



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 and Spring

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.

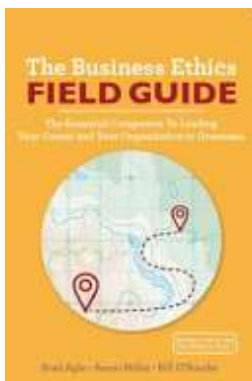
General Education Student Learning Outcomes

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

9780991091034

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

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 (ASYNCR) courses. One discussion will run from Tuesday through Sunday and the second one from Thursday through Sunday. Live Online (SYNCR) 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.

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.

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.

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.

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 prerequisite 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 cannot 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.

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.

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.

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 password reset and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

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

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware 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.

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.