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BUSINESS ETHICS ON-LINE

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Welcome to Religion 334⁹⁰ and
Business 334

Course Description

Examines Christian perspectives on ethical issues in the field of business. The goals are to assist students to develop an understanding of the personal and social dimensions of these ethical perspectives, methods for dealing with relevant ethical issues, and the historical development of the Christian communities' reflections and moral teachings relevant to the theory and practice of business.

Objectives

- * Understand different approaches to business ethics that can framework how and why business decisions are made
- * Examine business cases and apply different approaches
- * Examine the Christian perspective on moral decision making and ethical issues in business
- * Explore one's personal beliefs and how these beliefs affect decision making.
- * Understand the impact of Business Ethics on decisions throughout an organization (concerning the environment, the consumer, the employees)

Aloha and welcome

If you have gotten to this point and are interested in taking this class, you should register with the university. You will also want to e-mail me your name and e-mail address (if you have not already reregistered on-line and received confirmation from me) so I can make sure you are on my roster. (You can e-mail me through the welcome page) I hope you are excited about exploring business ethics. This is an exciting topic. I also hope that you will learn as much about business ethics as you will learn about yourself and your beliefs.

The **table** will help you find your way through the course. Please carefully review the **syllabus** for class expectations and assignments. Each week is listed and contains the lecture, weekly readings and assignments.

The “**web board**” is for our class discussions each week. We will use the web board to discuss topics and cases as if we were in a classroom. You can access the web board on the tool bar.

Keep in mind: You will need to **stay motivated!** and keep up with the weekly assignments and web board discussions. Because we are not meeting once a week, you should expect to spend those four hours reviewing and understanding the material....this is after you have read the chapter just as you would read the chapter before you walk into a classroom. You can then expect to spend time each week completing the assignment and visiting our web board.

Syllabus Business Ethics

IMPORTANT: If you are having any difficulty, first investigate your system. And if still necessary, then get in touch with me

Welcome again to our on-line Business Ethics course. This course is listed as a business course and a religion course.

TEXT

Business Ethics: Concepts and Cases by Manuel G. Velasquez, 4th edition, published by Prentice Hall, 1998.

COURSE OVERVIEW

The syllabus will familiarize you with how the class will run and will share expectations for the course. Because we will not meet every week to discuss the material, the web board will be a valuable tool for our class communication. This class will also be writing intensive. You will have many opportunities to reflect on the reading assignments and the case studies to show that you comprehend the material.

Each week there will be a reading assignment and there will be a short lecture on the material. The lecture does not replace the text. The lecture will point out areas of emphasis and provide additional material not found in the text. A short self-quiz will be at the end of the weekly notes to reiterate the material. Often there will be a list of discussion questions. Many of these discussion questions will be used for weekly short papers or to stimulate thought. Our cases will also be a valuable tool in this class. The cases give us an opportunity to apply the material in the readings to real life situations. The cases will also be a source for short papers.

Internet Links

In the Weekly Lectures, there will be web site links to visit. The links that appear in the lecture <http://homepages.msn.com/StudentUnion/collegebusiness/syllabus.htm>

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preceding the phrase *Visit This Web Site* are sites that you will be responsible for having visited. Other sites will be at the end of the lecture preceding the phrase *Interesting Internet Sites*. These sites are for your personal interest and growth to continue exploring past the required material for this class – in other words they are optional.

EXPECTATIONS

Students are expected to read all the weekly assignments, complete the self-quiz and review the discussion questions. Each week the students are expected to participate in the class discussion on the “Web Board” and complete the weekly writing assignments. The students will be expected to complete a final project. And the students will need to complete the final exam, in person (proctored) at the end of the term.

The students are expected to keep up with the assignments and communicate with the instructor. (Especially if a student is having problems)

The student can expect support from the instructor. I am available to help the students get the most from our material. I will check my e-mail frequently and respond to your questions and comments. I prefer that we communicate through e-mail although if you feel it is necessary, you can call me.

GRADING

- Weekly Quizzes: 5 points each
- ~~Participation and~~ Web Board discussions: 10 points each week
- ~~Weekly Writing~~ Assignments: 10 points each
- ~~Final Project~~ 50 points total
- ~~Final Exam~~ 100 Points

90% or higher on class requirements = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

below 60% = F

Keep in mind that the catalog states that an

“A” is outstanding scholarship and an unusual degree of intellectual initiative

“B” is superior work done in a consistent and intellectual manner

“C” is an average grade indicating a competent grasp of subject matter

It is possible to do well in this class, if the student keeps up with the readings and completes each assignment in a competent manner. The following is detailed information on the assignments.

E-MAILING QUIZZES AND WRITING ASSIGNMENTS

You should send me **one e-mail** with your quiz answers and writing assignment for the week.

(You can send them separately if you are trying to meet a deadline –ie... it is Monday night and you want to get an assignment in to get credit for some of the weeks work... and then at 11 pm you get a second wind and decide to complete the rest of the weekly assignment. On your second e-mail, you

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will need to include both assignments.)

You can write your answers in e-mail or you can cut and paste into your e-mail. Do not use attachments for your weekly assignments.

You will want to use the **subject line...** for your assignment as follows

WEEK ONE – Quiz and Writing Assignment (sending the quiz and writing assignment – best choice)

or

WEEK ONE – Quiz (if only sending a quiz)

WEEK ONE – Writing Assignment (if only sending a writing assignment)

For your Quiz Answers – please put one answer per line, and use the letter corresponding to your answer or a word.

For your Writing Assignment – please include the question number you are responding to.

For your final project you can use an attachment. I will send an address for sending your final paper as an attachment on week eight. Your final project can be mailed or delivered in person.

I hope this makes sending the assignments clear. This will help me keep all of your assignments organized to ensure you get credit for your hard work. Thank you in advance for following these steps.

QUIZZES (5 pts each)

The self quizzes will appear at the end of the weekly assignments. The quizzes are designed to reiterate the importance of your becoming familiar with the terms. They are for you to self check your comprehension of the terms. Once you answer the terms on your own, go back and check your answers with your text. After you correct your answers, you will then e-mail me your answers. Please put your **name**, course title, and the **week of the assignment** at the top of your e-mail. Send your answers as an e-mail (not an attachment) numbering each question and writing your answer beside it. (One answer per line) Often you will be able to just write a word or A, B, or C, for your answer. Your answers need to be correct to receive full credit. Answers to the quizzes are due the **Monday following the week of the assignment.**

If there is a week that does not include a Quiz, it will be stated in the Week Lecture – “No Quiz”.

(Quiz answers and writing assignments should be sent in one e-mail)

PARTICIPATION/WEB BOARD (10 pts each)

Each week you are expected to **visit our Web board**. Clicking on Web board on the table can access the Web board. I will post a question for discussion in a “conference” and am asking for your response. After you read the question (conference profile), you should read any responses that are posted by other students. Once you have given careful thought to the question, you should then **reply** to the question and **post** it to the web board.

You may want to go back and visit the web board at the end of the week and read all the comments from the other classmates.

This **web board is our classroom**. Keep in mind your responses should be well thought out and should be considerate. There may be times that you disagree with other student's responses. So it is important to remember that we may disagree as long as we **respect each other's opinion**

If there is a week without a Web Board discussion – it will be stated in the lecture – “No Web Board”

WRITING ASSIGNMENTS (10 pts each)

The writing assignments will be a combination of discussion questions about the reading assignments and questions on the different cases.

Each week listed on the tool bar has the writing assignment for that week. Below are some guidelines that should be followed for all writing assignments:

1. Weekly writing assignments will be a minimum of two typed pages (800 words). Send your papers as an **e-mail**. (not an attachment) They can be written in e-mail or they can be cut/paste into e-mail. You will need to **include** your (1)name, (2)course title and (3)the week number and (4)an assignment title at the top of your paper. I will be receiving a large number of e-mails and you want me to be able to clearly identify that you have done the weekly assignment.

2. Double Space between Paragraphs

3. Spell Check your Papers!

4. Proof read your papers for grammar errors.

5. Organize your thoughts before you begin writing. Keep in mind this is an upper division college class and you are expected to be able to write thoughtful, organized papers.

6. Cite references. Use APA http://webster.comnet.edu/apa/apa_intro.htm
or **MLA** <http://webster.comnet.edu/mla.htm>

7. These papers are an opportunity for the student to show that they are grasping the material. As you are writing your responses, you will want to support your answers with the material that we have covered or outside sources. As you state your answers (why you think one thing or another), you need to provide support. These papers should show that you have read and understand the material.

8. Weekly assignments will be due on Monday after the week of the assignment. For example: The assignment for week two will be due on the Monday following week two.

9. Writing assignments are graded as a whole. Spelling, grammar, organization and content are all important. Keep in mind, your writing assignments are a representation of your ability to comprehend the material and complete quality work.

If there is a week without a writing assignment, it will be noted in the Week Lecture – “No Writing Assignment”

(Quiz answers and writing assignments can be sent in one e-mail)

FINAL EXAM (100 pts)

There will be an **in person** comprehensive final exam at the end of the term. The exam will be 10 weeks from the beginning of the term. The first Saturday in the term is week one and 10 Saturdays from then, will be the final exam. You need to **plan now to attend**. The exam will be held at the main campus. There will be an **ID check**. (If you are out of town for the class exam it will be up to you to coordinate a make up – this means finding an approved proctor for the exam, and also coordinating with me or the school to get the exam to that person...please do not wait till the last minute if this is necessary.) Consult the university schedule for other exam information.

If you keep up with the weekly assignments, you should not have a problem with the final exam.

FINAL PROJECT (150 pts)

Part 1 (100 pts)

Pick a topic in the field of **business ethics** today that interests you. You may pick this topic from the material that we have covered, or you may have another topic in mind that you want to explore. Pick a topic that is of great interest to you. This will make this project more rewarding for you. Looking through the text may help you find a topic. If you would like to use a topic not in the text, it needs to be approved by me. On week seven, part of the assignment will be to write me about your topic. If you are picking a topic not in the text, you should get your topic approved before week seven.

You will want to explore the history of your topic and where the issue stands today. You will want to find factual information on your topic and give a full explanation on your topic. You may include/find factual examples that help explore your topic. You will want to use a **minimum of four sources** (and you need to have at least two different types of printed sources - publications, magazine articles, newspapers, journals, pamphlets, books, government publications) for your research.

Once you have an understanding of the issues involving your topic, you will then want to develop your opinion on your topic and support your views.

The above information will be written up in a 6-8 page paper. You will want to cite references in your paper and have a reference page at the end. You need to use MLA or APA style. Web links above.

The weekly guidelines for the writing assignments apply to this paper.

This **paper is due the Monday following the tenth week of class** (although it can be turned in early). The paper can be sent through e-mail (cut and paste onto your e-mail or as an attachment). If the U.S. Postal Service will be delivering your paper, you will want to plan for your paper to arrive by the Monday following the tenth week of class. You may also turn in your paper at the scheduled final exam at the university.

On week eight an address will be made available for sending you paper as an attachments.

Part 2, Interview (50 pts): Once you have explored your topic, you are going to create a short

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questionnaire on your topic. You need to have at least 6 questions. Your questions should be designed to engage someone else into discussion and help you learn someone else's opinion on your topic. (Don't use questions with "Yes" and "No" responses. Start your questions with "Explain how you feel about...", "What is your opinion on...")

You will want to interview at least one person using your questions. (An interview is a primary source - firsthand information). The interview must be in person. The goal of this interview is for you to first explain your topic/research to another person and then to engage you in conversation on your topic. Try to pick a person that you feel comfortable talking with and someone that you feel will be honest with you and even interested in your topic.

Once you have completed the interview(s), you will want to write a minimum of two pages, discussing the responses. Your paper will need to state the questions you asked and discuss the responses. Your paper may go beyond your questions if your interview led your discussion elsewhere.

I hope you will find this interview a rewarding process. Hopefully you will find that your questions are just the beginning of a discussion on your topic.

This two-page assignment is the writing assignment for week ten. The interview and the writing assignment together are worth 50 points. Week Ten writing assignment is **due the Monday following week ten.**

Good Luck with all the assignments. I look forward to hearing all of your thoughts.