



SCHOOL OF BUSINESS & ECONOMICS

BUS 390, ETHICS IN BUSINESS—FALL 2018

Mondays and Wednesdays, 2:00 pm to 3:15 pm, CCC Room 204

*Be sure to take the time to read this handout thoroughly.
It explains in detail what you will be expected to do to complete our course successfully.
Let me know immediately if you have any questions or concerns.*

1. CONTACT INFORMATION

Lyna Matesi, Ph.D.

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Office: CPS, Room 402; Email: lmatesi@uwsp.edu

Office Hours

Most Mondays and Wednesdays 11:00 – 12:00 pm

Other appointments available upon request

For most purposes, the best way to contact me between class sessions is to send me an e-mail message. When e-mailing me, always include an informative subject line and section number. I will check my e-mail messages every weekday. I am also available for questions immediately before or after class.

I do want to know how you are doing as the course progresses, especially if any problems come up. Communication takes effort from both parties! Don't let a small problem become a major crisis because you haven't talked to me.

2. COURSE OVERVIEW

Materials: This course requires that you read the textbook, articles, handouts and various media.

- **Weekly Textbook Reading.** There is one required textbook: Parboteeah, K. P., & Cullen, J. B. (2013). *Business ethics*. Routledge.
- **Weekly Articles, Handouts and Media.** Copies of class readings, handouts and media will be accessible via Canvas. You will also subscribe to various ethics related newsfeeds.
- **Daily Email Monitoring.** You are expected to have a current UWSP network login and to check your UWSP e-mail account daily.

SBE Mission: The UWSP School of Business and Economics educates and inspires students and prepares graduates for success in positions of leadership and responsibility. Our students achieve an understanding of regional opportunities that exist within the global economy. Evidence of our graduates' level of preparation is evident in their ability to:

- Analyze and solve business and economics problems
- Understand the opportunities and consequences associated with globalization
- Appreciate the importance of behaving professionally and ethically
- Communicate effectively

Purpose: Having insight into ethical decision-making can be a terrific advantage as you develop your professional career. This course will expose you to many different situations with ethical dimensions and ways that managers can make better decisions. You will have many opportunities to apply course concepts to real-life situations. Together we will: 1) explore principles of ethics and professional responsibility applied to specific workplace situations and business activities; 2) examine the interplay between corporate culture, professional codes of conduct, and individual behavior; and 3) develop, clarify, communicate, and defend positions on corporate conduct.¹

We will have a small class with many opportunities for discussion. By the end of the course, I expect that every student will have improved their communication skills and will be able to write and present at an acceptable professional level.

¹ UWSP Catalog

Learning Outcomes:

Knowledge You Will Gain	Skills You Will Develop
Ethical Principles and Professional Responsibility. The ability to recognize and critique the connections between ethics and professional responsibility. You will specifically learn to enter <i>ethical dilemmas</i> , conduct <i>stakeholder analyses</i> and apply <i>codes of conduct</i> .	Communication. Write about and present your ideas in a professional, coherent and persuasive manner.
Approaches to Ethical Decision-Making. The understanding of and the ability to use frameworks that support ethical decision making.	Critical Thinking. Recognize critical thinking as a process of identifying, analyzing, evaluating, and constructing reasoning in deciding what conclusions to draw or actions to take.
Organizational and Personal Application. The readiness to examine the interplay between corporate culture, professional codes of conduct, and individual behavior.	Teaming. Improve team-work skills and boost your shared effectiveness as you complete joint projects.

3. RESPONSIBILITIES

This course requires that you: 1) Speak up frequently and consistently in class, 2) manage your time wisely, 3) work effectively on your own and with a group to meet deadlines and assignment expectations and 4) use your mind and voice to explore philosophies, best practices, case studies and research. The key to being successful in this class is speaking up, being on time and being willing to explore sometimes complementary and sometimes contradictory points of view.

Your Teaming: Show up for your team. For various projects you will be organized into study teams. You will rely on your team members for help with both required course work and as an informal support network. Some class time will be made available for group work, but it will need to be supplemented by additional work together as a group outside of class. **Be sure that at least one member of your team is your study buddy. If you miss a class—this person is your FIRST POINT OF CONTACT for keeping on task and on schedule.**

Your Academic Success: Budget your time, invest in yourself. This is a junior level class, requiring that your writing skills be at the near professional level. In addition, the class requires a substantial commitment of your time. If you are an average student aiming to earn an average grade in this class, you should budget an average of about six hours per week outside of class time. To do well in this class, you should be sure to allow enough time in your weekly schedule.

You will be responsible for learning a substantial amount of the material on your own. This is a seminar class. Over the semester will be exposed to complementary and competing concepts, models or situations and asked to articulate and justify your own philosophy, point of view and sense of action. There will be very few lectures—instead we will have face to face discussions. You, your study buddy and your small group should consider working independently to:

- **Study** the week's readings before coming to class.
- **Review** your notes and the text after class.
- **Work** with a study partner or group.

Your Attendance: Participate consistently. Consistent attendance and class participation are crucial for doing well in this class. Participating in class sessions is a professional expectation of the course. Much of your learning will occur in class. If you are not in class, you are not learning.

You are expected to attend each scheduled class meeting, to be on time, and to be prepared for each session. If you do miss a class, it is your responsibility to get the notes and other information from another student. Be sure that you have a study buddy. If a test, presentation or exam is scheduled for a day you are going to be absent, you must call or e-mail me in advance. **If you are ill, please do not come to class!**

Your Presence: Make our time together worthwhile. I expect everyone to act in a professional, courteous manner in the classroom and during your team interactions. We should feel that our classroom is a comfortable learning environment, free of unnecessary distractions. Please dress appropriately and turn cell phones to silent. Laptop computers that are used to support in class activity are welcome. If you are not using your laptop to support an in class activity, please do not open it in class.

Your Assignments: Be on time. For those of you who come to class, assignments are only accepted up to 1 day past the assignment with a 25% penalty. Be sure to notify me by phone or email ahead of time if you need to miss class during a scheduled test, presentation or exam.

Your Growth: Be determined to improve. You will be providing and receiving a great deal of peer feedback. Your ability to openly and honestly deliver and receive feedback is essential to success in this class. If you embrace: a) listening to feedback, b) asking clarifying questions, and c) applying your colleague's suggestions you will experience substantial growth over the semester.

You will also be challenged to apply several high order learning tasks including applying, creating, evaluating and analyzing (see figure on next page). Learning at these levels is challenging, rewarding and most important of all, critical for your workplace success.

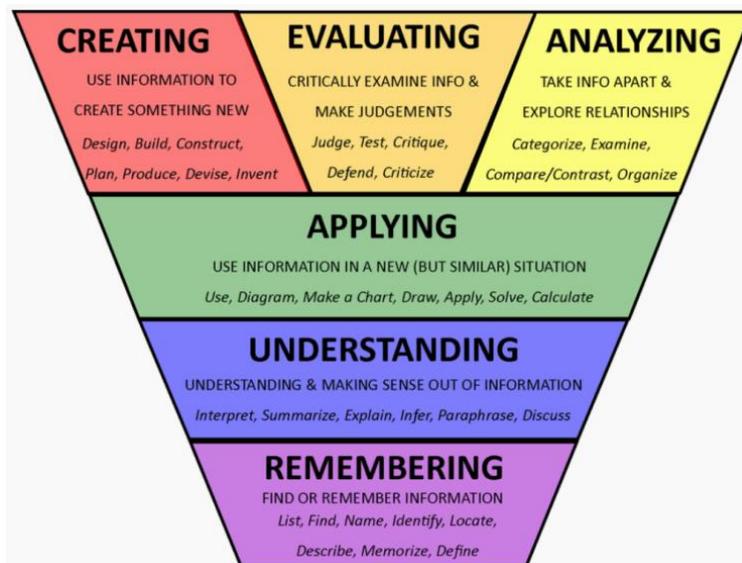


Figure 1: Bloom's Taxonomy of Learning Objectives

Your Academic Honesty and Classroom Expectations: Do not cheat or cut academic corners. This course is part of the UW-Stevens Point academic community, an academic community that is bound together by the traditions and practice of scholarship. Honest intellectual work – on examinations and written assignments is essential to the success of this community of scholars. Using classmates' responses to answer exam questions, or disguising words written by others as your own undermines the trust and respect on which our course depends.

The work in this course is challenging and will demand a good deal of each of you. I have every confidence that each of you can succeed. Doing your own work will enhance your sense of accomplishment when the semester comes to a close.

As rule, all assignments should represent your original thinking and writing and any deviations from this must be properly cited.

Classroom Conduct

Additionally, the classroom environment is a unique opportunity for students to share ideas, opinions, discuss classroom and course content. As each student is entitled to contribute in class, specific expectations are necessary to ensure a thriving classroom environment. Expectations include: dressing appropriately and muting your cell phones, as well as no loud shouting, excessive side conversations, arriving to class under the influence of any alcohol or drugs, profane language, verbal or physical threats, intimidation of any kind, or any other behavior that may be disruptive to the professor or other students. If any of this behavior is exhibited, you may be asked to

leave the class for the day. Any continued disruptive behavior may result in a referral to the Dean of Students Office.

Electronic Devices

Electronic devices (phones, tablets, laptops) are to be used for class work only; similarly, in an office meeting, employees might use smart phones to respond to important customers but not to text their friends. If a personal or work issue requires your attention during class time, you may step outside the classroom to respond.

Course Academic Standards

Cheating in any form, including plagiarism, will not be tolerated. **Any academic misconduct will result in a failing grade for the course.** While completing individual assignments, you may consult your books and notes and discuss ideas with your fellow students. The assignments are then to be written individually. While completing group assignments, you may consult your books and notes and discuss ideas with your fellow students and ensure that your assignment submissions are free of academic misconduct. You are responsible for the academic conduct of your individual and group assignment submissions. Using the UWSP Course Management System (D2L/Canvas), you will be required to post a copy of some assignments to the anti-plagiarism web site turnitin.com.

University Academic Standards

Academic dishonesty is a serious violation: it undermines the bonds of trust and honesty between members of our academic community, degrades the value of your degree and defrauds those who may eventually depend upon your knowledge and integrity. Academic misconduct is an act in which a student:

- seeks to claim credit for the work or efforts of another without authorization or citation;
- uses unauthorized materials or fabricated data in any academic exercise;
- forges or falsifies academic documents or records;
- intentionally impedes or damages the academic work of others;
- engages in conduct aimed at making false representation of a student's academic performance;
- assists other students in any of these acts.

Examples include but are not limited to: cutting and pasting text from the Web without quotation marks or proper citation; paraphrasing from the Web without crediting the source; using notes or a programmable calculator in an exam when such use is not allowed; using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator; stealing examinations or course materials; changing or creating data in a lab experiment; altering a transcript; signing another person's name to an attendance sheet; hiding a book knowing that another student needs it to prepare an assignment; collaboration that is contrary to the stated rules of the course, or tampering with a lab experiment or computer program of another student.

UW System policy (UWS 14) states that students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in UWS 14. A direct link to this policy can be found here: https://docs.legis.wisconsin.gov/code/admin_code/uws/14

Reporting Misconduct

If you see incidents of misconduct, you should tell me about them, in which case I will take appropriate action and protect your identity. The School of Business & Economics will inform the Dean of Students as required, and additional sanctions may be applied. You could also choose to contact the Assistant Dean of Students (Shawn Wilson at swilson@uwsp.edu) and your identity will be kept confidential.

4. ASSIGNMENTS & GRADING

Keep a copy of all written work for your records.

Individual Assignments: Your individual assignments make up over 55% of your overall grade. Individual assignments focus on writing, reflection, learning terms and demonstrating comprehension.

Group Assignments: Your group assignments make up just under 45% of your overall grade. Group assignments focus on discussing, writing and presenting.

Earning Your Grade: You have the ability to earn 900 points. This may change as the semester progresses.

Assignments (Subject to Change)	Points
Individual/Group, Online Discussions, Class Assignments and Reading Quizzes	Up to 280
Individual Moral Intelligence Assessment and Summary	30
Individual, Final Exam Reflection and Speech	150
Team, Case Analysis- #1 (written)	100
Team, Case Analysis- #2 (presentation)	110
Team, Case Analysis- #3 (presentation)	130
Total	Up to 800

Grading Scheme:

A	94-100=A	93-91=A-	
B	88-90=B+	85-87=B	81-84=B-
C	78-80=C+	75-77=C	71-74=C-
D	68-70=D+	65-67=D	64-63=D-
F	<63=F		

5. OTHER ADMINISTRATIVE DETAILS

UWSP Technology Support: The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at techhelp@uwsp.edu or at (715) 346-4357 (HELP) or visit: <https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx>

ADA: The American Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities. For more information about UWSP’s policies, see: <https://www.uwsp.edu/dac/Pages/uw-legal-policy-info.aspx>

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center to complete an Accommodations Request form. The Disability and Assistive Technology Center is located on the 6th Floor of Albertson Hall. For more information, call 715-346-3365 or visit: <https://www.uwsp.edu/dac/Pages/default.aspx>

Inclusivity/Nondiscrimination Statement: It is the responsibility of the instructor to present materials and activities that are respectful of diversity, such that students from all diverse backgrounds and perspectives be well-served by this course. No person shall be discriminated against because of race, ethnicity, color, age, religion, creed, gender, gender identity, sexuality, disability, nationality, culture, genetic information, socioeconomic status, marital status, veteran’s status, or political belief or affiliation and equal opportunity and access to facilities shall be available to all. To address concerns regarding any of these issues please call 715 346 2606 or visit: <http://www.uwsp.edu/hr/Pages/Affirmative%20Action/About-EAA.aspx>

Religious Beliefs Accommodation: It is UW System policy (UWS 22) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements. A direct link to this policy can be found here: https://docs.legis.wisconsin.gov/code/admin_code/uws/22

Help Resources: The Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. The Tutoring and Learning Center is located at 018 Albertson Hall. For more information, call 715 346 3568 or visit: <https://www.uwsp.edu/tlc/Pages/default.aspx>

If you need healthcare, UWSP Student Health Service provides student-centered healthcare that empowers and promotes wellness for all UWSP students. Student Health Service is located on the 1st floor of Delzell Hall. For more information, call 715 346 4646 or visit: <http://www.uwsp.edu/stuhealth/Pages/default.aspx>

The UWSP Counseling Center is staffed with licensed mental health professionals dedicated to assisting students as they navigate difficult circumstances or resolve personal concerns. Therapy and consultation services are free of charge for registered students. The UWSP Counseling Center is located on the 3rd Floor of Delzell Hall. For more information, call 715-346-3553 or visit: <http://www.uwsp.edu/counseling/Pages/default.aspx>

In addition to the support services provided by Student Health Service and the UWSP Counseling, there are also professional support services available to students through the Dean of Students. For more additional information, please go to <http://www.uwsp.edu/dos/Pages/default.aspx>

Emergency Response Guide: In the event of an emergency, follow UWSP's emergency response procedures. For details on all emergency response procedures, please go to <http://www.uwsp.edu/rmgt/Pages/em/procedures>

Grade Reviews/Appeals: A formal grade appeal, also known as a Grade Review, can be requested in instances when the student feels that he or she was not provided a syllabus with a grading scale in a timely manner (i.e., the end of the second week of classes) and/or the instructor did not stick with the grading scale published in the syllabus. Questions of whether or not the instructor appropriately graded one or more of the course assignments, quizzes, exams, etc. are not matters to be decided by a formal grade appeal, but rather should be taken up with the instructor directly. Information on grade reviews can be found in the University Handbook, Chapter 7, Section 5. A link to the university's policies on non-academic misconduct can be found at <https://www.uwsp.edu/acadaff/Pages/gradeReview.aspx>

UWSP Community Bill of Rights and Responsibilities: UWSP values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to succeed, a set of expectations has been developed for all students, staff, and faculty. This set of expectations is known as the Rights and Responsibilities document, and it is intended to help establish a positive living and learning environment at UWSP. For more information, go to: <https://catalog.uwsp.edu/content.php?catoid=10&navoid=422#section-1-communal-bill-of-rights-and-responsibilities>

University Attendance Policy: In addition to the course attendance policies determined by the instructor (noted above if applicable), the university provide standard guidelines by which students are to abide. All exceptions to the course attendance policy or the university guidelines should be documented in writing. A link to the university's attendance guidelines can be found at: <https://www.uwsp.edu/regrec/Pages/Attendance-Policy.aspx>

University Drop Policy: You are expected to complete the courses for which you register. If you decide you do not want to take a course, you must follow the procedures established by the university to officially drop the course. If you never attend or stop attending a course and fail to officially drop, you will receive an F in the course at end of the semester. A link to the university's drop policy can be found at: https://catalog.uwsp.edu/content.php?catoid=11&navoid=431&hl=add%2Fdrop&returnto=search#Drop/Add/Withdrawal_Procedures

Academic Honesty: UW System policy (UWS 14) states that students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in UWS 14. A direct link to this policy can be found here:

https://docs.legis.wisconsin.gov/code/admin_code/uws/14

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<https://www.uwsp.edu/acadaff/Pages/gradeReview.aspx>

Non-Academic Misconduct: I will immediately notify the authorities about any student who threatens or perpetrates psychological or physical harm to any person (including the student himself or herself). Information on non-academic misconduct can be found in Chapters 17 and 18 of the Student Rights and Responsibilities Document. A link to the university's policies on non-academic misconduct can be found at

<https://www.uwsp.edu/dos/Pages/stu-conduct.aspx>

Confidentiality: Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

It is important for students to understand that faculty are required to report any incidents of maltreatment, discrimination, self-harm, or sexual violence they become aware of, even if those incidents occurred in the past, off campus, or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow the university to provide resources to help the student continue to be successful.

Sample Coursework Permission: The instructor may wish to use a sample of your work or some of the feedback you provide on the course in future teaching or research activities. Examples: showing students an example of a well-done assignment; analyzing student responses on a particular question; discussing teaching techniques at a conference. If your coursework or feedback is used, your identity will be concealed. If you prefer not to have your work included in any future projects, please send the instructor an e-mail indicating that you are opting out of this course feature. Otherwise, your participation in the class will be taken as consent to have portions of your coursework or feedback used for teaching or research purposes.

Revision Clause: This syllabus, the provided schedule, and all coursework, are subject to change. It is the student's responsibility to check the course website for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.