

SE '00

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BUSINESS ETHICS ON-LINE

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Welcome to Religion 334⁹⁰ and

Business 334⁹⁰

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
- * 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 preregistered 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 **review the syllabus for class expectations and assignments**. Each week will be listed and will contain 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 assess 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. Again, I stress the need to **Stay Motivated**.

...when past students from my class were asked what advice they would share with a new student in Buethics, the number one answer was to Keep Up and Stay Motivated.

Syllabus Business Ethics

IMPORTANT: If you are having any 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.

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. 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.

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.

EXPECTATIONS

Students are expected to read the syllabus carefully. Students are also 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 any 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)

Students should carefully review the web pages, before asking questions. Many times the answers are there; you just have to read the directions.

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 check e-mail at least three times a week (and usually more often than that). We need to communicate through e-mail (so please only call if there is an emergency).

GRA DING

- Weekly Quizzes: 5 points each (pass/fail)
- Participation in Web Board discussions: 5 points each (pass/fail)
- Weekly Writing Assignments (when assigned): 10 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.

E-MAILING QUIZZES AND WRITING ASSIGNMENTS

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WRITING ASSIGNMENTS (10 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

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 another source, either in paraphrase or 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.

Pick a topic in the field of business ethics today that interests you. Pick a topic that is of interest to you in business ethics. This will make this project more rewarding for you. Our text is a great source for topics. If your topic is not in the text, you need instructor approval before you start your project. (topics involving the military are discouraged)

On week five during the term, the writing assignment will be to give a proposal for your topic to be approved.

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 want to use a **minimum of three sources excluding our text** (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.

Research Paper

Once you have completed the research, you will **write a paper using your research**. Your paper will need to give an explanation of your topic (history and present situation).

* **Four-Five Typed Pages of text**

* **Title page**

* **Outline**

* **Reference page.** You will want to cite references in your paper and have a reference page at the end.

* **Use MLA or APA style.**

* **Subtitles are encouraged to help keep the information organized**

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

Part 2

Interview

Once you have explored your topic, you are going to create a short questionnaire on your topic. You need to have **at least 6 questions** and you should be prepared with follow up questions to possible answers. 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 one person using your questions. (An interview is a primary source - firsthand information).

The interview must be in person.

Before you begin the interview, you need to explain the research you found on the topic. The goal of this interview is for you to first explain you topic/research to another person and then 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.

Interview write up

At the top of our 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)

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You will then include a **write up of your interview questions asked (numbered and written out) and the responses**. Your interview write up 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.

- * **Double space between questions**
- * **Single space responses**
- * **Minimum of Two typed pages**
- * **Put your Name on the top of the first page**

The Final Project is the Writing Assignment for WEEK EIGHT.

The interview and the writing assignment together are 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.

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!