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**COURSE SYLLABUS**

Course No. **BA 325** Title: **Social Responsibility and Ethics Management**

Credit Hours: 3 Term **Fall 2015** Campus: **Prescott**

Meetings: **M,W,F 10:00 AM – 10:50 AM** Room: **P17 Rm 125**

**INSTRUCTOR** Sarah Nilsson, JD, PhD, MAS.

**PHONE** 602-561-8665 (cell)

**FAX** N/A

**EMAIL** sarah.nilsson@erau.edu

**OFFICE HOURS**

M-W-F 2:00 - 4:00 pm, Tue 1:00 - 5:00 pm or by university email anytime. Email is the preferred method of contact (you may email me anytime). I usually check and respond to my university email at least daily. You may telephone or text me at any time if you deem the matter urgent. If I don’t answer, please leave a message.

**COURSE TEXT**

Collins, Denis (2012). Business Ethics. Hoboken, NJ., John Wiley & Sons, Inc.

NOTE: Both the textbook and workbook are available as eBooks. Use of eBooks in lieu of bound hard copies is entirely acceptable in this course.

**COURSE DESCRIPTION**

This course provides a comprehensive examination of the major aspects of social responsibility and a study of moral and ethical issues that relate to problems in business. Focus will be on the economic, legal, political, ethical, and societal issues involving the interaction of business, government and society.

**GOALS**

This course is designed to help students develop an awareness of the major ethical issues which affect business decisions and encourage a socially responsible consideration of those issues.

**LEARNING OUTCOMES**

Upon course completion, students will be able to:

1. Recognize and explain the major ethical theories used in the decision making process.

2. Explain the basic characteristics of a profession and provide insights to the ethical codes that make one a professional within a specified field.

3. Understand basic philosophies of proponents of corporate social responsibility.

4. Recognize the pros and cons of both sides of moral dilemmas.

5. Identify the major stakeholders and how they are affected by different ethical philosophies used in decision making.

6. Identify the major ethical issues which face managers in the decision making process.

7. Explain the advantages and disadvantages of using self-regulation or government regulation to resolve social issues.

8. Apply the necessary and appropriate steps to reach decisions that are both ethically and socially responsible.

**COURSE SCHEDULE**

The course schedule (see below), as augmented by daily assignments posted to CANVAS, contains the reading, homework, and other assignments, along with the two exams and final exam dates.

The instructor reserves the right to make changes, which will be announced during class meetings, updated on the CANVAS web site for the course, or e-mailed to students at their ERAU e-mail accounts.

You are expected to check your ERAU e-mail account on a daily basis.

## EVALUATION SYSTEM

Individual Preparation (HW completed/submitted on time) 10%

Individual Participation 20%

Team Case Studies 10%

Exam 1 20%

Exam 2 20%

Exam 3 - Final Exam 20%

Total 100%

## ASSIGNMENTS AND REQUIREMENTS

#### *Class Participation*

As a *minimum*, students are expected to appear in class having read, analyzed, synthesized and being prepared to discuss the assigned chapter(s) and other readings. This is a professional responsibility to yourself and your classmates. Active participation in class discussions is an important element in the process of higher education; it is highly valued by your instructor and is reflected in the assignment of grades. Participation includes the quantity and quality of comments, answers to questions posed by your instructor and classmates, class discussions, and lively fellowship. Consistent on-time class attendance is a foundation of participation.

In the classroom, we will work some team problem-solving exercises. Each student is expected to participate fully and enthusiastically in the team’s deliberative process in these exercises and to speak for the team on occasion.

## Students meeting the above criteria will receive two points for Individual Participation and one point for Team Case Studies for each class meeting that is scheduled to include Chapter and/or other discussions.

Please turn in the daily homework assignment prior to the beginning of class via CANVAS but you must retain a copy for your reference during class discussion. If you are not able to attend class due to an EXCUSED absence you may email me your assignment so as to earn your participation points for the day.

If a student misses more than 3-5 classes (unexcused) there will be a 10% total grade reduction. For 6-7 classes (unexcused) there will be a 20% total grade reduction. Missing

8 or more classes (unexcused) may be grounds for class failure.

At the end of the course there will be a peer review (to be turned in on the last class before the final exam). All of the team points (i.e. 10%) can be withheld for substandard team evaluation. Nothing less than full high quality team participation is accepted.

**EXAMS**

There will be 2 exams and a final exam. Students may be tested on any and all materials contained in the readings, lectures, and class discussions.

The percentage points achieved from the total possible as follows shall determine a student’s letter grade in this course:

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = Below 60%

**COURSE POLICIES**

**Attendance**

Attendance is expected. The instructor is the final authority on what constitutes an excused absence and your best course of action is to contact her before your absence, if possible.

**Cell Phones and Other Electronic Devices**

Out of consideration for others please turn your cell phone and other electronic devices that may emit distracting sounds to the silent mode. If they do not have a silent or vibratory mode, please turn them off to avoid distracting your classmates.

**Late Work**

Late work will not be accepted unless otherwise approved by the instructor.

Exams must be taken on the scheduled day and time unless otherwise approved by the instructor.

**Contesting Grades**

Any student wishing to contest a score must do so by presenting the argument in writing to the instructor within one week of receiving the contested score. The instructor will make score adjustments as deemed appropriate and fair. Final course grade must be contested via official university policy.

**Academic Honesty**

Embry-Riddle’s Student Handbook contains several regulations regarding the ethical behavior of students. Please familiarize yourself with these policies.

**Class/Lecture Audio and/or Video Recordings**

These actions are prohibited, except for students with prearranged Disability Support Services (DSS) accommodations.

**Access To Learning**

ERAU is committed to the success of all students.  It is University policy to provide reasonable accommodations to students with disabilities who qualify for services.  If you would like to discuss and/or request accommodations, please contact Disability Support Services located in Hazy Library (first floor, end of hall), or call 928/777-6750 or 928/777-6749, or email the director at: marcee.keller@erau.edu

**Continuity Statement**

In event of a temporary campus closure due (due to, for example, a pandemic, crime, or natural disaster), this course will continue virtually via Blackboard-based communications as directed on the “Course Announcements” page and via email.

**Exceptions**

Any student may request an exception to the class rules, restrictions or requirements.  Please set a time to meet with me during my office hours or send to me an email so that we can discuss your reasons.

**COURSE SCHEDULE**

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| --- | --- | --- | --- |
| **WEEK/****SESSION** | **DATE** | **ASSIGNMENTS**  | **CLASSROOM ACTIVITIES** |
| 1/1 | 8-24  | **Read:** Syllabus & Schedule, Text Preface, Instructor’s bio.**Explore:** course in CANVAS  | Introductions, Course & Syllabus Overview, discussion of instructor’s standards and expectations  |
| 1/2 | 8-26 | **Read:** Textbook Chapter 1**Prepare:** Chapter 1 quiz online | Class discussion of unethical behaviors in organizations & human nature |
| 1/3 | 8-28 | **Read:** Textbook Chapter1**Prepare:** Chapter 1 essays online | Class discussion of unethical behaviors in organizations & human nature, cont. |
| 2/4 | 8-31 | **Read:** Textbook Chapter 2**Prepare:** Chapter 2 quiz online | Class discussion of an historical perspective on business ethics |
| 2/5 | 9-2 | **Read:** Textbook Chapter2**Prepare:** Chapter 2 essays online | Class discussion of an historical perspective on business ethics, cont. |
| 2/6 | 9-4 | **Read:** Textbook Chapter 3**Prepare:** Chapter 3 quiz online | Class discussion on hiring ethical people |
|  | **9-7** | **No Class** | **LABOR DAY** |
| 3/7 | 9-9 | **Read:** Textbook Chapter3**Prepare:** Chapter 3 essays online | Class discussion on hiring ethical people, cont. |
| 3/8 | 9-11 | **Read:** Textbook Chapter 4**Prepare:** Chapter 4 quiz online | Class discussion on codes of ethics & codes of conduct |
| 4/9 | 9-14 | **Read:** Textbook Chapter4**Prepare:** Chapter 4 essays online | Class discussion on codes of ethics & codes of conduct, cont. |
| 4/10 | 9-16 | Presentations – current ethical issue | Presentations – current ethical issue |
| 4/11 | 9-18 | Review for **EXAM 1 - quizlets** | Review for **EXAM 1** |
| 5/12 | 9-21 |  | **EXAM 1** |
| 5/13 | 9-23 | **Read:** Textbook Chapter 5**Prepare:** Chapter 5 quiz online | Class discussion on ethical decision making |
| 5/14 | 9-25 | **Read:** Textbook Chapter5**Prepare:** Chapter 5 essays online | Class discussion on ethical decision making, cont. |
| 6/15 | 9-28 | **Read:** Textbook Chapter 6**Prepare:** Chapter 6 quiz online | Class discussion on ethics training |
| 6/16 | 9-30 | **Read:** Textbook Chapter6**Prepare:** Chapter 6 essays online | Class discussion on ethics training, cont. |
| 6/17 | 10-2 | **Read:** Textbook Chapter 7**Prepare:** Chapter 7 quiz online | Class discussion on respecting employee diversity |
| 7/18 | 10-5 | **Read:** Textbook Chapter7**Prepare:** Chapter 7 essays online | Class discussion on respecting employee diversity, cont. |
| 7/19 | 10-7 | **Read:** Textbook Chapter7**Prepare:** Chapter 7 discussion | Class discussion on respecting employee diversity, cont. |
|  | **10-9** | **No Class** | **FALL BREAK** |
| 8/20 | 10-12 | **Read:** Textbook Chapter 8**Prepare:** Chapter 8 quiz online | Class discussion on ethics reporting systems |
| 8/21 | 10-14 | **Read:** Textbook Chapter8**Prepare:** Chapter 8 essays online | Class discussion on ethics reporting systems, cont. |
| 8/22 | 10-16 | **Read:** Textbook Chapter8**Prepare:** Chapter 8 discussion | Class discussion on ethics reporting systems, cont. |
| 9/23 | 10-19 | Presentations – current ethical issue | Presentations – current ethical issue |
| 9/24 | 10-21 | Review for **EXAM 2 - quizlets** | Review for **EXAM 2** |
| 9/25 | 10-23 |  | **EXAM 2** |
| 10/26 | 10-26 | **Read:** Textbook Chapter 9**Prepare:** Chapter 9 quiz online | Class discussion on managers as ethical leaders & role models  |
| 10/27 | 10-28 | **Read:** Textbook Chapter9**Prepare:** Chapter 9 essays online | Class discussion on managers as ethical leaders & role models, cont. |

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| 10/28 | 10-30 | **Read:** Textbook Chapter9**Prepare:** Chapter 9 discussion | Class discussion on managers as ethical leaders & role models, cont. |
| 11/29 | 11-2 | **Read:** Textbook Chapter 10**Prepare:** Chapter 10 quiz online | Class discussion on engaging and empowering ethical employees |
| 11/30 | 11-4 | **Read:** Textbook Chapter10**Prepare:** Chapter 10 essays online | Class discussion on engaging and empowering ethical employees, cont. |
| 11/31 | 11-6 | **Read:** Textbook Chapter10**Prepare:** Chapter 10 discussion | Class discussion on engaging and empowering ethical employees, cont. |
| 12/32 | 11-9 | **Read:** Textbook Chapter 11**Prepare:** Chapter 11 quiz online | Class discussion on environmental management |
|  | 11-11 | **No Class** | **VETERANS DAY** |
| 12/33 | 11-13 | **Read:** Textbook Chapter11**Prepare:** Chapter 11 essays online | Class discussion on environmental management, cont. |
| 13/34 | 11-16 | **Read:** Textbook Chapter11**Prepare:** Chapter 11 discussion | Class discussion on environmental management, cont. |
| 13/35 | 11-18 | **Read:** Textbook Chapter 12**Prepare:** Chapter 12 quiz online | Class discussion on community outreach and respect |
| 13/36 | 11-20 | **Read:** Textbook Chapter12**Prepare:** Chapter 12 essays online | Class discussion on community outreach and respect, cont. |
| 14/37 | 11-23 | **Read:** Textbook Chapter12**Prepare:** Chapter 12 discussion | Class discussion on community outreach and respect, cont. |
|  | **11-25** | **No Class** | **THANKSGIVING**  |
|  | **11-27** | **No Class** | **THANKSGIVING** |
| 15/38 | 11-30 | Presentations – current ethical issue | Presentations – current ethical issue |
| 15/39 | 12-2 | Review for **Final Exam - quizlets** | Review for **Final Exam** |
| 16/40 | 12-10 |  | **FINAL EXAM** |

**NOTE: The instructor reserves the right to change this schedule on reasonable notice.**