

SYLLABUS

1. Wayland Baptist University, Virtual Campus, School of Business
2. Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.
3. Course: BUAD 4334 – 04, Business Ethics
4. Term: Winter 2008
5. Instructor: Dr. Tod Outlaw
6. Office Phone and email: (808) 221-4920
7. Office Hours, Building, and Location: Virtual Office Hours – Will access 3X daily
8. Class Meeting Time and Location: Asynchronous online instruction on Blackboard
9. Catalog Description: Offers an in-depth investigation of the characteristics of ethical and effective management, including an assessment of leadership styles within the context of a Christian value system. Ethical reasoning is developed and applied to a variety of business situations.
10. Prerequisites: None
11. Required Textbook and Resources:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
Business Ethics	Ferrell, Ferrell, Fraedrich	7th	2008	Houghton Mifflin	0-618-74934-9	Spring 09

12. Optional Materials: None
13. Course Outcome Competencies:
 - Study the business ethics issues and definitions, theories, and frameworks important to organizational ethical decision making;
 - Use knowledge to develop boundaries of your own personal ethical boundaries;
 - Identify the role of stakeholder interest and recognize ethical issues in business;
 - Understand the interrelationship of ethics and social responsibility;
 - Gain confidence using oral skills to relate the issues of an ethical controversy in business to moral philosophy, work group influence, corporate culture, and social responsibility;
 - Identify means to resolve ethical disputes in business;
 - Examine the consequences of unethical/ethical business decisions;
 - Objectively listen and evaluate the thought process and ethical differences of others;
 - Understand the role of corporate governance and corporate culture in ethical decision making;
 - Decide what is important for you to make from this class – and then learn it!
14. Attendance Requirements: Attendance is very important to your success in this class. This “attendance” involves completion of assignments in a timely manner as well as timely participation in Discussion Board. Tests may be made up (with a penalty of 20% per day for lateness), and the paper will have a 20% penalty per day for lateness as well; but no other aspect of this course may be made up at a later date. Meeting deadlines is very important. In the event of a missed assignment or activity, it is

the student's responsibility to contact the instructor. Absences will affect your grade. Missing more than 25% of the assignments will result in a failing grade for the course.

15. Disability Statement: "It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university."

16: Course Requirements and Grading Criteria:

Grading Criteria:

Participation in Discussion Board	60%
Paper	20%
Midterm	10%
Final	10%

Grading Scale:

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

W=	Approved Withdrawal
WP=	Approved Withdrawal Passing
WF=	Withdrawal Failing
I=	Incomplete

Class Participation: Class participation is a very important part of education. This class requires active class participation.

Other Important Information:

1. Assignments are due on the deadlines given when the assignment is posted.
2. Late assignments will not be accepted.
3. Written work, including the term paper, is graded on the basis of content first, but also on the quality of grammar and punctuation.
4. All written assignments should be 12-point type, double-spaced, and using APA Manuscript Writing Style.
5. Questions concerning grades received should be resolved within one week after the assignment has been returned.
6. Unless noted as a group assignment, all work should be original work of the individual student.
7. Academic honesty is expected of all students. Plagiarism, cheating, and other acts that lack academic honesty may result in a zero on the particular assignment.
8. Students will need to use the Internet to access some assignments.
9. Always contact the professor if you need assistance.

Article Presentations: In order to better understand and participate in the stages of the study of business ethics, students will be required to post examples of relevant articles on Blackboard. The required format for the articles will be provided on Blackboard.

Term Paper: Students will complete one research paper for this class. The paper should be a minimum of five pages of content, excluding coversheet, abstract and references, and should utilize at least five references. Papers must utilize APA format. Topics for papers must also be pre-approved by the professor.

17. Tentative Schedule: (Calendar, Topics, Assignments):

Before November 10	Post syllabus
November 10	Introduction Syllabus review Chapters 1-2
November 17	Present one article concerning levels of management and ethics Chapters 3-4
November 24	Present one article concerning planning and ethics Chapter 5
December 1	Present one article concerning organizing and ethics Chapter 6
December 8	Outline of research paper due Mid-term exam
December 15	Case Chapter 7

CHRISTMAS HOLIDAYS (DECEMBER 22-JANUARY 4)

January 5	Present one article concerning communication and ethics Chapter 8
January 12	Present one article concerning motivation and ethics Chapter 9
January 19	Present one article concerning ethics – You select specific topic Chapter 10
January 26	Final exam
February 2	Cover course objectives Term paper due by e-mail and on Safe Assignment

18. Additional information as desired by the faculty member.

STATEMENTS:

Professor reserves the right to alter this schedule as needed.

Please be sure to ask if you have questions or concerns during this course. Remember that, while you are a student, you are also teaching the class that which your education and experiences have taught you.

“This class will adhere to zero tolerance for using someone else’s work as your own.”

“Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study.”

Statements to students to retain course research papers: WBU degree seeking students are strongly encouraged to retain copies of all research papers. To graduate from WBU students must complete the senior Exit Seminar course, GRAD 4101. The Exit Seminar is designed to capstone an adult learner’s discipline knowledge through the completion of a discipline portfolio or the completion of an approved research project. The research papers retained from previous courses, particularly courses within the discipline, will aid the adult learner in completing the GRAD 4101 course.