



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Business Ethics

BMGT 1341_87

Scott M. Bryant, CPA & Tommy “T-Low” Lowrance, PhD

NOTE: This is a 5-week online Summer course.

Business Ethics
BMGT 1341_87 (Summer Session 1)

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:

Our goal is to return emails received Monday-Friday within 24 hours. Emails received over the weekend will likely be returned within 24 hours as well, but will be returned at least by the following Monday.

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:

Online Hours T/TH 11:00 am – 12:00 pm

Other times are available. Please schedule them by email.

Other Instruction Information:

Remote Advising: M-TH 1:00 pm – 2:30 pm

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

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Instructor Name:	Scott Bryant
MCC Email:	sbryant@mclennan.edu
Office Phone Number:	254.299.8510
Office Location:	BTB (Business Technology Building) ; Office 212
Office/Teacher Conference Hours:	Tuesday/Wednesday/Thursday 9:00-10:00

These are just minimum hours when I will definitely 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. Please check with me before stopping by. Some days I might work from home and other days I will be on campus.

Required Text & Materials:

Title:	Business Ethics with Connect Access
Author:	Hartman
Edition:	5th
Publisher:	McGraw-Hill
ISBN:	9781264376551

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

Methods of Teaching and Learning:

1. Reading assignments with practice questions: These assignments will ask you questions about the reading and will connect directly to the online textbook to help you find answers to the questions. The reading assignments are meant to hold you accountable to do the reading while actively helping you practice questions over the material. You should complete the reading assignment for each chapter before you complete the chapter quiz.
2. Chapter quizzes: These assignments will ask you questions similar to the active reading assignments.
3. 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.

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4. Journals: These are written assignments that you will submit in Brightspace. Journals will cover assigned readings or videos.

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 and communication skills
Understand the concepts and importance of business ethics
Identify stakeholders and understand 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 on ethical decision making
Discuss the role of ethical leadership

Course Outline or Schedule:

BMGT 1341 - Business Ethics

Summer 2023

Tentative Class Schedule

Connect = McGraw Hill Connect. Links to Connect assignments are posted in Brightspace in the weekly Brightspace folders.

Week 1	Assignments (due at the end of the week)
Tue May 30 to Sun June 4	Discussion #1 (Brightspace Discussion Board) Discussion #2 (Brightspace Discussion Board) Journal #1 (Brightspace Assignments Folder) Personality Test Assignment Discussion #3 Journal #2 Read Ch 1 & CH 1 reading assignment (Connect) Ch 1 Quiz (Connect)

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Week 2	Assignments (due at the end of the week)
Mon June 5 to Sun June 11	Discussion #4 Journal #3 Read Ch 10 & Ch 10 reading assignment (Connect) Ch 10 Quiz (Connect) Read Ch 2 & Ch 2 reading assignments (Connect) Ch 2 Quiz (Connect)
Week 3	Assignments (due at the end of the week)
Mon June 12 to Sun June 18	Read Ch 3 & Ch 3 reading assignment (Connect) Ch 3 Quiz (Connect) Discussion #5 Journal #4 - Part 1 (Read Ch 3 First) Read Ch 4 & Ch 4 reading assignment (Connect) Ch 4 Quiz (Connect)
Week 4	Assignments (due at the end of the week)
Mon June 19 to Sun June 25	Read Ch 5 & Ch 5 reading assignment (Connect) Ch 5 Quiz (Connect) Read Ch 6 & Ch 6 reading assignment (Connect) Ch 6 Quiz (Connect) Read Ch 7 & Ch 7 reading assignment (Connect) Ch 7 Quiz (Connect)
Week 5	Assignments (due at the end of the week)
Mon June 26 to Sun July 2	Read Ch 8 & Ch 8 reading assignment (Connect) Ch 8 Quiz (Connect) Read Ch 9 & Ch 9 reading assignment (Connect) Ch 9 Quiz (Connect)

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Week 6	Assignments (due at the end of the week)
Mon July 3 to Mon July 3	NOTE: Journal #4 - Part 2 is due on Monday of Week 6. Journal #4 - Part 2 (this is considered your final exam) This is the final submission date for all assignments.

Course Grading Information:

Assignment	Points
Discussion #1	100
Discussion #2	100
Discussion #3	100
Discussion #4	100
Discussion #5	100
Journal #1	100
Journal #2	100
Journal #3	100
Journal #4 - Part 1	250
Journal #4 - Part 2	250
Personality Test	100
Ch Reading Assignments (10)	1,000
Ch Quizzes (10)	1,000
Total	
Points:	<u>3,400</u>

Overall Class Grades will be based on the following:

3,043	-	3,400	points	=	A
2,703	-	3,042	points	=	B
2,363	-	2,702	points	=	C
2,023	-	2,356	points	=	D
0	-	2,022	points	=	F

Late Work, Attendance, and Make Up Work Policies:

- Reading assignments and discussion boards are not allowed to be turned in late
- Chapter quizzes will have a late penalty of 10% per day
- All other assignments will have a late penalty of 10% per day.
- Check the detailed schedule for the final submission date for all assignments.

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 you do not complete any assignments for a particular week, you will be counted absent for that week.

The MCC attendance policy states: Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W.

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.

*** [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. 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>)

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.

** 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.*

Updated 11/04/2022



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.

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

disabilities@mclennan.edu 254-
2998122
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 or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/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/. 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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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 or a Success Coach by calling (254) 299-8226 or emailing 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. 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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/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.

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 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.

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.