

# Syllabus



Term: Spring 2023

Course: Business Ethics (BMGT 1341)

Section: 2A.1

Title: Introduction to Business Ethics

## Institutional Credit

03 Semester Credit Hours (03 hours lecture, 00 hours lab)

## Instructor Information

Instructor: Matthew Johnson

Email: [mtjohnson@lit.edu](mailto:mtjohnson@lit.edu)

Mobile Phone Number: 409.234.8441

Office: T-4 Building, Suite 103B

Hours: M-F, 1200-1600

## Covid-19 Information:

The Lamar Institute of Technology (LIT) Student Code of Conduct COVID 19 Policy requires students who have been exposed to COVID 19 or diagnosed with COVID 19 to report their condition on the COVID 19 Notification Form (available via a link on the Student Code of Conduct COVID19 webpage). This information will be provided to the Dean of Student Services. In addition, this policy requires all students to wear face coverings in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LIT website.

## Course Information:

Description: Discussion of Ethical Issues, the Development of a Moral Frame of Reference, and the need for an awareness of Social Responsibility in Management Practices and Business Activities, including Ethical Corporate Responsibility.

Pre-Requisites: N/A

Learning Outcomes:

1. Define the concept of Business Ethics.
2. Identify the consequences of Unethical Business Practices.
3. Describe reasoning for analyzing Ethical Dilemmas.
4. Describe different Ethical Views.
4. Explain how Business, Government, and Society function interactively.
6. Explain the concept of Social Responsibility

Core Objectives:

Communication Skills: Students will demonstrate effective written, oral, and visual communication.

Critical-Thinking Skills: Students will engage in creative and/or innovative thinking, and/or inquiry, analysis, evaluation, synthesis of information, organizing concepts and constructing solutions.

Personal Responsibility: Students will demonstrate the ability to connect choices, actions, and consequences to Ethical Decision-Making.

Social Responsibility: Students will demonstrate inter-cultural competency and civic knowledge by engaging effectively in local, regional, national, and/or global communities.

Textbook:

***Textbook Purchasing Statement: A student attending Lamar Institute of Technology is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.***

Business Ethics (OpenStax)

ISBN: 978-1-947172-56-2

Digital PDF and Web-Access versions of the textbook are provided to students without charge through the Course Blackboard Portal.

## Lecture Topics Outline:

Week One: Cover Syllabus; Chapter 01;

Week Two: Chapter 02

Week Three: Chapter 02

Week Four: Review Unit 01; Chapter 03

Week Five: Chapter 04

Week Six: Chapter 04

Week Seven: Chapter 05

Week Eight: Unit 02 Review

-----SPRING BREAK-----

Week Nine: Chapter 06

Week Ten: Chapter 07

Week Eleven: Chapter 08; Review Unit 03

Week Twelve: Chapter 09

Week Thirteen: Chapter 10

Week Fourteen: Review Unit 04

Week Fifteen: Review Final Exam

## Major Assignments Schedule:

Week One: Chapter 01 Reading Quiz; Chapter 01 HW

Week Two: Chapter 02 Reading Quiz

Week Three: Chapter 02 HW; Unit 01 Exam

Week Four: Chapter 03 Reading Quiz; Chapter 03 HW

Week Five: Chapter 04 Reading Quiz;

Week Six: Chapter 04 HW; Chapter 05 Reading Quiz

Week Seven: Chapter 05 HW

Week Eight: Unit 02 Exam

-----SPRING BREAK-----

Week Nine: Chapter 06 Reading Quiz; Chapter 06 HW

Week Ten: Chapter 07 Reading Quiz; Chapter 07 HW

Week Eleven: Chapter 08 Reading Quiz; Chapter 08 HW

Week Twelve: Unit 03 Exam; Chapter 09 Reading Quiz;

Week Thirteen: Chapter 09 HW; Chapter 10 Reading Quiz

Week Fourteen: Chapter 10 HW; Unit 04 Exam

Week Fifteen: Final Exam

Final Exam Date: 05 May 2023 (0800) --- 10 May 2023 (2300)

## Grading Scale:

90 — 100: A

80 — 89: B

70 — 79: C

60 — 69: D

< 60: F

## Grade Categories:

Chapter Reading Quizzes: 10 Percent

Chapter Homework Assessments: 25 Percent

Unit Exams: 50 Percent

Final Exam: 15 Percent

## Instructor Policies:

### **ANNOUNCEMENTS**

I will typically post announcements weekly, usually on Sunday afternoons. These announcements indicate upcoming due dates and notes which will be important to your success in this course. You should carefully read these announcements every week.

### **PROFESSIONAL COMMUNICATION**

My preferred method of communication is through email at [mtjohnson@lit.edu](mailto:mtjohnson@lit.edu).

Students must use appropriate e-mail etiquette when corresponding with their instructor. This involves writing emails in a "letter" format as opposed to "text chat" format.

Alternatively, you may contact me on my business mobile number (409)-234-8441. You will likely be directed to voicemail. Please leave a message with your Name, Your Course Number (ex: ECON 2301-2), and the main reason(s) you are calling me. I will assume you are a spam call if you do not leave me a message and I will not return your call without this information.

## **USE OF INSTRUCTIONAL MATERIALS**

Instructional materials, such as Powerpoint Presentations, Instructional Videos, etc. are provided in Blackboard for each chapter. These will be useful in understanding and reinforcing concepts as they are presented in class. Content folders are scheduled to unlock/grant access throughout the semester to ensure synchronous learning.

I am attempting to convert all of my courses into a "Flipped" learning environment. This means that the powerpoint presentations (i.e. lecture) will be recorded and posted for you to watch and take notes on your own time. Class time will be reserved (hopefully) for the application of theories and a holistic enrichment experience by working through sample problems.

## **DUE DATES**

All assignments will have their due dates posted in the announcements at the beginning of the week. All assignments will have a 3-7 day range between the day of access and the due date.

I allow for a "Grace Period" of 3 days for all assignments with the exception of the Final Exam which will NOT have a grace period. For example, an assignment due on Sunday, 20 January 2022 at 2300 (11PM) will be given a grace period until Wednesday, 23 January 2022 at 1700 (5PM).

Any assignment submitted during the assignment's Grace Period will be counted as Late with a penalty of -30 percent taken from the "raw score".

Assignments will be permanently locked after the end of the grace period. I will not, except under the most dire circumstances (e.g. hospitalization), re-open any assignments after the end of the grace period. You will need to provide any and all proof requested by myself should you request to submit any assignment outside the grace period.

## **CHAPTER READING QUIZZES AND CHAPTER HOMEWORK**

Chapter Reading Quizzes are typically 10-question Multiple-Choice, True-False, and Short-Answer assignments designed to ensure that you are reading the text at an appropriate and responsible pace. You will be given 60 minutes for to complete your each of your Chapter Reading Quizzes. You will be given two opportunities to submit each Chapter Reading Quiz to me. The final grade for each Chapter Reading Quiz will either be the average of the two "raw scores" or the "raw score" from a single submission.

Chapter Homework assignments are typically 20-25 question Multiple-Choice assessments designed to ensure that you have read, watched, or listened to the necessary content aligned with each chapter. You will be given 60 minutes to complete each of your Chapter Homework assessments. You will be given two opportunities to submit each Chapter Homework assessment to me. The final grade for each Chapter Homework assessment will either be the average of the two "raw scores" or the "raw score" from a single submission.

## **EXAMS**

Exams will be provided within a Blackboard examination window. The exams will be timed and are typically limited to 75 minutes with 50 questions. Make-up exams will not be given. Missed exams will receive a score of zero. Your exam will be graded immediately by Blackboard. Feedback on specific exam questions will be given 24 hours after the exam has permanently closed.

You must work alone while taking the exam. Cheating on exams is not acceptable and will be subject to violations of the Academic Dishonesty Policy. Academic Dishonesty will result in a zero on any assignment; a second incidence of academic dishonesty will be handled at the discretion of the Department Chair

There will be a comprehensive Final Exam. All students must take the Final Exam. Failure to take the Final Exam will result in a failure of the course.

## **EXTRA CREDIT**

All opportunities for extra credit will be announced in advance. DO NOT ask for additional opportunities!

## **MISCELLANEOUS**

Reliable Internet access is required for all online courses and many traditional courses. Computer failure and lack of internet access are not acceptable excuses for missed assignments, projects, quizzes, or exams. A lack of preparation on your part does not constitute an emergency on my part. Do not postpone completion of assignments until the last minute.

You are expected to attend class as a professional student. This means you are to demonstrate proper hygiene, dress appropriately, and conduct yourself in a professional manner. Disrespect or insubordination will not be tolerated and will result in dismissal from class.

I will not discuss your academic progress over the phone. I will not answer emails past 6:30pm (1830) each day and I will not answer emails over the weekend (Friday at 1700 until Sunday at 1500).

It is the responsibility of the student to properly withdraw from the course. The withdraw process will not be initiated by the instructor. It is my policy to NOT give Incompletes as a final course grade.

I reserve the right, as the instructor to change, alter, omit, or add to the tentative course outline and calendar. This course continues to be a "work in progress". Assignments, due dates, etc. can change.

Course Policies:

## **DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

## **MODE OF INSTRUCTION**

Online

## **ATTENDANCE POLICY**

Students are highly-recommended to login and access the course 2-3 times per week. Attendance is taken daily for face-to-face classes.

## **ACADEMIC HONESTY**

Academic Honesty is expected from **ALL** students and dishonesty in any form will not be tolerated. Please consult the LIT Student Handbook (<http://catalog.lit.edu/>) for all information pertaining to Academic Dishonesty.

## **FACILITY POLICIES**

1. No food or tobacco products are allowed in the classroom.
2. Only students enrolled in the course are allowed in the classroom. Exceptions must be granted by the instructor.
3. Use of electronic devices is prohibited.

## **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

## **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

## **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

## **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## **HB 2504**

This syllabus is part of LIT's efforts to comply with Texas House Bill 2504