

Course instructor Dr. Aareni Uruthirapathy

Time/Location: Wednesday and Friday at 8.35 to 11.25 a.m.

E-Mail aareni.uruthirapathy@carleton.ca

Office Hours: Wednesday 12- noon to 1 p.m. or 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

Treviño, L. K. & Nelson, K. A. 2011. Managing Business Ethics: Straight Talk About How to Do It Right (5th ed .) or

Treviño, L. K. & Nelson, K. A. 2013. Managing Business Ethics: Straight Talk About How to Do It Right (6th ed .)

COURSE REQUIREMENTS

Attendance	5%
Personal value statement	10 %
Four Participation and in-class hand in.	20 %
Mid-term Exam	20%
Group Case Analysis	20%
Final Exam	25 %
Total	100%

- 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.

PARTICIPATION AND IN-CLASS, HAND IN:

There will be participation activities held during the course. Students will be required to form groups for the participation activities. The questions for the participation activity will be handed out during class. The activities will require a hand-written hand-in due during the class. On the last day of class a make-up session will be held for the participation in-class hand-in for students who have missed an earlier session. **Only one make-up will be offered.**

PERSONAL VALUE STATEMENT: This is an individual assignment, each student has to write a value statement which should include the following.

1. What does ethics mean to you?
2. Based on your personal values discuss an ethical issue that you see prevalent in the organizational environment that needs to be given due attention by organizational decision makers.
Please note your personal value statement will be evaluated based on clear ethical arguments. So bring out the ethical arguments loud and clear!

The assignment should be not more than 6 pages , excluding references.

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. 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. Please let me know your group before May 13th, 2015. **More details of this project will be posted on Culearn.**

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. 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.

Deliverables

Attendance	5%	On-going
Personal value statement	10 %	May 19th, 2015
Participation and in-class hand in.	20 %	May 8th, 2015 May 15th, 2015 May 29th June 5th, 2015
Mid-term Exam	20%	May 22st, 2015
Group Case Analysis	20%	June 10th, 2015
Final Exam	25 %	TBA
Total	100%	

BUSI 4601 (C) – Business Ethics

This schedule may change at my discretion

Dates	Topic	Readings, assignments, exams
May 6th, 2015	Introductions Discussion of course outline Introduction to Business Ethics	Text Chapters 1
May 8th, 2015	Individual / Organization's Common ethical Problems	Text Chapters 4 Text, Chapter 10 In class activity - 1
May 13th, 2015	Corporate social responsibility	Text Chapter 9 Group Registration Due
May 15th, 2015	Prescriptive approach to ethics	Text Chapter 2 In class activity - 2
May 20th, 2015	Prescriptive approach to ethics	Text Chapter 2 Personal value statement Due
May 22nd, 2015	Mid Term Test	Midterm exam (in class). This exam covers everything we have discussed so far. Study like crazy !!!!!
May 27th, 2015	Psychological aspects of ethical decision making	Text Chapter 3
May 29th, 2015	Ethics as organizational culture	Text Chapter 5 In class activity - 3
June 3rd, 2015	Managing ethics and legal compliance	Text chapter 6
June 5th, 2015	Managing for ethical conduct	Text chapter 7 In class activity - 4
June 10th, 2015	Ethical problems of managers	Text chapter 8 Group project due.
June 12th, 2015	International issues in Business ethics	Text chapter 11 Make up in class activity
Final exam	TBA	

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*). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. The deadlines for contacting the Paul Menton Centre regarding accommodation for final exams for the June 2015 exam period is June 5, 2015 and for the August 2015 exam period is July 24, 2015.

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.

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 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; and a grade of Failure in the course, 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/>.

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 830am and 430pm. 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/>