

BUSINESS ETHICS (BUSI 5802) A/B

Fall, 2015

INSTRUCTOR: Dr. Sefa Hayibor
OFFICE: 902 Dunton Tower
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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	Date	Topics/Agenda	Pre-Class Reading
Week 1	Sept. 10	Introduction to Business Ethics "Myths" about Business Ethics	Text, Chapter 1
Week 2	Sept. 17	Indicators of Ethical Issues Common Business Ethics Issues Friedman and Business Ethics Ethics and Financial Performance	Text, Chapter 1 Additional readings will be provided
Week 3	Sept. 24	Stakeholder Identification Generalization/Categorical Imperative	Text, Chapter 2 Additional readings will be provided
Week 4	Oct. 1	Quiz Utilitarianism Discussion of Group Exercises	Text, Chapter 2 Additional readings will be provided
Week 5	Oct. 8	Distributive Justice Discussion of Group Exercises	Text, Chapter 3 Additional readings will be provided
Week 6	Oct. 15	Justice as Fairness	Text, Chapter 3 Additional readings will be provided
Week 7	Oct. 22	Final Exam	

COURSE REQUIREMENTS

Participation	8%	Assessed throughout
Personal Incident Report	10%	Due Week 3
Group Application Exercises	21%	Due Weeks 4, 5, & 6
Quiz	10%	Administered Week 4
Group Case Analysis	20%	Due date TBA
Peer Evaluation Form	1%	Due date TBA
Final Exam	30%	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.***

****** 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 may 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 grades if you don't turn in your assignments.) **You are responsible for maintaining copies 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: Short exercises that require you to apply approaches to prescriptive ethics will be employed to reinforce learning of important concepts and help prepare you for the Group Case Analysis.

GROUP CASE ANALYSIS: This assignment requires your group of three to four students to apply the ethical theories described and discussed in class in order to analyze a real-life business "case" and come to a conclusion about what should be (or should have been) done by the individuals or organization making the decision in that situation. If you have questions about how to apply course concepts when working on your Group Case Analysis, please **be sure to consult with the rest of your group before contacting me – you are expected to be working as a team;** and there is a good chance someone in your group can help you, which can facilitate learning for both of you. However, if you have already discussed your questions with your group

but require additional assistance nonetheless, feel free to contact me.

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 will have their grades on the group work lowered accordingly.

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

FINAL EXAM: This will be an in-class exam during the Week 7 session. 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		

The requirement for satisfactory in-term performance is 50%.

IMPORTANT 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).

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 7pm. 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 some 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 frequently.

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.

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 be re-posted on other websites without permission.

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 *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 Examination:

Students unable to write a final examination because of illness or other circumstances beyond their control must contact the instructor 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. Deferred exams are not granted for students who have made travel arrangements that conflict with examination schedule.

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 <http://www2.carleton.ca/sasc/advisingcentre/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.

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.

PERSONS with DISABILITIES: Students with disabilities requiring academic accommodations in this course must register with the Paul Menton Centre for Students with Disabilities (PMC) for a formal evaluation of disability-related needs. Documented disabilities could include but are not limited to mobility/physical impairments, specific Learning Disabilities (LD), psychiatric/psychological disabilities, sensory disabilities, Attention Deficit Hyperactivity Disorder (ADHD), and chronic medical conditions. Registered PMC students are required to contact the PMC, 613-520-6608, every term to ensure that I receive your Letter of Accommodation, no later than two weeks before the first assignment is due or the first in-class

test/midterm requiring accommodations. If you only require accommodations for your formally scheduled exam(s) in this course, please submit your request for accommodations to PMC by the deadlines published on the [PMC website](#).

RELIGIOUS OBSERVANCE: Students requesting academic accommodation on the basis of religious observance 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 academic 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.

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.