

Nashville State Community College
Business, Management and Hospitality
Business Management
Fall 2021 Master Course Syllabus
BUSN 2300 – Business Ethics

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

Course Information: BUSN 2300

Course Title: Business Ethics

3 Credits

3 Class Hours

This course introduces basic ethical theories and value systems and applies these perspectives to moral issues, problems, and situations which arise within the business environment.

Prerequisite(s): Level 2 placement in English and Reading

Semester Availability: Fall, Spring

Not part of a Tennessee Transfer Pathway

INSTRUCTOR Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Instructor Zoom Room link:

Class Session Zoom Link Information (if virtual);

Required Textbook (s) & Other Materials:

Textbook(s): *Law and Ethics in the Business Environment; Ninth (9th) Edition*, by Terry Halbert and Elaine Ingulli.

ISBN#

Check with your NSCC bookstore if you wish to purchase the loose-leaf edition for not much more money (\$20).

Reference Materials: Pass Outs and Supplemental Booklet, free from NSCC Bookstore

Supplies:

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require 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.

Digital Course Materials (DCM):

To ensure the lowest cost for students, this course includes a materials fee. This means that some or all of the required textbooks and materials for this course are available through your NS Online course shell. 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 until the end of the second week of classes. If you opt out, you will be responsible for obtaining the required course materials on your own. For more information, please visit www.nsc.edu/dcm.

Honors Course 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 Outcomes:

Upon successful completion of this course, students should be able to:

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.

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 intended to support the course outcomes:

- Utilize methods of logically thinking to arrive at legal and moral decisions.
- Ascertain the legal context for making decisions.
- Determine what, if any, duties businesses have in a moral context.
- Contrast employment-at-will with the rights and duties possessed by both the employee-employer, and protection for "whistleblowers".
- Weigh the conflicts of interest and loyalties within a business setting.
- Illustrate legal arguments on the issue of wrongful discharge.
- Determine 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.
- Research and identify problems of privacy in the digital age.
- Locate cases in a law library and present briefs of cases.
- Explain the current legal context for affirmative action and compare it to reverse discrimination.
- Develop the corporation's role in eliminating sexual harassment in the workplace and contrast it with the government's (E.E.O.C) role.
- Analyze current law and ethics concerning sexual harassment in the workplace.
- Show how the American with Disabilities Act is implemented.
- Critique the movement for gender pay equality, and family-center (day care) policies and the Family Leave Act.
- Expand on the government's role in implementing a safe workplace through Worker Compensation and O.S.H. A. laws.
- Analyze the Workers Compensations laws within the United States and business' duty to provide a safe workplace. • Assess ethical considerations for advertising in business.
- Generalize the legal context of the First Amendment and commercial advertisement.
- Critique corporate responsibility for unsafe products.
- Analyze the debate over Tort Reform in context of the Firestone tire and Ford Pinto cases.
- Research and determine "Fair Use" laws of copyright in the context of the Internet and Napster.
- Explain "Intellectual Property" along with corporate responsibility under misappropriation, trade secrets, and patent laws.
- Prepare a research document on a legal-ethical problem.

Topics to Be Covered:

Identify the methods of logically thinking to arrive at legal and moral decisions, the legal context for making decisions, employment-at-will, "whistleblowers," wrongful discharge, 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, affirmative action and compare it to reverse discrimination, sexual harassment in the workplace and contrast it with the government's (E.E.O.C) role, American With Disabilities Act is implemented, Family Leave Act, Worker Compensation and O.S.H. A. laws, Copyright, Fair Use, and Intellectual Property.

Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

A. Your grade in this course comes from six sources: Quizzes, three (3) Unit Tests, Case Study Analysis, homework through Group Assignments, Research Term Paper, and the Common Assessment Outcome Overview (Extra Credit) Test.

- There are 5 Quizzes that are at the end of the chapters this semester. There are 10 questions in each quiz and each question counts 2 point. The "due date" for each quiz is set in the "Schedule." Quizzes account for c.9.5% of your final grade.
- There are three (3) Unit Tests that are required, including the final test named Test #3. Each test consists of about 50 multiple choice and true/false questions which account for 200 points each and adding all four tests together these Unit Test account for 600 points or c.60% of your final average and grade. The questions come from the material in the chapters covered for each Unit Test and are NOT the same as the quiz questions.
- There are three (3) different **Critical Thinking - Case Studies** which are due the same date as the three (3) Unit Tests. Each of the cases counts 20 points for a total of 60 points per test and these cases account for c.6% of your final grade.
- Group Assignments with 10 assignments throughout the semester. Each Group Assignments counts 10 points for a total of 100 points or c. 9.5% of the final grade.
- Research Term Paper accounts for 100 points or c. 9.5% of final grade.
- Common Assessment - Outcome Overview Test - Each required course in the Business curriculum, including this course, now require a Common Assessment-Outcome Overview Test. This is an Extra Credit exercise.

Grading Policy:

Cases = 9.5%

Quizzes = 9.5%

3 Unit Test = 60%

10 Group Assignments = 9.5%

Research Term Paper = 9.5%

Course Overview Test = 5.0% extra credit

Final grades + grading scale:

A = 945 - 1050 points - which is 90% - 100%

B = 840 - 944 points - which is 80% - 89%

C = 739 - 839 points - which is 70% - 79%

D = 630 - 738 - which is 60% - 69%

F = 629 and below - which is below 60%

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

Each instructor will provide policy.

Attendance Policy

Students who have been exposed to COVID-19 or who have tested positive must email virusinfo@nsc.edu.

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

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

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. The attendance policy for this class is:

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded to students who never attended class.

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell

phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.

- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: <https://www.nsc.edu/current-students/student-online-resources/access-to-internetandtechnology>

Computer Labs

Computers are available for student use at each campus during campus open hours. Open computer lab availability for Spring 2021 may vary from campus to campus. Students should check NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is students’ responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and my NSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). Nashville State complies with the Americans with Disabilities Act (ADA) and so provides accommodations for students with a documented physical, emotional, and/or learning condition. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or email accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

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

measures. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied 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.

(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time, and Nashville State Community College wants to 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://www.getrave.com/login/nscc> 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.

Student Wellness

- The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed:
- Tutoring options and appointments: <https://www.nsc.edu/current-students/oncampus-resources/learning-center-and-tutoring>

- Academic and student resources for school:
<https://www.nsc.edu/currentstudents/student-online-resources>
- Support services: <https://www.nsc.edu/current-students/on-campusresources/student-support-services>

Equity Statement

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We recognize that this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nsc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, emailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.