

 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs	UUPC Approval <u>10/9/2023</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department Accounting College College of Business	
Current Course Prefix and Number	BUL 4443	Current Course Title Ethics in Business
<i>Syllabus must be attached for ANY changes to current course details. See <u>Checklist</u>. Please consult and list departments that may be affected by the changes; attach documentation.</i>		
Change title to: Change prefix From: _____ To: _____ Change course number From: _____ To: _____ Change credits* From: _____ To: _____ Change grading From: _____ To: _____ Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*Review Provost Memorandum **WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See <u>WAC Guidelines</u>. ***General Education criteria must be indicated in syllabus and approval attached to this form. See <u>GE Guidelines</u>.</small>		Change description to: Are you interested in learning about the legal and ethical issues that arise in business settings? How do corporate and employment issues create ethical dilemmas? Using cases, you will develop critical thinking skills and tools to manage a business while creating an ethical environment. By examining theories of corporate management and through the application of decision-making frameworks, this course seeks to bridge the gap between personal moral choices of an individual and the challenges presented by corporate activity. Change prerequisites/minimum grades to: Change corequisites to: Change registration controls to: Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).
Effective Term/Year for Changes:	Spring 2024	Terminate course? Effective Term/Year for Termination:
Faculty Contact/Email/Phone Julia L. Higgs; jhiggs@fau.edu; February 28, 2022		
Approved by Department Chair <u>[Signature]</u> College Curriculum Chair <u>[Signature]</u> College Dean <u>[Signature]</u> UUPC Chair <u>[Signature]</u> Undergraduate Studies Dean <u>[Signature]</u> UFS President _____ Provost _____		Date <u>8/30/23</u> <u>9-21-23</u> <u>9-21-23</u> <u>10/9/2023</u> <u>10/9/2023</u> _____ _____

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.



BUL4443-001
ETHIS IN BUSINESS

3 credits

Spring, 2024

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Course Description

Are you interested in learning about the legal and ethical issues that arise in business settings? How do corporate and employment issues create ethical dilemmas? Using cases, you will develop critical thinking skills and tools to manage a business while creating an ethical environment. By examining theories of corporate management and through the application of decision-making frameworks. This course seeks to bridge the gap between personal moral choices of an individual and the challenges presented by corporate activity.

Instructional Method

This course is designated as “Primarily Classroom”. This means that less than 50% of the course is delivered online and will consist of primarily in-person, live class sessions with one or more asynchronous video class lessons. This course is a “discussion” course, not a “lecture” course; recordings are not permitted without instructor permission. In each live class session, we will engage in case discussions and debate covering the subjects in your assigned reading. In-person class sessions will meet on the specified meeting day and time and are not taped or broadcast live. For any asynchronous class sessions, students will watch instructor-created chapter videos lessons. All exams will be administered in-person.

Prerequisites/Corequisites

Junior or Senior or second bachelors

Credit Hours: 3

Class Time Commitments: This is a reading intensive course covering 10 chapters from the textbook. Students must have regular access to a computer and reliable internet source. The readings will include unfamiliar terminology and legal terms.

<https://www.fau.edu/coronavirus/>

legal terms introduced and devote several hours per week to complete homework and prepare for live class sessions which emphasize case study and graded student participation.

Course Objectives/Student Learning Outcomes

Upon successful completion of this course, the student will be able to:

- **Sensitivity:** Identify ethical issues in the business environment and in their professional interactions.
- **Skill Building:** Use ethical decision-making tools to think through ethical issues and to respond sensibly and accountably when faced with ethical challenges.
- **Integration:** Gain skills with which to effectively integrate their personal values and ethical decision-making into their professional environment.
- **Practice:** Articulate basic principles of ethics, to think and write critically and clarify inconsistencies in their own ethics and value systems.
- **Understanding:** Define the role the student plays in forming organizational structure and how they can impact it in a positive manner

Instructor Supplemental Objectives***

A. Quality class participation is an important part of student development of critical thinking skills. Critical thinking is the ability to address issues from different viewpoints, to evaluate the best arguments of each side, and to arrive at conclusions based upon a systematic analysis of these arguments. Critical thinking requires students to uncover bias, viewpoints, and perspectives that affect the accuracy and persuasiveness of oral or written arguments, and, ultimately, allow students to identify errors in reasoning or logical fallacies. Students who become critical thinkers are better able to defend their viewpoints, to evaluate issues and analyze new information, and to reach ethical and logical conclusions.

B. Students are responsible for their learning and learn from each other through discussion. Case teaching is a shared responsibility and students who do not attend class or are unprepared, deny their classmates the opportunity to learn from them. Students will follow **the 4 Ps of student involvement: Preparation, Presence, Promptness, and Participation**. Preparation means students will complete all assignments and readings prior to live sessions and attend class sessions prepared to discuss the issues. Presence means to attend class in both mind and body. Promptness reflects the professional expectation and respect for others by arriving at the classroom prior to the start of instruction so as not to disturb the learning environment. Participation means taking an active role in your education and developing your confidence by speaking up and challenging yourself to articulate your thoughts and ideas. The classroom is a safe place to express your thoughts and your opinions.

Course Evaluation Method

In Canvas, the course is organized into weekly modules with due dates for assignments and assessments. Unless otherwise specified, each module begins on Monday at 12:00 AM, EST, and ends on Sunday at 11:59pm, EST.

The instructor will calculate your grade based on the following weighted distribution:

Weighted Assignment Group / Assignments / Point Value	Category = % total
Class Participation 20%	
<ul style="list-style-type: none">• Syllabus Quiz (100 points)• In-class participation	
Online Quizzes 20%	
<ul style="list-style-type: none">• Connect Quizzes (up to 100 points each)• Two Exams (up to 100 points each)	
	TOTAL: 100%

Class Participation (20% of final grade)

Syllabus Quiz

The syllabus quiz located in the Start Here Module is **mandatory**, graded, and has a due date; take the syllabus quiz as many times as necessary to achieve 100%. There are NO makeups or late takes. Skipping this quiz will negatively impact your class participation grade.

In-Class Participation

Students are first exposed to the subjects through assigned readings and note taking. Readings include Decision Points and Reality Checks in the textbook and/or case studies your instructor may include in Canvas Modules. Case study is an important feature of this course. Quality participation requires preparation and for students to proactively engage in discussions about the assigned subjects. **Attending class, alone, will not earn any class participation points.** The Grading Rubric for class participation is in Canvas Supplemental Materials Modules.

Quizzes (20% of final grade)

Students will be assigned graded online quizzes. These will be taken in McGraw-Hill Connect (a link in your Canvas course) and the grades imported into Canvas. Unless otherwise stated, quizzes open on Mondays at 12:00 AM and close on Thursday at 11:59 PM. No extensions will be allowed so do not ask – the point of these quizzes is to keep up with the course. No late assignments or makeups are permitted.

Exams (60% of final grade)

The mid-term and final exams will be based on course content and assignments. The exams are timed, non-cumulative, and are closed book/closed note. The exams will include multiplechoice, true/false and/or short answer questions. Exams will be administered in-person on the date and time scheduled. No make-up exams are permitted absent a university recognized excuse (University-approved activities, including athletic or scholastics teams, musical and theatrical

performances, and debate activities which must be supported by objectively verifiable documentation.

Course Grading Scale

The instructor uses a weighted percentage system (see table, above) to calculate your final grade using the below grading scale.

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
93-100	90-92	87-89	83-86	80-82	77-79	72-76	70-71	67-69	63-66	60-62	0-59

College of Business Minimum Grade Policy Statement. The minimum passing grade for College of Business requirements is a “C”. This includes all courses that are a part of the prebusiness foundation, business core, and major program.

Policy on Makeup Tests, Late Work, and Incompletes

Late Assignment Policy: Late assignments will NOT be accepted and there will be no late exams given. Zero points will be awarded for anything late. Look at the Course Schedule and make whatever arrangements you must to ensure you will be able to complete your work on time. You have **more** than enough time here to make the arrangements.

- Exceptions may be made here, of course, for emergencies (see below), religious observances, and participation in university-approved activities.

Emergencies: I understand that life (and death) happens and that there may be times when it would be inappropriate to enforce the policies outlined in this syllabus to the letter. If you or an **immediate** family member (spouse, partner, child, or parent) is having an emergency, please let me know as soon as it is convenient to do so (by Canvas Inbox). **Objectively verifiable documentation will be required (doctor note, hospital bill, obituary notice, etc.).**

Emergencies do not include work needs or vacations. If you have scheduled a vacation or have a work trip during the semester, make arrangements with me now to schedule your exam time. Early exams will be accommodated. Late exams must be supported.

Technology Issues: Technology issues are **not** an excuse for late work. Upon experiencing technical difficulty, students are responsible for immediately contacting FAU’s Office of Information Technology (“OIT”) 24-hour help desk, Canvas Student Support, or McGraw-Hill Connect Customer Services, as the case may be. Do not email the instructor and wait for assistance as the instructor cannot access a student’s account or provide technical support. However, the instructor reserves the right to accept or decline tickets from the Help Desk, Canvas, or Connect based on individual submissions. Students are encouraged to responsibly manage their time.

Incomplete Grade Policy

The University policy states that a student who is passing a course but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete (“I”). The assignment of the “I” grade is at the discretion of the instructor but is allowed only if the student is passing the course. The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy

on the resolution of incomplete grades requires that all work required satisfying an incomplete “I” grade must be completed within a period not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing (“F”) grade.

Required Texts and Materials

Business Ethics, Hartman 5e (McGraw-Hill) ISBN:

9781264091621

Combo Loose Leaf and Connect Access

Business Ethics, Hartman 5e (McGraw-Hill)

ISBN: **9781260512908**

Connect Only

Note: If you encounter technical difficulty accessing Connect or Connect eBook, or Canvas **it is your responsibility to immediately contact by phone the appropriate technical support to resolve the problem.** The instructor cannot access your computer or account and does not provide computer, internet, or software technical support. Contact the FAU Help Desk at 561297-3999 or McGraw-Hill Customer Support at 800-331-5094 or Canvas Support Hotline for Students (1-855-691-7827) or the Canvas Chat for Students (see menu in Canvas), as applicable, to address your difficulties and obtain a case number from the representative.

Disruptive Behavior Policy Statement

Disruptive behavior is defined in the FAU Student Code of Conduct as “... activities which interfere with the educational mission within classroom.” Students who disrupt the educational experiences of other students and/or the instructor’s course objectives in a face-to-face or online course are subject to disciplinary action. Such behavior impedes students’ ability to learn or an instructor’s ability to teach. Disruptive behavior may include, but is not limited tardiness, nonapproved use of electronic devices (**including cellular telephones**); cursing or shouting at others in such a way as to be disruptive; or other violations of an instructor’s expectations for classroom conduct. For more information, please see the [FAU Office of Student Conduct](#)

Policy on the Recording of Lectures

This is a case study/discussion course, not a class lecture course. Unless the instructor expressly notifies the student that a specific class session will be a class lecture, **students are not permitted to record video or audio** for their own personal educational use. The one exception being for accommodation purposes pursuant to notification from Student Accessibility Services. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute

for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

Attendance Policies (University and Instructor)

*Students are expected to attend all their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of nonattendance. **Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, courtimposed legal obligations or participation in university-approved activities.** Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a university-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.*

Instructor Policy: Class begins **promptly** at 11:00 AM EST. An accurate record of attendance is kept. **Arrive late?** Please quietly enter the classroom and take your seat. Students are considered late if they arrive after instruction has begun. The instructor will lower the Class Participation grade for any student who is habitually late (3 or more times). Although attendance is not mandatory, a student who is not present cannot participate. Due to the interactive nature of this course, vacations and work-related absences are not considered excused.

Communication Policy; Expectations for Students

Announcements

Students are responsible for checking Canvas regularly for announcements, changes in assignments, assessments, and/or syllabus, and for other course related announcements. "Regularly" means not less than several times per week including weekends, and each time that a student signs into Canvas.

Email/Video Conferencing

Students are responsible for reading all course email and responding in a timely manner. Unless otherwise instructed, **for all course related matters, please communicate with the instructor through Canvas Inbox**, not regular FAU email. Students may also schedule a video conference during the instructor's office hours.

Course-Related Questions

Please post course-related questions to the Student Q & A discussion board. This allows other participants with the same question to benefit from the responses. Also, make sure you review this forum prior to posting a question. Someone may have already asked and answered the question in previous posts. If your question is of a personal nature that you wish to remain private, please use Canvas Inbox to message your instructor directly.

Learning Management Systems and Publisher Software/Platform

We will use Canvas throughout the semester. Students are responsible for being competent and familiar with this software. If you are unfamiliar with Canvas, there are online tutorials available and Canvas, OIT and eLearning provide multiple guides and instructions for using Canvas. Your instructor provides multiple support links in Canvas as does the University's website. Students are responsible for having *all* mandatory plug-ins, software, and hardware requirements to utilize Canvas appropriately.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.00¹](#). See also [College of Business Academic Honesty Policy](#)

Instructor Policy: Each student in this class shall be familiar with and adhere to the University's policies and procedures regarding student conduct, academic integrity and honesty. The instructor has a 2-strike policy for academic dishonesty and plagiarism violations. In the first instance, the student will receive a failing grade of "0" for that assignment/assessment and may be reported to the College of Business. The second instance will result in the student receiving a failing grade of "0" in the course and the incident reported to the University. Informational materials on plagiarism are in Canvas Modules.

¹ Assigned readings include Decision Points and Reality Checks, and any case study your instructor may assign. Please arrive having briefed the cases for discussion.

Course Schedule

Homework assignments and other materials for each week are in Canvas. Throughout the term, changes may be made to the schedule. Canvas is the “official record”. Once course begins, refer to Canvas for readings, materials, assignments, and due dates (not this syllabus).

Date	Class Session Description	Assignment
Before first class	Prior to first class: ---→	Complete Syllabus Quiz by 1/13/22 – No makeups Read Ch. 1
01/10	Ch. 1 - Ethics in Business	Complete Ch. 1 Quiz Read Ch. 2 and 3
01/17	HOLIDAY- University Closed	
01/24	Ch. 2 – Ethical Decision Making (“EDM”): Personal and Professional Context Ch. 3 – Philosophical Ethics and Business	Complete Ch. 2 and Ch. 3 Quizzes
01/31	Instructor-created lecture: The structure of a corporation, fiduciary duties, business judgment rule, and piercing corporate veil	Read Ch. 4
02/07	Ch. 4 – Corporate Culture-Impact and Implications	Complete Ch. 4 Quiz Read Ch. 5
02/14	Ch. 5 – Corporate Social Responsibility	Complete Ch. 5 Quiz
02/21	Wrap up of Chapters 1 – 5 Mid-term Exam Review	Prepare for Mid-Term Exam
02/28	Mid-Term Exam (no class afterwards)	Read Ch. 6
03/05-11	SPRING BREAK	

Date	Class Session Description	Assignment
03/14	Ch. 6 –EDM: Employer Responsibilities and Employee Rights	Complete Ch. 6 Quiz Read Ch. 7
03/21	Ch. 7 – EDM: Technology and Privacy in the Workplace	Complete Ch. 7 Quiz Read Ch. 8
03/28	Ch. 8 – Ethics and Marketing	Complete Ch. 8 Quiz Read Ch. 9
04/04	Ch. 9- Business and Environmental Sustainability	Complete Ch. 9 Quiz Read Ch. 10
04/11	Ch. 10 – EDM: Corporate Governance, Accounting, and Finance	
04/18	Ch. 10 (cont.) Final Exam Review	Complete Ch. 10 Quiz
05/02/22, 7:00 PM	Final Exam	
05/09/22	Final Grades due by 9:00 AM	

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Accessibility Policy Statement

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodations to properly execute coursework due to a disability, must register with Student Accessibility Services (SAS) located in the Boca Raton, Davie, and Jupiter campuses and follow all SAS procedures. For additional information, please consult [Student Accessibility Services](#).

Contact

- **Boca Raton:** (561) 297-3880 ● **Davie:** (954) 236-1222
- Fax: (561) 297-2184, TTY: 71
- Fax: (954) 236-1123, TTY: 711

- **Jupiter:** (561) 799-8721 ●
- Fax: (561) 799-8721, TTY: 711

Grade Appeal Process

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

[Chapter 4 of the University Regulations](#) contains information on the grade appeals process.

Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University to observe religious practices and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. For further information, please see [Academic Policies and Regulations](#).

Drops/Withdrawals

You are responsible for completing the process of dropping or withdrawing from a course. Please click on the following link for more information on dropping and/or withdrawing from a course. Please consult the [FAU Registrar Office](#) for more information.