Course instructor: Dr. Aareni Uruthirapathy

Time/Location: Tuesdays and Thursdays 11:35 – 2:25 p.m. St. Patrick's Building Room: 435
E-Mail: aareni_uruthirapathy@carleton.ca

Office Hours: Thursdays 3.00 p.m - 4.00 p.m or by appointment, DT 919.

Prerequisites: Fourth-year standing in B.Com program

COURSE DESCRIPTION
The overall performance of a firm depends in part on the behaviour of its management with respect to ethical issues: both in the short- and the long-run, failures to attend to such issues can produce less than optimal results. Business ethics and corporate social responsibility have become very salient and familiar topics to business practitioners and the general public of late. We have all read or heard about many recent instances of unethical behaviour by corporate executives and the negative implications they have for the firms for which those executives work. The dubious activities of managers at firms such as Enron, WorldCom, Adelphia, and Arthur Andersen have had profound effects on those companies, their employees and other stakeholders, and investor confidence. Most ethical problems and conflicts in organizations, however, do not end up on the front page of the Wall Street Journal. All of us, in our working lives, face ethical dilemmas on a regular basis, whether or not we notice them.

COURSE OBJECTIVES
The purpose of this course is to introduce the concept of ethics responsibilities of business, and to combine theory, exercises, and cases to elaborate on key approaches to making decisions in situations that are laden with ethical content. We will also assess management approaches for facilitating ethical behaviour among employees and the creation and maintenance of an ethical organizational culture.

The main objectives of the course will be to:

- Enhance the student’s understanding of the importance of ethics in business
- Enhance the student’s understanding of social/ethical performance and its role in maintaining good financial performance
- Enhance the student’s ability to recognize and identify ethical issues
- Enhance the student’s ability to use ethical principles to reason toward satisfactory solutions to ethical dilemmas
- Enhance the student’s ability to “manage for ethics” in organizations
REQUIRED READING


COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Assignment</th>
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<tr>
<td>Personal Incident Report Assignment</td>
<td>5%</td>
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<tr>
<td>Moral Intensity Assignment</td>
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<tr>
<td>Mid-term Exam</td>
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<tr>
<td>Group Case Analysis</td>
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<td>Final Exam</td>
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You must complete ALL course requirements in order to pass the course!! Yes, that does mean that if you don’t do the peer evaluation, you can’t pass.

Communication:

The easiest way to contact me is by email at aareni.uruthirapathy@carleton.ca, or through Culearn. I will contact the entire class through Culearn with announcements, so please check Culearn regularly.

As professionalism is one of the core learning goals of the Sprott School of Business, your participation grade will also depend on the degree to which you are able to interact respectfully with the instructor and others in the class, since failure to do so detracts from the class experience. Hence, unprofessional behavior (e.g., texting, IM-ing, disrespectful or aggressive behaviour, inappropriate computer use, chronic tardiness) will all have a negative impact on your participation in class.
**PERSONAL INCIDENT REPORT:** For this assignment, you are required to identify an ethically questionable behaviour or decision that you have encountered (preferably in your work or school life), and describe briefly the ethical issues and basic ethical principles associated with that behaviour or decision. This assignment should be a maximum of three pages in length.

**MORAL INTENSITY ASSIGNMENT:** For this assignment, you are required to describe an unethical work practice. Analysis this situation using the moral development framework and through the factors which increase moral intensity within us. You have to also come with an action plan to reduce or eliminate this unethical issue at workplace. This assignment should be a maximum of four pages in length.

**MIDTERM AND FINAL EXAMS**
There will be a midterm exam and a final exam. The midterm exam will be held during regularly scheduled course time. You must be present to write this exam or present a doctor’s note (or other valid explanation) to explain your absence. **No make-up tests will be scheduled.** If you miss the midterm you will be given a comprehensive final exam. The final exam will be held during the official exam time. Exams will include multiple-choice, short answer, and essay questions. **THE FINAL EXAM IS COMPREHENSIVE.** Exams will test students on materials covered in class, lecture slides, chapters outlined in syllabus, all assigned readings, videos etc.

**CASE ANALYSIS:**
You may work in groups of up to 5 for this assignment. This assignment requires your group to apply the ethical theories described and discussed in class in order to analyze a real-life “case” and come to a conclusion about what should be (or should have been) done. Frameworks that should be applied include act utilitarianism, Rawls’ justice as fairness, rights, and Kant’s categorical imperative. The paper should be a maximum of 20 pages in length. You are responsible for forming your own groups for this assignment; students will form groups in the first 2 weeks of class. Once the group is formed, please inform the professor by filling in the group registration form provided on Culearn. The deadline to submit this registration form is **July 11th, 2013**

**Special Note on Group Work**
In an effort to promote fairness and discourage free-riders, when your group project is concluded you are required to submit a peer evaluation form on which you will evaluate the contributions to the project that have been made by each of the other members of your group. Group members who receive unsatisfactory peer evaluations from the rest of their group will have their grade on the Group Case Analysis lowered accordingly (however, it would require more than one negative evaluation of your contribution to lower your grade). If you are having problems of any kind in your group, please get in touch with me sooner rather than later, as I am often able to bring about
changes in the behaviour of underperforming group members by discussing the situation with them. All peer evaluation forms should be sent to me through WebCT.

NOTE: All assignments must be handed in directly to me at the beginning of class of the due date, unless other arrangements have been made with me. Late assignments will be penalized 10% per day, unless other arrangements have been made with me. I cannot accept any responsibility for assignments handed in other than in the classroom on the due date. You are responsible for maintaining copies of all your assignments until you have received your final grade. All written assignments will be graded in part based on organization, coherence of your arguments, grammar, and spelling. All length limits identified are maximums: there is no minimum page limit for any assignment.

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<thead>
<tr>
<th>Deliverable</th>
<th>Due Date</th>
<th>% of Grade</th>
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<tbody>
<tr>
<td>Personal Incident Report Assignment</td>
<td>July 16\textsuperscript{rd}, 2013</td>
<td>5%</td>
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<tr>
<td>Group Registration</td>
<td>July 11\textsuperscript{rd}, 2013</td>
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<td>Moral Intensity Assignment</td>
<td>August 6\textsuperscript{th}, 2013</td>
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<td>Mid-term Exam</td>
<td>July 25\textsuperscript{rd}, 2013 In class</td>
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<tr>
<td>Group Case Analysis</td>
<td>August 8\textsuperscript{th}, 2013</td>
<td>23%</td>
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<tr>
<td>Final Exam</td>
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<tr>
<td>Dates</td>
<td>Topic</td>
<td>Readings, assignments, exams</td>
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| July 4th, 2013   | Introductions  
Discussion of course outline  
Introduction to Business Ethics | Text Chapters 1                               |
| July 9th, 2013   | Individual / Organization’s Common ethical Problems                  | Text Chapters 4  
Text, Chapter 10                               |
| July 11th, 2013  | Corporate social responsibility                                     | Text Chapter 9  
Group Registration Due                          |
| July 16th, 2013  | Prescriptive approach to ethics                                      | Text Chapter 2  
Personal Incident Report Assignment Due         |
| July 18th, 2013  | Prescriptive approach to ethics                                      | Text Chapter 2                                   |
| July 23rd, 2013  | Psychological aspects of ethical decision making                    | Text Chapter 3                                   |
| July 25th, 2013  | Mid Term Test                                                       | Midterm exam (in class).This exam covers everything we have discussed so far. Study like crazy !!!!!! |
| July 30th, 2013  | Ethics as organizational culture                                    | Text Chapter 5                                   |
| August 1st, 2013 | Managing ethics and legal compliance                                | Text chapter 6                                   |
| August 6th, 2013 | Managing for ethical conduct                                       | Text chapter 7  
Moral Intensity Assignment Due                  |
| August 8th, 2013 | Ethical problems of managers                                        | Text chapter 8                                   |
| August 13th, 2013| International issues in Business ethics                             | Text chapter 11                                   |
| August 15th, 2013| No class.                                                           |                                               |
| Final Exam       |                                                                     | TBA                                            |
**Required calculator in BUSI course examinations**

Only Texas Instruments BA II Plus calculators will be permitted in all Business course examinations. This calculator is available in the campus bookstore (1st floor, University Centre) and at various other off-campus retail stores.

**Group work**

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. If you have a group assignment you may find the resources at http://sprott.carleton.ca/academic_programs/groupwork useful. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

Please note that in all occasions that call for a medical certificate you must use or furnish the information demanded in the standard university form. [http://www2.carleton.ca/registrar/forms/](http://www2.carleton.ca/registrar/forms/)

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

- A+ = 90-100
- B+ = 77-79
- C+ = 67-69
- D+ = 57-59
- A = 85-89
- B = 73-76
- C = 63-66
- D = 53-56
- A- = 80-84
- B- = 70-72
- C- = 60-62
- D- = 50-52
- F = Below 50
- WDN = Withdrawn from the course
- ABS = Student absent from final exam
- DEF = Deferred (See above)
- FND = (Failed, no Deferred) = Student could not pass the course even with 100% on final exam

**Academic Regulations, Accommodations, Plagiarism, Etc.**

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university’s website, here: [http://www.carleton.ca/calendars/ugrad/current/regulations/acadregsuniv.html](http://www.carleton.ca/calendars/ugrad/current/regulations/acadregsuniv.html)

**Academic Accommodations for Students with Disabilities**

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-
520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

- The deadlines for contacting the Paul Menton Centre regarding accommodation for final exams for the Late Summer August exam period is July 26, 2013.

**For Religious Obligations:**
Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event.

Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

Students or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton's Academic Accommodation policies, or may contact an Equity Services Advisor in the Equity Services Department for assistance.

**For Pregnancy:**
Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

**Plagiarism**
Plagiarism is the passing off of someone else's work as your own and is a serious academic offence. For the details of what constitutes plagiarism, the potential penalties and the procedures refer to the section on Instructional Offences in the Undergraduate Calendar.

**What are the Penalties for Plagiarism?**
A student found to have plagiarized an assignment may be subject to one of several penalties including: expulsion; suspension from all studies at Carleton; suspension from full-time studies; and/or a reprimand; a refusal of permission to continue or to register in a specific degree program; academic probation; award of an FNS, Fail, or an ABS.

**What are the Procedures?**
All allegations of plagiarism are reported to the faculty of Dean of FASS and Management. Documentation is prepared by instructors and/or departmental chairs.
The Dean writes to the student and the University Ombudsperson about the alleged plagiarism.
The Dean reviews the allegation. If it is not resolved at this level then it is referred to a tribunal appointed by the Senate.

**Plagiarism and cheating at the graduate level are viewed as being particularly serious and the sanctions imposed are accordingly severe.** Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy (See http://www2.carleton.ca/sasc/advisingcentre/academic-integrity/). The Policy is strictly enforced and is binding on all students. Plagiarism and cheating – presenting another’s ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the graduate degree. Academic dishonesty in any form will not be tolerated. Students who infringe the Policy may be subject to one of several penalties including: expulsion; suspension from all studies at Carleton; suspension from full-time studies; a refusal of permission to continue or to register in a specific degree program; academic probation; or a grade of Failure in the course.

Assistance for Students:
Student Academic Success Centre (SASC): [www.carleton.ca/sasc](http://www.carleton.ca/sasc)
Writing Tutorial Services: [www.carleton.ca/wts](http://www.carleton.ca/wts)
Peer Assisted Study Sessions (PASS): [www.carleton.ca/sasc/peer-assisted-study-sessions](http://www.carleton.ca/sasc/peer-assisted-study-sessions)

Important Information:
- Students must always retain a hard copy of all work that is submitted.
- All final grades are subject to the Dean’s approval.
- Please note that you will be able to link your CONNECT (MyCarleton) account to other non-CONNECT accounts and receive emails from us. However, for us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CONNECT address. Therefore, it would be easier to respond to your inquiries if you would send all email from your connect account. If you do not have or have yet to activate this account, you may wish to do so by visiting [https://portal.carleton.ca/](https://portal.carleton.ca/)

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**Summer Term 2013**

**March 1, 2013**

Last day for receipt of applications for admission to an undergraduate degree program for the summer 2013 term.

**May 1, 2013**

Last day for receipt of applications for undergraduate degree program transfers for the summer 2013 term.

**May 3, 2013**
Deadline for fee payment or assignment of funding to ensure payment is processed to your account without incurring a late charge.

May 6, 2013

Early summer and full summer classes begin.

May 13, 2013

Last day for registration and course changes for early summer courses.

May 17, 2013

Last day for registration and course changes for full summer courses.

May 20, 2013

Statutory holiday. University closed.

May 31, 2013

Last day to withdraw from early summer courses with full fee adjustment.

June 7, 2013

Last day to withdraw from full summer courses with a full fee adjustment
Last day to submit to the Paul Menton Centre for Students with Disabilities, formal Examination Accommodation Forms for June examinations.

June 10-20, 2013

Fall/winter and winter term deferred final examinations will be held. Examinations are normally held in the day and evening during the Monday to Saturday period. In exceptional circumstances, it may be necessary to schedule an examination on a Sunday.

June 11, 2013

Last day for tests or examinations in courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

June 18, 2013

Last day of early summer classes (NOTE: Full summer classes resume July 3).
Last day for academic withdrawal from early summer courses.
Last day for handing in term assignments, subject to any earlier course deadline.

June 21-26, 2013
Early summer examinations may be held. Examinations are normally held in the day and evening during the Monday to Saturday period. In exceptional circumstances, it may be necessary to schedule an examination on a Sunday.

**June 30, 2013**

Final deadline for summer term fee payment.

**July 1, 2013**

Statutory holiday. University closed.

**July 3, 2013 (UPDATE: DATE CHANGED FROM JULY 2 TO JULY 3)**

Late summer classes begin. Full summer classes resume.

**July 9, 2013**

Last day for registration and course changes for late summer courses.

**July 19, 2013**

Last day for withdrawal from late summer courses with full fee adjustment.

**July 26, 2013**

Last day to submit to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for August examinations.

**August 5, 2013**

Statutory Holiday. University closed.

**August 7, 2013**

Last day for tests or examinations in courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

**August 15, 2013 (NOTE: UPDATED FROM AUGUST 14 TO AUGUST 15)**

Classes follow a Monday schedule. Last day of late summer and full summer classes. Last day for academic withdrawal from late summer and full summer courses and any other courses that end this term. Last day for handing in term assignments, subject to any earlier course deadline.

**August 16, 2013**
Summer Co-op Work Term Reports are due.

**August 17-22, 2013**

Summer examinations may be held. Examinations are normally held in the day and evening during the Monday to Saturday period. In exceptional circumstances, it may be necessary to schedule an examination on a Sunday.