

COURSE SYLLABUS

BMGT 1341 (3:3:0)

Business Ethics - ONLINE

Business

Business Administration Department

Technical Education Division

Miran Faulks Hill – Instructor; Office Administration, Business Administration

SOUTH PLAINS COLLEGE

SPRING 2022

**COURSE SYLLABUS
SPRING 2022**

Course Title: BMGT 1341-151, Business Ethics

Meeting Time: Section 151; ONLINE

Instructor Information:

Instructor:		Miran Faulks Hill		
Office:		LC 120G (Lubbock Center)		
Office Telephone:		806.716.4917		
E-mail:		mhill@southplainscollege.edu		
Office Hours:				
Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM - Noon	By Appt.	11:00 AM - 1:00 PM	By Appt.	9:00 AM - Noon

Online Disclaimer: This is to notify you that materials you may be accessing in chat rooms, bulletin boards or unofficial Web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We

Course 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. Includes ethical corporate responsibility.
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End-of-Course Outcomes: Define business ethics; identify the consequences of unethical business practices; describe reasoning for analyzing ethical dilemmas; describe different ethical views; explain how business, government, and society function interactively; and explain corporate social responsibility.

HOW THIS COURSE IS CONDUCTED: This course is an online course, which means that you will access course information and respond to me and/or other students through the use of the Internet. Blackboard is used to deliver and manage this course, as well as Cengage Mind Tap. Blackboard and Cengage are software packages that are written to help manage online courses. You are encouraged to use the Blackboard course email to ask the instructor any questions you may have about the course etc.

Required Text -

Ferrell/Fraedrich/Ferrell's Business Ethics: Ethical Decision Making & Cases, 12th Edition

Inclusive Access: All of you have the electronic textbook and digital homework already paid for through your tuition! Which is awesome! You will have first day access to your E-Textbook and homework assignments through this Blackboard course!!

· Textbook: The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.

· E-book features: Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.

· Upgrading to a physical textbook: Students who prefer a printed textbook rather than an e-book may purchase or rent a textbook the textbook publisher or other independent retailer.

· How to opt out of Inclusive Access: As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform (like Mindtap, CengageNow or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out after the twelfth class day.

To access your course materials and explore Cengage Unlimited, log in to Blackboard and click on the link that says **Weekly Assignments**. When prompted, log in with your Cengage account and follow the prompts to complete the registration process.

LOGGING INTO COURSE: Under no circumstances are you allowed to give your User ID and/or password to anyone. If someone, besides you, is logging into this course, I will drop you immediately with an 'F', regardless of the reason.

COMPUTER REQUIREMENTS: I do not recommend any particular brand of computer. It is the responsibility of the student to make sure that they have the necessary computer resources and skills to take this class. Students are not required to purchase their own computer, but must have frequent regular access to one that meets specifications. There are computer labs available for student use on our Levelland, Lubbock Byron Martin ATC, and Reese Center campuses.

PLEASE make sure your computer is protected with current anti-virus software and spyware removal and prevention software. Most PC's have Microsoft Office (Word, Excel, Access, PowerPoint, etc.), but if you do not have Office on your computer I would

recommend using your Office 365 account (through your student e-mail at SPC) This allows you to use all programs for free, through the 'cloud'.

Check Your Internet Access

The computer you are using must be able to connect to the Internet to access the Blackboard website.

To be able to participate in this online course, a student needs to have the following abilities:

- Typing and word processing skills.
- Know basic functionality of a computer and how to do basic troubleshooting.
- Know how to connect to the Internet.
- Know basics of how the Internet works and how to search and conduct research using the Internet.
- Know how to attach and open documents in an e-mail message.
- Have basic file management skills.
- Know how to save and delete documents.

ATTENDANCE POLICY: Even though this is an online class, students still have to access the course on a regular basis. **Minimum log in for the course is at least four (4) days per week. Additionally, you should not let more than 72 hours pass without logging in.**

The Blackboard software used to manage this online course tracks student logins, tracking when and where the student has been in the course. Accessing this course on a regular basis is extremely important in order to meet the objectives of this course. Ideally, students should daily check the semester schedule, e-mail, and also check for announcements and fellow student discussions. This course is not 100% self-paced—there will be deadlines. You will feel more at ease with the materials if you stay in touch with what is going on. This course is 3 semester credit hours. For this reason, you should set aside a minimum of 6 hours per week to work on this course. One of the very first things you should do is set aside time each week to work on the class. It is very easy to put off attendance in an online course.

A STUDENT IS RESPONSIBLE FOR INITIATING THEIR OWN WITHDRAWAL, if that becomes necessary. **A student who stops attending and stops completing assignments, must take the responsibility of contacting the Registrar's Office to drop the class.**

I do not drop students for non-attendance. It is your responsibility to initiate the drop process if you decide not to complete the course. Students who stop attending and do not complete the coursework will receive an F at the end of the semester.

PLEASE NOTE: The last day to drop this course is April 28, 2022

Be advised – I do not accept late work for any reason.

RESPONSE TIMES: You should expect responses from me within 48 hours to emails sent using Blackboard email. If you haven't received a response within that time, communicate to me again either through email and/or telephone. It is possible your initial communication had not been received. I will not guarantee a response to email during SPC scheduled school holidays or on weekends.

COURSE WORK EVALUATION: Semester grade will be determined using the following scale:

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

A minimum grade of "D" is required to pass BMGT 1341 -

Your grade for this course will be based on your performance in the following areas-

- Introduction/Syllabus Summary (5%) (submitted in Blackboard, as noted below)
- Cengage Mind Tap Homework/FlipGrid Case Studies (45%) (submitted in Cengage Mind Tap)
- Exams (40%) (submitted in Cengage Mind Tap)
- Final Exam (10%) (submitted in Cengage Mind Tap)

ASSIGNMENT POLICY/MATERIALS REQUIREMENTS: It is extremely important to have read assigned online course content, the chapters in the textbook, and/or Internet readings prior to completing assignments. You should also find the resources in each Learning Module within Blackboard for each chapter helpful. Assignments will be given throughout the semester (see calendar link in Blackboard for due dates)

All completed weekly chapter homework assignments will automatically be submitted through Cengage Mind Tap— sign on instructions for this website will be posted on Blackboard in the first week of the semester.

All assignments are due by 11:55 p.m. on the date posted on the course schedule/calendar. LATE WORK/ASSIGNMENTS WILL NOT BE ACCEPTED. Although, 1 homework grade will be dropped at the end of the semester.

Introduction Assignment (due 1/23/2022) (2.5%)

Post your introduction in the **Discussion** tool forum in Blackboard (under Course Tools to the left). In the discussion forum, post in the topic "your introduction." In the subject line put your name—example, "John Doe's Introduction." Please include the following in

your introduction. This assignment will be keyed in the body of the message window, please feel free to say hello to your fellow classmates if you wish, and discuss anything that you might have in common.

- Name
- Major
- Spare time activities (or if you had spare time, what would you do?)
- Favorite class so far and why
- Least favorite class so far and why
- Business or work area interests or career goals

Syllabus Summary Assignment (due 1/23/2022) (2.5%)

Submit an approximate one-page summary of this syllabus to me using the Blackboard discussion post area. The subject line of the discussion should read “Syllabus summary—Your name”. Do not include in the summary such things as my contact information, etc. that I already know. Include things you feel most important to remember during the semester. At the bottom of your summary, please state that you agree to the syllabus guidelines and put the current date by your name.

Chapter Homework Assignments/Flip Grid Case Studies (45%) --Submitted in Cengage Mind Tap

Weekly homework in Cengage will be outlined in the semester schedule, opening Sundays at 6 AM and due the following Sunday at 11:55 PM (you will have over a week to complete these assignments, remember that I do not accept late work). Please pay close attention to your semester schedule and the Cengage schedule for due dates etc.

Case Studies from the textbook will be discussed through the use of the app “FlipGrid” – this app is free and can be used on a phone or computer. These interactive case study answers let myself and fellow classmates discuss interesting current event case studies!

Exams (40%)*:** There will be chapter exams covering 4-6 chapters each, over the major areas of study related to management listed under the course outline below plus the comprehensive final exam. Each exam will be released on Sunday mornings at 6:00 AM and will close on the following Sunday at 11:55 p.m in Cengage Mind Tap. You will be able to click on the exam link and select the exam as soon as it is made available. When you begin the exam, you will have 1 hour and 15 minutes (75 minutes) to complete and submit the exam.

*** Exams will be conducted online within software called Cengage Mind Tap. (If you are not familiar with this software DO NOT WORRY! Guidelines and sign in procedures will be made clear in the first week of class. You will buy a code to take exams and homework through this website—see the textbook info. above in the syllabus if you have questions regarding this.) You do not have to come to campus to take these

exams. Cengage will not allow printing of the exams when accessed. You will only be able to access the test once and you must take the test in one sitting—you will not be able to save and come back later to the test!

It will be very important for you to visit the Semester Schedule in Blackboard to see when exams are scheduled. ***

Final Exam (10%) – 2 hours to complete this comprehensive exam

MAKE-UP EXAM POLICY: I do not give make-up exams or accept late exams. (I do drop your lowest regular exam grade at the end of the semester, to allow for a missed exam or low grade) The **final exam** will be **comprehensive**.

COURSE OUTLINE: These are the major areas of study that will comprise the chapters covered:

HR Mgt. In Perspective
Meeting Human Resources Requirements
Developing Effectiveness in HR
Implementing Compensation and Security
Enhancing Employee-Mgt. Relations
Expanding HR Mgt. Horizons

COMPUTER LABS: There are several computer labs with the locations, and hours of operation below. You will need to present your SPC student ID at some of these locations.

- Levelland campus: Technology Center, Monday – Thursday from 8 a.m. to 9 p.m. and Friday from 8 a.m. to 4 p.m.
- Reese campus library: Building 8, Monday – Thursday from 8 a.m. to 8 p.m. and Friday from 8 a.m. to 4 p.m.
- Reese campus: Building 8, Room 827. This lab is available first for students enrolled in computer classes then students enrolled in other courses. Hours will be posted on the door.
- Lubbock Center, Monday – Thursday from 8 a.m. to 7 p.m. and Friday from 8 a.m. to 4 p.m.

TECHNICAL PROBLEMS/SUPPORT: If you are having computer problems, you have to let me know. I will try to help you in any way that I can. E-mail blackboard@southplainscollege.edu is your first contact with technical problems related to the Blackboard program. I am your contact with content issues for the course. Please remember that it is your responsibility to have a backup plan if your computer goes down. Please have this plan in place now and do not wait until it is a crisis situation. If you lose your assignments due to bad flash drives, computer crash, or your dog ate your homework, there is nothing I can do about it. THIS IS YOUR WARNING TO HAVE A BACKUP PLAN IN PLACE.

PLEASE DO NOT WAIT UNTIL THE LAST MINUTE TO TURN ASSIGNMENTS IN OR YOU MAY HAVE PROBLEMS! Remember the saying “**TECHNOLOGY HAPPENS!**” So, it is strongly recommended to work on and submit assignments early before the

date due. If an assignment is due and you are not able to access the Internet because the SPC server is down (which rarely happens), you have several options available:

1. Cengage will not be affected if Blackboard is down, so go ahead and complete your work in Cengage.
 2. If you have to email me attachments and Blackboard is down, you can email them to my SPC email (only in an emergency!) at mhill@southplainscollege.edu
- Use these options only as a last resort. If you must use one of these options, email and call me to let me know.

SPECIAL SERVICES: Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

STUDENT CONDUCT: Expected student conduct is as outlined in the SPC catalog. Please note that this is an online environment and others will see your responses to questions. Please do not post any pictures or data that others may find offensive.

ACADEMIC INTEGRITY: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present their own work, which he or she has not honestly performed, is regarded as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism and for events defined as cheating and plagiarism (see "Academic Integrity" as well as "Student Conduct" sections in college catalog).

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

(end of document—subject to revision or addendums)