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 the technical requirements

Learning Management System (LMS) Requirements:

View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:

Learn more on the [LMS Browser Support Webpage](#).

YouSeeU Virtual Classroom Requirements:

Visit the [Virtual Classroom Requirements Webpage](#).

## 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](mailto: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

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 on the [Brightspace Support Webpage](#).

### **Interaction with Instructor Statement**

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

**All emails from students should include:**

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

### **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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

### **TAMUC Attendance**

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

### **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 Policy](#)  
[Undergraduate Student Academic Dishonesty Form](#)

### **Students with Disabilities-- 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

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

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

### 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.

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.

### Counseling Services

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel).

### COURSE OUTLINE / CALENDAR

Unit	Assignment	Due Date
<b>Student Introduction</b>	Introductions	1/12 – 1/23
<b>Unit 1</b> <b>Chapter 1</b> 1/12 – 1/30		
	Discussion board	1/12 – 1/30
	Unit 1 Quiz	1/12 – 1/30
<b>Unit 2</b> <b>Chapters 2, 3, 4</b> 1/31 – 2/27		
	Chapter 2 Discussion board	1/31 – 2/6
	Chapter 3 Discussion board	1/31 – 2/13

*The syllabus/schedule are subject to change.*

<b>Unit</b>	<b>Assignment</b>	<b>Due Date</b>
	Chapter 4 Discussion board	1/31 – 2/20
	Unit 2 Quiz	1/31 – 2/27
<b>Unit 3</b> <b>Chapters 5, 6, 7, 8</b> 2/28 – 4/10		
	Chapter 5 Discussion board	2/28 – 3/6
	Chapter 6 Discussion board	2/28 – 3/13
	Chapter 7 Discussion board	2/28 – 3/27
	Chapter 8 Discussion board	2/28 – 4/3
	Unit 3 Quiz	2/28 – 4/10
<b>Unit 4</b> <b>Chapters 9, 10, 11</b> 4/11 – 5/9		
	Chapter 9 Discussion board	4/11 – 4/17
	Chapter 10 Discussion board	4/11 – 4/24
	Chapter 11 Discussion board	4/11 – 5/1
	Unit 4 Quiz	4/11 – 5/9
<b>Unit 5</b> <b>Final Case Analysis</b> 1/31 – 4/17	Final Case Analysis	1/31 – 4/17