



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**BUSINESS ETHICS  
BMGT 1341.88**

**Janis Colehour**

# **BUSINESS ETHICS**

## **BMGT 1341.88**

### **Course Description:**

Discusses ethical issues, the development of a moral frame of reference, and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.

### **Prerequisites and/or Corequisites:**

None.

### **Course Notes and Instructor Recommendations:**

BMGT 1341, Business Ethics, provides students with many issues, risks and approaches for ethical dilemma problem solving in the business environment. This course encourages students to evaluate their own personal/social morals and how these morals are integrated into their business careers, even when corporate/business ethics may be contradictory. This course encourages the student to understand how his/her current values/ convictions and business influences affect business decisions and the impact of such decisions on all stakeholders and society.

Since this is an online class, students are expected to have consistent, reliable computer and internet access in order to successfully complete this course. A High Speed Internet connection is recommended. For Blackboard, MCC's Network Services recommends the use of an up-to-date version of Mozilla Firefox.

### **Instructor Information:**

Instructor Name: Janis Colehour

MCC E-mail: [jcoleyhour@mclennan.edu](mailto:jcoleyhour@mclennan.edu)

Office Phone Number: 254-299-8510

Office Location: MAC 227

Office/Instructor Conference Hours: Monday: 10:30-11:00; 12:30-2:00; 5:00-5:30

Tuesday: 10:30-11:00; 12:30-1:30

Wednesday: 10:30-11:00; 12:30-1:30

Thursday: 10:30-11:00

Other times by appointment and through email.

### **Required Text & Materials:**

Title: Business Ethics, Ethical Decision Making and Cases

Author: Ferrell, Fraedrich and Ferrell

Edition: Tenth Edition

Publisher: South-Western Cengage Learning

ISBN: 9781285423715 [MCC Bookstore Website](#)

Paper

Access to computer and Blackboard

Program plug-ins for use of Word, Excel, Power Points and PDF's

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### **Methods of Teaching and Learning:**

Instructor-led Blackboard Discussions on Chapter material  
Student participation in Blackboard Chapter and Case Discussions  
Quizzes over chapter material and assignments on Blackboard  
Assigned Case studies-analysis and discussion  
Research and discussion of international business ethics  
Research and discussion of current events involving ethical/unethical behavior in today's business environment  
Other methods as determined by the instructor

### **Course Objectives and/or Competencies:**

Understand the concepts and importance of business ethics.  
Identify stakeholders, their needs and their relationship to companies.  
Define corporate governance and explain the role of corporate governance in structuring ethics and social responsibility in business.  
Identify ethical issues and dilemmas in business.  
Define ethical issues in the context of organizational ethics and as they relate to the basic values of honesty, fairness and integrity.  
Understand the comprehensive framework for the ethical decision making process that leads to actions considered morally and ethically acceptable.  
Identify voluntary and mandatory boundaries of ethical conduct.  
Understand how moral philosophies and values influence individual and group ethical decision making in business.  
Discuss the need, development and content of a firm's ethics program.  
Discuss the role of globalization of ethical decision making.  
Discuss the role of ethical leadership.  
Relate sustainability in an ethical environment.

### **Course Outline or Schedule:**

See next page.  
The schedule is subject to change by the instructor. Students will be notified of such changes through an announcement on Blackboard.

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### Tentative General Schedule

Chapter or Other Assignment	Topic	Tentative Schedule
Orientation-Introduction and Discussion of Course		August 24-27, 2015
1/Case Study	The Importance of Business Ethics	August 31-Sept. 6, 2015
2/Case Study	Stakeholder Relationships, Social Responsibility and Corporate Governance	Sept. 7-13, 2015
3/ Case Study	Emerging Business Ethics Issues	Sept. 14-20, 2015
4/ Case Study	The Institutionalization of Business Ethics	Sept. 21-27, 2015
5/ Case Study	Ethical Decision Making	Sept. 28-Oct. 4, 2015
6/ Case Study	Individual Factors: Moral Philosophies and Values	Oct. 5-11, 2015
7/ Case Study	Organizational Factors: The Role of Ethical Culture & Relationships	Oct. 12-18, 2015
8/ Case Study	Developing an Effective Ethics Program	Oct. 19-25, 2015
9/ Case Study	Managing and Controlling Ethics Programs	Oct. 26-Nov. 1, 2015
10/ Case Study	Globalization of Ethical Decision Making	Nov. 2-8, 2015
11/ Case Study	Ethical Leadership	Nov. 9-15, 2015
12/ Case Study	Sustainability: Ethical and Social Responsibility Dimensions	Nov. 16-22, 2015
Semester Research Project/Paper	TBA	Due Nov. 23, 2015, 10:00 p.m.-emailed to instructor in Word document

**Details of the specifics for assignments can be found on the Blackboard course.**

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### Course Grading Information:

Your final grade will be determined as follows:

Chapter Assessment Quizzes (10 quizzes, after 2 dropped, at 4% each)	40%
Participation in Chapter and Case Discussions, Orientation assignments, other assignments	30%
Assigned Semester Research Project (in lieu of final exam)	30%

**•Chapter assessment quizzes** (40% of your overall grade) will consist of chapter quizzes over the chapter material. Available dates for the quizzes are as follows:

Chapter 1 – August 31-Sept. 6, 2015	Chapter 7 – Oct. 12-18, 2015
Chapter 2 – Sept. 7-13, 2015	Chapter 8 – Oct. 19-25, 2015
Chapter 3 – Sept. 14-20, 2015	Chapter 9 – Oct. 26-Nov. 1, 2015
Chapter 4 – Sept. 21-27, 2015	Chapter 10 – Nov. 2-8, 2015
Chapter 5 – Sept. 28-Oct. 4, 2015	Chapter 11- Nov. 9-15, 2015
Chapter 6 – Oct. 5-11, 2015	Chapter 12- Nov. 16-22, 2015

Each respective chapter quiz will be available on Blackboard at 6:00 a.m. on beginning availability date and will no longer be available at 6:00 p.m. on the ending availability date. The student will have 60 minutes to take the quiz consisting of 20 questions. The Respondus Browser (instructions on how to download this browser are on this Blackboard course) must be used to take the quiz on Blackboard. If you have computer problems, I do not reset quizzes but **I will drop two quizzes at the end of the semester**. If you do have computer problems, contact MCC Network Services at 254-299-8077.

**•Participation in Blackboard discussion boards over orientation, chapters, cases, and other is required** of all students. This will be **30%** of your grade. Participation will be based on instructor evaluation of the student's participation in the chapter discussions, case discussions, orientation assignments, and other discussion assignments. If you are not participating in the discussion boards (and in a timely manner), you will receive a grade of zero for that discussion board. Grades for your participation in these Discussion Boards will be based on the **quality** of your posts, **substance** and **thoroughness in covering the required discussion**. Your participation in the Discussion Boards tells me about your commitment to this course. Are you giving thoughtful responses? Have you taken the time to understand the issues? Plagiarism of other students' responses will result in a zero grade.

**I will drop four (4) of these participation grades at the end of the semester.**

**•Assigned Semester Project** will be **30%** of your grade.

- Students will be assigned a specific topic related to ethical issues in businesses, countries and/or other social/political issues. Each student will research specific criteria/questions/concepts related to the assigned topic and write a paper (2500-

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3000 words with an additional Works Cited page. These papers will be emailed to me by the designated due date and time. Research papers submitted late will lose 25 points for each 24-hour period past the due date/time. Information for these semester projects will be posted on Blackboard by the end of September. This part of your overall grade is required and will not be dropped.

#### **•The following grade scale applies:**

**90-100 = A**

**80-89 = B**

**70-79 = C**

**60-69 = D**

**<60 = F**

#### **Participation, Make Up and Withdrawals Policies:**

**Participation**--I will initiate a drop for a student who has not completed all of the Orientation requirements by **Thursday, August 27, 2015**. Also, on or before **October 26, 2015**, I will initiate a drop for a student who has demonstrated lack of participation in Discussion Boards on chapters and cases, has not completed the chapter quizzes or other assignments. On or before **October 26, 2015**, if you have missed any eight graded assignments, discussion boards, orientation assignments, quizzes, etc., I will drop you from the course. However, based on section 51.907 of the Texas Education Code, students who enroll at MCC as entering freshmen or first-time college students during the Fall 2007 semester or any subsequent semester **may not drop more than six courses**. The student will receive an "F" for this course if the student has six drops and has missed any **eight** graded assignments including discussion boards, quizzes, etc. If you have missed eight grades after **October 26, 2015**, you will most likely receive an "F" for non-completion of the course.

You must demonstrate substantial effort in completing graded assignments. *Your communication with me and your efforts in this course will be keys to whether I drop you from this class. Evidence of "casual" participation indicates a lack of commitment to the class. Entering off-the wall answers or no answers on assignments does not substantiate participation.*

If you voluntarily decide to drop this course (and you are not subject to the six-drop law), it is your responsibility as a student to initiate the withdrawal with me through email. The last day to drop with an automatic "W" is **October 26, 2015**. **No "W" will be given after October 26, 2015 for any reason. Please do not ask me to drop you after this date.**

**Makeup on Chapter quizzes (this is 40% of your grade).**-- Each respective chapter quiz will be available on Blackboard at 6:00 a.m. on beginning availability date and will no longer be available at 6:00 p.m. on the ending availability date (see available dates on schedule, page 5). The student will have 60 minutes to take the quiz consisting of 20 questions. The Respondus Browser (instructions on how to download this browser are on this Blackboard course) must be used to take the quiz on Blackboard. If you have computer problems, I do not reset quizzes but I

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will drop **two quizzes** at the end of the semester. If you do have computer problems, contact MCC Network Services at 254-299-8077.

**Makeup on Participation in Chapter, Case and Other Discussion Boards (this is 30% of your grade)**--Late work will not be accepted for any reason. The discussion board participation grades cannot be made up at a later date. **Makeup** for missed or incomplete participation assignments due to technology problems (no matter where the problem may be) will be the **four participation grades** that I will drop at the end of the semester. **Please do not ask me to reopen an assignment due to computer problems or other unavoidable problems. The reason that I drop four (4) participation grades is that I know that you may occasionally miss participation in a discussion board or may have computer problems. This is your makeup.** It is not fair to other students for you to ask for an exception.

**Makeup on Assigned Semester Project (this is 30% of your grade)** -- This will be due by Monday, November 23, 10:00 p.m. Each student will be assigned **a specific research topic by the end of September**. This gives the student the opportunity to work on the research paper throughout the semester. The student will prepare a paper in a Word document (2500-3000 words with additional Works Cited page) which will be emailed to the instructor. You must email your semester research project to the instructor on or before the date/time due. Twenty-five (25) points will be deducted for each day late. If you do not complete this semester project, you will receive a zero on this part of your grade and it cannot be made up at a later time.

### **Withdrawals**

If **you** decide to drop this course, it is **your responsibility and opportunity** as a student to initiate the withdrawal. The last day to drop with an automatic "W" is of **October 26, 2015 (except for students who already have six drops-see above)**. **I do not give a "W" after this date. Please do not ask me to drop you after of October 26, 2015, for any reason.**

### **If Technology Fails**

If an outage occurs on the MCC Blackboard system for more than 3 days, I will reschedule the assignments to be completed later. An email will be sent to your MCC email account.

## **Student Behavioral Expectations or Conduct Policy:**

In accordance with the "General Conduct Policy", MCC intends to provide an atmosphere conducive to learning. Adherence to the behavioral standards of mutual respect and academic honesty is expected of all students.

**Mutual respect of others' opinions is expected.** Everyone has a right to their opinion even if you don't agree with it. Others may not agree with your opinion. Be respectful in your discussions on Blackboard.

## **MCC Academic Integrity Statement:**

The Center for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action." Individual faculty members determine their class policies and behavioral

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expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

#### **Academic Integrity-Class Policy:**

- As stated in MCC's General Conduct Policy, cheating includes, but is not limited to: use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, taking tests or exams or carrying out other assignments; or the acquisition, without permission, of tests or other academic materials belonging to a member of the MCC faculty or staff. Any student, who the instructor believes is cheating, may receive **an "F" on the project, assignment or exam, or an "F" in the course.**
- As stated in MCC's General Conduct Policy, plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work (this includes internet articles, information, etc.) of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Any student, who the instructor believes is plagiarizing, may receive **an "F" on the project, assignment or exam, or an "F" in the course.**

#### **MCC Attendance Policy:**

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. Please refer to the [Highlander Guide](#) for the complete policy.

#### **ADA Statement:**

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA coordinators, Dr. Drew Canham – Vice President, Student Success and Mr. Gene Gooch - Vice President, Finance and Administration shall be responsible for coordinating the College's efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Ms. Renee Jacinto, Disabilities Specialist, Student Services Center, Student Development Department, Room 211 or at 299-8122 or [disabilities@mclennan.edu](mailto:disabilities@mclennan.edu).



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### **TITLE IX**

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”*

Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C. F. R. Part 106 (Title IX)

In accordance with the requirements of the Title IX Education Amendments of 1972 MCC's designated Title IX Coordinator, Drew Canham – Vice President, Student Success and Deputy Coordinator, Melissa (Missy) Kittner – Director, Human Resources shall be responsible for coordinating the College's effort to comply with and carry out its responsibilities under Title IX.

#### **Contact information**

Drew Canham, Title IX Coordinator  
Vice President, Student Success  
McLennan Community College  
Administration Building, Room 408  
1400 College Drive  
254-299-8645  
FAX: 254-299-8654  
[dcanham@mclennan.edu](mailto:dcanham@mclennan.edu)

Melissa (Missy) Kittner, Title IX Deputy Coordinator  
Director, Human Resources  
McLennan Community College  
Administration Building, Room 104  
1400 College Drive  
254-299-8514  
FAX: 254-299-8592  
[mkittner@mclennan.edu](mailto:mkittner@mclennan.edu)

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Course Syllabus Acknowledgement

- I understand that I have the opportunity to drop this course by of **October 26, 2015**, with a “W” (subject to the six-drop rule). After this date, I will not request a withdrawal (“W”) from my instructor for any reason.
- I acknowledge receipt of the course syllabus for **BMGT 1341, BUSINESS ETHICS**. I have read this syllabus and understand the expectations for the successful completion of this course and the participation policy of my instructor, Janis Colehour.

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Student's signature

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Date

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Student's printed name