



BMGT-1341-011 | 1 FA2024 IN

Business Ethics

Fall 2024

8-Weeks Course

Online

Instructor Information:

Katherine (Katy) Tunstall
Adjunct Professor of Business
ktunstall@com.edu
409-933-8311 (Shared)

Student Hours & Location:

By email appointment, hosted on TEAMS; Please email and I will help arrange a mutually convenient time to meet.

Monday	by appointment only
Tuesday	5pm-6pm or by appointment
Wednesday	by appointment only
Thursday	by appointment only
Friday	by appointment only

Required Textbook:

This course is inclusive of the digital textbook, which is made available through Cengage link inside BrightSpace D2L. No access code is required for this course.

Hardcopy textbooks may be new, used, or rented and can be purchased from multiple sources. This textbook is available through VitalSource.

Business Ethics, Ethical Decision Making and Cases, 13th Edition

ISBN: 978-035-751-3132

Ferrell, Fraedrich, Ferrell

Cengage

Textbook Purchasing Statement:

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Course Description:

Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

Course Requirements:

For all tasks, please refer to the Schedule of Activities for due dates, point values, and other information.

Assignments (Quizzes)

These assessments are titled “assignments” in Cengage Mindtap, but they are formatted as multiple choice quizzes. You have no time limit on these quizzes, and you are allowed three attempts. Your highest score will be automatically accepted as your grade for that quiz.

Chapter Video Quizzes

These quizzes take place in Cengage Mindtap after watching a short video. You have no time limit on these quizzes.

Discussion Board

Discussion Boards (in D2L BrightSpace) with an initial post, and two peer responses will be required. Students will reflect on course concepts, make connections, and think critically resulting in deeper learning. Each week, students earn points for the quality, content, and relevance to the topic. **Be sure to use the rubric attached within the course.**

Case Studies

Case Studies (in D2L BrightSpace) will be required. You will be given a case study to read and consider. Responses should be a two (2)-page essay response, including at least two (2) sources in APA format. **Be sure to use the rubric attached within the course**

Please refer to the grading rubric for additional guidance on expectations.

Determination of Course Grade/Detailed Grading Formula:

Assignment Quizzes (20 points each, 12 quizzes)	240 points
Video Quizzes (20 points each, 12 quizzes)	240 points
Discussion Boards (45 points each, 8 discussions)	360 points
Case Studies (80 points each, 2 case studies)	160 points
Total Possible Points	1000 points

The final grade will be based on the following scale:

☐ A = 90+% of the total points	>= 900
☐ B = 80% - 89% of the total points	800-899
☐ C = 70% - 79% of the total points	700-799
☐ D = 60% - 69% of the total points	600-699
☐ F = less than 60% of the total points	<= 599

Late Work, Make-Up, and Extra-Credit Policy:

To the extent possible, late work will be accepted with a 20% penalty applied.

- Late work that requires manual grading (D2L assignments with a rubric, generally) will be accepted up until the Sunday prior to the last day of class.
- Late work that is auto-graded will be accepted up until the day prior to the last day of class.

If you have a personal or emergency situation, please contact me as soon as practical (in advance when possible) and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.

Extra Credit/Bonus Points:

- **40 bonus points** (4% of final grade) are available for scheduling (online or face-to-face) and completing a 1-hour meeting with the Tutoring Center on APA format citing. Bonus points will be added in the gradebook **once the student forwards the confirmation email** to the instructor, received from the Tutoring Center, confirming that a worthwhile and successful APA format learning session has taken place. Students may schedule more than one learning session, but the bonus points will only be applied once. Writing Resources, including appointment scheduling for Tutoring Center, are located at: <https://www.com.edu/tutoring/writing-resources.html> APA format templates are available through the College of the Mainland Office 365 tools (<https://www.com.edu/sso>).

Any bonus points, or other accommodations beyond those offered by COM are at the sole discretion of the instructor.

Graded Assignments/Feedback/Gradebook:

Auto graded exams and quizzes should be available for immediate review by the students. **Manually graded assignments (discussion boards and case studies) will typically be graded and returned within one week from the due date**. Feedback, if any, will be listed within the attached rubric. Accepted late work will be returned in a timely manner as instructor's availability allows.

Students should monitor their overall grade within the D2L gradebook for current point totals.

Attendance Policy:

Attendance in a classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom. The last date of attendance will be the last date the student attended class in the physical classroom. Attendance will be tracked in the gradebook.

Attendance in an Internet-driven course is based on the timely submission of weekly assignments. Attendance will be taken each week as determined by the reporting functions in BrightSpace D2L. Students will receive credit for 'attending' the class each week **based upon the timely submission of an assignment**. An assignment may be a discussion board post, a quiz, a test, a project, or any other assigned task within the week as noted on the Schedule of Activities. The last date of attendance will be the last date an assignment was submitted. Attendance will be tracked in the gradebook.

Communicating with your instructor:

All electronic communication with the instructor must be through D2L or COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means (no external email). The virtual classroom tool, D2L chat, office phone, and face-to-face meetings are other means of communication. ***Please allow the faculty 24 hours to reply to COM email communications. Student emails sent after 5pm on Friday should expect a reply by 12pm on Monday***.

General Education Core Objectives:

Students successfully completing this course will demonstrate competency in the following Core Objectives:

Communication Skills – to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.

Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.

Personal Responsibility- to include the ability to connect choices, actions, and consequences to ethical decision-making

Social Responsibility- to include intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities.

Table Mapping SLO's, Core Objectives and Assignments:

Student Learner Outcome	Maps to Core Objectives	Assessed via this Assignment
Define Business Ethics	<ul style="list-style-type: none"> • Social Responsibility • Personal Responsibility 	<ul style="list-style-type: none"> • Chapter 1 Assessment Quiz • Discussion Boards
Identify and discuss the consequences of unethical business practices	<ul style="list-style-type: none"> • Critical Thinking Skills 	<ul style="list-style-type: none"> • Case Studies
Describe reasoning for analyzing ethical dilemmas	<ul style="list-style-type: none"> • Critical Thinking Skills 	<ul style="list-style-type: none"> • Chapter 3 Assessment Quiz • Case Studies
Describe different ethical views	<ul style="list-style-type: none"> • Personal Responsibility • Social Responsibility 	<ul style="list-style-type: none"> • Discussion Boards
Explain how business, government, and society function interactively	<ul style="list-style-type: none"> • Communication Skills 	<ul style="list-style-type: none"> • Chapter 4 Assessment Quiz • Discussion Boards
Explain corporate and social responsibility	<ul style="list-style-type: none"> • Communication Skills 	<ul style="list-style-type: none"> • Case Studies • Discussion Boards

Academic Dishonesty:

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook. <https://www.com.edu/student-services/student-handbook.html> Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material may receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

[10 Types of Plagiarism - YouTube](https://www.youtube.com/watch?v=EF5eFeJMplA) https://www.youtube.com/watch?v=EF5eFeJMplA

[How to Avoid Plagiarism in 5 Easy Steps - YouTube](https://www.youtube.com/watch?v=WV2-cmi19sg) https://www.youtube.com/watch?v=WV2-cmi19sg

[What is Self Plagiarism - Research Prospect](https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing.,from%20their%20previous%20work%20as%20they...%20More%20) https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing.,from%20their%20previous%20work%20as%20they...%20More%20


Student Concerns:

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Andrew Gregory, Department Chair, Business and Accounting at 409-933-8339 or agregory2@com.edu

Technology Outage:

Occasionally the college may experience emergency technology outages. Should this occur during a Quiz/Exam, you will need to notify the instructor that you will need the Quiz/Exam to be reset. In the case of this or a personal technology issue, students are expected to contact the instructor as soon as reasonably possible. Students are responsible for completing all other course work such that due dates can be met.

Course Outline/ Schedule of Activities:

Business Ethics						BMGT 1341 - Fall 2024	
Schedule of Activities (8-week course)							
Module	Dates	Required Reading	Case Studies	Discussion Board	Video Quiz	Assignment Quizzes	Due Date (Midnight)
Week 1	Aug. 19-Aug.25	Chapters 1 & 2		Week 1 Discussion Board	Chapters 1 & 2	Chapters 1 & 2	08/25/24
Week 2	Aug. 26-Sept. 1	Chapters 3 & 4		Week 2 Discussion Board	Chapters 3 & 4	Chapters 3 & 4	09/01/24
Week 3	Sept. 2-Sept. 8	Chapters 5 & 6		Week 3 Discussion Board	Chapters 5 & 6	Chapters 5 & 6	09/08/24
Week 4	Sept. 9-Sept. 15	Chapters 7 & 8		Week 4 Discussion Board	Chapters 7 & 8	Chapters 7 & 8	09/15/24
Week 5	Sept. 16-Sept. 22	Chapters 9 & 10		Week 5 Discussion Board	Chapters 9 & 10	Chapters 9 & 10	09/22/24
Week 6	Sept. 23-Sept. 29	Chapters 11 & 12		Week 6 Discussion Board	Chapters 11 & 12	Chapter 11 & 12	09/29/24
Week 7	Sept. 30-Oct. 6		Case Study 1	Week 7 Discussion Board			10/06/24
Week 8	Oct. -Oct. 10		Case Study 2	Week 8 Discussion Board			10/10/24
Point Values				Important Notes			
Activity	Point Value	# of Activities	Total Points	Late Work is Accepted with 20% penalty (See Syllabus for Limitations)			
Assignment Quizzes	20	12	240	Chapter Quizzes - 3 attempts allowed, no time limit, highest attempt saved.			
Video Quizzes	20	12	240				
Discussion Boards	45	8	360	Discussion Boards - 3 posts required; 1 initial; 2 substantive to peers			
Case Studies	80	2	160				
Total Possible Points			1000	Bonus Points - At the discretion of the Instructor			

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney, located in the COM Doyle Family Administration Building, Student Success Center at 409-933-8919 or accessibilityservices@com.edu.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law.

Last date to withdraw from Fall 2024 with a "W":

- *1st 8-week session-* October 2nd
- *16-week session-* November 15th
- *2nd 8-week session-* November 26th

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.