GENERAL INFORMATION AND SYLLABUS
Spring 2024

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Department of Business Communications & Legal Studies  
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Email: George.paul@sfasu.edu

Office Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Office Hours</th>
<th>Class Hours</th>
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<tr>
<td>Monday</td>
<td>11:00 – 12:00</td>
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<td>Tuesday</td>
<td>13:00 – 17:00</td>
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<td>Wednesday</td>
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<tr>
<td>Thursday</td>
<td>13:00 – 17:00</td>
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<td>Friday</td>
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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](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:**

The course is participatory, meaning that class participation and engagement make up a significant portion of your final grade. Significant absences will adversely affect your grade. Good performance on quizzes and tests can be off-set by lack of engagement in class and with groups or teams. Just being present is not enough.

**Because of its participatory nature, multi-tasking during class (use of smartphones and laptops) is prohibited and will be noted by the instructor, adversely affecting your final participation grade.**

**Examinations:** Expect individual chapter quizzes 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:

- Minimum 3 Chapter quizzes: 100 points each
- Mid-Term Examination: 100 points
- Final Examination: 100 points
- Total Exam Points: 500 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 mid-term 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 each):** You will be required to write short papers on topics relevant to the course material. In addition to the content, organization and coherence of your arguments, grammar, punctuation, formatting and overall readability will be also graded. You are encouraged to use spell-check and the third-party product “Grammarly” if writing is not your strength.

**Group Presentation Assignment (100 points total):** The class will be divided up into groups of 3-5 students and you will complete a group project. This assignment will be worth 100 points.

**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 are calculated based on the percentage ratio of the student’s total accumulated points to the total possible (655) points for the course. For example, if an exam has 25 questions, it is irrelevant if a question is valued at 1 point or 4 points or 100 points. Your grade will be calculated by dividing the correctly answered questions by 25. In this case, 25/25 = 100%. 20/25 = 80%, etc. This also applies to assignments.

Your participation grade will be the average score of all your percentage points. For example, 8/10 = 80%. 90/100 = 90%. If these were your only assignments, then your assignment grade would be 85%, which equals the average of 80% (8/10) and 90% (90/100). Grades are NOT rounded up; 79.99 = 79.

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<th>Scale</th>
<th>Example</th>
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<tr>
<td>90-100%</td>
<td>A</td>
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<tr>
<td>80-89%</td>
<td>B</td>
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<tr>
<td>70-79%</td>
<td>C</td>
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<tr>
<td>60-69%</td>
<td>D</td>
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45 points Mini-Exam No. 1  
47 points Mini-Exam No. 2  
50 points Mini-Exam No. 3  
100 points Mid-Term Exam
Below 60% = F

100 points Final Exam
82 points Ethics Class Presentation
92 points Case Assignments
516 Total Accumulated Points

516 + 5 bonus points (course eval) = 521/655 = .79542 or 79.54% = 80% = B Letter Grade.
Even small amounts of extra credit help!

**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.

**The Code of Student Conduct and Academic Integrity** outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.
Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

As a business student and future professional, 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.

Statement concerning AI:

Use of any artificial intelligence (AI) software or tool, such as ChatGPT, to complete any assignment, including but not limited to any exams, research projects, or written work produced in the class, is considered a violation of the Academic Dishonesty policy and will be treated by the instructor as such.

Withheld Grades Semester Grades Policy (5.5)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework 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. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.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), Human Services Building, and Room 325, 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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.
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 Wellness and Well-Being

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741
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<th>Week</th>
<th>Chapter in Textbook</th>
<th>Topic</th>
<th>Assignments</th>
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<tr>
<td>One: 18 January</td>
<td>Chapter 7</td>
<td>Ethos: What is Business Ethics?</td>
<td>Read Chaps 7-8</td>
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<tr>
<td>Two: 22-26.01</td>
<td>Chapters 7,8</td>
<td>What drives decision-making?</td>
<td>Quiz Chapters 7 &amp; 8</td>
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<td>Three: 29.01 – 02.02</td>
<td>Chapters 1,2</td>
<td>Social Constructs Cognitive Dissonance</td>
<td>Written assignment (WA): My Social Constructs</td>
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<tr>
<td>Four: 05-09.02</td>
<td>Chapter 3: Business Power</td>
<td>Identity</td>
<td>Quiz Chapters 1 &amp; 2 “Who am I?”</td>
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<tr>
<td>Five: 12-16.02</td>
<td>Chapter 4: Critics of Business</td>
<td>What is “moral” and “ethical?” What is “good” behavior and “bad” behavior?</td>
<td>Written assignment: “My Choices”</td>
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<td>Six: 19-23.02</td>
<td>Chapter 5,6: CSR</td>
<td>Stereotyping, Ethnocentrism &amp; Judgement</td>
<td>Quiz Chapter 4</td>
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<td>Seven: 26.02 – 01.03</td>
<td>Chapter 9: Politics</td>
<td>Differences vs. Commonalities: finding common ground</td>
<td>Group project: Bridging the gap</td>
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<td>Eight: 04-08.03</td>
<td>Chapter 9: Politics</td>
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<td>MIDTERM EXAM</td>
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<td>Nine: 11-15.03</td>
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<td>SPRING BREAK</td>
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<td>Ten: 18-22.03</td>
<td>Chapter 10: Regulation</td>
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<td>EASTER HOLIDAY 28-31.03</td>
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<td>Eleven: 25-29.03</td>
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<td>Twelve: 01-05.04</td>
<td>Chapter 11: MNCs</td>
<td>What personality type are you? Briggs-Meyers</td>
<td>Quiz Chapter 10</td>
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<tr>
<td>Thirteen: 08-12.04</td>
<td>Chapter 12: Globalization</td>
<td>Personality vs. Character Enneagram</td>
<td>Team Presentations Quiz Chapter 11</td>
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<td>Fourteen: 15-19.04</td>
<td>Chapter 13,14: Environment</td>
<td>How to build a life well lived Get What You Want</td>
<td>Team Presentations Quiz Chapter 12</td>
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<tr>
<td>Fifteen: 22-26.04</td>
<td>Chapter 15: Consumerism</td>
<td>Assets vs. Liabilities</td>
<td>Team Presentations Quiz Chapters 13,14</td>
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<tr>
<td>Sixteen: 29.04-03.05</td>
<td>Chapters 16, 17: The workplace</td>
<td>Believing in Yourself</td>
<td>Team Presentations</td>
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<td>Seventeen: May 7</td>
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<td>FINAL EXAM 10:30 – 12:30</td>
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The above timetable is subject to change depending on the availability of guest speakers (in progress).