BUSI 4601 A  
Business Ethics  
Summer - 2016

Course instructor: Dr. Aareni Uruthirapathy

Time/Location: Mondays and Wednesdays 11.35 to 2.35 p.m
E-Mail: aareni.uruthirapathy@carleton.ca

Office Hours: Mondays 10 a.m – 11 a.m by appointment, 919 DT

Prerequisites: Fourth-year standing in B.Com program

COURSE DESCRIPTION
Use of ethical reasoning to analyze business decisions. The ethical content of these decisions. The role of ethics in business situations. Practice in ethical reasoning. Understanding major ethical systems.

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 AND DELIVERABLES

<table>
<thead>
<tr>
<th>Attendance Participation</th>
<th>5%</th>
<th>On Going</th>
</tr>
</thead>
<tbody>
<tr>
<td>In class test 1</td>
<td>25%</td>
<td>16th May</td>
</tr>
<tr>
<td>In class test 2</td>
<td>25%</td>
<td>1 June</td>
</tr>
<tr>
<td>Personal Incident Report</td>
<td>10%</td>
<td>11th June</td>
</tr>
<tr>
<td>Individual Case Analysis</td>
<td>10%</td>
<td>25th May</td>
</tr>
<tr>
<td>Group project</td>
<td>20%</td>
<td>8th of June</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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- You must complete ALL course requirements in order to pass the course!!

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., constantly checking facebook updates, texting, IM-ing, disrespectful or aggressive behaviour, inappropriate computer use, chronic tardiness) will all have a negative impact on your participation in class.
ATTENDANCE (5%) AND PARTICIPATION (5%): Your grade will be contingent upon your attendance and participation in the class. Attendance will be randomly measured. Additionally, in class we will have a lot of discussions on various ethics-related topics, which we will be covering. Opportunities will be given to students to state their views during these discussions. Discussion needs to be relevant, the main aim of this exercise is to enhance your knowledge and the knowledge of the whole class. Please be respectful of your fellow student’s point of view during such discussions.

PERSONAL INCIDENT PAPER 10%: For this assignment, you are required to identify an ethically questionable behavior 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 behavior or decision. This assignment should be a maximum of three pages in length.

TWO TESTS – IN CLASS (25% Each)
There will be a two tests held during regularly scheduled class time. You must be present to write this exam or present a doctor’s note (or other valid explanation) to explain your absence. If you miss the test, you will have to take a make-up test within a week. Tests will be on all materials covered in class, lecture slides, chapters outlined in syllabus, and assigned readings.

INDIVIDUAL CASE ANALYSIS:
This is an individual case analysis assignment. Students will be given a case and questions related to the case. You are supposed to use all what you have learnt in this class to write up the answers.

ANALYSIS OF CORPORATE ETHICS PERFORMANCE – (Group Report 20%)
This assignment is done in groups. Choose an organization and evaluate it through the ethical concepts that you have learned in class. More details about this report will be posted on CU learn. The report needs to be 15 pages excluding reference. Please follow APA reference style.

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 given to me with the group projects.
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. 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.
### BUSI 4601 (C) – Business Ethics

**** This schedule may change at my discretion

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topic</th>
<th>Readings, assignments, exams</th>
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<tbody>
<tr>
<td>2nd May</td>
<td>Introduction to Business Ethics</td>
<td>Text Chapters 1</td>
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<tr>
<td>4th May</td>
<td>Individual / Organization’s Common ethical Problems</td>
<td>Text Chapters 4&lt;br&gt;Text, Chapter 10</td>
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<tr>
<td>9th May</td>
<td>Corporate social responsibility</td>
<td>Text Chapter 9&lt;br&gt;Group Registration Due</td>
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<tr>
<td>11th May</td>
<td>Prescriptive approach to ethics</td>
<td>Text Chapter 2&lt;br&gt;Personal Incident Report</td>
</tr>
<tr>
<td>16th May</td>
<td>Prescriptive approach to ethics</td>
<td>Text Chapter 2&lt;br&gt;Test - 1</td>
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<tr>
<td>18th May</td>
<td>Psychological aspects of ethical decision making</td>
<td>Text Chapter 3</td>
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<tr>
<td>23th May</td>
<td>No Class</td>
<td>Enjoy the break</td>
</tr>
<tr>
<td>25th May</td>
<td>Ethics as organizational culture</td>
<td>Text Chapter 5&lt;br&gt;In class case analysis</td>
</tr>
<tr>
<td>30th May</td>
<td>Managing ethics and legal compliance</td>
<td>Text chapter 6</td>
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<tr>
<td>1 June</td>
<td>Managing for ethical conduct</td>
<td>Text chapter 7&lt;br&gt;Test - 2</td>
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<tr>
<td>6 June</td>
<td>Ethical problems of managers</td>
<td>Text chapter 8</td>
</tr>
<tr>
<td>8 June</td>
<td>Ethical problems of managers and</td>
<td>Group project due.</td>
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<tr>
<td>13th June</td>
<td>International issues in Business Ethics</td>
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**ADDITIONAL INFORMATION**

**Course Sharing Websites**
Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

**Required calculator in BUSI course examinations**
If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

**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. 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.

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, 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://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/](http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/)

**Requests for 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. The deadlines for contacting the Paul Menton Centre regarding accommodations for June exams is June 3\textsuperscript{rd} 2016, and for August exams is July 24\textsuperscript{th}.

\textit{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.

\textit{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.

\textbf{Academic Integrity}
Violations of academic integrity are a serious academic offence. Violations of academic integrity – 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 degree and will not be tolerated. Penalties may include; a grade of Failure in the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: [http://www2.carleton.ca/sasc/advisingcentre/academic-integrity/](http://www2.carleton.ca/sasc/advisingcentre/academic-integrity/).

\textbf{Sprott Student Services}
The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you’re having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! [http://sprott.carleton.ca/students/undergraduate/support-services/](http://sprott.carleton.ca/students/undergraduate/support-services/)
Be in the know with what’s happening at Sprott: Follow @SprottStudents and find us on Facebook SprottStudents Sprott.

**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.
- 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 CARLETON address. Therefore, it would be easier to respond to your inquiries if you would send all email from your Carleton account. If you do not have or have yet to activate this account, you may wish to do so by visiting http://carleton.ca/ccs/students/