

Course instructor Dr. Aareni Uruthirapathy

Time/Location: Thursday 11.35 a.m -2.25 p.m Loeb B146

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Office Hours: Wednesday 1- 2 p.m and by appointment at 902 DT

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

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

COURSE REQUIREMENTS

Participation and Quizzes (two)	15 % - Participation – 5 marks Quiz One – 5 marks Quiz Two – 5 marks
Personal Incident Report Assignment	5%
Moral Intensity Assignment	5%
Mid-term Exam	25%
Group Case Analysis	20%
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.

PARTICIPATION AND IN-CLASS QUIZZES (Two) : Ten percent of your grade will be contingent upon your participation in the class. Participation is essential to your learning experience. Participation grades will be based on attendance (randomly measured) and on the completion of two in- class quizzes. Students who do their readings prior to class are far better equipped to make meaningful contributions in class. Students are advised to do their readings prior to class to do well in the two in-class surprise quizzes. Each quiz will contain ten questions based on the material covered in two previous sessions.

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. Analyse 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 **Jan 23th, 2014.**

Case Analysis Marking Rubric

Items in the report	Marks
1. Set out the facts and ethical dilemma	2 marks
2. Outline the stakeholder groups in the ethical dilemma	2 marks
3. Include the perspective of applicable traditional theories, such as Utilitarianism, Rawls' justice as fairness, Rights, and Kant's categorical imperative, and Virtue of Ethics –	8 marks
4. Conclusion	2 marks
5. Action plan	4 marks
6. Professional report, writing, clarity	2 marks
	Total 20 marks

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.

Deliverable

Deliverable	Due Date	% of Grade
Participation and quizzes	On going	15%
Personal Incident Report Assignment	Jan 30th, 2014	5%
Group Registration	Jan 23th, 2014	
Moral Intensity Assignment	March 20th, 2014	5%
Mid-term Exam	Feb 27th, 2014	25%
Group Case Analysis	March 27th, 2014	20%
Final Exam	Please refer to the official exam schedule	30%
Total		

BUSI 4601 (E) – Business Ethics

This schedule may change at my discretion

Dates	Topic	Readings, assignments, exams
Jan 9th, 2014	Introductions Discussion of course outline Introduction to Business Ethics	Text Chapters 1
Jan 16th, 2014	Individual / Organization's Common ethical Problems	Text Chapters 4 Text, Chapter 10
Jan 23th, 2014	Corporate social responsibility	Text Chapter 9 Group Registration Due
Jan 30th, 2014	Prescriptive approach to ethics	Text Chapter 2 Personal Incident Report Assignment Due
Feb 6th, 2014	Prescriptive approach to ethics	Text Chapter 2
Feb 13th, 2014	Psychological aspects of ethical decision making	Text Chapter 3
Feb 20th, 2014	Reading Week	No class
Feb 27th, 2014	Mid Term Test	Midterm exam (in class). This exam covers everything we have discussed so far. Study like crazy !!!!!
March 6th, 2014	Ethics as organizational culture	Text Chapter 5
March 13th, 2014	Managing ethics and legal compliance	Text chapter 6
March 20th, 2014	Managing for ethical conduct	Text chapter 7 Moral Intensity Assignment Due
March 27th, 2014	Ethical problems of managers	Text chapter 8 Group project due
April 3rd 2014	International issues in Business ethics	Text chapter 11
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.

Medical certificate

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://www1.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, 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

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 December 2013 exam period is November 8, 2013 and for the April 2014 exam period is March 7, 2014.

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/>.

Assistance for Students:

Student Academic Success Centre (SASC): www.carleton.ca/sasc

Writing Tutorial Services: <http://www1.carleton.ca/sasc/writing-tutorial-service/>

Peer Assisted Study Sessions (PASS): 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/>
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