University of Puerto Rico

Mayagüez Campus

#### College of Business Administration

**Syllabus**

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| General Information: |
| Course Code: ADMI 3009 Section 30, 70, 66  Course Title: Introduction to Business, Management, and Ethics  Introducción A Los Negocios, Gerencia, y Ética    Credit-Hours: 4 |
| Course Description: |
| *Estudio de la naturaleza de la empresa y su interacción social, legal, ética, económica y política en la sociedad. Discusión de principios tradicionales y emergentes funciones y teoría en el contexto global. Estudio de las principales áreas funcionales de las organizaciones.*  *Study of the nature of business and its social, legal, ethical, economic, and political interactions within society. Discussion of traditional and emergent management principles, functions, and theories in a global context. Study of the major functional areas of business.* |
| Instructional Strategies: |
| Lecture  Experiential Learning  Formal and informal writing  Cooperative Learning  Case Study Discussion and Analysis  Debate and Dramatization |
| **INSTRUCTOR INFORMATION** |
| General Information: |
| **Instructor: Dr. William J. Frey** **Office:** AE- 210  **Phone:** 832-4040 Ext. 5338  **Office Hours: Monday, Wednesday, and Friday: 11:00-1:00**  **E-mail**: [williamjoseph.frey@upr.edu](mailto:williamjoseph.frey@upr.edu) |
| Textbook and Other Resources Frey, William. "Introduction to Business, Management, and Ethics." Connexions. http://cnx.org/content/col11959/latest/ (Required)  Students will also be required to have a Canvas account and login. (Quizzes, group, and writing assignments will be online in Canvas) https://canvas.instructure.com/login/canvas |
| Evaluation/Grade Reporting: |
| All students are expected to…   * First Partial Exam: 180 points (Feb 22 and Feb. 23) (Weighted to 27.5% of final grade) * Second Partial Exam: 180 points (Apr. 26 and Apr. 27) (Weighted 27.5% of final grade) * Reading Quizzes: 261 points (Online) (Weighted to 15% of final grade) * Informal Writing, Participation, and Unannounced Quizzes (Weighted to 5% of final grade) * 300 points: Group Portfolio that includes… (weighted to 25% of final grade) * (25 points) Ethics of Teamwork Exercises 1-3 * (25 points) Business and Moral Leaders Interviews * (50 points) Technology Choice Posters * (50 points) Management Ecuentros * (50 Points ) Burger Man Role-Play * (100 points) Preliminary and Final Group Self-Evaluations * **Points will be subtracted if you do not participate in these group activities.** * **3 points will be subtracted for each absence, 1 point for being late to class** * **This grading structure is subject to change in the face of unscheduled interruptions**   **Weights : Your grades will be totaled in each area. The resulting percentages will be assigned the following weights:**   * **First and Second Partial Exams (55% of the final grade)** * **Quizzes (15% of the final grade)** * **Informal Writing (5% of the final grade)** * **Group Activities (25% of the final grade): Business and Moral Leaders, Technology Choice Posters, Management Ecuentros, Burger Man Role-Play, Preliminary and Final Group Self-Evaluations**   **Your grades will be assigned a percentage within each weighted area. Then a final grade will be totaled out to an overall percentage. You will be assigned a letter grade on the basis of the following scale.**  **Scale: A:** 100 – 90, **B:** 89-80, **C:** 79-70, **D:** 69 - 60, **F:** < 60 |
| Course Policies |
| 1. **Class attendance**: Class attendance is compulsory. The University of Puerto Rico, Mayagüez Campus, reserves the right to deal at any time with individual cases of non-attendance. Professors are expected to record the absences of their students. **Frequent absences affect the final grade, and may even result in total loss of credits**. Arranging to make up work missed because of legitimate class absence is the responsibility of the student. (Bulletin of Information Undergraduate Studies, pp 39 1995-96)  2. **Absence from examinations**: **Students are required to attend all examinations. If a student is absent from an examination for a justifiable reason acceptable to the professor, he or she will be given a special examination**. This must be arranged prior to the examination. Otherwise, he or she will receive a grade of zero or "F" in the examination missed. (Bulletin of Information Undergraduate Studies, pp 39, 1995-96)  3. **Final examinations**: Final written examinations must be given in all courses unless, in the judgment of the Dean, the nature of the subject makes it impracticable. Final examinations scheduled by arrangements must be given during the examination period prescribed in the Academic Calendar, including Saturdays. (see Bulletin of Information Undergraduate Studies, pp 39, 1995-96).  4. **Partial withdrawals**: A student may withdraw from individual courses at any time during the term, but before the deadline established in the University Academic Calendar. (see Bulletin of Information Undergraduate Studies, pp 37, 1995-96).  5. **Complete withdrawals**: A student may completely withdraw from the University of Puerto Rico, Mayagüez Campus, at any time up to the last day of classes. (see Bulletin of Information Undergraduate Studies, pp 37, 1995-96).  6. **Disabilities**: All the reasonable accommodations according to the Americans with Disability Act (ADA) Law will be coordinated with the Dean of Students and in accordance with the particular needs of the student.  7. **Ethics**: Any academic fraud is subject to the disciplinary sanctions described in article 14 and 16 of the revised General Student Bylaws of the University of Puerto Rico contained in Certification 018-1997-98 of the Board of Trustees. The professor will follow the norms established in articles 1-5 of the Bylaws.  8. **Class attendance is mandatory**. If a student must be absent, they should report the situation in advance. If a student is frequently absent, his or her final grade will be lowered.  9. **Academic Integrity**: Students are expected to do their assignments individually, unless otherwise instructed. If a student submits for evaluation the work of others as his/her own, the student has committed plagiarism. **Plagiarism** is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.” **Fabrication** and **falsification** will also not be tolerated. (Definitions taken from RCR pamphlet, page 21 by Nicholas Steneck accessed at the following address on January 17, 2012. http://ori.hhs.gov/sites/default/files/rcrintro.pdf )  10. Classroom environment will be oriented around values described in **ADEM Statement of Values**: Justice, Respect, Responsibility, Integrity, and Trust. Examples: participating actively in class activities (justice), maintaining a good attendance record (responsibility), collaborating with classmates (trust), maintaining high standards of academic excellence and honesty (integrity), and respecting one another’s rights (respect). **Students are expected to come to class ready to work. Inappropriate behavior (unauthorized use of smart phones and notebooks, private conversations, disrespectful behavior, academic misconduct) will not be tolerated. Finally, please avoid using inappropriate language in the classroom, especially during group work and class discussions. Please avoid insults, derogatory comments, put-downs, and ad hominem arguments.** |
| Course Outline and Schedule |
| |  |  |  | | --- | --- | --- | | Topic | Connexions Module | Activity | | Introduction to Class | Syllabus  * Business and…   + technology, law, government, customers, employees, ethics * Consult Derived Copies Module http://cnx.org/content/m36712/latest/ | Discussion of syllabus, Connexions and Canvas access. Situating Business | | Module I: Business and Professional Ethics **(Three Frameworks for Problem-Solving: Three Tests, Four Stages, and Feasibility)**  **Quiz** | Theory Building Activity: Mountain Terrorist Exercise http://cnx.org/content/m13764/latest/Ethical Problem-Solving in “Incident at Morales” http://cnx.org/content/m15783/latest/  **Three Frameworks for Ethical Decision-Making**  http://cnx.org/content/m13757/latest/  **Read Kelly’s Cosmetic Surgery (Canvas) and Incident at Morales Decision-Point Analyses (Canvas)** | Ethical Approaches and Problem solving  * Problem specification * Solution generation * Solution testing * Solution implementation   Solution Testing (3 tests)   * reversibility, harm, publicity   Solution Implementation   * A feasibility test that outlines situation-based constraints   **Students will also prepare 2 short, informal writes responding to the Mountain Terrorist Exercise and the Kelly Cosmetic Surgery article. (For Canvas)** | | Module II: Ethics **Of Team Work** | Ethics of Team Work (120 point group activity) <http://cnx.org/content/m13760/latest/>  Discovering, Translating, and Verifying values in group work (values sensitive design)  Avoiding groupthink, group polarization, and going to Abilene  Understanding logrolling, bridging, nonspecific compensation, expanding the pie, cost-cutting, negotiating interests  STSs:   * enable and constrain business activity * consist of interacting sub-systems * require systems thinking and analysis * embody values * change due to internal value conflicts and external interactions with other STSs | Groups will prepare a preliminary group self-evaluation that will discover, translate, and verify group value goals for the semester.   * Values Goal Profiles * Pitfall Avoidance Strategies * Constraining Environments  Designing work teams around ADEM SOV Anticipating and avoiding common group pitfalls  Understanding on how the Socio-Technical System constrains and enables group work | Designing work teams around ADEM SOVBusiness/moral leaders  * Vandana Shiva, Fred Cuny Sallie Krawcheck, Carmen Segarra, Jorge Rodriguez, Muhammad Yunus   Agency Theory versus Stewardship  Theory  Compliance versus Values  Finance-, Customer-, and Quality-Driven companies  Enron: Mark-to-Market Accounting; Special Purpose Entities | | Module III. Business and Moral LeadersQuiz  * Canvas group write * Group enacted mock interview | **Business and Moral Leaders**  <http://cnx.org/content/m14256/latest/>  Groups will choose a leader and present his or her profile to the class.   * Sustained commitment * Consistency between core beliefs and actions * Willingness to sacrifice self-interest * Inspiring others to moral action * Realistic sense of humility | Business/moral leaders  * Vandana Shiva, Fred Cuny Sallie Krawcheck, Carmen Segarra, Jorge Rodriguez, Muhammad Yunus, Ursula Burns, Roger Boisjoly,   Groups will choose a business leader, prepare a profile of this leader, present a table on the key virtue of this leader, and debrief on their work to the class**.** |  | | Module IV. Responsible use of technology in BusinessQuiz Poster Presentation and Poster Session | Responsible Choice for Appropriate Technology http://cnx.org/content/m43922/latest/ Socio-Technical Systems in Professional Decision-Making http://cnx.org/content/m14025/latest/  Framework:   * **Zoom in** * **Zoom out** * **Appropriate Technology** * **Human Capabilities** | Each group will prepare a simple poster on a case in technology choice in business. These posters will help you teach your cases to your classmates in a Poster Session that will be held in class. Attendance is mandatory. Cases: OLPC, Gender Bias in Airplane Design, Amish Technology Choice, Bamboo, Biosand filters in Haiti, Aprovecho, Ecosystems in the DR, Hotpress in Lesotho, and Podcasting in Zimbabwe |  | | First Partial Exam: Feb. 22 (Wed) and Feb. 23 (Th) | 50 Matching and 15 Multiple Choice Questions (180 points or 27.5% of your final grade) | A Canvas module will give you jeopardies, Connexions modules links, and other help strategies for studying for this test. |  | | Module V. Management and Leadership Frameworks, Corporate Government, and Moral Ecologies Management Theory and Case Ecuentros  **Quiz, Ecuentros, & Canvas Reflectons** | **Different Approaches to Corporate Governance**  http://cnx.org/content/m17367/latest/  **Moral Ecologies in Corporate Governance**  http://cnx.org/content/m17353/latest/  **A Short History of the Corporation**  http://cnx.org/content/m17314/latest/  Encuentros in Introduction to Management  (under development) | Agency Theory versus Stewardship  Theory  Compliance versus Integrity Approaches to Corporate Governance  Moral Ecologies: Milgram + Finance-, Customer-, and Quality-Driven companies  Discussion of real case scenarios: /Ford Pinto, Enron, Kona Files, Welch and GM, CEMEX, Corn Husk | | Module VI. Marketing, Green Marketing, and Consumer RightsQuiz, In-class role-play, and Canvas Reflections | Burger Man http://cnx.org/content/m32584/latest/  Three Views of CSR (Corporate Social Responsibility)  http://cnx.org/content/m17318/latest/  **Consumer Ethics and Bill of Rights**  (Under Development)  **Burger Man Role-Play and Group Reflections (50 Points)** | Consumer Ethics and the Categorical Imperative  * Four Principles of Responsible Consumption * Consumer Bill of Rights * Green Marketing * Burger Man Role-Play | | **Second Partial Exam: Apr. 26 (Wed) and Apr. 27 (Th)** | 50 Matching and 15 Multiple Choice (180 Points or 27.5% of your final grade) | Canvas will, as with the first exam, provide a study module which will provide Jeopardies, module links, readings, video presentations, and other tools for preparing for this exam. | | Reflection and Closure: May 10 and May 11 **Quizzes (3)** | Closing the class: **ACBSP quiz and Assessment Quizzes** | Ecuentros (if time) Course evaluations | | Final Exam | 1. Ethics of Team Work, Exercise 4—Final Group Self-Evaluation (due May 18) | For your three main group activities, you will close out the semester with a Canvas report that will consist of reflections on the in-class activity. These three activities are the major components of your group grade which will count as 25% of your final grade. | |

First Class Survey

1. What is your name?

2. Are you a freshman, sophomore, junior, or senior?

3. What is your area of academic concentration?

4. What is your reason for taking this class? What do you expect to get out of this class?

5. How are your reading, listening, and speaking skills in English?

6. Have you ever taken a class in ethics? If so, what kind?

7 . Have you taken a class in Business Administration with an ethics module, exercise, discussion, or lecture? If so, take a minute and describe it.

8. Describe the best educational experience you have ever had?

9. What are your career objectives? Where do you see yourself five years from now?

10. What is an environment of the organization?

11. Are you able to/comfortable with working with an online textbook and turning in materials online to Instructure Canvas?

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