McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Business Ethics

BMGT 1341_M1

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

NOTE: This is an online minimester class.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html on any changes to these guidelines.

Course Description:

Discusion of ethical issues, the development of a moral fram 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 Email:	sbryant@mclennan.edu
Office Phone Number:	254.299.8510
Office Location:	BTB (Business Technology Building) ; Office 212
Office/Teacher Conference Hours:	
Online (Zoom by appointment)	Tuesday-Thursday 9:00-10:00

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:	
Online Hours (Zoom by appointment)	Tuesday-Thursday 9:00 am – 10:00 am Zoom ID: 254 299 8059 Password: leader

We will both be accessible during the minimester. Please contact us when you need assistance.

Required Text & Materials: (course materials should be included with your cost of tuition)

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.

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 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.

Course Outline or Schedule:

Please check Brightpsace for a detailed schedule that shows the assignments listed by due date. The detailed schedule is made in Excel and the format is set up where it should be easy for you to follow. We highly recommend that you download and print the detailed schedule so that you can look at it regularly. If the schedule changes, We will notify you via email and We will also post an updated schedule.

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)	1000
Ch Quizzes (10)	1000
Total Points:	3400

Overall Class Grades will be based on the following:

3,043	-	3400	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:

Late assignments will have a 5% per day late penalty. You have up to the second to the day before the final to turn in a late assignment, otherwise you will receive a zero.

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

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.*

McLennan COMMUNITY COLLEGE

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
254-299-8122
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 Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC 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/

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 a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and 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/Faculty-and-Staff-Commons/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.

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.

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.

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.