

Updated Spring 2023

BUSN 2300: Business Ethics Syllabus, (Second 7-Week - Spring, 2023)

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

INSTRUCTOR: *Dr. G. Howard Doty, Professor*

School of Business and Professional Studies 615-353-3400

OFFICE HOURS: Posted on Door at Clement 232E, Main Campus

VIRTUAL OFFICE HOURS: I usually check Email twice a day

OFFICE NUMBER: Clement C-232-E

Email: Students should use their D2L email system to email Instructor within your course. To Email your Instructor: Click on

"Communication" on the top bar in Desire to Learn (D2L) and select **Dr. G. Howard Doty** (maybe G. Doty). All e-mails should come through this Web based course (D2L) and not through your instructor's regular e-mail so that it will not get mixed up with the many other emails received daily by your instructor. However, if this web course goes down, you may get in touch with your instructor through his campus email at Howard.Doty@nsc.edu

Office Email: howard.doty@nsc.edu

OFFICE PHONE: 615-353-3416

Credit Hours: 3 Lecture: 3

Prerequisites: Level 2 Placement in Reading and Writing

Zoom Room Link for BUSN-2300

Dr. G. Howard Doty is inviting you to a scheduled Zoom Introduction meeting for Business Ethics – BUSN2300.

On Monday, March 13, 2023, at 9:30 a.m., I will have an Introductory Zoom meeting for all Business Ethics students registered for this Second 7-Weeks of this Spring semester. You probably will not need the Meeting ID or the Passcode. Copy and paste the URL Link below to go straight to this lecture on Zoom.

Meeting ID - 838 4284 2775 Passcode - fVEC70Y3
Invite Link

<https://nsc-educ.zoom.us/j/83842842775?pwd=MU5lWlhtdC9KS2RiSkRpdWMwOXErQT09>

(Picture of your Teacher, Dr. G. Howard Doty)



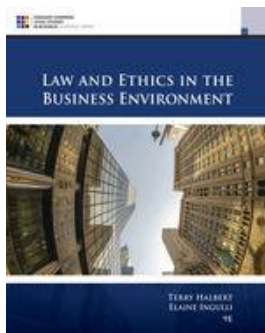
Honors Option:

Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

COURSE DESCRIPTION:

Introduces basic ethical theories and value systems and applies these perspectives to moral issues, problems, and situations which arise within the business environment. The course will encompass codes of ethics, conflict of interest, social responsibility, the work ethic, white-collar crime, and fiduciary responsibilities. Emphasis will be placed on how the law is currently being interpreted as to business ethical issues.

TEXTBOOK



Picture of current Textbook hard copy

TEXTBOOK: LAW AND ETHICS IN THE BUSINESS ENVIRONMENT

By Terry Halbert and Elaine Ingulli: Ninth Edition, ISBN# 13: 978-1-305-97249-0. See below different options.

CONGRATULATIONS, Option 1: Your textbook has already been purchased. **To ensure the lowest cost for students, this course includes a materials fee.** This means that the required textbook and materials for this course are available through your *NS Online (Desire 2 Learn D2L)* course shell **and you have already paid for the E Textbook in this course.** When you register for this course, the charge will appear on your account. If you decide you do not want to purchase the course materials embedded in *NS Online*, you can opt out of the program by contacting the Nashville State Bookstore the first week of class. For more information about digital course materials at NSCC, all you need to do is log into the content and follow the steps below. Here's what you need to do:

1. Allow pop-ups before you begin. If you do not know how to turn off your "Pop-up" blocker, call Help Desk or ask a friend since many students know how to deactivate it.
2. Open the course "Content" tab on the top bar, then click on your eTextbook access.
3. You will see "Start here + Access to E Textbook and MindTap. Click on this. Hopefully, this is all you need to do to get access to the eTextbook.
4. However, a page may open when you first click into this Cengage Published eTextbook and give you 2 options for logging into other Cengage Publisher material OR, "Create an Account" with Cengage Publishing. **You do NOT have to construct such an account. Since you have already paid for the E Textbook in this course, you (hopefully) do NOT have to create an Account.** This is Cengage trying to get you to purchase all of your Textbooks through them. **YOU SHOULD NOT DO THIS** since there are many different publishers and this class may be the only class you have using Cengage.
5. Even though your materials for this course are already available, you have also been given an option to out of this prepaid program.

Option 1: Stated above - the one you have already paid for. NOTICE: To ensure the lowest cost for students, this course includes a materials fee and you have already paid for the eTextbook as stated above. This means that the required textbook for this course is already available through your NS Online course shell.

There are two other options below for obtaining this Textbook. *I **do not allow late** submissions of Quizzes, Tests, Cases or Assignments and your first quiz over Chapter 1 is due very quickly at the end or beginning of the second week of class

Option 2: If you wish to obtain a loose-leaf edition there is **Option 2:** for this textbook. The **Loose-leaf Version**, 9th. ISBN #**9781337744508**. **Check with your NSCC bookstore if you wish to purchase the loose-leaf edition for not much more money (\$30 last semester).**

Option 3: Find on your own this textbook from some outside source online and pay more than you would through this course. Be aware that it will not come in time for you to begin this course with the other students, but all quiz, assignment, and test dates are fixed for all students the same. I am sorry you did not receive your textbook on time.

Supplies:

Once you have registered for your courses, you should make sure you have the

correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website (<https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials>) using your A# or by entering your course information. If you are registered with the **Access Center** and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Each students also needs to pick up the Yellow back colored (this semester) "Business Ethics - Pass Outs and Supplements" handbook that is FREE from the different Nashville State Bookstores or from your instructor at his office at Nashville State, Clement Building, Room 232E.

REFERENCE MATERIALS:

Various newspapers, publications, law cases, internet sites and forms along with those listed within this textbook and with this textbook's previous editions.

Until recently, there is not a traditional "Study Guide" for this course but now there is through Cengage Publishing's **MindTap** digital eTextbook that you have also purchased. It comes automatically as part of your eTextbook you have already purchased. You will see this for everything in this course and this textbook at the top of the online eTextbook you have already purchased. There are things in MindTap like definitions and practice tests found there. However, there are **no grade work or assignments** from this **MindTap**.

There is one other thing that was produced before the Publisher's came up with MindTap recently. This is your Instructor's **Lecture Notes** for every chapter. There you will find more thorough explanation of the material in this course in these Lecture Notes and hints to TEST and Quiz questions. Students report that they really help in preparing for Test and Quizzes.

Course Outcomes: BUSN 2300 – Business Ethics (Previously BUS 2310)

Course outcomes will be pursued through a combination of lecture, class discussion, student presentations of selected cases or topics, and written assignments. Students will participate in activities designed to enhance their abilities in communication, critical thinking, and problem solving.

After completing BUS 2300, students should be able to:

1. Describe the differences between the law and ethics in the business environment.
2. Define the ethical and legal of employment-at-will in the context of whistleblowing and the duty of loyalty.

3. Define and explain diversity in the workplace in terms of discrimination, accommodation, and affirmative action.
4. Identify the issues concerning health and safety in the workplace.
5. Formulate risk allocation as to products liability.
6. Describe ownership and creativity of intellectual property within the basis of laws concerning copyright, trademark, and trade secrets.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes: Without reference to notes or any other aids students should be able to:

1. Identify the methods of logically thinking to arrive at legal and moral decisions.
2. Describe the legal context for making decisions.
3. Define what, if any, duties businesses have in a moral context.
4. Contrast employment-at-will with the rights and duties possessed by both the employee-employer, and protection for "whistleblowers".
5. Weigh the conflicts of interest and loyalties within a business setting.
6. Illustrate legal arguments on the issue of wrongful discharge.
7. Define if there is a right of privacy in the workplace and its extent covering such topics as email privacy, drug testing, privacy of medical information, and HIV/AIDS testing.
8. Identify problems of privacy in the digital age.
9. Locate and identify cases and statutes in law and present oral or written briefs or explanation of cases.
10. Explain the current legal context for affirmative action and compare it to reverse discrimination.
11. Define the corporation's role in eliminating sexual harassment in the workplace and contrast it with the government's (E.E.O.C) role.
12. Analyze current law and ethics concerning sexual harassment and gay rights in the workplace.
13. Give examples of how the American With Disabilities Act is implemented.
14. Identify the movement for gender pay equality, and family-center policies and the Family Leave Act.
15. Summarize government's role in implementing a safe workplace through Worker Compensation and O.S.H. A. laws.
16. Discuss business' duty to provide a safe workplace.
17. Analyze the debate over Tort Reform in context of the Volkswagen and Ford Pinto cases.
18. Research and identify "Fair Use" laws of copyright in the context of the Internet and publishing.

19. Explain “Intellectual Property” along with corporate responsibility under misappropriation, trade secrets, and patent laws.

General Education Competencies which Support Course Outcomes

The following are general education competencies intended to support the course outcomes:

3. Given a business topic, prepare and deliver a well-organized oral presentation.
4. Given a business issue, participate with team members to solve the assignment.
6. Given a business problem, apply critical thinking skills to discuss and support a solution.

Grading Policy:

Grading Policy: GRADING SCALE:

- A = 90 – 100 (1010 to 909 points)
- B = 80 – 89 (908 to 808 points)
- C = 70 – 79 (807 to 707 points)
- D = 60 - 69 (706 to 606 points)
- F = Below 60 (605 points and below)

Course Assessments and GRADING CRITERIA:

- 3 Tests - up to 62% - Taken on your home computer
- Essay Research Term Paper 10% - Submitted as an attachment or as a “hard copy” (see the Supplemental Pass-Out Book for the requirements)
- Quizzes over individual chapters – up to 10% - Submitted from "home computer"
- 3 Case Studies - Critical Thinking Essay– found in Assessments – 6%
- Group and Individual Presentation and class participation in assignments and cases – 12%
- Outcome Overview Test - 5% (Extra Credit)

Test and Quizzes

Test and quiz questions come from the material covered in the Textbook, the Yellow colored Supplemental Pass Out Booklet, Lecture Notes, and from Group and Individual Assignments. Some students neglect to study the Lecture

Notes or the **Group Assignments** placed in Discussions and this is a "BAD" idea. The teachers Lecture Notes places emphasis on the most important aspects of the material in the textbook. The Group Assignments are an abbreviated summary of the material or a Brief of a case in your Textbook and often have hints to test and quiz questions.

Students must take all quizzes and test and turn in all assigned material by the due dates. There are too many students in this class to allow late submissions. Also, it would not be fair to allow a student to keep taking test and quizzes late and have more study time than the other students who complete their work by the due dates. Consequently, all individual assignments, group assignments, tests or quizzes not taken on time will receive a zero for that assessment. The instructor reserves the right to allow a makeup test or quiz if there are extreme circumstances. Makeup test will be different from the original. Quizzes are taken on-line on your "home" computer and are therefore "open book." Each of the three Tests are now taken on-line this Semester because of the Covid 19 virus.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

In this time of uncertainty due to COVID-19, communication between student and faculty is key. At times, situations arise for one or both that makes that communication difficult or delayed. This can include but is not limited to health issues and/or problems with technology. If you have attempted to contact your instructor, and have waited the turnaround time as outlined in the syllabus but have not yet received a response, please reach out for additional support using D2L Communications.

Essay Research Term Paper - "Students are required to turn in a written essay research paper on a subject chosen by the student from topics of **"business"** ethical interest. One of the purposes for requiring this Essay Research Term Paper is to give those students that do excellent work on research and writing assignments to have an additional grading element and not just quizzes and tests grades. Within the **Business Ethics Supplemental Pass Out Booklet (Yellow backed booklet)** right after we complete Test #1, there are instructions for the Essay Research Term Paper along with the permissible topics. Approval of the topic is required from the instructor if the topic selected is NOT on the permissible list within the Pass Out Booklet). If you wish to write on a topic not listed, simply consult the instructor before beginning the paper. The essay research paper will be due as set out on the Schedule on the left menu bar or as announced in the Classroom. **(These are usually due by the last day of class each Term).**

Your Paper must be submitted by a **"Word" attachment** to an email to your Professor, or through a "Word" attachment in Assessments. If submitted online,

it must be in a word processing form that can be opened by the instructor such as Microsoft's Word or Word Perfect. WordPad and NotePad and Microsoft's newer WORKs will NOT open in D2L! I cannot grade what I cannot open.

Essay Research Papers will be submitted to Turnitin or other sources to determine if it is truly your work and that the content has not been plagiarized. Plagiarism will result in a zero for the paper. Grades will be posted in "Grades" once grading is complete. The Research Paper must be a minimum of five (5) FULLY TYPED pages not counting the "Work Cited" page.

Nashville State's Class Attendance Policy

General Policy: If you have been exposed to COVID-19 or have tested positive, you must email virusinfo@nsc.edu.

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Political, Ideological Philosophies and Controversial Issues

This class requires the development of critical thinking and legal analysis skills. During class, your political and ideological opinions may be challenged specifically for the purpose of developing critical thinking and legal analysis. You may be asked to share an opinion on a specific legal topic including but not limited to choosing a side as either plaintiff/petitioner or defendant/respondent to assist in developing these essential skills. Discussions in this class will include topics that may be uncomfortable for you at times and are intended for educational purposes only. Classroom discussions should never be deemed as your instructor or Nashville State Community College supporting, adopting, or advocating any of these political and ideological philosophies or ideas.

Instructor's Attendance Policy. A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

Student's Responsibility in Class -Students are responsible for reading all assigned material so that they will be knowledgeable and be able to participate in class group discussions. Students are encouraged to ask questions during the lectures or through email at any time.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Academic Early Warning System

- Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student's academic standing.

Student Communication Channels

- It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

Technology Statement

- Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

ADA Compliance Statement

- Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721.

Classroom Misconduct

- **Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.**
- The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.
- Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).
- Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty (Honor Code)

- Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference,

fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

- In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper, or examination or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

RAVE Emergency Alert System

- Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://getrave.com/login/nsc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you. Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Inclement Weather Policy

- In the event of an inclement weather event, check the Nashville State web site home page at www.nsc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).
- When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.
- The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event

for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, North Nashville, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.