



## **COURSE SYLLABUS**

Course: **MGMT 4243 Ethics and Corporate Social Responsibility**

### **Catalog Description of the Course:**

A comprehensive and critical examination of traditional and current ethical theories and approaches that guide business decision-making, ethical issues that affect business decisions, and ethics related to the various business disciplines.

### **Course Objectives:**

My goal for this class is to provide you with the tools and the confidence necessary to help you effectively recognize and respond to ethical challenges that are an inevitable part of organizational life. By learning ways to “think” before you act, you will build a foundation for professional and personal success.

By the end of the semester, students will be able to:

- Identify reasons why businesses and business people should be ethical and socially responsible and provide examples of businesses and people that are doing so.
- Analyze the ethics and social responsibility issues of an industry and companies within that industry.
- Use information resources to analyze ethics and social responsibility issues in a debate format.
- Identify and address common ethical issues that arise for individuals, managers, and businesses.
- Apply the 3 prescriptive approaches and eight-step model to resolving ethical dilemmas.
- Recognize how individual differences and cognitive barriers can influence ethical judgment.
- Identify the key management tools that apply to "managing for ethical conduct."
- Analyze an ethical organizational culture and apply the analysis to thinking about organizations you may wish to join.
- Recognize the special problems of managing ethics internationally.
- Identify and prioritize their own values and apply those to making ethical decisions and choosing an organization.

**Required Text & Materials:**

1. **Text.** Treviño, L. & Nelson, K. (2011) *Managing Business Ethics: Straight Talk About How to Do it Right*. **Fifth edition.** NY: John Wiley & Sons. [ISBN: 9780470343944]
2. **Other assigned readings** will be made available on course reserves. To access these readings, follow the website (<http://libinfo.uark.edu/circulation/reserves.asp>). (If you are not already logged in, you may be prompted to log-in. Use your University username and password.) When you are at the “Find Items on Reserve” screen, search for the course reserves by choosing “Instructor” from the drop-down menu and typing “kish” in the textbox. Click on “Search Reserves.” Please see the course schedule for reading due dates.

**Breakdown of Course Requirements:**

<b>Requirement</b>	<b>% of Final Grade</b>
Participation and Homework	15
Quizzes – 3	15
Final Exam (Comprehensive)	20
Debate (Group)	10
Ethical Culture Audit Project & Interview (Group)	20
Social Change Project and Presentation (Group)	20
	100%

**Format for Written Assignments:**

All written assignments – including homework, papers, and projects – must be typed, Times New Roman 12-point font, and double spaced with 1-inch margins. **No handwritten homework or paper assignments will be accepted.** Unless otherwise stated, all assignments must be submitted in electronic (via Blackboard) AND paper copy by the day and time that it is due (see course schedule).

Poor writing quality (including, but not limited to, excessive grammar and spelling errors, poor sentence and paragraph structure, and inappropriate punctuation) on submitted assignments may result in *up to a two letter grade drop in your paper grade.*

All graded assignments MUST include (1) page numbers, **(2) appropriate internal citations, (3) a reference page, and (4) a handwritten integrity statement.** A cover page is **also** required for the ethical culture audit and final exam.

***Cover Page (required for ethical culture audit and final exam only).*** A cover page should include your name, assignment, and course section. The cover page is to ensure anonymity during the grading process. Do NOT include your name or other identifying information anywhere else on your paper.

**Internal Citations.** Any time you use or refer to another individual’s work or ideas, you need to include an internal citation that gives this person(s) credit. For example,

Johnson & Johnson was founded on the Credo, a list of the company’s fundamental values (Johnson & Johnson website, www.j&j.com, 2011).

In the beginning, some researchers believed that the study of business ethics was just a fad (Trevino & Nelson, 2011).

**\*\*If you pull a direct quote—including any key phrases or sentences—from another source (copy and paste; or re-type the author(s) word for word), you MUST use quotation marks (“ ”) to signal that the words are not your own. Otherwise, it is plagiarism; and the incident will be reported to the Academic Integrity Monitor. Keep in mind that simply changing one or two words, and not the original author’s sentence structure, is still plagiarism!**

When using a direct quote and quotation marks, you must also use an internal citation that *includes* the page number. Below is an example:

Locus of control “refers to an individual’s perception of how much control he or she exerts over life events” (Trevino & Nelson, 2011: 84).

**Reference Page.** If you use any internal citations, you must include a reference page at the end of the document. The reference page must include (at a minimum) the author(s)’ name(s), year of the document, and book/journal/magazine title. If the resource is a journal or magazine, be sure to include the volume/issue numbers. If the reference is an online source, include the full web address (i.e., link for me to find the information) and the title of the webpage. If the webpage does not include an obvious title, create one that will clearly communicate the reference to the reader. *Note:* When you use the library’s electronic journal system, be sure to provide the title of the journal (not just the web link).

**Integrity Statement.** On the hard copy only of major graded assignments (i.e., ethical culture audit, social change project, and final exam), you will need to handwrite the following integrity statement on the first page of the assignment (if the assignment requires a cover page, the statement should be written on the cover page):

*I, <Student Name>, affirm that I have neither given, received, nor witnessed unauthorized aid on this deliverable. I have completed this work honestly and according to the professor’s guidelines.*

Points will be deducted missing the integrity statement on an assignment.

***Unless otherwise noted, all major assignments must be submitted electronically (via Blackboard dropbox) AND in hard copy by the assigned due date and time. All electronic submissions will be checked for plagiarism by SafeAssign. Electronically submitting a document that is different from the hard copy you turned in will result in loss of points, and may be reported as an academic integrity violation.***

### **Professionalism in the Classroom:**

Students and instructors each have an important role in maintaining a professional classroom environment optimal for learning. They are expected to treat each other with respect during class, using thoughtful dialogue and keeping disruptive behaviors to a minimum. ***Disruptive behavior is any conduct, speech, or activity that interferes or distracts from learning—of either you or your classmates.*** Examples of disruptive behavior include, but are not limited to: *abusive or profane language directed towards students or faculty, any intimidation tactics, chatting and whispering during class, use of electronic equipment (e.g., texting, e-mailing, listening to music), reading the paper during class, preparing to leave before class is over, and consistently arriving late to class.* Inappropriate behavior in the classroom will NOT be tolerated, and will negatively affect your grade. It may also result in a request to leave the class and/or may be reported to the Office of Community Standards and Student Ethics (OCSSE). Professionalism should also be maintained in e-mail communications. As a future manager and business leader, I expect that you will maintain high professional standards in all verbal and written communications.

### **Academic Integrity:**

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail.

Each University of Arkansas student is required to be familiar with and abide by the University's 'Academic Integrity Policy' which may be found at <http://provost.uark.edu/> Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

**Please note that I WILL report all violations of academic integrity. It should be obvious that violations of academic integrity in an ethics course are particularly egregious.**

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**Keep in mind that "I did not know" is not an excuse. You are responsible for understanding the definitions of "academic dishonesty" as outlined below AND for understanding plagiarism. A detailed guide to understanding and avoiding plagiarism will be provided at the beginning of the semester; you are responsible for reading and understanding the content. If you have any questions, please feel free to e-mail or stop by to see me.**

**Academic Dishonesty Definitions** Academic dishonesty involves acts that may subvert or compromise the integrity of the educational process at the University of Arkansas. Included is an act by which a student gains or attempts to gain an academic advantage for himself or herself or another by misrepresenting his or her or another's work, or by interfering with the completion, submission, or evaluation of work. Examples include, but are not limited to, accomplishing or attempting any of the following acts:

1. Altering of grades or official records.
2. Using any materials that are not authorized by the instructor for use during an examination.
3. Copying from another student's paper during an examination.
4. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor.
5. Stealing, buying, or otherwise obtaining information about an examination not yet administered.
6. Collaborating on laboratory work, take-home examinations, homework, or other assigned work when instructed to work independently.
7. Substituting for another person or permitting any other person to substitute for oneself to take an examination.
8. Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another.
9. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
10. Plagiarizing – that is, the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another person are reproduced without acknowledgement and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer. It is the responsibility of all University students to understand the methods of proper attribution and to apply those principles in all materials submitted.
11. Sabotaging of another student's work.
12. Falsifying or committing forgery on any University form or document.
13. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
14. Committing any willful act of dishonesty that interferes with the operation of the academic process.
15. Facilitating or aiding in any act of academic dishonesty

### **Inclement Weather:**

The University of Arkansas has occasionally been forced to close due to bad weather. When the University is closed, we will not have class. To find out if the University is closed, please listen to local television and radio stations. The University usually announces these closings sometime after 6am. In the unlikely event that the University is not closed and I cannot make it safely to campus, I will post a message to Blackboard and e-mail the entire class. If you have any questions you may also call the Department of Management secretary (Lisa Frye) at 575-4007.

### **Guidelines for Testing Accommodations for Students with Disabilities:**

It is the Walton College policy that reasonable accommodations will be made for students with disabilities. Students must request any accommodations from their instructor in addition to requesting accommodations from the Center for Students with Disabilities (CSD). Please contact the CSD for details on seeking accommodations for disabilities.

### **Blackboard:**

Blackboard can be accessed via *learn.uark.edu*. If you need any help navigating this website, general help for students is available at: [www.bbsupport.uark.edu](http://www.bbsupport.uark.edu) or at the University Help Desk (479.575.6804, Monday - Friday 8am-10pm).

### **Grading Scale:**

A = 90-100%      B = 80-89      C = 70-79      D = 60-69      F = Below 60%