GBU 325.600  BUSINESS, ETHICS, & SOCIETY HONORS
Fall 2017

Course Syllabus

Instructor:  Dr. Carol Wright
Email:  All class email should be sent in D2L
  (only use email address of cwright@sfasu.edu if D2L is
  UNAVAILABLE)
D2L Address:  https://d2l.sfasu.edu/
Office:  229D McGee Business Building
Office Phone:  936-468-1780 only call during office hours (use D2L email)
Office Hours:  Monday  8:00 – 9:00, 10:00 – 11:00 and 1:00 – 2:30
              Tuesday  12:00 – 2:00  ONLINE
              Wednesday 8:00 – 9:00 and 10:00 – 11:00
              Thursday  None
              Friday  8:00 – 9:00 and 10:00 – 11:30
              Other times by Appt.

Department:  Business Communication and Legal Studies
Class Meeting time:  This class is a hybrid format. The majority of your course
  material is online. However, this is NOT a self-paced course – there are definitive
  deadlines for each assignment for the online content. To receive HONORS credit for this
  course, you must attend the required face-to-face meetings on some Tuesdays 2:00-
  3:15. See section on Class Meetings on the following pages.

Course Description:  A comprehensive study of the dynamic social, political, legal, and
  regulatory environments within which domestic and international business must
  operate. Course topics are examined with emphasis on ethical business decision making
  and consideration of the social responsibility of business.

Required Course Resources:

- Textbook: Steiner and Steiner, Business, Government, and Society: A Managerial
  811267-6. Purchasing or renting the textbook is required. You will need a text
  because the majority of your test questions will come from information found
  in your book. Print versions are available at bookstores.
- High Speed Internet Access and Personal Computer – Do not take this class if you
  do not have permanent use of a computer AND reliable internet access.
- Proctored Final Exam - If you choose to NOT take your exam on campus, you
  must use ProctorU to take your exam remotely. The proctoring fee is $25, but
  this cost can be higher if you do not schedule your exam 72 hours in advance.
  There is no charge to you to take your exam on campus.
This is a web-based class. You will need to visit D2L regularly to keep up with assignments, contact the instructor, and receive supplemental information for your success in the course. Online lecture, homework assignments, other instructional materials, and grades will all be posted in D2L.

Office Hours:
Please note office hours listed above. You are welcome to stop by my office during my on-campus office hours. I also take calls during my office hours, but please DO NOT call and leave a message for me to return your call. If you cannot reach me on the phone during office hours, you need to email.

Program Learning Outcomes:
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.

Student Learning Outcomes:
This course is designed to emphasize and explain the importance of recognizing the dynamics of the environment of the business community. After completing this course, the student will be able to identify the environmental forces that may impact the operation of a business, and further, to comprehend the importance of being prepared for environmental changes and anticipating the expectations of stakeholders. This course will also help the business student to identify the ethical implications of business decisions, and to encourage the application of ethical principles in evaluating business decisions, as well as considering the social responsibility expected by the stakeholders of the business community in its decision-making process.

Grades: (Tentative)
Grades can be accessed through Desire2Learn (D2L). You should check your posted grades often and email any questions. You must check your grades prior to final exam week and email the week prior to finals week with any questions. Unless you email prior to this time, you indicate that you are in agreement with the grades posted. The time to worry about your grade is at the beginning of the course, not at the end. The grades you receive throughout the semester will determine your final grade in the course. Please do not contact the instructor during exam week asking to makeup an assignment or be allowed extra credit.

<table>
<thead>
<tr>
<th>Grades (Tentative)</th>
<th>Total</th>
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<tbody>
<tr>
<td>Unit Exams: 4 @ 100 pts. each</td>
<td>400</td>
</tr>
<tr>
<td>CSR Report Assignment</td>
<td>130</td>
</tr>
<tr>
<td>Chapter Quizzes (12 @ 10 points each)</td>
<td>120</td>
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<tr>
<td>Required Class Meetings</td>
<td>20</td>
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<tr>
<td><strong>Total Possible</strong></td>
<td><strong>670</strong></td>
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Grading Scale:
- A 90-100% of Total Points
- B 80-89% of Total Points
- C 70-79% of Total Points
- D 60-69% of Total Points
- F Below 60% of Total Points
Graded Assignments/Exams: Every effort is made to provide fair and accurate assessment of all assignments. If you have a question, or think I overlooked something, please ask. You may visit me or call during my office hours, but it is recommended that you send an email that includes:

1. Subject Line of Email – Grade Question on __________ Assignment
2. Body of Email – Provide name of assignment, where it was submitted (D2L Dropbox, Quizzes Section, Discussion, etc.)
3. Which specific item you are questioning (do not simply say, I don’t understand my grade) – tell specifically what part you do not agree with

Answering all of these points will insure I can review your assignment and respond completely to your question.

Course Assignments: All assignments with instructions and due dates will be posted in D2L on the course’s home page. All assignments are due at 12 pm MIDNIGHT. However, each assignment will be available until 10 am the following morning to allow for technical issues. Therefore, if you do not meet the 12 midnight deadline, IT IS YOUR RESPONSIBILITY TO call your instructor or D2L support (936-468-1919) to resolve any issues to have your assignment submitted by 10 am the following morning. This time is during regular working hours that allow you to contact the instructor or D2L Support before the deadline is missed.

**NO LATE WORK IS ACCEPTED – NO EXCEPTIONS.**
**Once closed, no assignments will be reopened.**

Exams (400 points total): The course grade includes four exams based on information presented in the chapter text and the online content. These exams may consist of true/false, multiple-choice and short answer questions. These exams will be taken using the Quizzes section of D2L. You will take the first three exams on your own. However, the final exam for the course MUST be proctored. You can either come to campus or use ProctorU to complete the exam. If taking the exam remotely, you must pay the $25 charge to ProctorU. Please be aware that scheduling or rescheduling an exam less than 72 hours in advance will add an additional $5-$12 premium fee as well. More detailed instructions on using D2L will be provided in the Content section of D2L.

Corporate Social Responsibility (CSR) Report Assignment (130 points total): This group assignment requires a written report analyzing and critiquing a company’s CSR initiatives. The purpose of the report is to learn more about CSR programs and provide experience in research and writing. This report will be submitted as a group project to the D2L Dropbox and will include a peer evaluation component. The final report is worth 100 points, but there are other incremental activities due to help groups prepare their final report. Detailed instructions will be provided in the Content section of D2L.

Chapter Quizzes (120 points total): Quizzes are designed to help you keep current on your required readings for the course. A quiz will be available for each chapter and will be due Sunday night at the end of the week it is assigned for reading. Each quiz will
contain 10 questions worth a total possible 10 points. Although there are 15 chapter quizzes, the highest 12 quiz grades will count for the quiz grade.

Class Meetings (20 points total): This class is a hybrid format. The majority of your course material is online. To provide the differentiated instruction to receive Honors credit for this class, there will be some REQUIRED face-to-face meetings on Tuesdays 2:00-3:15. Meeting dates are as follows – refer to D2L for the meeting room:

- Tuesday, September 5 (class meeting)
- Tuesday, September 26 (class meeting)
- Tuesday, October 24 (class meeting)
- Tuesday, November 7 (group meeting)
- Tuesday, November 28 (class meeting)

No Makeup Exams will be given and no late work is accepted. All assignments and exams are DUE at 12 midnight, but have a final submission time of 10 am Central time on the due date.

Plan ahead for problems that may arise last minute. The 10 am final submission allows you to contact D2L support or secure an internet connection before your assignment is late (and not accepted).

How to Communicate with your Instructor: Any course announcements intended for the entire class will be posted on the home page of D2L. Be sure to read the announcements each time you log into the class. Other messages can be sent through D2L e-mail, and D2L e-mail should be used to contact your instructor with specific questions or concerns. You should not use SFA email to contact your instructor unless D2L is down. Every attempt will be made to respond to student emails in a reasonable amount of time. You can usually expect an email response within 48 hours, often sooner. When you send an email, if you would like a reply, please ask a specific question. If you send me a message that does not ask a question, I am unlikely to reply.

Logging in to D2L Each Day: You should log into D2L every day to check for announcements and other messages. You will be held responsible for any instructions or assignments that are transmitted via D2L. If desired, you can set your email and announcement in D2L to forward to your other email accounts (instructions are provided in the course in D2L) or as text messages. However, you cannot send emails to me with your regular account. You must go to D2L to send any emails to me.

Work on your Assignments EARLY: Don’t procrastinate! Although I attempt to respond quickly to your emails, I am not online 24 hours a day. If you wait to email your questions shortly before the assignment is due, you may not get an answer before the deadline. However, this is not an excuse to not turn in your assignment on time.

Keep up with Assignments on your Schedule: The semester schedule includes a listing of due dates and should be referred to daily in order to keep up with the dates for readings and assignments. Though unlikely, changes could be necessary and will be
announced on D2L’s home page. You can forward your messages from D2L to your phone or personal email. However, do not rely on D2L for notices. It is your responsibility to keep track of assignments and due dates.

**What to do if MySFA or D2L is down** – Continue working – don’t think of it as an excuse. With technology, there is always a chance for a technology glitch. You will not get an extension on the work if the system is simply down for a relatively short period of time (less than 24 hours usually). Don’t get into a position where you are trying to beat the clock to submit your work. Again – work ahead. Print out a copy of your assignment schedule in advance so you can have what you need to be working if an outage does occur.

Your course work can be completed from any internet-capable device, therefore there are very few excuses as to why you cannot complete your work on time. There are multiple computer labs on campus to access D2L. Among others, there are labs available on the third floor of the McGee Business Building and the Linc in the Steen Library. If you are not on campus, any Wi-Fi connection will allow you to access D2L.

*Being off campus or out of town is not an excuse for not completing your work.*

**Attendance Policy:** This is an online course, so you are not expected to attend class. However, there are specific deadlines to meet. Students are expected to log into the course on a regular basis to submit assignments and check for updates.

**Makeup Policy:** Makeup exams will be allowed only if arranged prior to the date of the test. Because class attendance is not required and all course requirements are submitted online, there are a limited number of reasons accepted as to why work is not completed.

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one's own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one's paper without giving the author credit. Penalties may include, but are not
limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf

Exams should be completed individually – students should not work with anyone else when completing unit exams. This includes other students, parents and tutors.

Course Grades (University Policy 5.5)
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at http://www.sfasu.edu/policies/course-grades.pdf.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Conduct (University Policy 10.4)
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf ). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

GETTING STARTED CHECKLIST:
- Read and print a copy of the syllabus and schedule.
- Purchase textbook.
- Review the information provided in Getting Started in D2L.
The following table contains the schedule for the spring semester. Each assignment has a due date assigned. This listing is the official listing for all due dates. **Every assignment is due at 12 midnight.** The instructor reserves the right to adjust this schedule as she deems necessary. It is highly recommended that you print out the syllabus and schedule and keep both in a convenient location to not miss any deadlines. **Chapter quizzes are due Sunday night** at the end of the week it is assigned for reading.

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<tr>
<th>Date</th>
<th>Material</th>
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| Aug. 27 – Sep. 2 | Review Information in Getting Started  
Chapter 1 – Introduction to the BGS Field          |
| Sep. 3 – 9   | Chapter 5 – Corporate Social Responsibility (CSR)  
Chapter 6 – Implementing CSR  
**Class meeting on Tuesday, Sep. 5 from 2:00 – 3:15**          |
| Sep. 10 – 16 | Chapter 7 – Business Ethics                                              |
| Sep. 17 – 23 | Chapter 8 – Making Ethical Decisions  
SIGN up for a company to study due 9/20          |
|              | **Exam 1 – Chapters 1 and 5-8 due Sunday, Sep. 24**                      |
| Sep. 24 – 30 | Chapter 2 – The Dynamic Environment  
**Class meeting on Tuesday, Sep. 24 from 2:00 – 3:15**          |
| Oct. 1 – 7   | Chapter 3 – Business Power                                               |
| Oct. 8-14    | Chapter 4 – Critics of Business  
Upload paraphrased report to Dropbox due 10/12          |
|              | **Exam 2 – Chapters 2-4 and principles from 7 &8 due Sunday, Oct. 15**   |
| Oct. 15 – 21 | Chapter 10 – Regulating Business                                         |
| Oct. 22 – 28 | Chapter 13 – Industrial Pollution & Environmental Regulation  
**Class meeting on Tuesday, Oct. 24 from 2:00 – 3:15**          |
|              | Upload group’s initial analysis to Dropbox due 10/26                     |
| Oct. 29 – Nov. 4 | Chapter 14 – Managing Environmental Quality                           |
| Nov. 5 – 11  | The focus of this week is to revise and finalize your group’s CSR Report  
**Group meeting on Tuesday, Nov. 7 from 2:00 – 3:15**          |
|              | Upload group’s AARC feedback to Dropbox due 11/7                        |
|              | **Completion of CSR Report due Sunday, Nov. 12**                         |
| Nov. 12 – 18 | Chapter 15 – Consumerism  
Group peer evaluation to Dropbox due 11/17          |
|              | **Exam 3 – Chapters 10 and 13- 15 and principles from 7 &8 due Sunday, Nov. 19** |
| Nov. 19 – 25 | Thanksgiving Holiday                                                     |
| Nov. 26 – Dec. 2 | Chapter 16 – The Changing Workplace  
Chapter 17 - Civil Rights, Women, and Diversity  
**Class meeting on Tuesday, Nov. 28 from 2:00 – 3:15**          |
| Dec. 3 – 9   | Chapter 18 – Corporate Governance                                        |
| Dec. 10 – 16 | **Final Exam – Chapters 16-18 and principles from 7 &8 due Tue. Dec. 12** |