

## **Remote / Online Course Syllabus**

### **Course Information**

*Course Number/Section*           OBHR 4310-001  
*Course Title*                        Business Ethics  
*Term*                                     Spring 2021

### **Professor Contact Information**

*Professor*                             Marilyn Kaplan, PhD  
*Office Phone*                       972-883-2742  
*Email Address*                     mkaplan@utdallas.edu  
*Online Office Hours*             Contact by direct message through MS Teams for TEAMS meeting appointment

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### **Course Modality and Expectations**

<b>Instructional Mode</b>	Remote/Virtual
<b>Course Platform</b>	The course discussions will be in Blackboard Collaborate for synchronous students. All lectures will be recorded and available in Stream.
<b>Expectations</b>	All students are expected to watch lecture recordings weekly and participate in discussions weekly. Synchronous students will participate in live class discussions in Blackboard Collaborate, Asynchronous students will participate in online discussions in Blackboard. All assignment deadlines will be honored.
<b>Asynchronous Learning Guidelines</b>	Asynchronous students will participate in online discussions in Blackboard. All assignment deadlines will be honored.

### **COVID-19 Guidelines and Resources**

The information contained in the following link lists the University's COVID-19 resources for students and instructors of record.

Please see <http://go.utdallas.edu/syllabus-policies>.

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## **Class Participation**

Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

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## **Class Recordings**

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

***Note: if the instructor records any part of the course, then the instructor will need to use the following syllabus statement:***

The instructor may record meetings of this course. Any recordings will be available to all students registered for this class as they are intended to supplement the classroom experience. Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

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## **Class Materials**

The Instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course, however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

## **Course Pre-requisites, Co-requisites, and/or Other Restrictions**

Prerequisite: [OBHR 3310](#) or [OBHR 3330](#).

## **Course Description**

This course examines ethical and socio-political issues and concepts that relate to management in a global business environment. Leaders increasingly need to be aware of potential threats and opportunities in their environments and many stem from value and cultural differences that most managers are not trained to resolve

## **Student Learning Objectives/Outcomes**

1. Be knowledgeable of values and cultural impact on business -both globally and domestically;
2. Be familiar with formal/informal ethical business guidelines;
3. Increase awareness of the multitude of issues and dilemmas facing business daily;
4. Increase awareness of how business responds to challenges and the difficulties faced;
5. Be able to form strategies to deal with ethical issues.

## **Required Textbooks and Materials**

### *Required Texts*

Strategic Corporate Social Responsibility David Chandler 4<sup>th</sup> Edition

### *Required Materials*

Simulation: <http://www.strategiccsrsim.com/registerstudent.asp?SimAccess=>

## **Technical Requirements**

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](#) webpage.

## **Course Access and Navigation**

This course can be accessed using your UT Dallas NetID account on the [eLearning](#) website.

Please see the course access and navigation section of the [Getting Started with eLearning](#) webpage for more information.

To become familiar with the eLearning tool, please see the [Student eLearning Tutorials](#) webpage.

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The [eLearning Support Center](#) includes a toll-free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.

## **Communication**

This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [Student eLearning Tutorials](#) webpage for video demonstrations on eLearning tools.

Student emails and discussion board messages will be answered within 3 working days under normal circumstances.

**Distance Learning Student Resources**

Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the [eLearning Current Students](#) webpage for more information.

**Server Unavailability or Other Technical Difficulties**

The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online [eLearning Help Desk](#). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

## Academic Calendar

### Assignments & Tentative Academic Calendar

Week	Topic	Reading Assignment	Written Assignment Always 11:00PM	Strategic CSR Sim Always 11:00 pm	Asynchronous Discussion Deadline
1/25	Introduction Library Resources				
2/1	Manners/Behaviors/Values CSR	Chapters 1 & 2	List of Values Journal #1 2/1		
2/8	Issues Management Stakeholder Management	Chapter 3	Journal #2 2/8	Registration completed 2/8 11:45pm	
2/15	Critical thinking Business Policies	Chapter 4	Journal #3 2/15		
2/22	Theories Part 1	Chapter 5	Part 1 Business Policy Project 2/21	Round 1 2/21 11:45pm	
3/1	Theories part 2	Chapter 6	Journal #4 3/1	Round 2 3/1 11:45pm	
3/8	Theories Part 3 Business Comparison Audit Intro		Journal #5 3/8  Part 2 Business Policy Project 3/8		
3/22	Shareholders Top Management	Chapters 7	Business Comparison Audit Firm Choices 3/22	Round 3 3/22 11:45pm	
3/29	Consumers	Chapter 8	Journal #6 3/29	Round 4 3/29 11:45pm	
4/5	Government	Chapter 9	Journal #7 3/27	Round 5 4/5 11:45pm	
4/12	Supply chain	Chapter 10	Journal #8 4/12		
4/19	Strategy & CSR	Chapters 11 & 12	Journal #9 4/19		
4/26	Community	Chapters 13 & 14	Journal #10 4/26		

			Business Comparison Audit Paper 4/26		
5/3	Wrap up	Chapter 15	5/3 Simulation Report due		

### Proctored Final Exam Procedures

If your course has a proctored exam requirement, please see the [UTD Testing Center](#) webpage and [Distance Learning Proctored Exams](#) webpage to make arrangements.

### Grading Policy

Assignments			
Business policy project		25%	
Firm comparison project		25%	
Private Journal		20%	
Discussion participation		10%	
Strategic CSR Simulation Report		20%	
		100%	
A+: 97 and up		A: 94-96	
B+: 87-89		B: 84-86	A-: 90-93
C+: 77-79		C: 74-76	B-: 80-83
D+: 67-69		D: 64-66	C-: 70-73
F	Below 60%		D-: 60-63

### Strategic CSR Simulation

You will be working through decisions is a Corporate Social Responsibility project. After each round you will submit a memo explaining your decisions on the simulation website. At the end of the semester you will write a report on the results of your simulation.

Your report will discuss the following in 3-5 pages:

- How did you approach your decision making? What was your basic strategy?
- What theory of ethics did you base your decisions on?
- What decisions were successful and why?
- What decisions were unsuccessful and why?
- What was your learning takeaway from this project?

Decisions are due at 11:00 PM. Results are available the following morning.

### Discussion Participation

Students attending live are required to participate in unrecorded live discussions.

Students attending asynchronously are required to participate in online small group discussions in eLearning per the syllabus schedule.

Participation will be graded based on quality of insights, application of theories and current events in ethics as well as the amount of discussion. Discussions require replying to fellow students – simply making a statement is insufficient.

## The Two Required Papers

**You may submit your papers as many times as you wish prior to the deadline – my goal is 48 hours turnaround time for feedback. This means that you can rewrite your memos for better grades as long as your final attempt is received by the assignment deadline. Upload all assignments through eLearning – no hard copies!**

### Business Policy Project

**Project Part 1: Problem Statement.** Choose an ethical problem in business that you will solve through your policy. To get topic approval, you must write a one-page paper explaining what your problem encompasses and how it is related to business ethics. **You may not proceed with the paper until you have approval for your proposed policy topic on eLearning. This means that without topic approval of a topic submitted by the deadline, you may not complete the assignment.** I will approve them as they are uploaded.

- State the ethical problem/Facts only
  - What happened?
  - What was the result?
- 10% of the total project points
- One page – Upload through eLearning – Assignments
- No hard copy

### **Project Part 2: Policy Analysis and Statement**

Take the problem that you identified in Part 1 and analyze it.

Identify the stakeholders and theories of ethics. What actions should be/should have been taken by those involved? If you were in control, what decisions would you make? Support your recommendations with research and use citations.

- Part 2 Requirements:
  - Describe the situation
    - What is the context?
    - Who What When Where
    - Give some historical background, data (graphs, tables encouraged!)
  - Identify the stakeholders
    - Who are they?
    - How important are they to this problem?
  - Identify and discuss the theories of ethics in use by the stakeholders
  - List possible alternative methods of dealing with the problem
    - How do businesses handle the problem now?
    - Include current firm policies if possible
    - What are the costs of the alternatives
    - Rank the alternatives
  - State your policy clearly
    - Specific details of the policy
    - Include deadlines, dates, etc.
    - What is the cost of the policy implementation? Include opportunity costs
- 90% of total project points
- Approximately 5-7 pages of text

### **Business Comparison Audit Project**

- Part 1 Firm choices:
  - Choose a firm from the World's Most Ethical Companies link on eLearning
  - Choose a competitor of that firm who is not also on the list
  - Must be approved to move forward to Part 2
  - **You may not proceed with the paper until you have approval for your proposed company choices on eLearning. This means that without topic approval of a topic submitted by the deadline, you may not complete the assignment**
- Part 2
  - You will compare and contrast the firms by completing an ethics audit on each
  - This will require library research (this means citations)
  - The format can be found on eLearning
    - Please use bullet points for the table
    - Add graphs or other tables as needed

### **Format & Rules for papers**

- You must follow the requirements. This assignment involves the ANALYSIS PROCESS.
- Late papers will not be accepted.
- Use the MLA Handbook or APA and follow the rules of format for papers regarding spacing, headers, references, citations, etc.
- You must list references – I expect you to use the library for sources. The Internet may be used but only along with other library sources. If your paper has only Internet sources, it is an automatic zero! Use of Wikipedia constitutes an automatic zero grade.
- Word processing programs have spelling and grammar checking capabilities – use them!
- You are encouraged to visit the Communications lab for your paper and presentation.

### **Course Policies**

#### *Late Work*

Late work is not accepted.

#### *Class Participation*

The synchronous class will consist of unrecorded class discussions. The asynchronous students will participate in online discussions.

#### *Classroom Citizenship*

Scholastic dishonesty penalties will be a minimum of a zero on the assignment or exam.

### **Comet Creed**

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

*“As a Comet, I pledge honesty, integrity, and service in all that I do.”*

### **Academic Support Resources**

The information contained in the following link lists the University's academic support resources for all students.

Please go to [Academic Support Resources](#) webpage for these policies.

**UT Dallas Syllabus Policies and Procedures**

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to [UT Dallas Syllabus Policies](#) webpage for these policies.

*The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.*