

**BUSINESS ETHICS
ON-LINE**

FE '00
Pny

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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.

**Syllabus
Business Ethics**

IMPORTANT: If you are having any technical difficulty, first investigate your system, 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.

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
- * 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)

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. There may be weekly short papers. 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.

At the end of the weekly notes you will find links to areas of interest related to our topics. I encourage you to visit these sites.

Print the syllabus for this class for your review. You will find throughout the class that many of the answers to your questions will be in the syllabus. With a printed copy you will quickly be able to find your answers. I have tried to anticipate questions and included answers from past student questions, so please carefully review the syllabus.

GRADING

- * Weekly Quizzes: 5 points each (credit/no credit)
- * Participation in Web Board discussions: 5 points each required reply (credit/no credit)
- * Weekly Writing Assignments (when assigned): 20 points each
- * Final Project: 100 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.

You should keep track of the work you submit and the web boards that you participate in, so you know how you are doing in the class as the class progresses.

The following is detailed information on the assignments.

QUIZZES (5 pts each)

The self-quizzes will appear at the end of the weekly assignment. 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.

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 only writing your answer beside it.

- * **Put one answer per line**
- * **Use the letter corresponding to the correct answer (A, B, C, etc)**
- * **Answers to the quizzes are due the Monday following the week of the assignment**

The quizzes are credit/no credit.

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

WRITING ASSIGNMENTS (20 pts each)

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

The following are guidelines that should be followed for all writing assignments in the course including the final project:

1. Weekly writing assignments will be two typed pages (500 words - use a word count to meet the minimum). 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)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

* For weekly writing assignments sent in e-mail, single space the text and double space between paragraphs.

* For the final project, double-space the entire paper. Use Font 12 for the final project.

* The use of subheadings is encouraged to help keep information organized in your papers

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.** Any time you use information from a source, either in a paraphrase or a quote, you need to give credit to the source. If you do not give credit to the source, you are plagiarizing. You may use either APA or MLA. (If you cut and paste your assignment, check the documentation before sending to ensure it is still correct.)

Use **APA** http://webster.commnet.edu/apa/apa_intro.htm

or **MLA** <http://webster.commnet.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. Writing assignments will be due on Monday after the week of the assignment. For example: The assignment for week four will be due on the Monday following week four.

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.

For your Weekly Writing Assignments – include the question number you are responding to.

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



PARTICIPATION/WEB BOARD (5 pts each)

Each week you are expected to **visit our Web board**. The Web board can be accessed by clicking on the table. I will put a question for discussion in a "conference" and am asking for your response. After you read the question (the first comments in a conference), you should read any responses that are written by other students. Once you have given careful thought to the question, you should then reply to the question **by using the REPLY option on the right side of the web board.**

When you **support your answers with documentation from the text or other web sites (provide referencing to the sources), you will need to use**

Use **APA** http://webster.commnet.edu/apa/apa_intro.htm
or **MLA** <http://webster.commnet.edu/mla.htm>

Responding to another student

On some weeks you will be asked to **answer the question And respond to someone else's comments** on the web board. If you are asked to **respond to a student, this is a separate comment** in the conference. In the topic line (option that will come up after you click on REPLY on the right side of the screen), you need to type:

"Responding to Student's Name" so the class knows whom you are responding to.

Some weeks there may be more than one conference. You should respond in each conference unless otherwise instructed.

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**. Also, because the web board is like our classroom, missed discussions can not be made up.

Web Board comments are due the Monday following the week of the assignment.

Web Board Participation is credit/no credit.

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 taking this class off island, a monitor will need to be coordinate with me by week seven – this means finding an approved proctor/place for the exam.) If you are taking two on-line classes, you will be expected to take both exams on the Saturday afternoon exam date.

Consult the web board conference "Final Exam" and the 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 (100 pts)

The Final Project is the Writing Assignment for **WEEK EIGHT**.

RESEARCH

Pick a topic in the field of business ethics today that interests you. Our text is a great source for topics. (avoid topics involving the military, ADA, Sexual Harassment and Affirmative Action)

On Week Five during the term, the writing assignment will be to give a proposal for your topic to be approved with references. If you want to begin your project early, please e-mail me early with your project idea for approval.

- * 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 to give an explanation on your topic.
- * You will need to use a **minimum of two sources excluding our text** and you need to have **two different types of printed sources** - publications, magazine articles, newspapers, journals, pamphlets, books, government publications for your research. If you use the Internet, you need to use credible sources.

INTERVIEW

You are going to **create a questionnaire** using the information from your research.

You will need a **minimum of 10 questions** for your project.

(excluding follow up questions)

You will need to use your sources and create questions that will **give in-depth information** on your topic. Your questions will explain your topic to the interviewee, giving factual information and will then ask the interviewee their opinion or thoughts. Your questions should be designed to engage someone else into discussion and help you learn someone else's opinion on your topic. Do not use questions with "Yes" and "No" responses. Start your questions with an explanation of facts on your topic and then ask your interview to "explain how you feel about..." Or "what is your opinion on..." You should be prepared with follow up questions to possible answers.

The interview must be In Person.

You will want to interview one person using your questions. (An interview is a primary source - firsthand information).

Before you begin the interview, you will need to give an overview/explain of the research you found on the topic. The goal of this interview is for you to share/explain your topic/research to another person and to engage in conversation on your topic. **Pick a person that will have an interest in your topic**. This person's name must be included on the interview, so find someone that will let you use his or her name. You will need to take extensive notes during your interview and may find it helpful to tape the interview if your interviewee will agree to it.

INTERVIEW WRITE UP

At the top of the interview write up, you need to give a brief explanation of the interview setting, who you picked, a little background on the person and why you picked the person. (about a paragraph in length)

You will then include a **write up of your interview information/facts and the questions asked (numbered and written out) and the responses from your interviewee**. Your interview write up may go beyond your questions if your interview led your discussion elsewhere.

- * **Double space between questions**
- * **Single space responses**
- * **Minimum of 4 typed pages (maximum of 7 pages)**
- * **Font Size 10 or 12**
- * **Put your Name on the top of the first page**
- * **Your questions must include information/facts with referencing on your topic to receive credit**
- * **Use MLA or APA reference format**. You will want to cite references in your questions. If you paraphrase or quote from a source, you need to give credit to the source by referencing. If you do not, you are plagiarizing.
- * **Include a Title page**
- * **Include a Reference page with the sources including your interview**

Your interview questions are replacing writing a paper on your topic and then conducting an interview that would be written up. Your questions need to include factual information on your topic, possibly a short paragraph in length leading up to the question. To receive credit you must include factual information.

The Final Project is the Writing Assignment for WEEK EIGHT.

The interview project is worth 100 points. Week eight writing assignment is **due the Monday following week eight** (although it can be turned in early). I prefer a paper copy of these papers.

For U.S. Postal delivery you will want to have your paper postmarked the Monday following the eighth week of class.

I will provide an address for the papers later in the term.

LATE ASSIGNMENTS

For on-line classes, students need to stay motivated and keep up with the work.

Points can be lost for late work, so keep up and stay motivated!

If you are having problems with the assignments let me know. I know the advantage of on-line classes is the flexibility, so I try to understand individual situations; however, I also have found that successful students keep up with the assignments on a weekly bases.

I know this is a lot of detailed information.

I suggest printing out the syllabus and having it near by to answer your questions when they come up.

The advantage of an on-line class is that you can do the work when it is convenient for you. You may find it helpful to set a time each week to "attend" the class. This may help keep you motivated and help you keep up with the work.

For emergencies only
808-484-2364

Good Luck with the Class. I hope you learn a lot! Katherine Michels