

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**BUSINESS ETHICS**

**BMGT - 1341 – O280**

**SCOTT BRYANT, CPA & TOMMY LOWRANCE, PhD**

**NOTE: This is an 8-week ONLINE course.**

## BUSINESS ETHICS

BMGT 1341.O280

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### **Course Description:**

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.

Additionally, we hope this class helps you understand yourself better as an individual and that it strengthens the communication skills and confidence needed to stand up for what you believe. We truly hope this class is a meaningful experience that benefits you in both the short-term and the long-run.

### **Prerequisites and/or Corequisites: None**

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

The key to success in this class is to stay on top of your assigned readings and quizzes, in other words, practice good time management. When sending out class messages we will be using MCC's email system. **Be sure to check your MCC email account daily.**

### **Instructor Information:**

Instructor Name:	Scott Bryant
MCC E-mail:	sbryant@mclennan.edu
Office Phone Number:	254.299.8510
Office Location:	BT 212 (Business Technology Building)
Office Hours:	M/W 2:30-4:00; T/Th 2:00-4:00

- These are just the minimum hours when I will be available. I will be available plenty of other times as well. If you need to meet/zoom/call at a different time, don't be afraid to let me know!
- Please email me to let me know if you want to meet in person, zoom, or phone call. I don't just hang out on Zoom, but I will set up a Zoom meeting upon request.

## BUSINESS ETHICS

BMGT 1341.O280

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### **Instructor Information:**

Instructor Name: Dr. Tommy “T-Low” Lowrance  
MCC Email: tlowrance@mclennan.edu  
Office Phone Number: 254-299-8059  
Cell Phone Number (best option): 254-744-1873  
Office Location: BTB 210  
Office/Teacher Conference Hours:  
M/W 11:00 am – 12:30 pm  
T/TH 12:30 am – 2:30 pm

**\*Other times are available. Please schedule them by email.\***

Other Instruction Information:

Zoom by appointments only: Zoom ID: 254 299 8059      Password: leader

### **Correspondence Policy:**

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

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

Title: Business Ethics (SAGE Vantage) Inclusive Access  
Author: Collins & Kanashiro  
Edition: 3<sup>rd</sup>  
Publisher: SAGE Vantage  
ISBN: 978-1-544-39682-8

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

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

1. Class discussions: Each class discussion will ask you for an original post and to comment on at least two other student posts. Class discussions will be completed in Brightspace and will cover assigned readings or videos.
2. Journals: These are written assignments that you will submit in Brightspace. Journals will cover assigned readings or videos.
3. Personality Test: Helps students learn their Enneagram results so as to better understand their personality.

4. Chapter quizzes: These assignments will ask you questions from each of the assigned chapter readings. Students only get 1 attempt for each chapter quiz.
5. Video Assignments: For each chapter, students will be asked to watch a video and then answer questions about the video. Students are given unlimited attempts and their highest score is recorded.
6. Self-Assessments: For most chapters, students are asked to take self-assessments for a grade. They are given unlimited attempts and the highest grade is kept.
7. Case Study Knowledge Checks: Students will read 5 case studies as assigned. After reading each case, students will be required to answer questions for a grade. Students are given unlimited attempts and their highest grade recorded.

**Course Objectives and/or Competencies:**

Define business ethics & describe different ethical views/moral philosophies

Identify the consequences of unethical business practices

Describe reasoning for analyzing ethical dilemmas

Describe different ethical views

Explain how business, government, and society function interactively

Explain corporate social responsibility

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

**Definitions**

The terminology we use is important.

Drops occur BEFORE the census date and do not count against the student's maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals occur AFTER the census date and count in the student's maximum withdrawal count of 6 classes.

Module: For purposes of this class, a module means the assigned tasks and related assignments for a given week.

**Online & Hyflex Course Attendance Policy (Business Division)**

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have “attended” and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

**Course Outline or Schedule:**

See the last 3 pages of this instructor plan for the detailed schedule.

## BUSINESS ETHICS

BMGT 1341.O280

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### **Course Grading Information:**

Assignment	Points
Discussion #1	106
Discussion #2	105
Discussion #3	105
Discussion #4	105
Discussion #5	105
Journal #1	100
Journal #2	100
Journal #3	100
Journal #4 - Part 1	250
Journal #4 - Part 2	250
Personality Test	105
Chapter Quizzes (12)	1,200
Video Assignments (24)	144
Self-Assessments (14)	70
Knowledge Checks (5)	<u>155</u>
	<u><u>3,000</u></u>
Total	
Points:	<u><u>3,000</u></u>

Overall Class Grades will be based on the following:

2,700	-	3,000	points	=	A
2,400	-	2,699	points	=	B
2,100	-	2,399	points	=	C
1,800	-	2,099	points	=	D
0	-	1,799	points	=	F

Course assignments, activities, and discussion board participation will be graded and a grade released within two (2) calendar weeks of the assignment's due date. Any student without a submission on the due date will be assigned a zero (0) grade. The late work policy below establishes whether late work for unexcused absences will be accepted, any penalization that occurs due to the submission of late work, and how/when the grade will be updated.

A grade of Incomplete (I) will only be issued for students who need only to take the final exam and have an extenuating circumstance that resulted in an excused absence (documentation must be provided) for the day of the final exam.

**Late Work, Attendance, and Make Up Work Policies:**

-All assignments accepted late will have a late penalty of 10% per day.

Weekly attendance will be based on assignment completion. If you complete at least one assignment each week, you will be counted present for that week. If do you not complete any assignments for a particular week, you will be counted absent for that week.

**Student Behavioral Expectations or Conduct Policy:**

Please be respectful of other view points in the discussion boards. There is a high likelihood you will disagree with some of the opinions that are shared. It is ok to disagree with someone, but please don't attack anyone personally.

**Artificial Intelligence (AI) Statement:** Any work written, developed, produced, or created using artificial intelligence (AI) is considered plagiarism and is not tolerated. Certainly, there is a time and place for its use; however, in terms of learning and education it circumvents the learning process by artificially creating work that robs the learner from the opportunity to do so. If you have any questions as to what qualifies as artificial intelligence, then please direct your questions to your instructor. For this class, the use of AI is NOT permitted.

**Use of Turn-It-In for Ensuring Academic Integrity**

**Turnitin (<https://www.turnitin.com/>):** In order to help students learn proper composition skills and to promote academic honesty, this class may use the services provided by Turnitin (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students' work will be investigated and the student is subject to discipline according to policy.

\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating. You are expected to do your own work and having someone else complete your work or copying the work of another student is considered cheating.

\* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Because this is an online course, attendance will be based on participation in discussion boards or assignment submission. If you do not complete at least one assignment or participate in a discussion board during a week, you will be counted absent for that week's attendance.

**NOTE:** Please know that the Business Division has created its own Attendance/Participation policy and is outlined clearly in this syllabus under the following heading: **Online & Hyflex Course Attendance Policy (Business Division).**



**BMGT 1341 - Business Ethics****Fall 2023 Class Schedule**

<b>Week 1</b>	<b>Assignments (due at the end of the week)</b>
Mon Oct 16 to Sun Oct 22	Discussion: Introductions (Brightspace Discussion Board) Read Chapter 1 Video Activity 1.1, 1.2 Ch 1 Quiz Case study 1: Reading Link Knowledge Check Case Study 1 Journal #1 (Brightspace Assignments Folder)
<b>Week 2</b>	<b>Assignments (due at the end of the week)</b>
Mon Oct 23 to Sun Oct 29	Read Chapter 2 Video Activity 2.1, 2.2 Chapter 2 Quiz Read Chapter 3 Video Activity 3.1, 3.2 Self-Assessment 3.1 Chapter 3 Quiz
<b>Week 3</b>	<b>Assignments (due at the end of the week)</b>
Mon Oct 30 to Sun Nov 5	Read Chapter 4 Video Activity 4.1, 4.2 Self-Assessment 4.1 Chapter 4 Quiz Case Study 4 Knowledge Check Case Study 4 Personality Test Assignment Discussion: Personality (Brightspace Discussion Board) Read Chapter 5 Video Activity 5.1, 5.2 Self-Assessment 5.1 Chapter 5 Quiz

<b>Week 4</b>	<b>Assignments (due at the end of the week)</b>
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Mon Nov 6 to Sun Nov 12

- Read Chapter 6
- Video Activity 6.1, 6.2
- Self-Assessment 6.1
- Chapter 6 Quiz
- Case Study 6
- Knowledge Check 6
- Read Chapter 7
- Video Activity 7.1, 7.2
- Self-Assessment 7.1
- Chapter 7 Quiz
- Journal #2: WWYD
- Discussion: WWYD

<b>Week 5</b>	<b>Assignments (due at the end of the week)</b>
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Mon Nov 13 to Sun Nov 19

- Read Chapter 8
- Video Activity 8.1 & 8.2
- Self-Assessment 8.1
- Chapter 8 Quiz
- Case Study 8
- Knowledge Check 8
- Read Chapter 9
- Video Activity 9.1, 9.2
- Self-Assessment 9.1
- Chapter 9 Quiz
- Journal #3: SEC
- Journal #4 - Part 1

<b>Week 6</b>	<b>Assignments (due at the end of the week)</b>
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Mon Nov 20 to Sun Nov 26

- Read Chapter 10
- Video Activity 10.1 & 10.2
- Self-Assessment 10.1 & 10.2
- Chapter 10 Quiz
- Case Study 10: Reading Link
- Knowledge Check Case Study 10
- Read Chapter 11
- Video Activity 11.1, 11.2
- Self-Assessment 11.1, 11.2, 11.3
- Chapter 11 Quiz

Week 7	Assignments (due at the end of the week)
Mon Nov 27 to Sun Dec 3	Discussion: Motivation (Brightspace Discussion Board) Read Chapter 13 Video Activity 13.1, 13.2 Self-Assessment 13.1, 13.2 Chapter 13 Quiz Discussion: Citizenry (Brightspace Discussion Board) Final due date for all assignments other than J4 Part 2 Work on Journal #4 - Part 2 (due week 8)
Week 8	Assignments (due at the end of the week)
Mon Dec 4 to Mon Dec 4	Journal #4 - Part 2 (this is considered your final exam)

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Updated 07/18/2023



## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 2542998122 Room  
319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

### **Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

[https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.