

BUS 210

Business Ethics

Semester: Fall 2016
 Days: Wed/Fri 1-2:15pm
 Room: A2210

Number of credits: 3

Prerequisites:

PH 125

BUS 100 or BUS 305

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Office hours: Wed 9:30-11:30; Thurs 1-2;
by appointment

This is a course in applied ethics. As such, it takes concepts, theories, and moral decision procedures found in moral philosophy and applies them to a broad range of issues currently encountered in the business context. Such issues may include: “whistle-blowing,” advertising, employee treatment, insider trading and accounting practices, product liability, corporate social responsibility and issues in international business. Strategies to develop ethical frameworks within businesses and good corporate governance practices are examined.

Expected Learning Outcomes:

It is the aim of the course that students acquire the following skills:

1. Identify and use ethical terminology, concepts, and methodology in the identification and analysis of business issues.
2. Understand the context of ethics from a Christian, business, and social perspective.
3. Construct and articulate a Christian social ethic that is both Biblical and relevant.

Textbook: Business Ethics: Case Studies and Selected Readings. 8th Edition. Jennings, Marianne M. Cengage Learning 2015.

First day of classes:	September 6, 2016
Registration revision period:	September 18, 2016
Last day to request revised examination:	October 24, 2016
Last day to withdraw from course:	November 14, 2016
Last day to apply for time extension for coursework:	November 21, 2016
Last day of classes:	December 12, 2016

Evaluation:

The following is a summary of all evaluation methods and relative weights for the course. See the course schedule for due dates.

Evaluation Method	Weight
Case studies – written (2)	10%
Reflection & Engagement	20%
Reflection re Ambrose event	5%
Scriptural credo	10%
Christian ethics book reflection	15%
Midterm exam	15%
Final exam	25%

Course Requirements:

Note – individual assignment instructions will be provided throughout the term for all assignments. The following is a summary only.

Case Studies – Each student will be responsible for providing a written evaluation (750 words each) of two business ethics cases throughout the term.

Reflection & Engagement – This is a course in applied ethics. Accordingly, readings and cases form a key part of the course. Readings & cases must be read and analysed prior to class and students are expected to participate in discussions pertaining to them. Occasionally, current events or other media outside of the text will be referenced. Most classes will have questions assigned that are to be responded to prior to class (either on-line or brought to class, as specified). Instructions will be provided for each unit. Attendance & engagement is required in order to receive credit for responses. Attendance includes coming to class on time and engagement includes appropriate use of electronics.

Scriptural Credo

A portion of the Business Ethics course will focus on the ethical decision making process. Both individual and organizational factors feed into ethical decisions that people make in a business setting. As Christians, our individual philosophies and values should reflect our faith. Students will work towards defining this for themselves through a Bible focused scriptural credo development exercise that will include 2-3 deliverables throughout the course.

Christian Ethics Book Reflection

Students will reflect on Christian ethics through reading and responding to a book on Christian business ethics. This book can be chosen by the student but must be approved by the instructor – suggestions will be provided.

Midterm & Final Exam

Guidance on possible exam questions will be provided in class throughout the term.

Submission of Assignments:

All written assignments are to be submitted on Moodle. Failure to submit an assignment without legitimate reason (i.e. evidenced illness) or prior approval of the instructor may result in a failed grade for the course. In the case of legitimate or approved absence, and at the instructor's discretion, the assigned date may be rescheduled to a later date, or if this is not practically possible, the marks reallocated to other components of the course grade.

Assignments should be handed in by the time and date due and students will typically find they are better able to balance their different courses and other commitments if they abide by the due dates. With the exception of the following, unapproved late assignments will receive a mark of zero. Late assignments worth 10% or more of the course grade will be accepted up to two days following the due date on the following terms:

- Up to one day late = 15% penalty (this begins right after the time due)
- One-two days late = 30% penalty

Attendance & Participation:

Each student is expected to regularly attend and actively participate in classroom discussions and any on-line discussion forums assigned. Group discussions and analysis of course topics will be a key component of learning throughout the term. Students are expected to attend all classes, having prepared for class by reading the assigned readings ahead of time and actively participate in group discussions. The skills needed to participate effectively in class and present your ideas are the same skills required to be effective in the business world. If external circumstances or illness prevent you from attending or adequately preparing for a class, please let the professor know. The instructor may reduce a student's mark by a letter grade (i.e. B to B-) if a student's participation is inadequate (in addition to the direct effect on the round table portion of the grade). **Students are to be on time for class and refrain from the use of electronics with the exception of tablets or laptops for note-taking or direct classroom activities. The use of electronics for personal activities is not permitted – out of respect for fellow classmates and the instructor.**

Grade Summary:

The available letters for course grades are as follows:

<i>% Grade</i>	<i>Letter Grade</i>	<i>Description</i>
95% to 100%	A+	
90% to 94%	A	Excellent
85% to 89%	A-	
80% to 84%	B+	
76% to 79%	B	Good
72% to 75%	B-	
68% to 71%	C+	
64% to 67%	C	Satisfactory
60% to 63%	C-	
55% to 59%	D+	
50% to 54%	D	Minimal Pass
0% to 49%	F	Failure

To pass the course, students must achieve an overall grade of at least 50%. Final grades will be available on your student portal.

Policies:

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (Cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, it is highly recommended that they forward all messages from the Ambrose account to the other account.

During the **Registration Revision Period** students may to enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty. These courses will not appear on the student's transcript. Courses should be added or dropped on the student portal by the deadline date, please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a Request to Withdraw from a Course by the **Withdrawal Deadline**, please consult the List of Important Dates. Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. A grade of "W" will appear on the student's transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Students, who find a conflict in their exam schedule must submit a **Revised Examination** Request form to the Registrar's Office by the deadline date, please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to engage in electronically-enabled activities unrelated to the class during a class session. Please turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Please do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information, that is information about an individual that may be used to identify that individual, may be collected as a requirement as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a "**Course Extension**" from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date, please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control".

Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Office of the Registrar in writing within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal to review final grades. If the appeal is sustained, the fee will be refunded.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University College as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to give credit to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Students are strongly advised to retain this syllabus for their records.