

Indiana Wesleyan University
Business Ethics – BUS101 A
MAX 122
TR (3:15 PM – 4:40 PM)
Fall 2019 Syllabus

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Office Hours Tuesday 1:30 pm – 3:00 pm, 4:45 pm – 5:45 pm

Wednesday 11:00 am - 3:30 pm, 4:45 pm – 5:45 pm

Thursday 1:30 pm – 3:00 pm, 4:45 pm – 5:30 pm

Joshua 1:8 "This book of the law shall not depart out of thy mouth; but thou shalt meditate therein day and night, that thou mayest observe to do according to all that is written therein: for then thou shalt make thy way prosperous, and then thou shalt have good success."

II Timothy 2:15 "Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."

John 17:15 "I pray not that thou shouldest take them out of the world, but that thou shouldest keep them from evil."

Philippians 2:5-8 "Let this mind be in you, which was also in Christ Jesus: ..."

Course Description: The course is designed to enable the student to understand the importance of ethics in business. Time is spent helping the students further develop their own personal value systems and subsequently to see how their worldview impacts organizational values. Special emphasis is placed on the application of Biblical principles.

Course Rationale: The material covered and applied in this course can have eternal consequences. As Christians, either our decisions will draw people closer to the Savior, or they push them further away. The business professional willing to follow Christ, at all cost, is needed in a world that is searching for answers, and is looking for a better way to conduct business. It is anticipated that this course will help students to make solid ethical decisions, help them to help others make solid ethical decisions and in turn represent the Savior well.

Student Learning Objectives

- 1) Students will prepare and present an Organizational Ethics Evaluation of a "real" organization based upon concepts and principle learned from the course.
- 2) Students are required to develop their own Personal Statement of Ethics based upon Biblical Principles and standards related to their major discipline.
- 3) Students should learn how to identify ethical issues and evaluate those issues through the use an ethical framework that will consider the law, professional standards, organizational standard's and biblical principles through the use of case studies.

Required Textbooks:

Business Ethics: Brief Readings on Vital Topics. Archie B. Carroll, Routledge, 2009

Required: Bible – Please bring to class each day

Means of Assessment:

Tests:

Business Ethics Exam – Book, Lectures, Notes and Cases **Tuesday 10/22** 150
Final Exam Tuesday **12/10 8:00 AM** 100

Assignments and Due Dates:

1. World/Life View **Individual Assignment Tuesday 9/17** 100
2. Reading Assignment 1 from the Textbook (Answer all of the questions from the following articles on pages – 8,14,16,28,30,40,62,68,74,98,100,102,116)
Team Assignment Thursday 9/26 50
3. Nehemiah Assignment **Team Assignment Thursday 10/10** 100
4. Corporate Culture, Governance, Internal Controls and Ethics Analysis –
Team Assignment Tuesday 11/5 100
5. Reading Assignment 2 from the Textbook (Answer all of the questions from the following pages – 122,124,130,146,158,166,168,204,220,255,259,260,266)
Team Assignment Tuesday 11/12 50
6. Professional Codes of Conduct Analysis **Individual Assignment 11/19** 50
7. Organizational Ethics Evaluation Paper and Presentation **Team Project Tuesday 11/21** 200
8. Personal Ethics Statement **Individual Assessment Assignment Due Tuesday 11/26** 100
- Total Points** **1000**

Assignment due dates are subject to change.

Grading Scale:

A 930-1000 C 730-769 A = Superior, Excellent work
A- 900-929 C- 700-729 B = Above average work
B+ 870-899 D+ 670-699 C = Average work
B 830-869 D 600-669 D = Below average work
B- 800-829 F0-599 F = Failing to meet the minimum
C+ 770-799 requirements

Business students that earn a grade below a C will be required to repeat the course if they desire to remain in the Division of Business

Concepts to be covered from: Business Ethics Brief Readings on Vital Topics

- Chapter 1 Business Ethics – Corporate Citizenship
- Chapter 2 Compliance, Companies, and Corporate Governance
- Chapter 3 Ethical Leadership – the Heart of Moral Direction
- Chapter 4 Ethical Issues and Guidelines for Decision Making
- Chapter 5 Spirituality and Business Ethics
- Chapter 6 Ethics, Organization, and Management
- Chapter 7 Stakeholders, Environment, and Sustainability
- Chapter 8 Employee Stakeholders
- Chapter 9 Consumer Stakeholders
- Chapter 10 Global Topics in Business Ethics

Additional ethics material will be covered in class related to marketing, management, and accounting, finance, developing an ethical framework, internal controls, conflict of interest policies, and other related topics. In addition to the reading assignments, students are responsible for reading the entire textbook. Students will also study Biblical principles critical in making ethical decisions. Students will be responsible for material from the text, classroom discussion, and notes. Material to be tested or assignment due dates are subject change. Students will be notified of all changes to assignment due dates and tests dates in class or via email.

Other Due Dates:

Organizational Ethics Evaluation paper due November 21, 2019; Team presentations are to be given on the following dates November 21st, 26th, and December 3rd. Dates are subject to change.

Tests:

Tests will be given at the beginning of class on dates listed previously.

Tests will cover any material discussed in class, from the beginning of the semester, and material from the text - tests are comprehensive. It is critical that all assignments, and readings be completed, and notes take in class in order for you to achieve your goals for this class. Permission for a "makeup" examination must be arranged with the instructor in advance of the regularly scheduled examination including the final exam (according to university exam policy). If a student misses an exam due to an unexcused absence, there will be no make-up exam. **Excused absences are those that fall within the IWU attendance policy as outlined below.** There will not be any early tests- when you miss a test for an official legitimate excused absence, another test will be given. Exams will be 100% essay and will be over the textbook, assignments, lectures and notes. It is the student's responsibility to read all the material assigned and to take notes. I will keep all tests and assignments. Cell Phones or similar type devices are to be shut off and placed on the desk in front of them face down during exams. If a cell phone is on or out during an exam, it will be considered cheating and the student will receive a zero on the exam and be subject to the academic dishonesty policies established by the university (no exceptions). All hats, hoods, and watches must be removed during the exam. Per university policy, final exams will not be

given early reason unless the reason is in accordance with university policy. Test dates are subject to change. All tests will be kept by the professor.

Class Attendance:

Emergency or Illness Absences:

1. The health center does not issue excuses for students who miss class due to illness except for the following circumstances: an acute contagious illness; an illness requiring an extended recuperative period; surgery; or injuries documented at the Health Center that may require a student to be absent from classes.
2. The Academic Affairs Office will issue EXCUSED ABSENCES only in the following two cases:
 - Death of an immediate family member: parent, grandparent, sibling, spouse, or child. The student must contact our office at Extension 2493, and bring in some form of proof such as a funeral brochure or an obituary.
 - Hospitalization of the student, which also requires some form of proof such as a doctor's verification of hospitalization.

The student is personally responsible to obtain an excused absence permission form from the Academic Affairs Office and present it to his/her professor.

The student is responsible for all other absences according to the syllabus.

University Sanctioned Absences:

Class Attendance Policy:

Students are expected to attend all sessions of classes for which they are registered. Official excuses may be given by the university (coaches, professors, leaders of musical groups, etc.) for absences due to university-sponsored activities, athletic contests, field trips, or other emergencies. Faculty may not give a penalty for a university-approved absence. A student is responsible to contact the instructor regarding all classes missed. A student failing to attend classes and not withdrawing officially will receive a grade of "F." Students are not allowed to attend classes for which they are not registered.

The **ONLY** excused absences will be those that fall under the IWU attendance policy described above and approved by the Academic Affairs office. Students will be allowed one unexcused absence and one tardy except on test and presentation dates without a penalty. Student's arriving to class later than 30 minutes after the start of class will be considered absent.

For each unexcused absence (or portion thereof) in a semester the students course grade will be reduced by 20 points. Attendance will be taken at the beginning of each class period.

Students may not pick up another student's attendance folder. The student will be marked tardy if they are not present when the class begins. Class begins at the time listed in the syllabus. Students' who are tardy must record the tardy on their student attendance sheet. Each tardy will reduce the student's grade by 10 points. It is the student's responsibility to confirm the excusability of their absence. Students sleeping in class or disrupting class in anyway will be considered absent and the course grade will be reduced by 20 points.

Please make sure that all travel arrangements around Fall break, Thanksgiving break or Christmas break do not conflict with classes, in class presentations or exams.

Class Participation:

Class participation includes (but is not limited to) attitude; the desire to learn; attentiveness; classroom etiquette; preparedness and participation in discussion and group exercises. Students are expected to read the assigned material prior to class, and be prepared to apply the material to case problems. Students are expected to take notes during class. Ask questions - do not be hesitant to ask questions if something does not make sense to you. It is expected that students will come to class prepared. It is also expected that students will conduct themselves in a professional manner. Conversing while the instructor or another student is speaking, or any other unprofessional conduct will automatically reduce your grade in the class. **Students are responsible for all material presented or discussed in class. Laptop computers, cell phones, or other electronic devices are to be turned off during class.** If the cell phone or electronic device is used for anything other than course related purposes, 5 points will automatically be deducted from the student's grade. If this continues to occur, the student will be asked to turn off the device and will not be allowed to bring it or any other electronic device to class for the rest of the semester. Students may be called on at any time during the class to answer a question or solve a problem individually or in a small group. Important concepts will be emphasized - but concepts by themselves are not of much value. Therefore, the application of these concepts to a variety of realistic situations will be our focus.

Teams: Each team will be comprised of three students or more or less is needed. Students are required to conduct themselves in a professional manner. Students are required to do their part in attending and conducting the interview, writing the paper and preparing the presentation for the organizational Ethics Evaluation Project. Students are required to read all material associated with each team assignment and participate equally in the research and preparation of all team projects assigned. A student's grade will be reduced if they fail to follow these guidelines and participate at the appropriate level. Participation forms will be completed for each team assignment.

Assignments:

All assignments are to be submitted into Brightspace unless directed otherwise. Students are required to turn in assignments per the syllabus due dates. If the assignment is late, it will be given a zero. Assignments are considered turned in on time if they are submitted by 7:50 am on the day the assignment is due. All assignments are to be labeled with the student's name, title of the assignment, date, and course number listed in the top right hand corner of the

first page. All pages are to be numbered (except the title page). Assignments are to be single spaced unless directed otherwise. Students are to use 12 point font, margins are to be one inch. If the student is going to be absent the day the assignment is due, then the student must turn the assignment in prior to class in which the student is absent. In order for an assignment to be considered turned in on time it must be submitted on Brightspace prior to the start time of the class in which it is due. If the student has trouble submitting via Brightspace the student may email the assignment prior to the start of class on the due date of the assignment. **There will be no exceptions to the assignment policy.** Unless instructed otherwise, you are not to collaborate with, receive assistance from, or assist anyone on any individual assignment. Students will be given ample time to complete all assignments. Student's work will be evaluated on the grading scale listed in the syllabus. There will be **no extra credit** given for missed assignments, unexcused absences, or missed tests.

Grades – What does the letter grade mean?

A work is excellent and superior work. A work product or performance that stands above all others. Work product or performance that goes well above the requirements in its content, quality, and depth of analysis.

B work is above average work. A work product or performance that exceeds the base line requirements in some but not all areas.

C work is average work. A work product or performance that meets the basic requirements.

D work is below average work. A work product or performance that fails to meet the basic requirements.

F Failing to meet the minimum requirements as explained in the assignment and by the professor.

STUDY PLAN: The path to success in this course is to be prepared for class and examinations by reading the textbook and other materials as assigned and completing all homework assignments. **Regular class attendance is very important.** Students should plan to spend at least 6 hours a week outside of class (2 hours for every hour of class) to complete readings and assignments.

Individual assignments will be graded based upon the following criteria unless otherwise designated.

Assignments worth	100 points	50 points
Requirements/content of the assignment –	80	35
Spelling/Grammar –	15	10
Properly labeled –	5	5
Total Points –	100	50

The professor will keep all assignments. There will be assigned readings in addition to the textbook readings. Students may be asked to bring in articles or prepare a short written assignment in preparation for class discussion. If the assigned reading, short written assignment or article is not completed and or the student does not come prepared for class, up to 10 points will be deducted from the student's grade. The content of the assignment will be evaluated based upon its quality and substance. Each assignment should be labeled with

the following information: Student name, course number assignment title, and date. Please use APA formatting and for citation unless otherwise instructed to do so. All sources used must be referenced. Students may not use Wikipedia or any other similar website as a source.

Organizational Ethics Evaluation Project – Students are required to identify, and evaluate the ethical culture of an organization (for-profit or non-profit). The project will consist of a presentation and paper. The paper will be worth 130 points and the presentation will be worth 70 points. The requirements and scoring rubric for this project will be posted on Brightspace and reviewed in class.

The Ink Well:

Are you feeling panicked about the writing assignments on your syllabi? The Ink Well can help. Trained Writing Consultants will help you with any stage of the writing process, from developing your topic to polishing your final draft. They WILL NOT write or edit your papers for you, but they WILL help you recognize your weaknesses and provide you with tools for strengthening your writing and editing skills. The Ink Well is in Elder Hall, Room 222, and is open from 8:00 a.m. to 9:30 p.m. Monday - Thursday, 8:00 a.m. - 5:00 p.m. on Friday, and noon to 5:00 p.m. on Saturday. For more information check out our web page on the IWU portal, or make an appointment at <http://indwes.mywconline.com/>.

Students with Disabilities: IWU is committed to the provision of reasonable accommodations for students with disabilities as defined in Sec. 504 of the Rehab. Act of 1973. If you think you may qualify for these accommodations, you should contact me immediately. If you need course adaptations or accommodations because of a disability, please make an appointment with The Center for Student Success – Second Floor of the Student Center (Phone x2257) as soon as possible. If you have already received an Academic Adjustment Letter from CSS, have emergency medical information to share with your course faculty, or if you need special arrangements in case the building must be evacuated, please make an appointment with the faculty member as soon as possible.

Student Honesty/Cheating

Cheating will not be tolerated in any form. Any student discovered cheating will receive a zero on the assignment and/or test and be subject to the policy for student honesty/cheating established by the University.

Coursework

Students are expected to exhibit honesty in the classroom, in homework, on quizzes, and tests. Cheating is defined as the use or attempted use of unauthorized materials or receiving unauthorized assistance or communication during any academic exercise. Examples of cheating include:

1. Submitting work for academic evaluation that is not the student's own.
2. Copying answers from another student during an examination.
3. Using prepared notes or materials during an examination.
4. Permitting another student to copy one's work.
5. Plagiarism.
6. Falsification.

7. Other misrepresentations of academic achievement submitted for evaluation or a grade.

Plagiarism is defined as "the false assumption of authorship; the wrongful act of taking the product of another person's mind and presenting it as one's own" (A. Lindey, 2006, *Plagiarism and Originality*). *The Prentice Hall Reference Guide* (2006) indicates, "To plagiarize is to include someone else's writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it is" (p. 292). In other words, it is not giving credit where credit is due. Plagiarism is both a moral and ethical offense and sometimes a legal one.

Examples of plagiarism include:

1. Copying another person's actual words without the use of quotation marks, source citation, or footnotes.
2. Presenting another person's ideas or theories in your own words without citing the source.
3. Failing to acknowledge contribution and collaboration from others.
4. Using information that is not common knowledge without citing the source.
5. Submitting downloaded papers or parts of papers, "cutting and pasting," or paraphrasing or copying information from Internet sources without proper acknowledgement of a source.

Sanctions

It is the responsibility of each student to be aware of policies regulating academic conduct including definitions of academic dishonesty, the possible sanctions, and the appeals process.

Any undergraduate student apprehended and charged with cheating, including plagiarism, during his or her college matriculation, shall receive the following discipline:

1. First incident of cheating: failure in paper, assignment, or exam.
2. Second incident of cheating: failure in the course involved.
3. Third incident of cheating: dismissal from the university.

Grades

Students are required to submit any request for assignment, project, or test grade reviews by Thursday December 5th at 4:30 pm. The only exception is for the final exam.

Last Day to Add/Drop Withdraw: The last date to add a course is September 6th, and the last date to drop the course is September 13th. The last day to withdraw without total withdraw from classes is November 8th. Please refer to catalog/student handbook for information regarding withdraw from classes. It is the student's responsibility to verify, as all dates are subject to change and to review the academic calendar at <http://www.indwes.edu/calendar/>

What will you choose to do?

"Knowing versus Doing Gap" – The Bible, the law, organizational policies, professional standards etc. provide us the framework necessary to make ethical choices. According to II Timothy 3:16 the scriptures are profitable to us in that it:

- a. Teaches us what is right – Doctrine.
- b. Teaches us what is not right – Reproof.
- c. Teaches us how to get or make things right - Correction.

d. Teaches us how to stay right and maintain our integrity – Instruction in Righteousness

James 1:22 tells us that if we are “hearers” of the word and not “doers” of the word we can deceive ourselves. That is the danger we face in the “Knowing versus Doing Gap”. God provides us with a blueprint through the ethical minefields that we will face. The powerful forces of personal and professional pressures, fears, rewards and the expectations of others will be great. However, you can choose to do what is right. You can choose take advantage of this course and prepare for the minefield! As your professor my hope and prayer is that you do!

Choices that you will need to make in order to be successful in this course:

1. I will choose to come to class and come to class on time.
2. I will choose to complete all of the assignments and turn them in on time.
3. I will choose to start on the assignments once they have been posted.
4. I will choose to study for the tests once the study guides have been posted.
5. I will choose to follow the policies, procedures, and instructions related to this course.
6. I will choose to ask God to show me the areas of my life that need changed so that I can be the ethical and professional person He wants me to be.

“The steps you take today will determine where you will stand tomorrow”
Author Unknown

DeVoe Division Of Business

BELIEFS

The DeVoe Division of Business is an academic community that believes:

1. Jesus Christ is the truth, and the one who leads us into all truth through the promptings of the Holy Spirit
2. The triune God (Father, Son & Holy Spirit) created all people in His image and therefore all have value and dignity
3. God created us as unique individuals with different personalities and perspectives
4. God designed us as relational beings, intended to belong and grow in community
5. Business is a means to accomplish God's purposes, individually and collectively

VALUES

The DeVoe Division of Business is an academic community that values:

1. The rich differences we exhibit by birth and experience, from personalities to cultural heritage
2. The potential of the collaborative process, drawing on the full range of our differences
3. The benefits of a continuous and collaborative learning process
4. The opportunities to be connected and contribute to the well-being of others
5. The opportunities to influence and be influenced in becoming more Christ-like

MISSION

The DeVoe Division of Business is a Christ-centered academic community that provides students the opportunity for personal, professional and spiritual development in preparation for a life of service, applying sound business principles with wisdom and creativity.

VISION

The vision of the DeVoe Division of Business is to prepare business professionals who are resilient and committed to meeting the needs of others in a Christ-like manner.

PROGRAM STUDENT LEARNING OUTCOMES

BUSINESS KNOWLEDGE Exhibit a working knowledge of business principles and concepts and their application

CONTINUOUS LEARNING & DEVELOPMENT Expand business knowledge and seek wisdom to meet needs

CRITICAL THINKING Evaluate assumptions and the potential consequences of actions for better decisions

COLLABORATION Assess the needs of stakeholders and collaboratively develop integrative solutions

EMPATHY & SERVICE View & understand issues from various stakeholders' perspectives to serve them

CONFLICT MANAGEMENT Encourage and participate in constructive conflict and minimize destructive conflict

AGILITY Adapt to changing circumstances and exhibit the agility to take advantage of new opportunities

CREATIVITY Develop creative ideas to address marketplace and organizational needs

EFFECTIVE COMMUNICATION Design and professionally deliver effective oral and written communication

Common Professional Component BUS 101 Coverage

Business Ethics Topics	Hours
Character and Attributes of God - Impact on Ethical Behavior	4.5
Why do People Behave Unethically	1
Psalms 15 – Ethical Business Professional	1.5
Ethical Decision Making	8.5
Ethical Framework	
Ethical Decision Making Filter	
Professional and Biblical Analysis	
Impact of Fear on Ethical Decision Making	
Case Analysis	
Philosophies of Ethical Decision Making	
Internal Controls	1
Why are Internal Controls Needed	
Why are Internal Controls Insufficient	
SOX	
Ethical issues	7.5
Accounting/Finance	
Entrepreneurship	
Management	
Marketing	
Employees/Employers	
Clients/Customers	
Suppliers	
Ethical Leadership – Nehemiah and Joseph	1.5
Wisdom and Conscience Check-up	1.5
Steps that Lead to Unethical Behavior	2
Fraud Triangle	4.5
Personal and Professional Pressures	
Rationalization and Justification	
Opportunities & the Lack of Proper Oversight	
How to Personally Confront each Prong Triangle	
Case Analysis	
Organizational Ethics Climate and Culture	5.5
Organizational Ethics Evaluation	
Signs of a Healthy Culture	
Organizational Governance	
PCAOB	
Making an Effective Ethical Appeal	3
Steps required to make an effective ethical appeal	
Discerning when an appeal is necessary	
Queen Esther and others	
Global Ethical Issues – Report to the Nations ACFE	2
Personal Ethics Statement	1
TOTAL	45

Common Professional Components	Coverage Hours
Marketing	1
Business Finance	1
Accounting	1
Management	4
Legal Environment of Business	8
Economics	
Business Ethics	45
Global Dimensions of Business	1
Information Systems (Excel)	
Quantitative Techniques/Statistics	
Business Strategy/Integrative	2
TOTAL	63

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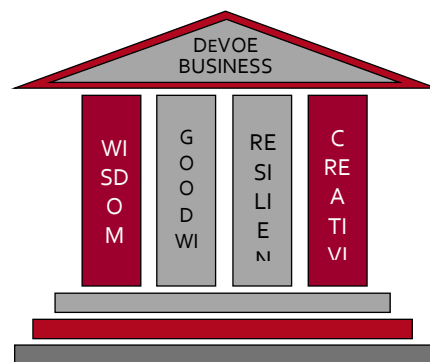
1. The rich differences we exhibit by birth and experience, from personalities to cultural heritage
2. The potential of the collaborative process, drawing on the full range of our differences
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PROGRAM SLO GOALS

It is the goal of the DeVoe Division of Business that all graduates will:

1. **BUSINESS KNOWLEDGE**
Exhibit a working knowledge of business principles and concepts and their application
2. **EMPATHY & SERVICE**
View and understand issues from various stakeholders' perspectives in order to serve them in a Christ-like manner
3. **COLLABORATION**
Identify a diversity of perspectives on the issue at hand, collaboratively explore new approaches and solutions, and co-create a higher quality end product
4. **SOUND JUDGMENT**
Evaluate arguments and develop reasoned choices supported with persuasive rationale consistent with beliefs and values
5. **PROFESSIONALISM**
Demonstrate ability to assess and respond to opportunities and relationships through appropriate professional means



"Maturity is a compound of wisdom, goodwill, resilience, and creativity."
J.I. Packer