



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Business Ethics
BMGT 1341.80**

Scott M. Bryant

NOTE: This is an 8-week course.

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Course Description:

This class will discuss 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. Additionally, I 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. I truly hope this class is a meaningful experience that benefits you in both the short-term and the long-run. I hope you find enough benefit out of the books for this class that you want to keep them and read them again in the future.

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 outlines.

Instruction Information:

Instructor Name:	Scott Bryant
MCC E-mail:	sbryant@mclennan.edu
Office Phone Number:	254.299.8510
Office Location:	MAC 227
Office Hours:	Mon & Wed 8:30-11:30 Tue & Th 8:30-9:30

I will do my best to schedule an appointment with you if you can't make it by during normal office hours. Don't be afraid to ask!

When sending out class messages I will be using MCC's email system. Be sure to regularly check your MCC email account.

Drop date: Make sure to check the MCC academic calendar for the last date for student initiated withdrawals with an automatic grade of "W."

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Required Text & Materials:

Title: The 7 Habits of Highly Effective People
Author: Stephen R. Covey
Edition: N/A
Publisher: Simon and Schuster
ISBN: 978-1-4516-3961-2

Title: The Road Back to You
Author: Cron & Stabile
Edition: N/A
Publisher: InterVarsity Press
ISBN: 978-0-8308-4619-1 (print)
ISBN: 978-0-8308-9327-0 (digital)

Title: Give & Take: Why Helping Others Drives Our Success
Author: Adam Grant
Edition: N/A
Publisher: Penguin Group USA Inc.
ISBN: 978-0-1431-2498-6

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

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/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

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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 contacted/notified through 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.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:

Readings, Discussions, Presentations, Lectures, Chapter Outlines

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:

Define business ethics

Describe different ethical views/moral philosophies

Identify and discuss the consequences of unethical business practices

Practice critical thinking, writing, and oral presentation skills

Understand the concepts and importance of business ethics.

Identify stakeholders and understand the how unethical business practices can affect those stakeholders

Understand how individual differences affect our decision making framework

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.

Tentative Course Schedule (subject to change):

Week 1 Intro/7Habits

Week 2 7 Habits/Multiple Ethical Selves

Week 3 7 Habits/Capitalism & Banking/Locus of Control

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Week 4	7 Habits/Moral Reasoning/Ethical Decision Making
Week 5	7 Habits/Enneagram/Ethics in Accounting
Week 6	7 Habits/Corporate Social Responsibility
Week 7	7 Habits/Goals & Motivation
Week 8	Personal Action Plan

See the detailed class schedule for individual due dates and specific reading assignments.

Course Grading Information:

Journal #1	2.5%
Journal #2	2.5%
Journal #3	7.5%
Journal #4	2.5%
Outlines/Chapter Summaries	30%
Discussion Leadership	15%
Participation/Attendance (20%, 4%)	24%
Personal Action Plan	5%
<u>Final Exam</u>	<u>11%</u>
Total:	100%

Outlines/Questions: Chapter outlines/summaries should be typed and are due at the beginning of class on the assigned due date. See the detailed schedule for length requirements. Outlines can be written in bullet point format or paragraph format. The point of the outlines is to hold you accountable for the reading and to prepare you for class discussions. You can skip 2 outlines and still get full credit for this portion of your grade. If your outline does not meet the requirements or is low quality, you will receive a grade accordingly.

Outlines should be turned in during our face to face meetings. However, if you are going to miss class, you can email me your outline by the start of class time and still receive credit for it (and only receive one absence for missing the face to face meeting but not receive an absence for a missed assignment).

Discussion Leadership: You are required to lead a 45-minutes class discussion over a chapter from *The 7 Habits of Highly Effective People*. We will have a sign-up sheet in class and picking your chapter will be on a first-come, first-serve basis. I typically lead the first discussion just to give you some ideas on how to get started. I want you to take ownership of leading a discussion and you can be as creative as you want. You might be assigned to lead a discussion with a partner, depending on the class size and the number of students who choose to lead/not lead a

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discussion. If you do not lead a chapter discussion, you will receive a zero on this assignment (15% of your grade).

Participation/Attendance: Attendance and participation are an important part of this class structure. The participation portion of your grade will be based on a point system where you will receive points based on your daily participation. Detailed attendance and participation sheets will be passed out in class to track your class involvement. Your participation sheet will help you be self-monitoring throughout the semester.

The attendance portion of your grade will be calculated as follows:

0-1 absence	=	4% (out of 4%)	4 absences = 1% (out of 4%)
2 absences	=	3% (out of 4%)	5 absences = 0% (out of 4%)
3 absences =		2% (out of 4%)	

Because this is a hybrid class, half of your attendance will be based on face to face meetings and half of your attendance will be based on the journals and outlines. After you miss any combination of two or more journals or outlines, you will start to accumulate absences. Absences for face to face meetings start to accumulate on the first day of class.

Final Exam: There will be a written final exam at the end of this class that consists of short answer questions.

Late Work, Attendance, and Make Up Work Policies:

Late work for chapter outlines will not be accepted. However, you will have a couple of “freebies” which will allow you to miss two chapter outlines without your grade being affected. Attendance is crucial for your grade in this class. You must be physically present to receive credit for the attendance and participation component of your grade.

I will take regular attendance and keep attendance records for this course. Coming late to class or leaving early will result in at least ½ of an absence. Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that you **do not intend** to complete the course. If your 25 percent absences are accumulated *before* the official drop date, you will receive a grade of **W**. If your 25 percent absences are reached *after* the official drop date, you will most likely receive an **F** for non-completion of the course. **Do not ask to receive a W after the drop date.** This twenty-five percent point is reached with your 7th absence for classes that meets twice a week or your 3rd absence for classes that meets once per week. My records, not

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yours, are the official records. Feel free at any time during the semester to verify your records with mine. It will be your responsibility to let me know at the end of a class session if you came in tardy. A half absence is still better than a complete absence.

Regardless of the reason for a particular absence, each absence (whether excused or unexcused) will count toward attendance requirements in each course.

Refer to the catalog for additional information concerning class attendance.

Make-up work is not permitted. However, due to the structure of this class, you should have reasonable opportunity to achieve your participation and presentation requirements as long as you attend a substantial portion of the class meetings.

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.

* [Click Here for the MCC Academic Integrity Statement](#)

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

* [Click Here for the MCC Attendance/Absences Policy](#)

(www.mclennan.edu/highlander-guide/policies)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

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. Instructors should not provide accommodations unless approved

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by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

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

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

* **[Click Here for more information about Title IX](#)**

(www.mclennan.edu/titleix)

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 Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*