GENERAL INFORMATION AND SYLLABUS  
Business, Ethics, & Society – BUSI 3325.500  
Summer II 2023  
Online

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Office Hours:

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<th>Office Hours (all office hours online)</th>
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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.

**Upper-Level Class and Professionalism Expectations**

As you advance in your studies at the junior and senior levels, you should expect course work to become more demanding. You are expected to complete all readings and activities assigned to the best of your ability, and this work should be at a more advanced level than what was expected in courses in the core curriculum courses. In an upper-level class, you are expected to prepare more and complete assignments from knowledge in your class readings, your own research, and personal experience.

As business student, you are expected to conduct yourself in a professional manner. All communications in this class (including assignment submissions, email messages, and class discussions) should present you as a professional in the field. This means that you should always use professional language, proper spelling/grammar/punctuation, appropriate addresses, and completeness in your communications. Each communication you make will help shape your professional image, and this class is the time to practice this. Always proofread your messages from the standpoint of your receiver and make adjustments as needed.

**COURSE REQUIREMENTS:**

**Examinations:** There will be 3 “mini-examinations” (45 min. each) and 2 full examinations (a mid-term and a final). You will have 75 min. to complete the mid-term, and 120 min. to complete the final. The examinations will be worth the following points:

- 3 Mini-Examinations: 60 points each (total of 180 points)
- Mid-Term Examination: 125 points
- Final Examination: 150 points
- Total Exam Points: 455 points

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. **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.** 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.

For the online mini-exams, you are allowed to use your book and class notes. However, you are not allowed to use any online study aids/try to look up answers online!
Students are NOT permitted to use the textbook, notes, or any other resources during the midterm or final exams. In addition, exams are to be individual work and collaboration with other students or individuals is not allowed. Using ANY materials of any kind on the exams or collaborating with other students on the exams is considered cheating, and a violation of SFA’s academic dishonesty policy, which will result in appropriate consequences.

As of now, I do not plan to require any proctoring of exams. However, if I begin to see abnormal test results that indicate cheating is taking place, I reserve the right to require proctoring of exams.

**Individual Writing Assignments (100 points total):** You will write two ethical reasoning case analyses. Each will be worth 50 points. Further instructions on these assignments is provided in Syllabus Appendix 1.

**Group Writing Assignment (100 points total):** The class will be divided up into groups of 3-5 students and you will complete a group writing project. This assignment will be worth 100 points. The specifics of this assignment are set forth in Appendix 2 of this syllabus.

**Late Work:** I do not accept late work. Any paper that is not submitted via the D2L Dropbox by the time set forth in the syllabus will receive a zero. It is the student’s responsibility to know how to use the Dropbox submission process properly. If you fail to properly submit your assignment through Dropbox before the time and date it is due, you will receive a 0 on that assignment. There is no exception to this policy – I do not accept late work. The only way I will accept a paper that was not in the Dropbox folder by the time it is closed is if you provide me with proof, through the Dropbox submission confirmation email, that you did submit the assignment and the only reason I have not received it was a technical problem outside of your control. If you have submitted your assignment properly, you should receive an email from Dropbox. If you do not receive an email, then you should try to re-submit, because that means your submission did not go through. This means that you should submit your paper sufficiently in advance of the time it is due such that if the Dropbox is not working for some reason, you can send me an email before the time the paper is due with the paper attached to the email letting me know that you tried to submit the paper via the Dropbox but it was not working properly. I will not accept hard copies handed to me or emailed copies – you must submit your assignments electronically via Dropbox.

**Extra Credit – Course Evaluation:** Students will be given 5 extra credit points for completing the course evaluation.

**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. Decimal points of .5 and over are rounded up to the nearest whole number for determining the final grade (e.g., .795 or 79.5%=80% and would be a B letter grade; .788 or 78.8%=79% and would be a C letter grade).

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<td>90-100%</td>
<td>45 points Mini-Exam No. 1</td>
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<td>80-89%</td>
<td>47 points Mini-Exam No. 2</td>
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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.) 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 on 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

**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/.

**Mental Health**
SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student’s mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
SFASU Counseling Services • www.sfasu.edu/counselingservices
Health and Wellness Hub (corner of E. College and Raguet) • 936-468-2401
Crisis Resources:
Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255)
Crisis Text Line: Text HELLO to 741-741

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.

July 3-July 13
Module 1 – Chapters 1, 7-8, Behavioral Ethics
Mini-Test # 1 – Opens on Wed., July 12 @ 8:00 a.m., closes Thur., July 13 @ 11:59 p.m.

July 14-July 23
Module 2 – Chapters 2-5
Mini-Test # 2 – Opens on Thursday, July 20 @ 8:00 a.m., closes Fri., July 21 @ 11:59 p.m.
Individual Case # 1 – due via D2L Dropbox, Mon. July 17 @ 11:59 p.m.
Mid-Term Exam – Chapters 1-4, 5, 7-8, Behavioral Ethics, opens Fri., July 21 @ 8:00 a.m., due Sun. July 23 @ 11:59 p.m.

July 24-Aug. 4
Module 3 – Chapters 10, 13-17
Individual Case # 2 – due via D2L Dropbox, Mon. July 24 @ 11:59 p.m.
Group Writing Assignment & Peer Evaluations Due by Monday, July 31 @ 11:59 p.m.
Mini-Test # 3 – Opens Tuesday, Aug. 1 @ 8:00 a.m., closes Wednesday, Aug. 2 @ 11:59 p.m.
Final Exam – Chapters 10, 13-17, 7-8 & Behavioral Ethics, opens Thur. Aug. 3 @ 8:00 a.m., due Friday Aug. 4 @ 11:59 p.m.