



**CARLETON UNIVERSITY**  
**AREA**  
**BUSI 4601 / F (WED) & C (THU)**  
**2018 / WINTER**  
**BUSINESS ETHICS**

<b>Instructor</b>	Dr Nailah Ayub
<b>Office</b>	DT 1009
<b>Office Hours</b>	14:30-15:30 (Wed) & 11:30-12:30 (Thu)
<b>Email</b>	nailah.ayub@carleton.ca
<b>Class Hours and Location</b>	<b>4601F</b> (Wed) 11:35-14:25 @ SA 501
<b>Pre-requisites &amp; precluded Courses</b>	Fourth-year standing in B.Com. concentrations except International Business, which requires <a href="#">BUSI 4705</a> . <b>Precludes additional credit for BUSI 4705.</b>

**Course Calendar description from the 2017/2018 University calendar:**

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. Major ethical systems.

**Course Description:** The overall performance of an organization significantly depends on the behavior of its management with respect to ethical issues- failure to attend to Business Ethics can produce rather undesirable outcomes. Business Ethics and Corporate Social Responsibility have, therefore, become salient topics to business practitioners as well as the general public. We have all read or heard about instances of unethical behavior by businesspeople as high as corporate executives and the negative implications of such behaviors. Ethically questionable activities of managers have profoundly affected their companies, employees, shareholders, and a variety of stakeholders. In our lives, we all face ethical issues on a regular basis whether or not we notice them. This course is designed to facilitate the recognition of ethical issues, decision-making about ethical issues, and adjustment of organizations to promote ethical behavior. We will have in-class group discussions, individual and group assignments and presentation, case analyses, and critical readings. Relevant material will be provided by me.

**Learning Objectives and Outcomes:**

The learners will be able to identify ethical dilemmas in work setting, analyze them based on ethical principles, and resolve them in a defensible direction. They will also be able to understand corporate social responsibility both as an ethical obligation to society and as an opportunity for business; thereby creating value for both. Some of the targeted learning objectives of the course are to:

- Enhance the student’s understanding of the importance of ethics in business

- Enhance the student’s understanding of social/ethical performance of organizations 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

**Reading(s)/Textbook(s):**

Trevino, L. K., & Nelson, K. A. (2017). *Managing business ethics: Straight talk about how to do it right* (7<sup>th</sup> edition). John Wiley & Sons.

Ferrell, O. C., Fraedrich, J., & Ferrell, L. (2017). *Business Ethics: Ethical Decision Making & Cases* (11<sup>th</sup> edition). Cengage Learning/Nelson Education.

Additional supporting readings may be identified by the professor and posted on CULearn.

**Course Requirements & Methods of Evaluation:**

#	Method of Evaluation	Grade Weighting
1	Participation	10%
2	Midterm Exam (in-class)	20%
3	Individual Task: Personal Incident Report	10%
4	Group Task: CSR report analysis	10%
5	Group Task: Presentation	10%
6	Peer evaluation	5%
7	Final Exam	35%
	Total	100%

**Notes:**

- All course requirements must be fulfilled in order to pass the course. Irrespective of your total grade, missing any one element means you will not pass.
- Work responsibly. If your work involves cheating and plagiarism or you have violated the Academic Integrity (see additional information), there will be no second chances and there is a good chance that you will fail this course.
- Peer evaluations are required for the two group tasks. The process and format of peer evaluation will be discussed in the class.
- All assignments and exams will be discussed and detailed instructions will be provided in class or through CULearn.
- You may not miss a day when you are scheduled for exam in the class. Without a solid reason that is supplemented with documentation, you will receive a zero for the missed exam. Normally, you must report your absence within 24 hours from the time you miss an exam.

**Communication:** You are required to correspond through your email account only. If you do not get a response within 3 days, please remind me and re-send the message. Practice professionalism while writing (see additional important information). Identify yourself with the course number and section. Use proper greetings, titles, content, and include your full name and student id number.

I will be using the CuLearn as well for class announcements and information/material sharing. Be in touch with CuLearn to remain informed. You are welcome during office hours (Wednesday and Thursday) for queries and discussion.

Although you are encouraged to share in class, you may contact me outside the class (office hours or email) if desirable. Find me if you are unclear or have a query regarding class topic or class discussion. You can also check whether you are on track while working on an assignment- but that does not necessitate higher grades.

**Participation and Attendance:** Participation means attentive listening as well as sharing of opinion and knowledge. Participation also means sufficient effort and cooperation in group work (which is expected to reflect somewhat in peer evaluation).

The class involves discussions about concepts, cases, and personal experiences or observations and you cannot participate unless you attend. Attendance and punctuality will be noted and will help towards your participation score. Whereas participation itself is graded, note that attendance and participation will likely affect all other grade weightings. Your input can enrich the discussions and help other students learn from your knowledge, opinions, and experience. Participation also means asking relevant questions. For active participation and quality contribution, it is important that you come prepared having read the given topic and any assigned material before class. Be open and respectful while exchanging views and opinions. Unprofessional behavior (e.g., chronic tardiness, disrespectful or aggressive behavior in person or in other modes of communication such as email; texting, Facebooking, Tweeting, or any unauthorized computer use during class) will all have a negative effect on your participation grade.

Coming late to the class means missed content and disturbance to the class. Late arrival is not appreciated and will negatively impact participation grade. Once inside the class, you are expected to be 'present' and attend the class in full. Do not create disturbance by packing up before time. Any curricular or co-curricular activities that are not concerned with this course may not be used as an excuse to be late or absent.

**Computer and Device during Class:** Bring a notepad and pen(cil) for taking notes. You are NOT permitted to use phone, iPads/Tabs, or any device in class unless you have special permission from the instructor. For such an approval, you must ask in advance with reasons as to why you should be allowed to bring a computer device. Any use of device in class without permission will have a negative impact on your participation grade.

**Assignment Completion and Submission:** Read and carefully follow any and all instructions for assignments. An individual assignment means it must be your individual work and fellow students should not be consulted (see university's Academic Integrity Policy). You are encouraged to take help from internet sources, library resources, or persons who are not in part of this class. Do NOT forget to cite your sources properly. Group assignment should be completed as a group with responsible participation where each group member being informed on all parts of the assignment. Members of other groups should not be consulted.

- **Writing Format** for submissions should follow the American Psychological Association (APA) Publication Manual. Follow instructions regarding page limit/ font size/ margins for your written submissions.
- **Write in English!** Any written submission should be comprehensible and uses correct grammar and language structure. You may find useful information about academic writing in the Student Academic Success Centre.
- **Assignment Deadlines.** Assignments should be submitted on a given date. There will be no make-up for assignments. An extension past the announced deadline may be agreed upon under special circumstances prior to the deadline. There will be a penalty on late submissions of a 10% grade loss per day up to a maximum of 3 days after which no assignments will be accepted. You may want to finish ahead of time to avoid issues such as printing problems and exams or assignments for other classes.
- Assignments must be **uploaded to CULearn** and a **hard copy must be handed in** class. Emailed assignments will not be accepted.
- **Keep copies** of your work until the end of the semester, when you have received your final grade. You may be required to provide a copy of your work in case of loss, theft, destruction, dispute over authorship.

**Peer Evaluation:** To promote fairness and discourage free-riders, you are required to submit a peer evaluation form on which you will evaluate the contributions made by each of the other members of your group. You may only use the Peer Evaluation Form provided by me. You will report what exactly each member did for the project presentation. Group members who receive unsatisfactory peer evaluations will receive lower grades on the group work. You are expected to provide honest and impartial evaluation. The group members' evaluations will be corroborated against each other and inconsistencies will be noted and the member/s will be required to explain. This evaluation is strictly confidential and will not be shared with anyone except me and will be used for one assignment assessment only. All evaluation forms will be destroyed at the end of the semester.

You are encouraged to resolve conflicts within the group. If needed, however, you may get in touch with me before the assignment submission if you are having problems in your group.

**Personal Incident Report:** Identify an ethically questionable behavior or decision that you have encountered (in your work or school life), and describe the ethical issues and basic ethical principles associated with that behavior or decision. This assignment should be a maximum of three pages in length.

**CSR Report Analysis:** Each group will choose a CSR or Sustainability report published by an organization (from any industry of choice) and evaluate their CSR performance. The report should be the latest report, published within the last two years. The assignment will be discussed in detail in class.

**Group Presentation:** Each group will select a specific topic for presentation. The presentation will include an introduction of the issue, a short case example, engaging the class in a dialogue or a short activity, a framework for addressing the case using the course knowledge in a professional and practical way. A hard copy of the slides is required on the day you present.

Presentation time will be 20 minutes for each group. There will be no alternate dates for these presentations.

**Midterm and Final Exams:** The midterm exam will be held during scheduled course time. The exams will be based on materials from topics covered from textbook/s, assigned readings, lectures, discussions, and in-class work. Both exams may include multiple-choice, short answer, and essay questions. Both the midterm and final exams will be closed book and will consist of questions from material covered until the exams. All topics covered in the course will be included in the final, with more questions from the post-midterms material. The content and format of the exams will be announced in class. The final exam date will be announced as determined by the Undergraduate Office during the semester.

**Grading Concerns:** If you have a legitimate concern about a grade on an assignment or exam, you may request re-marking. Please follow these procedures:

- Bring your concerns to me within 5 days after the assignment or midterm has been graded.
- Indicate in writing your specific concerns. Date and sign the document.
- Submit your concerns along with the graded assignment or exam. Please be specific and identify errors in grading and support your concerns with references such as class material or book/s.
- Stating that another student got higher grade for similar writing may not be a good idea. Also, your work will not be re-marked if you simply think you worked very hard or because you might be failing. I will not give sympathy grades because I believe it is unfair to those who invest time and effort in their studies.

**Course Schedule - Next Page**

**Course Schedule:** Sec F (Wed 11:35-14:25)

**Note: Some chapters will be covered in part only.**

#	Date	Topic	Material to prepare
1	Jan 10	Introduction	Course overview Chap 1 (T&N)
2	Jan 17	Prescriptive Approach	Chap 2 (T&N) Reading will be available on CULearn
3	Jan 24	Psychological Approach	Chap 3 (T&N) Reading will be available on CULearn <i>*Submit Personal Incident Report</i>
4	Jan 31	Individual's Common Ethical Problems; Emerging Business Ethics	Chap 4 (T&N) Chap 3 (F&F&F)
5	Feb 7	Managing Ethics: Organizational Culture; Managing for Ethical Conduct	Chap 5 & 7 (T&N)
6	Feb 14	<b>Midterm Exam</b> Discuss group tasks	All that has been covered
7	Feb 21	Study week (Feb 19-23)	Work on Group Tasks
8	Feb 28	Managing Ethics and Legal Compliance	Chap 6 (T&N) Chap 4 (F&F&F)
9	Mar 7	Organizational Ethics: Corporate Social Responsibility, Social Responsibility in Global Business	Chap 9 & 11 (T&N)
10	Mar 14	Ethical Decision Making and Ethical Leadership	Chap 5 (F&F&F) Reading will be available on CULearn <i>*Upload and Submit group report (one copy)</i> <i>*Submit peer evaluation</i>
11	Mar 21	Ethical Decision Making: Individual and Organizational Factors	Chap 6 & 7 (F&F&F)
12	Mar 28	Presentations	<i>*Submit copy of slides/narrative</i> <i>*Submit peer evaluation</i>
13	Apr 4	Presentations	<i>*Submit copy of slides/narrative</i> <i>*Submit peer evaluation</i>

## ADDITIONAL INFORMATION

### Course Sharing Websites

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			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

### 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/>

### 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](mailto: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*). **Requests made within two weeks will be reviewed on a case-by-case basis.** After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website ([www.carleton.ca/pmc](http://www.carleton.ca/pmc)) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

#### *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 and instructors can confirm accommodation eligibility of a religious event or practice by referring to the Equity Services website (<http://carleton.ca/equity/accommodation/religious-observances/>) for a list of holy days and Carleton's Academic Accommodation policies. If there are any questions on the part of the student or instructor, they can be directed to 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.

#### **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 on 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: <https://carleton.ca/registrar/academic-integrity/>.

#### **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 are 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/learning-support/>

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**Centre for Student Academic Support**

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: [carleton.ca/csas](http://carleton.ca/csas).

**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, in order to respond to your inquiries, please send all email from your Carleton CMail 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/>
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Important Dates and Deadlines- **Next page**

## **Important Dates and Deadlines – Winter 2018 Graduate, Undergraduate and Special Students**

**January 2**

University reopens at 8:30 a.m.

**January 8**

Winter term classes begin.

**January 12**

OSAP deferral deadline. [Late payment charges and late registration charges](#) applied to the student account on or after this date for eligible OSAP students.

**January 19**

Last day for registration for winter term courses.

Last day to change courses or sections (including auditing) for winter term courses.

Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in Winter 2018 and must register for the Winter 2018 term.

**January 19-21, 26-28**

Fall-term deferred examinations will be held.

**January 31**

Last day for a [fee adjustment](#) when withdrawing from Winter term courses or the Winter portion of two-term courses (financial withdrawal). Withdrawals after this date will create no financial change to Winter term fees and will result in a grade(s) of WDN appearing on your official transcript.

**February 16**

April examination schedule available online.

**February 19**

Statutory holiday, University closed.

**February 19-23**

Winter Break. Classes are suspended.

**March 1**

Last day for receipt of applications from potential spring (June) graduates.

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

**March 9**

Last day to request formal exam accommodations for April examinations to the Paul Menton Centre for Students with Disabilities. Late requests will be considered on case-by-case basis.

**Date TBA**

[Last day to pay any remaining balance on your Student Account](#) to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents. An account balance may delay Summer 2018 course selection.

**March 27**

Last day for summative or final examinations in winter term or fall/winter courses before the official examination period (see [Examination Regulations](#) in the Academic Regulations of the University section of the Undergraduate Calendar).

**March 30**

Statutory holiday, University closed.

**April 7**

[Last day to pay any remaining balance on your Student Account](#) to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents.

**April 11**

Winter term ends.

Last day of fall/winter and winter-term classes.

Classes follow a Friday schedule

Last day for academic withdrawal from fall/winter and winter term courses.

Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall/winter and winter-term courses.

**April 12-13**

No classes or examinations take place.

**April 14-26**

Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all 7 days of the week.

**April 26**

All take home examinations are due on this day.

**May 11**

Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in Spring 2018 and must register for the Summer 2018 term.

**May 18-29**

Fall/winter and winter term deferred final examinations will be held.