GENERAL INFORMATION AND SYLLABUS
Business, Ethics, & Society – BUSI 3325.001
Fall 2020
Mon., Wed. 1:00 p.m. - 2:15 p.m.
Room: McGee Business Building, 161

Professor: Dr. Justin R. Blount
Tel: (936) 468-3103 Department
Nelson Rusche College of Business/McGee Building 229K
Department of Business Communications & Legal Studies
Email: blountjr@sfasu.edu
Tel: (936) 468-1785 Office

Office Hours:

<table>
<thead>
<tr>
<th></th>
<th>Office Hours</th>
<th>Class Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9:00 a.m. – 11:30 a.m. (Zoom or face to face)</td>
<td>1:00 p.m. – 2:15 p.m.</td>
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<tr>
<td>Tuesday</td>
<td>9:30 a.m. – 10:45 a.m.</td>
<td>12:30 p.m. – 1:45 p.m.</td>
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<tr>
<td>Wednesday</td>
<td>9:00 a.m. – 11:30 a.m. (Zoom or face to face)</td>
<td>1:00 p.m. – 2:15 p.m.</td>
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<td>Thursday</td>
<td>9:00 a.m. – 11:30 a.m. (Zoom or face to face)</td>
<td>12:30 p.m. – 1:45 p.m.</td>
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<tr>
<td>Friday</td>
<td>9:00 a.m. – 11:30 a.m. (online)</td>
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University Policy on Face Coverings

Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


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

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/Course Goals and Objectives:

This course is designed to emphasize and explain the importance of understanding 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 understand the importance of being prepared for environmental changes and anticipating the expectations of stakeholders. This course will also help the business student develop an understanding and application of ethical principles in evaluating business decisions, as well as considering the social responsibility expected by the stakeholders of the business community in the decision-making process.

COURSE REQUIREMENTS:

Examinations: There will be 3 “mini-examinations” that will be taken online via D2L (45 min. each) and 2 in-class examinations (a mid-term and a final). The examinations will be worth the following points:

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>Points</th>
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<tbody>
<tr>
<td>3 Mini-Examinations</td>
<td>60 points each (total of 180 points)</td>
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<tr>
<td>Mid-Term Examination</td>
<td>125 points</td>
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<tr>
<td>Final Examination</td>
<td>150 points</td>
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<tr>
<td>Total Exam Points</td>
<td>455 points</td>
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</table>

Students are responsible on every exam for all material covered in class and also for all reading assigned outside of class. All examinations are considered to be a major part of the course work upon which a large part of your grade depends.

Due to the COVID-19 virus all exams in this class will be administered online via D2L. Missed exams will only be excused and allowed to be made up for university-excused absences or for extreme emergencies that justify missing the exam. What constitutes an extreme emergency is within the discretion of the instructor. For the online exams, note that I am not very lenient with this policy due to the fact that the exam windows are quite long. Thus, if you have any expectation that you have some medical or other issue that might conflict with an exam, make sure you take the exam early in the exam window and do not wait until the last minute. If you wait until the last minute to take the exam and confront a technical issue taking the exam, I will not consider that to be a valid excuse. Any excused exams must be scheduled for make up within two (2) days of the missed exam or the emergency has resolved itself, or students missing the exam will receive a point value of zero (0) for the missed exam. It is entirely the student’s responsibility to make arrangements with me to take the missed exam. If you have a conflict with another university event or a university excused absence, you must contact me well in advance of the examination. In case of an extreme emergency that prevents you
from taking an exam, contact me before the scheduled examination if at all possible. If it is not possible
to contact me before the exam, contact me as soon as possible after the emergency is resolved. Failure
to do so may result in an examination grade of zero. Other than extreme and unexpected emergencies,
there are **no exemptions** for the final examination and **no changes** in taking the final examination.
Check the final exam time. If the final exam time is a problem, you need to drop this course.

For the online mini-exams, you are allowed to use your books, class notes, and any other study
aids you have. For the Mid-Term and Final Examinations, you will not be allowed to use any
study aids. An electronic proctor might be required for those exams. If a proctor is used, you will
be notified in advance regarding how to use the proctoring service and the computer requirements
you will need to use it.

**CSR Strategy Group Assignment**: The class will be divided up into groups of 3-5 students, and there
are two group assignments you will complete related to developing a CSR Strategy. This assignment is
worth a total of 200 points. There is a written component worth 100 points and a presentation
component worth 100 points. You will be allowed to choose your own group if you notify me of your
group choice by the date set forth on the Course Schedule below. If you do not notify of me your
group choice by this date, I will randomly assign you to a group. Further instructions and details regarding this
assignment are in Appendix 1 to this syllabus.

**Class Participation Bonus Points and Attendance Policy**: All students are expected to attend class,
arrive on time, and participate in class discussions. It is an important part of the learning process in this
course of study for colleagues to share questions, knowledge and insight. The instructor will take
attendance every class period. **It is the student’s responsibility to make sure they are marked as
present.** If you are present when roll is called but then leave class early, you will be marked
absent. Additionally, if you are present when roll is called but are asked to leave the class due to
non-participation, refusal to follow the face covering/social distancing requirements, or being a
distraction, you will be marked absent. Students with zero to one absence will be awarded an
additional five (5) bonus points. **Students with excessive unexcused class absences (4 or more) will
receive a deduction of 10% of their final earned grade points.** Thus, for example, if a student
earns a total of 492 points in the class, then the student’s final grade would be reduced by 49.2
points (10% x 492), and the student’s final point total would be 492 – 49.2 = 442.8. **Students with
7 or more unexcused absences will receive a deduction of 25% of their final earned grade points,
which will likely lead to you receiving a failing grade.**

If you need to miss class due to a university excused absence, it is the student’s responsibility to notify
the instructor in advance in order to receive an excused absence. Additionally, students may be excused
from attendance due to emergency situations. What constitutes a valid emergency that excuses
attendance is within the discretion of the instructor, and students may be required to provide evidence of
the emergency in order to receive an excused absence.

For face to face sessions, attendance will be kept by passing around a sign-in sheet. **Do not sign-in for
someone who is absent. I will be checking the signatures on the sign-in sheets for irregularities. If
I determine that you have been having someone else sign-in for you, I will consider this to be
academic dishonesty and will take appropriate measures under the SFA academic dishonesty
policy, up to and including failing you in the course. Make sure that you sign the sign-in sheet in a
consistent manner! It is your responsibility to make sure you show up for class on time. If students begin showing up late consistently, I will lock the doors at the start of class time and will not allow you in the room.

**ZOOM Attendance Requirements:** Due to COVID-19, some students will be required to attend class via Zoom for some of the class situations, because the entire class will not be able to fit in the room and still meet social distancing requirements. I will still be taking attendance for Zoom attendees. For Zoom attendance, students will be required to state their attendance via the chat feature in Zoom, and the professor will keep records of attendance from this. When you attend via Zoom, students must observe the following requirements. Any student who does not follow these requirements may be removed from the class, and they will not be considered as having attended class. These requirements are:

- Students must attend via Zoom using an electronic device with a video camera, and the Zoom video must be turned on and kept on throughout the class period.
- Students must be appropriately attired, which means clothing that would be acceptable for classroom attendance. This means that you cannot attend via Zoom visibly wearing undergarments, pajamas, etc.
- Students must be in an environment in which they can focus on the class, take notes, and participate. This means you should not be lying in bed or have any other distractions going in the background (TV, music, videogames, etc.). You must treat your Zoom attendance just like you would in person attendance.
- Students who attempt to participate in class while in an unsafe environment (for example, operating a motor vehicle), will be immediately moved from the class by the Professor.

The underlying principle is to treat Zoom attendance exactly as you would in class attendance. Treat your class attendance (both in-person and via Zoom) as a professional obligation and class should run smoothly.

Cell Phone Usage and other distractions – IMPORTANT! - Cell phones, computers, or any other type of electronic communication device are not allowed on in the classroom unless the instructor expressly allows otherwise. All such devices must be turned off and put away during class. If you are using a cell phone, computer, or other electronic device rather than participating in class, you may be instructed to leave the classroom and/or considered to be absent by the instructor.

**Participation Bonus/Deduction Points (15 points):** It is an important part of the learning process in this course of study for colleagues to share questions, knowledge and insight. If you go “above and beyond” to participate well in class, you may be awarded up to 15 bonus points to your final point total. Conversely, if you are disruptive in class (particularly with electronic devices or talking), you may receive a deduction of up to 15 points from your final grade. This is in addition to your potential attendance deduction. I will be keeping track of your participation in class and allotting points based upon my evaluation of your participation. Things I will be considering for these points include, but are not limited to:

- Paying attention in class and not looking at your phone or computer or talking to a friend.
- Answering questions and providing opinions/insights in class.
• Participating in class discussions voluntarily/responding to other students comments.
• Being respectful of others in class while still sharing opinions.
• Exhibiting behaviors/making comments that show that you read the material prior to class.
• On days when we discuss cases, participating in an evaluation/discussion of the case.
• **Bringing your name tent to class and displaying it each class period.**
• **We will cover numerous examples and case readings throughout the semester. I will be calling on students throughout the semester to ask them questions about the readings. If you have not read such that you are unable to answer questions about the readings, this will be factored into your participation bonus or deduction.**
• If you miss class excessively, it will not only count for the attendance deduction, but will also be factored in for these participation points.

**Grading Policy:** Grades will be determined on the following scale, based on the percentage ratio of the student’s total accumulated points to the total possible (655) points for the course. Decimals are rounded up to the nearest whole number for determining the final grade (e.g., .791 or 79.1%=80% and would be a B letter grade; .788 or 78.8%=79% and would be a C letter grade).

<table>
<thead>
<tr>
<th>Scale:</th>
<th>Example:</th>
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<tbody>
<tr>
<td>90-100% = A</td>
<td>45 points Mini-Exam No. 1</td>
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<tr>
<td>80-89% = B</td>
<td>47 points Mini-Exam No. 2</td>
</tr>
<tr>
<td>70-79% = C</td>
<td>50 points Mini-Exam No. 3</td>
</tr>
<tr>
<td>60-69% = D</td>
<td>100 points Mid-Term Exam</td>
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<tr>
<td>Below 60% = F</td>
<td>100 points Final Exam</td>
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<tr>
<td></td>
<td>82 points Written Group Assignment</td>
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<tr>
<td></td>
<td>90 points Presentation Group Assignment</td>
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<td></td>
<td>514 Total Accumulated Points</td>
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<td>514/655=.7847 or 78.47%=C Letter Grade</td>
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But consider: 514 +20 bonus points (attendance and participation) = 534/655=.81527 or 81.53%=B Letter Grade

Also consider: Suppose you earn 563 points on assignments such that you would have a B (534/655 = .81527), but miss class 5 times. The absences cost you a 10% point deduction, resulting in a C (534 x .90 = 480.6; 480.6/5 = 73.374%). **Make sure you attend class and participate!**

**Medical and Other Serious Problems** - Please take time and make the effort to advise me if you have difficulties which require my attention to properly evaluate your classroom participation and activities.

**Late Instructor** - Every effort is made by me to be in the classroom when the class is scheduled to begin. Students will be advised ahead of time if class is delayed or is not going to be held (and this would be extremely rare). Students are expected to wait 15 minutes for the instructor before leaving the class for failure to appear at the beginning of the scheduled time for class.

**Unannounced Tests (Pop Quizzes) -** I reserve the right to give unannounced tests (pop quizzes). Missed tests for university-excused absences will be made up within two (2) calendar days, or students missing the test will receive a point value of zero (0). It is the student’s total responsibility to make
arrangements to take the missed test. Unannounced test points are added to the total possible point accumulation for the course.

**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-conduct-code.pdf](http://www.sfasu.edu/policies/student-conduct-code.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.

**Food, drink, and tobacco products are prohibited in the classroom. Cell phones, computers, or any other type of electronic communication device are not allowed in the classroom unless the instructor expressly allows otherwise. If the instructor so directs, all such devices must be turned off and put away during class.**

**Student Academic Dishonesty (4.1):**

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/student_academic_dishonesty.pdf](http://www.sfasu.edu/policies/student_academic_dishonesty.pdf)

**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/.

Course Calendar: This is a general outline of material expected to be covered. Material covered, dates of tests, and material covered on each exam may vary slightly as necessitated by the pace in which material is covered. Any material deviations from this schedule will be announced and delivered to students either during class or by email.

Aug. 24 Mon. Syllabus, Policies, Chapter 1 – Introduction to the BGS Field
Aug. 26 Wed. Chapter 1 Cont’d.; Chapter 7 – Business Ethics
Aug. 31 Mon. Chapter 7 – Business Ethics
Sep. 2 Wed. Chapter 7 – Business Ethics

**Must notify me by end of class today, by email, of your group of 3-5 individuals if you have formed your own group. If you do not have a group you want to work with, I will randomly assign you one.**

Sep. 7 Mon. Behavioral Ethics
Sep. 9 Wed. Behavioral Ethics/Chapter 8 – Ethical Decision Making
Sep. 14 Mon. Chapter 8 – Ethical Decision Making
Sep. 16 Wed. Chapter 5 – Corporate Social Responsibility
Sep. 21 Mon. Chapter 6 – Implementing Corporate Social Responsibility
Sep. 23 Wed. Chapter 6 – Implementing Corporate Social Responsibility

**Online Mini-Test 1 opens on Thur. Sep. 24 at 12:00 p.m. and is due by 11:59 p.m. on Sun., Sep. 27 [Chapters 1, 5-8, Behavioral Ethics]**

Sep. 28 Mon. Chapter 2 – The Dynamic Environment
Sep. 30 Wed. Chapter 2 – The Dynamic Environment
Oct. 5 Mon. Chapter 3 – Business Power
Oct. 7 Wed. Chapter 3 – Business Power/Chapter 4 - Critics of Business
Oct. 12 Mon. Chapter 4 – Critics of Business
Oct. 14 Wed. Chapter 4 – Critics of Business
Online Mini-Test 2 opens on Wed., Oct. 14 at 5:00 p.m. and is due by 11:59 p.m. on Fri., Oct. 16 [Chapters 2-4]

Mid-Term Exam opens on Thursday, Oct. 15 at 8:00 a.m. and is due by 11:59 p.m. on Sunday, Oct. 18. [Chapters 1-8, Behavioral Ethics]

Oct. 19 Mon. Chapter 10 – Regulating Business
Oct. 21 Wed. Chapter 10 – Regulating Business
Oct. 26 Mon. Chapters 13/14 – Managing Environmental Quality
Oct. 28 Wed. Chapters 13/14; Chapter 15 – Consumerism
Nov. 2 Mon. Chapter 15 - Consumerism
Nov. 4 Wed. Chapter 15 – Consumerism
Online Mini-Test 3 opens on Thur., Nov. 5 at 12:00 p.m. and is due by 11:59 p.m. on Sun., Nov. 8 [Chapters 10-15]

Nov. 9 Mon. Chapter 16 – The Changing Workplace
Nov. 11 Wed. Chapter 16 – The Changing Workplace
Nov. 16 Mon. Chapter 17 – Civil Rights, Women, and the Workplace
Nov. 18 Wed. Chapter 17 – Civil Rights, Women, and the Workplace
Nov. 23 Mon. NO CLASS – THANKSGIVING BREAK
Nov. 25 Wed. NO CLASS – THANKSGIVING BREAK
Nov. 30 Mon. No Class – Time Reserved for Group Presentations

Written CSR Strategy due via D2L Dropbox by 11:59 p.m.
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>Dec. 2</td>
<td>Wed.</td>
<td>No Class – Time Reserved for Group Presentations</td>
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<td><strong>CAPSIM TEAMMATE</strong> online team evaluation tool must be completed by</td>
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<td>11:59 p.m. on the day you present.</td>
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<tr>
<td>Dec. 7</td>
<td>Mon.</td>
<td><strong>Final Exam Week Begins</strong></td>
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<td><strong>FINAL EXAM</strong> [Chapters 10, 13-17, 7 &amp; 8, Behavioral Ethics]</td>
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<tr>
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<td></td>
<td>Final Exam opens on Saturday, Dec. 5 at 8:00 a.m. and is due by</td>
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<td>11:59 p.m. on Monday, Dec. 7 @ 11:59 p.m.</td>
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