

GRAYSON COLLEGE
Course Syllabus
BMGT 1341

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information

BMGT 1341.INT Business Ethics (CAPSTONE Course for the Business and Management AAS)—8 week Internet course—Internet assignments and tests between 6.0 and 9.5 hours per week— All Testing and other assignments conducted 100% online. There is no need to set foot on campus unless you need a computer.

Professor Contact Information

| | | | |
|-------------------------|--------------------|----------------------|---|
| Instructor name: | Dr. Wade T. Graves | E-mail: | Use Canvas |
| Office Phone: | 903-463-8658 | Course URL | http://grayson.instructure.com |
| Office Location: | CIS 105B | Office Hours: | Monday – Thursday 8-2 by appointment. |

Course Pre-requisites, Co-requisites, and/or Other Restrictions

This is the CAPSTONE course for the Business and Management AAS degree. It should be completed in the semester you plan to graduate.

Course Description – from college catalog

BMGT 1341 – Business Ethics (CAPSTONE)

This course is designed to provide students with a Capstone Experience for the completion of the Associate of Applied Science Degree in Business and Management. To count toward the degree, it should be taken in the last semester of course work to earn the degree. It brings together the various aspects of students' coursework from the perspective of the role of business in society. Topics include 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. (R)

Student Learning Outcomes

Upon completion of the course, the student is expected to be able to:

1. Define business ethics.
 2. Identify the consequences of unethical business practices.
 3. Describe reasoning for analyzing ethical dilemmas.
 4. Describe different ethical views.
 5. Explain how business, government, and society function interactively.
 6. Explain corporate social responsibility.
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Required Textbooks (ISBN # included) and Materials

Textbook: *Business and Society, Custom Edition for Grayson College* 10th Edition, Carroll & Buchholtz, Cengage Learning. ISBN-13: 978-1-305-97038-0 NOTE this available in the Grayson book store – simply ask for Cengage Unlimited. **If you have purchased a 1 or 2-year Cengage Unlimited subscription, then you DO NOT need to purchase another one.**

Computer: Windows 7 or later with Chrome and Firefox browsers installed.

High Speed Internet & Webcam: You must have a high speed internet connection & webcam in order to be successful in this course. Dial up will not be sufficient.

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

Course Schedule BMGT1341C01NT

| Semester | What's due? |
|-----------------|--|
| Week 1, Part 1 | Syllabus Test & Assignment #1 & Application for Graduation |
| Week 1, Part 2 | Chapter 1 Test Case Study A Video Quiz |
| Week 2, Part 1 | Chapter 2 Test Case Study B Discussion #1 – Sustainability |
| Week 2, Part 2 | Chapter 3 & 4 Tests Discussion #2 – Overbooked |
| Week 3, Part 1 | Chapter 5 & 6 Tests Case Study C |
| Week 3, Part 2 | Chapter 7 & 8 Tests Discussion #3 – More Sales!! |
| Week 4, Part 1 | Chapter 9 & 10 Tests Case Study D |
| Week 4, Part 2 | Chapter 11 & 12 Tests Discussion #4 – VOIP Regulatory Dilemma |
| Week 5, Part 1 | Chapter 13 & 14 Tests Case Study E |
| Week 5, Part 2 | Chapter 15 Test Case Study F Discussion #5 – Corporate Community Involvement |
| Week 6, Part 1 | Chapter 16 Test |
| Week 6, Part 2 | Chapter 17 Test Case Study G |
| Week 7, Part 1 | Chapter 18 Test Discussion #6 – Right to Privacy in the Workplace |
| Week 7, Part 2 | Chapter 19 Test Case Study H |
| Week 8 | Final Exam!! (NOTE: Final Exam expires on Wednesday at 11:55pm!) |

Methods of Evaluation

Chapter Quizzes—Each chapter will have a quiz that will be due during the week it is assigned.

Discussions – There will be 5 discussions during the semester. Discussion topics and requirements will be posted in Canvas.

Case Studies – There will be 8 cases assigned throughout the semester. Specific due dates are listed in the Course Schedule above.

Final Exam – The final exam will be comprehensive and is due no later than the Monday of finals week.

Grading

Points will be assigned as follows:

| Assigned item | Weight |
|---|-------------|
| Weekly Chapter Assignments | 45% |
| Discussions 5 @ 25 points each | 10% |
| Comprehensive Final Exam | 20% |
| Weekly Attendance/Participation | 5% |
| Case Study Assignments 8 @ 25 points each | 20% |
| Total | 100% |

The following scale will be used to determine the final grade:

| Percentage of Points | Letter Grade |
|----------------------|--------------|
| 89.5—100 | A |
| 79.5—89.4 | B |
| 69.5—79.4 | C |
| 59.5—69.4 | D |
| Below 59.5% | F |

All grades will be entered in Canvas as they are completed.

Methods of Instruction

BMGT1341C01NT is an Internet based class. Students will be responsible for completing the video assignments, discussions, chapter quizzes, case studies, and final exam during the week assigned in the course Canvas shell according to the class schedule above.

Course & Instructor Policies

Extra Credit—Not available.

Late Work—Due dates are provided for all assignments. All deadlines are absolute and are designed to teach an important workplace competency. Late work will NOT be accepted.

Missed exams/assignments—If you miss an exam or assignment, you will receive a zero for that item. NO MAKE-UP work is available.

Attendance—Students are expected to be in class, on time, with their books and ready to work.

Dropping the Class— Students are required to meet with me in person before I will sign a drop slip.

Class Attendance & participation

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as minimester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

Census date – all required course work must be completed before the census date

Student Conduct & Discipline

Students are expected to maintain proper classroom decorum. When working with professors, staff, and other class members, students should always exercise respect, kindness, truthfulness, cooperation, and responsibility. If a student does not maintain proper classroom decorum, he/she will be asked to leave the classroom and, in extreme circumstances, the student will be referred to Student Life for further sanctions.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else

- Quoting or copy/pasting phrases of three words or more from someone else without citation, • Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original
- Submitting an assignment with a majority of quoted or paraphrased material from other sources
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation
- Giving incorrect or nonexistent source information or inventing source information
- Performing a copyrighted piece of music in a public setting without permission
- Composing music based heavily on someone else's musical composition.

This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Students who are caught submitting plagiarized material or who have engaged in collusion or cheating on any course assignment or exam will receive a zero on the first assignment and an "F" in the course for any additional acts of academic dishonesty.

Level of technical competence

Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, and file management (uploading, downloading, or sending files).

Computer Hardware and Software— Generally, personal computers purchased in the last 3 years should be adequate to access Grayson College MyViking & Canvas. Software requirements include Google Chrome or Firefox browsers, the latest version of Sun JAVA (www.java.com), the latest updates to your operating system (Microsoft Windows 8.1 or higher), and the latest updates to your anti-virus and spyware protection. Students needing assistance with accessing instructional technology should contact the GCC Help Desk. For more information, visit www.grayson.edu and select the Help Desk link. No other software is necessary.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

Dr. Molly M. Harris, Title IX Coordinator (903)463-8714

Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646

Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753

Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>

GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 - South Campus)

GC Counseling Center: (903) 463-8730

For Any On-campus Emergencies: 911

Grayson College campus-wide student policies may be found on our Current Student Page on our website: <http://grayson.edu/current-students/index.html>

SCANS Competencies:

This list summarizes the SCANS competencies addressed in this particular course.

| SCANS Competencies For BMGT 2370 | | | |
|---|---|--|---|
| RESOURCES 1.1 Manages Time | INTERPERSONAL None. | INFORMATION 3.3 Interprets and Communicates Information 3.4 Uses Computers to Process Information | SYSTEMS 4.1 Understands Systems |
| TECHNOLOGY 5.2 Applies Technology to Task | BASIC SKILLS 6.1 Reading 6.2 Writing | THINKING SKILLS 7.1 Creative Thinking 7.2 Decision Making 7.3 Problem Solving 7.4 Mental Visualization 7.6 Reasoning | PERSONAL QUALITIES 8.1 Responsibility 8.4 Self-Management 8.5 Integrity/Honesty |