



BUSA 2460 G-Business Ethics section name section credit hours Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: The course examines the underlying dimensions of ethics in business, investigating ethics in relationship to the organization and its culture, stakeholders, and society. Exploration of ethical issues from a historical perspective, analyzing actual events through the lens of ethical business decision-making, including legal/political, sociocultural, economic and environmental considerations will be undertaken.

Prerequisites: ENGL-1110 or Higher

Terms offered: Fall Only

Section-specific Course Description:

Course Level Objectives

Upon successful completion of the course, students will be able to...

1. Explain business ethics in the context of the varying demands and expectations of the organization's stakeholders.
2. Analyze how an organization's leadership impacts the ethical environment and culture of the workplace and the business decisions made by organizational members.
3. Examine the difference between personal ethical values and those of a business organization.
4. Discuss the ethical dilemmas presented by technology. 5. Discuss the consequences of unethical and ethical business decisions.
5. Examine the role of corporate social responsibility in the business enterprise.

6. Recognize the variety of social/ethical norms exhibited by business organizations internationally.
7. Develop a methodology for making ethical business decisions.

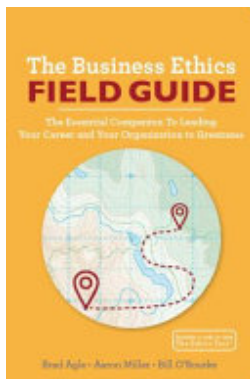
General Education Student Learning Outcomes

This course meets the requirements set forth by the state of New Mexico for a general education course that is transferable to any public institution of higher education in New Mexico. Each general education course addresses three essential skills as outlined in the table below.

General Education Content Area	Essential Skills Associated with the Content Area
Communication	Communication, Critical Thinking, Information & Digital Literacy
Creative and Fine Arts	Communication, Critical Thinking, Personal & Social Responsibility
Humanities	Critical Thinking, Information & Digital Literacy, Personal & Social Responsibility
Mathematics	Communication, Critical Thinking, Quantitative Reasoning
Science	Critical Thinking, Personal & Social Responsibility, Quantitative Reasoning
Social & Behavioral Sciences	Communication, Critical Thinking, Personal & Social Responsibility

For further information on the Essential Skills, visit the [General Education Essential Skills](#) page.

Required Texts and/or Materials



The Business Ethics Field Guide

97809991091034

Aaron Miller, Brad Agle, Bill O'Rourke

2016-08-01

Required: Online platform access (comes with e-textbook)

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

Scroll to the middle of the linked page to view

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

The best way to navigate this course in Canvas is through the modules (not through the Canvas calendar or To Do list). Each module includes folders of materials/lessons and assignment links. I recommend printing out the course schedule located in the Orientation module and using it as a checklist for readings and for assignments and deadlines.

The course is organized in four Unit modules and a Finals:

Weeks 1 & 2 Module	UNIT 1: Foundations
Weeks 3 & 4 Module	UNIT 2: Social and Psychological Ethics
Weeks 5 & 6 Module	UNIT 3: Organizational Ethics

Week 7 Module	UNIT 4: Current Issues
Week 8 Module	Final Reflection

Examples of assignments for each of the units:

Prep Work

In order to be prepared to participate in activities and discussions, there will be prep work included in the assignments that consist of readings, videos, exercises, notes, research, etc. You will want to complete this prep work prior to engaging in the activity or discussion.

For Live Online courses (SYNC), prep work will be required to be submitted prior to most class meetings.

Readings & Activities

You will complete chapter readings and dilemma challenges from our e-textbook and complete activities on the textbook online platform, as well as in Canvas. There will be short activities designed to help you apply concepts to real world situations and companies or build skills and/or prepare for a larger assignment. Some activities may also require you to work in a team.

Discussions

Discussing ethical topics and dilemmas with others is essential for exploring ethics, so conversation with peers is an integral part of this course. You will participate in two discussions a week in Canvas for Online (ASync) courses. One discussion will run from Tuesday through Sunday and the second one from Thursday through Sunday. Live Online (Sync) courses include only one online discussion a week in Canvas from Thursday through Sunday.

The discussions may consist of individual and/or group work, require research, significant writing, video posts, etc. These conversations are designed to help not only build classroom community, but also to help you internalize the course material, provide deeper understanding by discussing it with peers, and engage in skill building practice.

Discussions are interactive and cannot be “made-up” after the week has ended. Each discussion is worth 15 points and require 4 posts: initial, two responses, and a reply on a different day from your responses or a 3rd response.

Quizzes

We will have three unit quizzes based on the chapters in our e-textbook. The quizzes are untimed and open book/notes, consist of approximately 30 matching, multiple choice, true/false, fill-in-the-blank,

and short essay questions.

Dropbox Assignments

In addition, you will complete two to three larger assignments, which will include detailed instructions, goals, tasks, and grading criteria (rubric). These assignments should demonstrate your ability to apply the concepts, conduct thoughtful analysis, use credible research and sources effectively to provide support, document sources appropriately, and produce a professional artifact. These dropbox assignments may consist of analyzing ethics in a movie; case studies; Wakelet collection; presentation; video, etc.

You will complete a personal code of conduct 1st draft in the second week and work on revising it later in the class. The final draft will be due towards the end of the course.

COVID Safe Practices for Being on Campus

COVID Safe Practices for Being on Campus

What to do if you have COVID-19 symptoms, are exposed or test positive:

- Do NOT come to campus, but continue to monitor your symptoms and stay home if you test positive for COVID-19 or when you are not feeling well.
- Contact your instructor.

There is no longer a requirement to complete the intake form if you test positive for COVID-19, experience symptoms, or come in contact with a confirmed positive COVID-19 case.

San Juan College continues to follow the NM Department of Health guidelines with regard to COVID-19. These guidelines can be reviewed by visiting their website at: <https://cv.nmhealth.org/>.

Additional SJC COVID-19 information and resources can be found on the [Coronavirus](#) webpage.

Student Support

Student Services and Support

At San Juan College, we support your academic success and overall health. We know that students often experience a range of stressors that can impact learning and well-being. If you, or someone you know is experiencing mental health concerns, or could benefit from effective academic strategies,

there are free and confidential resources available to enrolled students through the Counseling Center. To learn more, visit the [Counseling Center website](#) or call 505-566-3404.

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

This is an accelerated class and to be successful will require self-discipline and time-management skills. To do well, I encourage you to:

- sign-in and work in Canvas regularly (daily is the best)
- participate fully in all class sessions (for Live Online courses) and discussions (both in class and on Canvas)
- follow instructions, guidelines and advice for completing assignments
- apply what you learn to the discussions and assignments
- reach out to me when you have questions or need help
- revise, edit and proof your work thoroughly
- stay on track by submitting all assignments by the deadlines
- ENJOY IT & HAVE FUN!

Class Late Policy

Think of due dates as final deadlines.

Because assignments build on skills learned and practiced in previous activities, discussions, and weeks, it is important to complete your assignments on time so that you have the perquisite knowledge to continue moving forward. With this in mind, **late work is rarely accepted**. You want to be moving forward at all times. Keeping track of assignments, working on them everyday, and even

starting early on future ones when you can, are your best bet to staying on track and receiving better grades.

Make a Plan B now and have it in place for if the computer crashes or the Internet goes out. Technology issues will not be an acceptable excuse for not completing work.

To ensure fairness to all, please do not ask for an extension after a deadline has passed. If you have a legitimate reason to miss a deadline (medical/personal emergency, death in the family, etc.), please contact me **before** the due date so we can work out a solution.

I understand that life happens, so I have added in a few extra credit opportunities to help make up some points missed. Plus, I will also drop the lowest discussion grade, so if you must miss one or can not complete one in full, it will not affect your grade. This gives you some flexibility.

As you work through the course, take time to reflect on if / how your actions are meeting your stated values and goals.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC SunsAlert and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor. If you have not already done so, [Sign up for SJC SunsAlert](#) to stay up to date on weather alerts.

Canvas Participation and Expectations

Please refer to the "Participation and Attendance Policy"

As this is an accelerated course, logging in and working in Canvas on a daily basis is the best. At the very least, you should be participating in Canvas several times a week. See "Course Time Commitment" section below.

Instructor Response Times & Regular Interaction Expectations

We will communicate in this class in a number of ways: online discussions (public/private), class announcements (public), assignment submission comments (private) and Canvas Inbox messages (private).

You are also welcome to talk with me privately by Zoom, chat, or phone during office hours or by appointment at a scheduled time convenient for you.

Please only message me through Canvas Inbox as it allows me to easily track our communication and quickly respond to you. I am online a lot and usually respond quickly to messages, especially during office hours. In all cases though, you can expect a response from me within 24 hours during the week and 24-48 hours on the weekends. If you do not get a response in that time frame, please feel free to message me again or call me.

Unless you contact me, I have no way of knowing if you have a question or would benefit from my help. Please take the initiative to reach out and visit me during office hours or message me through Canvas. I want you to be successful and I am happy to help. In fact, I LOVE when students reach out to me, even if it is just to chat.

Course Time Commitment

This is an accelerated class and as such you should plan on spending at least 12-15 hours per week, to include reading, studying, working on assignments and participating in discussions.

Grading

Some assignments, such as unit quizzes may be graded automatically and post in Canvas immediately after the deadline has ended. Other assignments, such as discussions, activities, dropbox assignments, quizzes with essay questions, etc., are manually graded and can take up to a week (depending on their complexity) for grades to post in the gradebook on Canvas.

Grade points are split between the below categories, which contribute to your final grade percentage. The more points you receive in a category, the higher your percentage will be in that category. You can always check to see how you are doing within each of the categories by referring to them in your gradebook.

- Prep Work/Activities
- Discussions
- Quizzes
- Dropboxes

Letter Grade	Final Percentage Needed
A	100- 90%
B	89.99 - 80%
C	79.99 - 70%
D	69.99 - 60%
F	59.99 - 0%

If you ever have a question about your grade, please feel free to contact me for clarification.

If you've gotten behind or are not where you want to be, I am happy to discuss options with you. Just don't wait too long to contact me because getting behind in an accelerated class makes it harder to adjust course and nearly impossible to catch up.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

See the course schedule posted in "Course Syllabus & Schedule" in the Orientation module.

Assignments in the Canvas modules will match the schedule, so I recommend printing out the schedule and using it as a planner and checklist. If any revisions to the schedule are made, an announcement will be posted in Canvas and discussed in class if we are meeting over Zoom.

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. Academic Accommodations - American with Disabilities Act (ADA)

If you believe you need academic accommodations due to physical or other disabilities, you are

encouraged to contact Accessibility Services as soon as possible. The coordinator can work with you to determine eligibility and appropriate accommodations strategies. Please go to your MY SJC portal page, click on Accessibility Services, and complete all the steps.

You can also contact the college's Accessibility Services Coordinator at (505) 566-3271 or accessibilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. The Family Educational Rights and Privacy Act (FERPA)

Refer to the catalog for information regarding [FERPA](#).

3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College.

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages to you. SJC SunsAlert is San Juan College's Emergency Notification System that will provide you with real-time information about campus closures, extreme weather, and other emergencies through your San Juan College email, text alerts, and phone calls. Should an emergency occur prior to activating your SJC SunsAlert, you will only receive messages through your San Juan College email. To receive a phone call and text alert, you must activate your SJC SunsAlert account and register your phone number. To activate your SJC SunsAlert account, you will need to download the Everbridge App in the App Store or Google Play. Once the app is downloaded follow these steps:

- Open the app
- Click on “Find an organization or subscription” button
- In the search box, either type in San Juan College or 87402
- Click on “SJC SunsAlert”
- Sign on using your SJC email and password
- Once you sign in, you will want to click on “Manage My Profile”
- Click on “edit”
- Include your preferred communication methods.
- Enter your cell phone number in the personal text msg field to ensure you receive text messages.
- Confirm all information (phone number & email) is correct and up to date.
- If you need help with the app, please call John Myers at 505-566-4224 or Kenny Hibner at 505-566-3050.

In the event of an emergency, an SJC SunsAlert message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
 - Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
 - Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)
- The Department of Public Safety (DPS) is available 24 hours per day. In an emergency, you can reach DPS staff by calling (505) 566-4444.

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

8. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due.

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the

student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

9. Grade Appeals

The policy for grade appeals is in the Academic Catalog ([Grade Appeal Policy](#)).

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.