



BUSINESS ETHICS (BUSI 5802)

A (Tues, 2:35); D (Thurs, 6:05)

INSTRUCTOR: Dr. Sefa Hayibor
OFFICE: 902 Dunton Tower
OFFICE HOURS: By appointment
EMAIL: sefa.hayibor@carleton.ca
CELLPHONE: (613)869-6848 (10am – 6pm only, please; and please **do not** text me)

GRADUATE CALENDAR DESCRIPTION

Impact of corporate decisions on society. Models and standards of business ethics and corporate social responsibility (CSR). Methods of measuring and reporting. The rise of corporate power, stakeholder analysis, corporate governance, sustainability, national and international pressures on CSR.

DROP COURSE POLICY

The deadline for academic withdrawal is the last day of classes (each term).

COURSE DESCRIPTION

The overall performance of an organization depends in part on the behaviour of its management with respect to ethical issues: both in the short- and the long-run, failure to attend to such issues can produce very undesirable, even disastrous results. In recent years, business ethics and corporate social responsibility have become very salient and familiar topics to business practitioners and the general public. We have all read or heard about many instances of unethical behaviour by corporate executives and the negative implications they have for the firms for which those executives work. Dubious activities of managers at a wide variety of businesses have had profound effects on companies, their employees and other stakeholders, and on investor confidence. Most ethical issues in organizations, however, do not end up on the front pages of the newspaper. All of us, in our work lives, face ethical dilemmas on a regular basis, whether or not we notice them. This course is designed to facilitate the recognition of ethical issues, making decisions about ethical issues, and modifying organizations to promote ethical behaviour.

COURSE OBJECTIVES

The overarching goal of this course is to introduce the concept of ethical responsibilities in business, and to combine theory, exercises, and cases to elaborate on key approaches to making decisions in situations laden with ethical content.

The main 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 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



REQUIRED READINGS

Hooker, J. (2011). *Business Ethics as Rational Choice (1st ed.)*, Prentice-Hall/Pearson.
 (Any other readings will be provided by the instructor.)

TENTATIVE SCHEDULE

Session	Dates	Topics/Agenda	Pre-Class Reading
Week 1	Sept. 10 (A) Sept. 12 (D)	Introduction to Business Ethics "Myths" about Business Ethics	Text, Chapter 1
Week 2	Sept. 17 (A) Sept. 19 (D)	Indicators of Ethical Issues Common Business Ethics Issues Ethics and Financial Performance	Text, Chapter 1
Week 3	Sept. 24 (A) Sept. 26 (D)	Stakeholder Identification Generalization/Categorical Imperative	Text, Chapter 2
Week 4	Oct. 1 (A) Oct. 3 (D)	Quiz Utilitarianism Discussion of Group Exercises	Text, Chapter 2
Week 5	Oct. 8 (A) Oct. 10 (D)	Distributive Justice Discussion of Group Exercises	Text, Chapter 3
Week 6	Oct. 15 (A) Oct. 17 (D)	Justice as Fairness	Text, Chapter 3
Week 7	Oct. 29 (A) Oct. 31 (D)	Final Exam	

COURSE REQUIREMENTS

Participation	10%	Assessed throughout
Personal Incident Report	10%	Due Week 3
Group Application Exercises	24%	Due Weeks 4, 5, & 6
Quiz	20%	Administered Week 4
Peer Evaluation Form	1%	Due date TBA
Final Exam	35%	Administered Week 7
Total	100%	

- ***You must complete ALL course requirements in order to pass the course! Yes, that means that you can't pass if you don't do the Peer Evaluation.***
- ***You must pass the final exam in order to pass the course.***
- ***All final grades are subject to the approval of the Dean of the Sprott School***

****** In ALL cases of Academic integrity violations, my recommendation to the Associate Dean is for an 'F' grade for the course. ******

ASSIGNMENTS AND EXAMS

***** Further instructions concerning all the assignments and exams will be provided during class or by email, so DO NOT use the following as your only guide when completing the assignments.*****

ASSIGNMENT COMPLETION and SUBMISSION: All assignments except those clearly designated as group work are individual assignments, meaning ***you are NOT allowed to consult or work with other students*** on them, and doing so represents a violation of the university's Academic Integrity Policy. All assignments and exercises are due before the beginning of class on the due date, unless otherwise specified. They ***must*** be uploaded to CULearn (for group work, only one group member needs to upload) ***AND*** a hard copy must be handed in in class. ***Assignments and exercises received after the due date are immediately penalized 50%, and might not be graded until the end of the course.*** In addition to the above penalty, late assignments will be penalized 10% per day based on the date they are uploaded to CULearn. All exercises, assignments, and exams in the course are required. If you do not turn in an exercise or assignment at all, your final grade may be withheld until you do. Alternatively, your course grade will be reduced by the value of the exercise or assignment. (Yes, that means you don't just get zero, you get negative a negative grade!) ***You are responsible for maintaining a hard copy of all your assignments until you have received your final grade.***

PARTICIPATION: Given that classes will involve considerable discussion of concepts, cases, and personal experience, student participation is an extremely important component of your grade. Your input is important to the learning environment, as other students can learn from your knowledge, opinions, insights, and experience. Your participation grade will be based primarily on the quality of your contributions to class discussions. It is therefore critical that you read any assigned material before class, be prepared to relate it to course concepts, and be prepared to share your opinions and listen and respond to the views of others in the class. If I seldom hear your voice over during the course, you should expect a ***VERY*** low participation grade. ***There is no alternative way of fulfilling this course requirement, so please don't ask.***

PERSONAL INCIDENT REPORT ASSIGNMENT: For this assignment, you are required to identify an ethically questionable behaviour or decision that you have encountered in your work or school life and identify the ethical issues and basic ethical principles associated with those situations.

GROUP APPLICATION EXERCISES: Exercises that require your group of four to apply approaches to prescriptive ethics will be employed to reinforce learning of important concepts and help prepare you for the Final Exam.

PEER EVALUATION: In an effort to promote fairness and discourage free-riders, when your group work is concluded you are ***required*** to submit a peer evaluation form on which you will evaluate the contributions to group work made by each of the other members of your group. Group members who receive unsatisfactory peer evaluations from others in their group may have their grades on the group work lowered accordingly.

QUIZ: A short quiz, based on material from Weeks 1-3, will be administered at the beginning of class in Week 4.

FINAL EXAM: There will be an in-class exam during Week 7. The exam will be based on materials from assigned readings, lectures, discussions, and other in-class work.

GRADING SCALE

Any deviation from this grading scale will **NOT** lower your final grade.

Letter Grade	Percent	Letter Grade	Percent
A+	90-100	C	63-66
A	85-89	C-	60-62
A-	80-84	D+	57-59
B+	77-79	D	53-56
B	73-76	D-	50-52
B-	70-72	F	< 50
C+	67-69		

IMPORTANT ADDITIONAL INFORMATION

COMMUNICATION: The easiest way to contact me is by email at sefa.hayibor@carleton.ca. If you write to me but do not get a response within a day or two, you should feel free to send your message again to remind me. If you require immediate communication or need to discuss a complicated question or issue, you may contact me at (613)869-6848 between the hours of 11am and 6pm. If I do not pick up the phone, leave a message and I will call you back. I am usually contactable on weekends as well as during the week, but I am not required to be; so I may be unavailable on certain weekends. I will sometimes contact the entire class by email through CULearn, and will post slides and assignments on CULearn, so be sure to check that system regularly.

ASSIGNMENT ASSESSMENT: I recently received a group assignment that had 80 grammar and spelling errors in the first four pages. Another had 60. This is completely unacceptable. Please note that all written assignments will be graded based on your appropriate application of course content and the coherence and logic of your arguments, but also in part on organization, grammar, spelling, and formatting. Every five spelling, grammar, or formatting errors may, at my discretion, result in a penalty of 0.25 to 1 percent, depending on the assignment. Proofreading is essential, and you should consult with colleagues (who are **NOT** in the course) or university writing advisors if necessary. You can find more information about help with your writing at the Student Academic Success Centre: <http://www1.carleton.ca/sasc/writing-tutorial-service/>

USE OF COMPUTERS and MOBILE DEVICES: Current research indicates that computer use in the classroom has a negative effect on learning outcomes. Accordingly, you are not permitted to use computers or mobile devices in class unless you have made special arrangements with me to do so. If you **MUST** use a computer or other device in class, you must email me explaining why. If I accept your rationale, I will put your name on my "OK Computer List". Any unauthorized use of devices or computers in class will have a negative impact on your

participation grade. If an emergency situation requires you to keep your phone turned on, please discuss this with me prior to class.

I consider our classroom to be a **private space**, and one where we should be free to express our opinions about ethical issues without fear of censure. Accordingly, **NO RECORDING OF ANY KIND IS PERMITTED IN THE CLASSROOM.**

Please remember that all instructional materials represent intellectual property. Though I will post various instructional materials on CULearn, please keep in mind that such materials should not ever be re-posted on other websites.

GRADING CONCERNS: If you have concerns about a grade on an assignment or exam, please contact me by email or in person and explain your concerns. You may ask me to re-grade any assignment or exam; however, please note that ***any request to re-grade an assignment or exam will result in the entire assignment or exam being re-graded.*** That is, you cannot request a review of a specific question or part of an assignment or exam. Similarly, if you ask for a review of your final grade, I will re-grade all of your work in the course. Also keep in mind that any request to have work re-graded can, or course, result in a **LOWER** grade, if appropriate.

Please do not tell me at the end of the term (or any other time) that you “need” a specific grade in my course to graduate, stay in your program or concentration, maintain your scholarship, have your employer reimburse you for your studies, etc. In such cases, what you probably *really* need is a sufficiently high GPA, which is typically based on your performance in a large number of courses, usually over a long period of time: nothing depends on your specific performance in my course (unless you fail). Nonetheless, if for whatever reason you think you “need” a certain grade in my course, **MAKE ABSOLUTELY SURE THAT YOU EARN IT.** Everyone can do well in the course if they work hard enough, and I will not under any circumstances raise your grade in order to allow you to graduate “on time”, maintain your scholarship, or receive other benefits.

DEFERRED FINAL EXAMINATIONS: Students unable to write a final examination because of illness or other circumstances beyond their control must contact the instructor and the MBA office in writing to request a deferred exam. Permission may be granted when the absence is supported by a medical certificate and or appropriate document/s to support the reason for the deferral.

ACADEMIC INTEGRITY and PLAGIARISM: Violations of academic integrity are a serious academic offence. In this class, all academic integrity violations will result in a recommendation of a grade of ‘F’ in the course. 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 <https://carleton.ca/registrar/academic-integrity/>.

Summarizing, copying, or quoting the work of another person without both identifying the original author and providing accurate references is considered plagiarism. Plagiarism is considered cheating, and is strictly prohibited by the Carleton University Academic Integrity Policy. Any time you are using or summarizing the ideas of another person, whether from a book, journal, lecture, or anywhere else, you must cite the source. If you are using the exact words of another person, you **must** indicate this by enclosing them in quotation marks. Quoting excessively or using very long quotations is also considered unacceptable. Unintentional plagiarism is still plagiarism according to the Academic Integrity Policy.

Consulting or collaborating with others on any individual work (e.g., the Personal Incident Report or the Final Exam) is also an extremely serious violation of the Academic Integrity Policy.

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).

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, followership and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your instructor 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.*

REQUIRED CALCULATOR IN BUSI COURSE EXAMINATIONS: A calculator is not required for this course.

ACADEMIC REGULATIONS: 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/>

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/>

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.

FURTHER 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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REQUESTS FOR ACADEMIC ACCOMMODATION

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy Obligation: Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious Obligation: Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities: If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC 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 your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

Survivors of Sexual Violence: As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities: Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

IMPORTANT DATES AND DEADLINES:

<https://sprott.carleton.ca/students/mba/dates-deadlines-policies/>