

Course instructor Dr. Aareni Uruthirapathy

Time/Location: Wednesday 11.35 a.m -2.25 p.m **Southam Hall Room: 316**

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Office Hours: Wednesday 10 a.m – 11 a.m and by appointment at 902 DT

Prerequisites: fourth-year standing in all B.Com. concentrations except International Business, which requires BUSI 4705.

UNDERGRADUATE CALENDAR 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. Major ethical systems.

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

Treviño, L. K. & Nelson, K. A. 2011. *Managing Business Ethics: Straight Talk About How to Do It Right* (6th ed.).

Sexty, R.W. (2011) *Canadian Business and Society: Ethics & Responsibilities (2nd Ed.)*, McGraw-Hill, Canada. Chapter 7 and 9 (Put on reserve in the library)

COURSE REQUIREMENTS

Participation and Attendance	10 % - Participation – 5 marks
Personal Incident Report Assignment	10%
Moral Intensity Assignment	10%
Mid-term Exam	25%
Group CSR Report	15%
Final Exam	30%
Total	100%

- 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.

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 lot of discussions on various ethics related topics. Opportunities will be given to students to state their views during these discussions. Discussions **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 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** (12 font on Times New Roman, double space).

MORAL INTENSITY ASSIGNMENT: For this assignment, you are required to describe an unethical practice that you have witnessed at work or any other unethical issue that happens in organizations which has caught your attention. Analyse this situation using the moral development framework and through the factors which increase moral intensity within us. Question related to this assignment will be posed on CUlearn This assignment should be a **maximum of four pages in length** (12 font on Times New Roman, double space).

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.

CSR PERFORMANCE REPORT:

Each group will choose a CSR or Sustainability report published by an organization and evaluate their CSR performance. The selected company can be from any industry, however, the report needs to be a latest report, published within the last two years. The written report is due on the last class. More details about this report will be posted on CU learn.

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 CSR report (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 Culearn

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.

Intellectual property rights: A lot of efforts goes into creating the right materials for this course. This includes professor's lectures, students' presentations, assignments and exams, remain the intellectual property of the author(s). They are intended for academic use and may not be reproduced or redistributed without prior written consent of the author(s). Lectures must not be recorded digitally (i.e., photographed, audio-taped or video-taped) without prior approval of the Professor.

Final Note: If you have any question(s) about the material that we cover, questions as to how to get about the given assignments or any other issues related to course, please make an appointment, come and see me during my office hours. I am mostly available to talk before and after class as well.

Deliverables

Deliverable	Due Date	% of Grade
Participation and Attendance	On going	10 % -
Personal Incident Report Assignment	October 5th	10%
Group Registration	September 21th	
Moral Intensity Assignment	Nov 9th	10%
Mid-term Exam	October 19th In class	25%
CSR Group Report	Dec 7th	15%
Final Exam	TBA	30%
Total		100%

BUSI 4601 (A) – Business Ethics

This schedule may change at my discretion

Dates	Topic	Readings, assignments, exams
September 7th	Introductions Discussion of course outline Introduction to Business Ethics	Text Chapters 1
September 14th	Ethics and Capitalism	Articles on CUlearn
September 21th	Corporate social responsibility	Chapter 7 and Chapter 9 (Sexty) Group Registration Due
September 28th	Individual / Organization's Common ethical Problems	Text Chapters 4 Text, Chapter 10
October 5th	Prescriptive approach to ethics	Text Chapter 2 Personal Incident Report Assignment Due
October 12th	Prescriptive approach to ethics	Text Chapter 2
October 19th	Mid Term	Midterm exam (in class). This exam covers everything we have discussed so far. Study like crazy !!!!!
October 26 th	Reading Week	No class
Nov 2rd	Psychological aspects of ethical decision making	Text Chapter 3
Nov 9th	Ethics as organizational culture	Text Chapter 5 Moral Intensity Assignment Due
Nov 16th	Managing ethics and legal compliance	Text chapter 6
Nov 23th	Managing for ethical conduct Ethical problems of managers	Text chapter 7 and 8
Nov 30th	Ethical Leadership	Notes will be given
Dec 7th	International issues in Business ethics	Text chapter 11 CSR Report Due

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/>

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*). **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) 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 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://carleton.ca/studentaffairs/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'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/>

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/>
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