

Course ID:	Course Title:	Fall 2018
BUS 210	Business Ethics & Corporate Governance	<b>Prerequisites:</b> BUS 100 or 305 PH 125
		<b>Credits:</b> 3

Class Information		Instructor Information		Important Dates	
<b>Days:</b>	Tue/Thu	<b>Instructor:</b>	Angie Redecopp MBA, LLB, BEd	<b>First day of classes:</b>	Wed, Sept 5
<b>Time:</b>	2:30-3:45pm	<b>Email:</b>	aredecopp@ambrose.edu	<b>Last day to add/drop, or change to audit:</b>	Sun, Sept 16
<b>Room:</b>	RE 110 (or on-line)	<b>Phone:</b>	403-874-1310	<b>Last day to request revised exam:</b>	Mon, Oct 22
<b>Lab/Tut:</b>	N/A	<b>Office:</b>	L2057	<b>Last day to withdraw from course:</b>	Mon, Nov 12
<b>Final Exam:</b>	Dec 14 – 1-4pm	<b>Office Hours:</b>	Tue/Thu 1-2 Wed/Fri 11-2	<b>Last day to apply for coursework extension:</b>	Mon, Nov 19
				<b>Last day of classes:</b>	Tues, Dec 11

### Course Description

This is a course in applied ethics. As such, it takes concepts, theories, and moral decision procedures found in moral philosophy and applies them to a broad range of issues currently encountered in the business context. Such issues may include: “whistle-blowing,” advertising, employee treatment, insider trading and accounting practices, product liability, corporate social responsibility and issues in international business. Strategies to develop ethical frameworks within businesses and good corporate governance practices are examined.

### Expected Learning Outcomes

It is the aim of the course that students acquire the following skills:

- Identify and use ethical terminology, concepts, and methodology in the identification and analysis of business issues.
- Understand the context of ethics from a Christian, business, historical and social perspective.
- Construct and articulate a personal social ethic that is both Biblical and relevant.
- Implement models and strategies in the business environment to improve ethical decision making.

### Textbooks

- Electronic course pack available on Moodle.
- *Giving Voice to Values*. Mary C. Gentile. Yale University Press 2010.

## Course Schedule

The detailed course schedule and weekly reading list on Moodle will be updated regularly and should be referred to throughout the course. Most Tuesday classes will take place in person and most Thursday classes will be online.

## Evaluation

The following is a summary of all evaluation methods and relative weights for the course. See the course schedule for due dates.

Evaluation Method	Weight
Case Responses (4)	35%
Online Class Activities (6)   Giving Voice to Values Assignments (4)	30%
Christian book/chapel reflections	15%
Soul Forum assignment	5%
Quizzes	15%

### Requirements:

*The following is a brief summary of the evaluation methods used throughout the course. Additional detail will be provided on Moodle.* This is a course in applied ethics. Accordingly, readings and cases form a key part of the course. Readings & cases must be read and analysed prior to class and students are expected to participate in discussions pertaining to them. Occasionally, current events or other media outside of the text will also be referenced.

**Case Responses** – Each student will be responsible for providing a written responses (800-1200 words each) to four cases throughout the term. One case will be done in groups and include a presentation.

### **Online Session Activities & Giving Voice to Values Assignments**

Approximately 10 sessions will be delivered in an online format, allowing students to individually (primarily) work through different experiential, formative activities. Instructions will be on Moodle and should be followed on the day of or the day following delivery. Readings should be completed prior, as applicable. Students can expect to spend 2.5-3.5 hours on each on-line session – approximately 1 hour or less for pre-reading, 1.25 hours in lieu of the class time, and an additional hour or so to complete the activity. Some sessions will include a recorded video segment. A mark is given for each on-line session – typically out of 3 and based primarily on completion. 4 of the on-line sessions use the *Giving Voice to Values* book, which students will work through in late September and October, completing short assignments designed to help them develop their own personal credo and strategies for expressing their values in a variety of settings.

### **Christian Book/Chapel Reflections**

Students will reflect on Christian ethics through either:

- Reading and responding to a book on Christian business ethics. This book can be chosen by the student but must be approved by the instructor – suggestions will be provided.
- Regularly attending chapel @ Ambrose and keeping a journal on personal credo and any application to business ethics.

## Quizzes

Three short in class quizzes will be given throughout the term to ensure that students are understanding key concepts and cases. Guidance on types of quiz questions will be provided in class throughout the term.

## Submission of Assignments:

All written assignments are to be submitted on Moodle. In the case of legitimate or approved absence, and at the instructor's discretion, the assigned date may be rescheduled to a later date. If unexcused, late assignments will typically receive a mark of zero unless an assignment is worth at least 10% of the course grade in which case the following penalties will apply:

- Up to one day late = 15% penalty (this begins right after the time due)
- One-two days late = 30% penalty

## Attendance & Participation

Each student is expected to regularly attend and actively participate in classroom discussions and any on-line discussion forums assigned. Group discussions and analysis of course topics will be a key component of learning throughout the term. Students are expected to attend all classes, having prepared for class by reading the assigned readings ahead of time and actively participate in group discussions. The skills needed to participate effectively in class and present your ideas are the same skills required to be effective in the business world. If external circumstances or illness prevent you from attending or adequately preparing for a class, please let the professor know. **Students are to be on time for class and refrain from the use of electronics with the exception of tablets or laptops for note-taking or direct classroom activities. The use of electronics for personal activities is not permitted – out of respect for fellow classmates and the instructor.** The instructor may reduce a student's mark by a letter grade (i.e. B to B-) if a student's participation is inadequate.

## Grade Summary:

The available letters for course grades are as follows:

<i>% Grade</i>	<i>Letter Grade</i>	<i>Description</i>
95% to 100%	A+	
90% to 94%	A	Excellent
85% to 89%	A-	
80% to 84%	B+	
76% to 79%	B	Good
72% to 75%	B-	
68% to 71%	C+	
64% to 67%	C	Satisfactory
60% to 63%	C-	
55% to 59%	D+	
50% to 54%	D	Minimal Pass
0% to 49%	F	Failure

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

## Ambrose University Academic Policies:

### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

### Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

### Exam Scheduling

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will

be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

**Note:** Students are strongly advised to retain this syllabus for their records.