**MGT 3607 BUSINESS ETHICS**

**COLLEGE OF MANAGEMENT**

**GEORGIA INSTITUTE OF TECHNOLOGY**

**SPRING 2012**

**ROOM 102 12:05 – 1:25 T/R**

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College of Management 417

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Office Hours: T/R 3-4 or by appointment

**Course Description**

This course introduces students to ethics-related aspects of the business decision-making process. Students will address a variety of topics, including the theoretical underpinnings of ethics, stakeholders, decision-making strategies, and utilization of such strategies in specific areas such as shareholder and employment relations, marketing, and globalization. The emphases of the course are issue recognition, application of ethical principles, and analysis of the consistency of corporate decision-making processes with such principles.

**Prerequisites**

MGT 2106 or its equivalent with a passing grade and Junior/Senior Status.

**Course Objectives**

1. Students will be able to identify ethical issues in the business environment and in their professional interactions.
2. Students will be able to use ethical decision-making tools in order to think through ethical issues and to respond accountably when faced with ethical challenges.
3. Students will gain skills with which to effectively integrate their personal values and ethical decision-making into their professional environment.
4. Students will be able to articulate basic principles of ethics think and write critically and clarify inconsistencies in their own ethics and value systems.
5. Students will be able to define the role they play in forming organizational culture and the means by which they can impact it in a positive manner.
6. Students will be able to identify the resources available to them if confronted with ethical situation.

**Course Materials**

Collins, Business Ethics: How To Design and Manage Ethical Organizations, 2012.

**Grading**

Course grades are based solely upon examination performance and are not based on effort, the need to maintain scholarship or athletic eligibility, interest, work or academic schedules or other factors.

Test I 25%

Test II 25%

Final Exam 30%

Class Participation/Attendance 20%

The following scale will be used in assigning grades in this course.

100 - 90 - A

89 - 80 - B

79 - 70 - C

69 - 60 - D

59 and below - F

Course grades and examination scores are generally not subject to a curve.

Examination scores will be posted on T-Square. Students wishing to review their examination performance must schedule an appointment with the instructor as examinations will not be returned to the class.

**Policies and Procedures**

Examinations will cover material imparted in class, class lectures and discussions and all assigned readings. Examinations will not be cumulative.

Students will have the entire class period to complete examinations. No additional time will be granted, including for students who arrive late.

Examinations will consist of essays and/or multiple choice questions and will be closed book. Use of any materials during examinations is prohibited.

Students are not permitted to remove examination materials from the classroom during the examination or after its completion. Upon completion of the examination, students must turn in their answer sheets and examination questions.

Examinations must be taken on the dates administered in order to receive credit toward the final grade. Students who must miss an examination due to personal illness or injury, death or illness in the family, jury duty or religious holidays must contact the instructor prior to the examination, or as soon as reasonably possible (but no later than one week after the examination), to make alternate arrangements. Student athletes are urged to contact the instructor as soon as possible to discuss their ability to sit for examinations on the days set forth in the syllabus. Students will not be permitted to sit for examinations after the scheduled dates set forth in the syllabus without the instructor’s prior approval. Such approval is within the sole discretion of the instructor.

Any student failing to abide by these policies will receive a zero for the examination in question.

**Extra Credit**

Extra or additional credit assignments will not be accepted for grading in this course.

**Class Participation and Attendance**

All benefit when students actively participate in classroom work and discussions. The participation grade reflects three things: 1) students’ performance in the classroom: providing insights and interpretations to issues raised and participation in class discussions, 2) weekly posting a relevant and insightful news article or story **(by Noon each Monday)** relating to the week’s business ethics topic, and 3) students’ attendance in the course.

Student participation and attendance are key elements to the successful completion of this course. A significant portion of this course will be devoted to the discussion of issues and events relating to the course materials. Students must be prepared to discuss course materials at all times. In order to be fully prepared to participate, all assignments described in the syllabus must be read prior to the class in which they will be discussed.

Student attendance is also crucial as the instructor will not post class notes or other review materials on T-Square.

Student athletes are urged to contact the instructor as soon as possible to discuss their ability to attend the class on a regular basis and successfully complete the requisite coursework.

**Student Honor Code**

Students are expected to be aware of and abide by the Georgia Institute of Technology’s Academic Honor Code with respect to all aspects of their participation in the course, including Article II, Section 3 establishing student responsibilities with respect to academic integrity. Compliance with the Academic Honor Code also includes all aspects of the Honor Agreement signed by students as a condition of their enrollment in the College of Management. Any student suspected of engaging in behavior in violation of the Academic Honor Code or the Honor Agreement shall be referred to the Office of Student Integrity and the Office of the Dean of Students for appropriate action.

**Disability Accommodation**

The Georgia Institute of Technology has established policies with respect to disability accommodation through Access Disabled Assistance Program for Tech Students (ADAPTS). These policies may be accessed at the ADAPTS website located at http://www.adapts.gatech.edu. Students seeking disability accommodation are specifically referred to the student guide and documentation pages on this website. Students failing to comply with the requirements set forth in ADAPTS will not receive accommodation.

**Legal Disclaimer**

Any and all opinions or statements as to legal matters made by the instructor are for classroom purposes only and are not intended and should not be construed as dispensing legal advice. This disclaimer includes conversations with students during and outside of class.

**General Policies**

Students are expected to arrive on time for class. Once in class, students should remain until the class is completed.

In order to facilitate discussion and assist the instructor with getting to know individual class members, students are requested to display name cards in class.

There will be no exceptions to the policies set forth in this syllabus. Students are encouraged to contact the instructor if they are having difficulties with the course or require additional assistance.

**TENTATIVE Daily Class Schedule and Reading Assignments**

**Tentative** Class Schedule

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Textbook Chapter** |
| 1 | Unethical Behaviors in Organizations and Human Nature | 1 |
| 2 | Unethical Behaviors in Organizations and Human Nature | 1 |
| 3 | An Historical Perspective on Business Ethics | 2 |
| 4 | Hiring Ethical People | 3 |
| 5 | Codes of Ethics and Codes of Conduct | 4 |
| 6 | Ethical Decision Making | 5 |
| 7 | Ethical Decision Making | 5 |
| 8 | Ethics Training | 6 |
| 9 | Respecting Employee Diversity | 7 |
| 10 | Ethics Reporting Systems | 8 |
| 11 | Managers as Ethical Leaders and Role Models | 9 |
| 12 | Engaging and Empowering Ethical Employees | 10 |
| 13 | Environmental Management | 11 |
| 14 | Environmental Management | 11 |
| 15 | Community Outreach and Respect | 12 |
|  | **FINAL EXAM: Period 5 Tuesday, May 1 @ 11:30 am – 2:20 am** |  |