GBU 325.500 BUSINESS, ETHICS, & SOCIETY

Spring 2018

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

Office Hours: Monday 6:00 – 7:30 pm ONLINE ONLY
Tuesday 8:00 – 9:15 am
Wednesday 8:00 am – 2:00 pm
Thursday 8:00 – 9:15 am
Friday None
Other times by Appt.

Course Description: 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.

What do I need for this class? The following are required resources:

- 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 is paid by SFA if you schedule your exam 72 hours in advance. There is no charge to you to take your exam on campus.

How do I get started in this course? All course material is provided in D2L. You should read and print a copy of the syllabus and schedule so that you will always have access to the information. Next, buy or rent your textbook. Review all the information provided in “Introduction and Course Material” section of D2L Content.

How much will I need to use D2L? You will need to visit D2L regularly (at least three times a week) 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. 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. You are 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.

What do I do if I have a question about an assignment? The primary contact method for your instructor is D2L e-mail. To send email in D2L, you must be in D2L and send the message through the mail feature. D2L email is internal and messages cannot be sent from outside of D2L (like Yahoo accounts) to D2L or from D2L to an outside email address. Only use SFA email if 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, please ask a specific question and provide enough detail for your instructor to understand your request.

Can I talk to my instructor in person or face-to-face? Yes. Please note office hours listed above. You are welcome to stop by during on-campus office hours. You can also call during office hours, but please do not call and leave a message. If you cannot reach me on the phone during office hours, you need to email.

How are grades determined for this class? Grades will fall into three main categories:

<table>
<thead>
<tr>
<th>Grades (Tentative)</th>
<th>Total</th>
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</thead>
<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>
</tr>
<tr>
<td><strong>Total Possible</strong></td>
<td><strong>650</strong></td>
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</table>

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

How do I know what my grade is in the course? Grades are posted regularly and can be accessed through 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.

When are course assignments due? All assignments 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 and submit by 10 am the following morning. Plan ahead for problems that may arise last minute (like losing power or an internet connection). The 10 am final submission allows you to contact D2L support or secure an internet connection before your assignment is late (and not accepted).

**What if I miss an assignment?** All assignments are posted on the syllabus with a clear due date. You know of all expectations for the class early in the semester, so plan accordingly to get your work done on time. If you know that you will have a very busy schedule one week, work ahead to get your work done early. Do not email or call your instructor asking for extension. **NO LATE WORK IS ACCEPTED.** Once closed, no assignments will be reopened. 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.

**How are the Exams taken?** The course grade includes four exams (total of 400 points) 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 can take these exams from any location. 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, SFA will pay for the exam if you schedule the exam at least 72 hours in advance. You will also have to pay if you change your scheduled time less than 72 hours in advance. More detailed instructions on using D2L are provided in the Content section of D2L.

**What is the Corporate Social Responsibility (CSR) Report Assignment?** 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, and there are three preliminary parts worth a total of 30 points. Detailed instructions are provided in the Content section of D2L.

**What are the Chapter Quizzes?** 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 quizzes grade.

**What if there is a change in the course assignments or dates?** 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. Information on how to forward messages can be found in D2L Content.

**What do I do if D2L is down?** Continue working offline. With technology, there is always a chance for a technology glitch. You will not get an extension on the work if the system is 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. 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.

**What do I do if my internet connection goes down?** 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 including labs 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. You can also use your phone to access the course if necessary; however, it is not recommended that you attempt to take an exam using your phone.

**What do I do if I am out of town?** Being off campus or out of town is not an excuse for not completing your work. Because the course can be accessed from any internet-capable device, you can complete your work even if you are traveling.

**What will I learn in this class?**
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](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.

**What is academic dishonesty?** With the exception of the group CSR report, all assignments (tests and quizzes) should be the individual effort of the student. 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 it 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

What is the University policy on 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

What if a Students has a Disability? 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/.

What does SFA say about 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.
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. There is a chapter quiz for each chapter; chapter quizzes are due Sunday night at the end of the week it is assigned for reading.

<table>
<thead>
<tr>
<th>Date</th>
<th>Material</th>
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<tbody>
<tr>
<td>Jan. 14 - 20</td>
<td>Review Information in Introduction and Course Materials in D2L Content</td>
</tr>
<tr>
<td>Jan. 21 - 27</td>
<td>Chapter 1 – Introduction to the BGS Field</td>
</tr>
<tr>
<td>Jan. 28 – Feb. 3</td>
<td>Chapter 5 – Corporate Social Responsibility (CSR)</td>
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<tr>
<td>Feb. 4 - 10</td>
<td>Chapter 6 – Implementing CSR</td>
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| Feb. 11 - 17 | Chapter 7 – Business Ethics  
Sign up for a company to study due Feb. 6                                    |
| Feb. 18 - 24 | Chapter 8 – Making Ethical Decisions                                        |
| Feb. 25 – Mar. 3 | Exam 1 – Chapters 1 and 5-8 due Sunday, Feb. 18                                |
| Mar. 4 - 10 | Chapter 2 – The Dynamic Environment                                         |
| Mar. 11 - 17 | Chapter 3 – Business Power  
Upload paraphrased report to Dropbox due March 1                             |
| Mar. 18 - 24 | Chapter 4 – Critics of Business                                              |
| Mar. 25 - 31 | Exam 2 – Chapters 2-4 and principles from 7 &8 due Sunday, March 11          |
| April 1 - 7 | Spring Break                                                               |
| April 8 - 14 | The focus of this week is to revise and finalize your group’s CSR Report  
Upload group’s initial analysis to Dropbox due March 27                       |
| April 15 - 21 | Completion of CSR Report due Tuesday, April 10                              |
| April 22 - 28 | Chapter 14 – Managing Environmental Quality                                 |
| April 29 – May 5 | Chapter 15 – Consumerism  
Group peer evaluation to Dropbox due April 17                           |
| May 6 -12  | Final Exam – Chapters 16-18 and principles from 7 &8 due Tue. May 8          |