# **Business Ethics | BUS 341| 01**

The syllabus template is designed to meet Quality Matters (QM) and web page accessibility standards. The syllabus Navigation section allows you to have the ability to navigate the syllabi easily. Click on a topic, and the navigation will lead you to the specific topic to read. Word document: CTRL + click to follow the link.

# **Syllabus Navigation**

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# Course Information (class dates, location, hours, and credits) (QM 1.1, 1.2, 1.7)

**Course Title:** Business Ethics

**Course Number:** BUS 341-01

**Class Credit:** Three (3)

**Semester:** Fall 2021

**Dates:**  August 30 – December 17, 2021

**Class Days:** Tuesdays & Thursdays

**Class Time:** 11:00 a.m. – 12:20 p.m.

**Type of class:** Face-to-Face

**Prerequisites:** BUS 101 and GSR 150 or equivalent. To register, you must be a Business and/or Philosophy department major or obtain the permission of the department.

**Class Zoom:** https://gallaudet.zoom.us/j/84312160330

**Class Zoom ID:** 815 9912 2560

# Instructor Information (QM 1.8)

**Instructor:** Hollie Fallstone

**Title:**  Senior Lecturer & Internship Coordinator

**Email Address:** [Hollie.Fallstone@gallaudet.edu](mailto:Hollie.Fallstone@gallaudet.edu)

**Phone number:** 202-250-2704

**Virtual Office:**  https://gallaudet.zoom.us/j/4928777584

**Office location:** EMG 216

**Office Hours:** T/W/TH 9:00 a.m. – 11:00 a.m. **Or** by an appointment

# Course Description (QM 1.1)

This course is cross-listed as PHI 341. It introduces the student to the normative theories of moral philosophy as they apply to business situations. We will use films, case studies, and current events to critically assess how to use moral philosophy to resolve issues commonly faced by managers, employees, marketers, and consumers.

# Applied Experience (QM 1.2)

As this course requires students to develop strong skills in critical thinking and decision making, social responsibility, careful thoughts, and careful logical arguments are developed. Ethics, in general, has an impact and influence for individuals when it comes to decisions that we as an individual or as a team member need to make. After taking this course, the student with the skills to involving engagement and discussions when one is addressed with an ethical situation or the need to approach any ethical situation (s).

# Course Materials: Textbook (s) and Instructional Materials (QM 4.1, 4.4, 4.5)

* Business Ethics: Ethical Decision Making and Cases. O.C. Ferrell, John Fraedrich, Linda Ferrell. 13th edition. (2021). Cengage Learning. ISBN-10: 0357513363 or ISBN-13: 9780357513361
* The Elements of Moral Philosophy,Chapters 1&2,by James & Stuart Rachels, 7th ed., (McGraw-Hill, publishers). [FREE – online via google search
* https://www.rcboe.org/cms/lib/GA01903614/Centricity/Domain/2820/The\_Elements\_of\_Moral\_Philosophy.pdf)
* Selected films and video clips that address issues of business ethics, including the daily reading of a major newspaper to keep up with current events that involve ethical issues
* As noted in the description of learning activities, additional articles and detailed instructions for assignments will be posted on the GU blackboard learning management system.

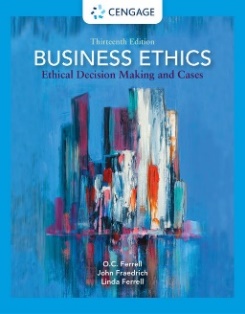


Figure 1 Business Ethics Textbook

# Technology Requirements (QM 1.5, 6.1, 6.2, 6.3)

To be able to function in this course successfully, students need:

1. Reliable internet access. If you are unable to have reliable internet access, you could see if GTS can assist you. Please see: <https://gallaudet.service-now.com/servicedesk?id=cf_kb_article&sys_id=3f6b27fedb6b8890f961e336489619a1>
2. Gallaudet email account, Blackboard account, and Bison account. If you have not set these up yet, please see <https://ssl.gallaudet.edu/passwordassistance/new_user_information.aspx>. Gallaudet email account is the primary account to use, so reconsider using Gallaudet email account. If you decide to use a private email account, make sure you have your Gallaudet email address set up automatically forward to your personal email account. It is your responsibility to make sure you receive emails. Access blackboard at my.gallaudet.edu, click on key links: quick access column and pick Blackboard, enter your GU username and password, and select course to access the material. If you require assistance with Blackboard, please get in touch with GTS putting in a helpdesk request. Students are expected to check Blackboard daily because we will rely heavily on Blackboard throughout the semester for this course. Announcements would be posted regularly, including course updates, course material, readings, discussions, online materials, syllabus, examinations, projects, case studies, etc. 556 Please check your email daily, including any announcements from Blackboard.
3. A computer that meets University's minimum computer requirements. Minimum requirements can be found at <https://www.gallaudet.edu/center-for-continuing-and-online-education/online-learning/computing-guidelines>

# **Technical Skills required (QM 1.6)**

Beginning the first week of the term, the instructor will assume that students are well acquainted with the Blackboard environment and have become proficient at the following:

1. Navigating and using Blackboard
2. Using email with attachments
3. Creating and submitting files using MS Word, MS Excel, MS PowerPoint
4. Downloading and installing software
5. Using Zoom
6. Using any other software (Kaltura, YouTube, QuickTime, Adobe, or another video editing software)
7. Using online libraries and databases to locate and gather appropriate information
8. Using online search tools for specific academic purposes, including the ability to use search criteria, keywords, and filters
9. Properly citing information sources

By the end of the first week of the term, all students should have resolved all technical issues with the GTS IT Service Desk and be ready to fulfill the requirements of the course.

# **Navigating the Course (QM 1.1, 1.2)**

This course set-up format will be according to the Face-to-Face known as Synchronous Learning model. However, if the University decides to change face-to-face to other options. The University, the School Director of School Five or/and the Department of Business Program Coordinator will communicate with us within the community. Synchronous is known as meeting face to face, and asynchronous is do classwork at your own pace following due deadline dates as posted in the Blackboard Ultra. Hybrid is attending face-to-face in person one day and online class on the second day of that week.

# **Course Student Learning Objectives (QM 2.1, 2.2, 2.3, 2.5)**

## Upon completion of the Business Ethics course, learners will be able to:

* Recognize ethical issues as they arise in business settings.
* Define and apply the vocabulary, concepts, and theories of moral philosophy related to economic systems and business decisions.
* Effectively communicate analyses of ethical dilemmas in ASL and written English, justifying conclusions clearly.
* Develop an understanding and explain the group and individual behavior in organizations, including communication, leadership, conflict, negotiation, power, and politics.
* Analyze, discuss, and evaluate how to resolve any ethical dilemmas in business, using various moral philosophy theories
* Demonstrate ethical self-awareness and empathy involving business decisions

# **Program Student Learning Outcomes**

# Business Program Student Learning Outcomes

Graduates of the Bachelor of Science in Business Administration program will demonstrate competence and learning outcomes in the following six domains Under the [Business Program Student Learning Outcomes](https://www.gallaudet.edu/department-of-business/business-administration/student-learning-outcomes):

# Common Business Knowledge & Inquiry

* Communication
* Quantitative Reasoning & Technological Skills
* Critical Thinking & Problem Solving
* Global Dimension
* Ethics & Social Responsibility

# Gallaudet University Student Learning Outcomes (SLO)

[Student Learning Outcomes (SLO) and Assessment of Learning](https://www.gallaudet.edu/general-education/student-learning-outcomes/)

* Wellness
* Bilingualism
* Career Readiness
* Critical Thinking
* Digital Awareness
* Ethics
* Science Literacy
* Global Citizenship

[Final Business Program Student Learning Outcomes & Gallaudet Student Learning Outcomes (SLO)](https://docs.google.com/document/d/1c1irRHulN4ZqlfkfiFPGv3Cl8tuEh1aC_pWkSTPfFdw/edit?usp=sharing) (click on the title to see the final SLO)

# **Grading System for This Course (QM 3.2)**

Table 1: The Department of Business Grading System

| Exceeding Standards | Meeting Standards | Approaching Standards | Not Yet Met Standards | Insufficient Evidence |
| --- | --- | --- | --- | --- |
| Excellent | Very Good | Good | Satisfactory | Unsatisfactory |
| 100 to 93 | 92 to 90 | 89 to 80 | 79 to 70 | 69 & under |
| A | A- | B+, B, B- | C+, C, C- | D, F |
|  |  | B+ 87% - 89% | C+ 77% - 79% | D+ 67% - 69% |
|  |  | B 83% - 86% | C 73% - 76% | D 60% - 66% |
|  |  | B- 80% - 82% | C- 70% - 72% |  |

# **Course Assessment & Grades**

| **Your task requirements to**  **meet this course requirements** | **Assessment** | **Percentage**  **of grade** |
| --- | --- | --- |
| Assignments & Discussion Board & Movie Reviews | Formative Assessment | 20% |
| Quizzes & Attendance & Participation | Formative Assessment | 10% |
| Management Ethics Team Debate Sessions (2 sessions) | Formative Assessment | 20% |
| Ethics in current news & Case Studies | Formative Assessment | 20% |
| Examinations (4 exams @5% each) | Summative Assessment | 20% |
| Final Exam | Summative Assessment | 10% |
| Total percentage |  | 100% |

## Assignments & Discussion Board and Movie Reviews

The assignments and the discussion board are based on twenty percent (20%) of the overall grade. The assignments will be based on the readings from each chapter and movie related to ethical issues in business. The students will discuss the movie review in class according to movie review guidelines in the Blackboard folder. The discussion board will be based on the readings and any topics related to Business Ethics. Some of the assignments, including the discussion board, will require video format as this is where you will be allowed to build technology skills while learning about the topic. The due dates for all the assignments are identified according to the weekly agenda in each week's module. If, at any time, the assignment is not turned in before the due date, you can have the opportunity to complete the assignment and get credit for the work you do is called the flex due date.

The discussion board responses must be submitted as expected by the due date because they are part of instructional hours and impact the team's learning. We cannot be behind with the discussion board as this will impact the team's learning process through the semester if the discussion board discussion isn't completed.

Please post **ALL** of the assignments on Blackboard. If the Blackboard is unavailable, please email assignments to me at the email address provided at the top of the syllabus.

To support students' learning experience through the course, if the student receives lower than 73%, they will have the option to doing only one re-do assignment with the consultation with the instructor no later than Wednesday, December 1, 2021, before 5 p.m.

## Flex Due Dates

There are four Flex due dates. There is a final cut-off at the end of every fourth week to turn in any late assignments. Please take the responsibility to complete your assignments on time and use this flexibility only if you cannot complete them due to illness, unexpected circumstances, or happen to have a very heavy week of school load to manage for a specific week. This does not include quizzes, exams, and the final exam.

* You will receive one extra point if the assignment is turned in on the actual due date and time deadline.
* If any assignments are not turned in by the flex due date will receive a grade of zero.
* The first end of the fourth-week flex final due date is Tuesday, September 22, 2021, before 11:59 p.m. for the assignments between August 31, 2021, and September 21, 2021.
* The second end of the fourth week's final due date is on Wednesday, October 20, 2021, before 11:59 p.m. for the assignments between September 24, 2021, to October 19, 2021.
* The third end of the fourth week's final due date is on Wednesday, November 10, 2021, before 11:59 p.m. for the assignments between October 22, 2021, to November 9, 2021.
* The fourth end of the fourth week's final due date is Friday, December 3, 2021, before 11:59 p.m. for the assignments between November 12, 2021, to December 3, 2021.
* During the fourth flex period, no flex assignments will be accepted for a grade after the final flex due date on Friday, December 3, 2021. The rationale for this is that the professor needs time to grade all assignments, projects, exams, final exams and do final grading to submit the final grades on time to the Registrar's office.

## Quizzes & Participation

The quizzes, attendance, and participation category are ten percent (10%) of the overall grade.

### **Quizzes**

Each chapter quiz will be taken online. The quiz question would be based on the topic, according to discussions, or based on chapter readings. There will be three attempts to take the quiz, and the score will be based on the highest score taken. There will be no makeup quizzes. The purpose of these quizzes is to help keep you on track and meet the chapter learning objectives.

Expected Study Time for each quiz: 1-2 hours & Expected taking each quiz: 30 minutes – 1 hour

### **Participation**

Why is participation important? The rationale is that each class session is designed for interaction and collaboration, so this class is a highly interactive course. This means that this will involve class/application activities, exercises, small group discussion, and other learning activities that support the learning objectives of this class. This means your preparation involving participation requires completing the reading assignments, prior preparation, interaction, collaboration, attention, effective listening, good questions, and the ability to make connections with other knowledge and experiences. It means addressing other students, not just the instructor. It doesn't mean taking all the time or just restating what was in the assigned reading. The commitment to attending is identified as a skill & earned responsibility that is valued in the workplace.

All of you have valuable insights and experiences that can enrich the learning context of the class. Points earned are attendance-based only and cannot be made up. The attendance points are assigned at the beginning of the semester with 100 points. There are a total of 27 classes. Each class is 3 points except for team project presentations, exams, and the final exam. The debate session is 7 points each, the exam is 4 points each, and the final exam is 7 points.

Students are required to attend each class. However, if the student needs to miss any class through the semester can have up to two absences with prior approval. The excused absences will also be approved in compliance with the University's COVID policy. Students will not be permitted to make up quizzes missed since the quizzes are released early and have a due date. The assignment submission grade is separate from the attendance & participation grade. There will be no points given for any missed class and will be marked as zero in the semester's overall attendance points.

Three (3) tardiness based on being late for class after 15 minutes and leaving the class 10 minutes before class ends equals one absence, and more than two absences lead to a grade drop from your current grade. A total of five unexcused absences equals a grade of F. Out of respect for yourself and your classmates, please be prompt to class and stay until the class is over except for excused emergencies. Please come to the class ready to work with your classmates and be involved in the learning process!

## Management Ethics Team Debate Session (s)

You will work in teams to research, develop, and create a PowerPoint or similar presentation. The presentation will cover the opening statement, arguments supporting your team's position, concluding statement, rebuttal, the constructive argument of the opposing team proposition, a rebuttal of the opposing team's position, and final closure. There are two management ethics team debate sessions with a weight of 20% of the overall final grade. Each debate session is worth 10%. Details regarding the debate session and rubrics will be provided in the Blackboard folder. Further information will be shared during class.

Objective: To build skills handling potential challenging scenarios, communicate effectively, and make ethical and reasonable decisions internally and externally. The student (s) learn how to evaluate the information they receive if identified as part of the management team making the decision or as employee-facing ethical issues. To understand how others think even when they disagree with others.

Expected time on debate session: 10-14 hours each debate session project (Total of 20-28 hours)

## Ethics in the current news

Ethics in the current news and case studies category is based on twenty percent (20%) of the overall grade. Every day there will be more likely ethical issues happening within the world. Find an article, commercial, video, and social media post that raises an ethics issue as part of the assignment requirement.

* Two pages, double-spaced, and 12-point type font using New Roman Times
* Use ethics framework model when working on the assignment
* The first question: Identify and describe the ethical issue
* The second question: How to address or act on the ethics issue as a consultant
* Provide a summary presentation to the class

Objective: To practice and prepare to handle any potential ethics issue or to view the world from an ethical-moral perspective

## Case Studies

You will read the case assigned and answer the questions at the end. The case will require at least more than 1 page typed with details. Yes and No answers are not ever adequate. Look at the question the same as a good reporter would. Answer these questions, including: "Who, What, When, Where, Why, and How."  Proofread your case study, including grammar, spelling, and ensuring that your information is shared clearly, providing justifications to the answers. This includes an explanation by using examples of laws & policies to support your decision on the result of the case and what action items will be needed to handle the situation. These case studies and articles will be brought into class and discussed, including presenting your findings to classmates. Ethics in the current news and case studies category is based on twenty percent (20%) of the overall grade.

## Examinations & Final Exam

The four examinations are designed to grasp the topics and test and identify your knowledge & ability based on readings, assignments, and during the class throughout the semester, which you have learned. The four exams will cover an average of three chapters each. Each exam will consist of vocabulary words, multiple-choice questions, and short answers. The final exam will cover chapters one to twelve and debate sessions which will consist of vocabulary, multiple-choice questions, and short answers. The exams and the final exam are timed, which means you need to be prepared for the exam. It is essential to study, review and prepare for the exam in advance. The examination category is based on twenty percent (20%) of the overall grade, while the final exam category is ten percent (10%).

The expected study time for each exam is 3-5 hours each. (Total of 12-20 hours based on four exams)

The expected study time for the final exam is 6-8 hours.

# Grades & Assignments in general

All course work is posted on the Blackboard Ultra Learning Management System using Word document format unless it requires PowerPoint slides or another program format.

No google drive links will be accepted because the link needs access permission, which prevents me from reading, reviewing, and correcting your completed assignments for grading. If any google drive assignments are submitted, they will receive a grade of zero. If you have any concerns about your grade for any specific submission after being graded, you have seven (7) days from the grade submission to request a review. After the seventh day from the grade submission ends, the grade becomes final.

\*\* All Deadlines for all the course work are due at 11:59 p.m. based on the identified day and date and according to Eastern Standard Time, including the flex due date (s). The weekly agenda posted in the Blackboard Ultra course under the weekly module folder mentions all the specific details regarding due date information.

# Course Schedule

The course schedule provides each week's date, month, and date with content information and the assignment. The assignments are identified in the weekly agenda in the Blackboard weekly module.

| **Week** | **Day** | **Month** | **Date** | **Content** | **Assignment** |
| --- | --- | --- | --- | --- | --- |
| 1 | Tues. | Aug. | 31 | Introductions & Class Activity | * Check Blackboard Week 1 folder regarding the textbook/e-book order. |
| 1 | Thurs. | Sept. | 2 | Syllabus discussion & semester overview Business Ethics Activity | Check Week 1 Agenda in Blackboard Folder |
| 2 | Tues. | Sept. | 7 | Chapter 1: The Importance of Business Ethics | * Check Week 1 Agenda in Blackboard Folder * Note: Last day to DROP course 9/3 |
| 2 | Thurs.. | Sept. | 9 | Case Study Discussion | * Check Week 2 Agenda in Blackboard Folder |
| 3 | Tues. | Sept. | 14 | Chapter 2: Stakeholder Relationships, Social Responsibility, and Corporate Governance | Check Week 3 Agenda in Blackboard Folder |
| 3 | Thurs. | Sept. | 16 | Case Study Discussion | Check Week 3 Agenda in Blackboard Folder |
| 4 | Tues. | Sept. | 21 | Chapter 3: Sustainability: Social and Ethical Dimensions | Check Week 4 Agenda in Blackboard Folder |
| 4 | Thurs. | Sept. | 23 | Exam # 1: Chapter 1-3 | Check Week 4 Agenda in Blackboard Folder |
| 5 | Tues. | Sept. | 28 | Chapter 4: The Institutionalization of Business Ethics | Check Week 5 Agenda in Blackboard Folder |
| 5 | Thurs. | Sept. | 30 | Case Study Discussion | * Check Week 5 Agenda in Blackboard Folder * Final payment for Fall 2021 charges due on 10/1 |
| 6 | Tues. | Oct. | 5 | Chapter 5: Emerging Business Ethics Issues | Check Week 6 Agenda in Blackboard Folder |
| 6 | Thurs. | Oct. | 7 | Management Team Debate Session Work | * Check Week 6 Agenda in Blackboard Folder * Last day to submit any assignment(s) from 8/31 to 10/7 to get credit is due by Friday, October 8 no later than 11:59 p.m. |
| 7 | Tues. | Oct. | 12 | Chapter 6: Ethical Decision Making | Check Week 7 Agenda in Blackboard FolderMid Term Week |
| 7 | Thurs. | Oct. | 14 | Case Study & Video Discussion | Check Week 7 Agenda in Blackboard FolderMid Term Week |
| 8 | Tues. | Oct. | 19 | Management Team Debate Session # 1 | Check Week 8 Agenda in Blackboard Folder  * Mid Term grades due to Registrar's office on 10/18 |
| 8 | Thurs. | Oct. | 21 | Exam 2: Chapter 4 – Chapter 6 | Check Week 8 Agenda in Blackboard Folder |
| 9 | Tues. | Oct. | 26 | Chapter 7: Individual Factors: Moral Philosophies and Values | Check Week 9 Agenda in Blackboard Folder  * Last day to withdraw with WD on 10/26 |
| 9 | Thurs. | Oct. | 28 | Case Study Discussion | Check Week 9 Agenda in Blackboard Folder |
| 10 | Tues. | Nov. | 2 | Chapter 8: Organizational Factors: The Role of Ethical Culture and Relationships | Check Week 10 Agenda in Blackboard Folder |
| 10 | Thurs. | Nov. | 4 | Chapter 9: Developing and Implementing an Effective Ethics Program | Check Week 10 Agenda in Blackboard Folder |
| 11 | Tues. | Nov. | 9 | Exam #3: Chapter 7 – Chapter 9 | Check Week 11 Agenda in Blackboard Folder  * Course registration begins for Spring 2022 on 11/8 |
| 11 | Thurs. | Nov. | 11 | Management Team Debate Session 2 Work | Check Week 11 Agenda in Blackboard Folder |
| 12 | Tues. | Nov. | 16 | Ethics in the Current News Presentations | Check Week 12 Agenda in Blackboard Folder  * Course Registration begins for Fall 2021 |
| 12 | Thurs. | Nov. | 18 | Chapter 10: Global Business Ethics Issues | Check Week 12 Agenda in Blackboard Folder  * Last day to submit any assignment(s) from 10/12 to 11/8 to get credit is due by Friday, November 19 no later than 11:59 p.m. |
| 13 | Tues. | Nov. | 23 | Fall Break | * Enjoy your Fall Break |
| 13 | Thurs. | Nov. | 25 | Fall Break | * Enjoy your Fall Break |
| 14 | Tues. | Nov. | 30 | Chapter 11: Ethical Leadership | Check Week 14 Agenda in Blackboard Folder |
| 14 | Thurs. | Dec. | 2 | Chapter 12: Technology: Ethics and Social Responsibility Issues | Check Week 14 Agenda in Blackboard Folder  * Last day to submit any assignment(s) from 8/31 to 10/7 to get credit is due by Friday, October 8 no later than 11:59 p.m. |
| 15 | Tues. | Dec. | 7 | Exam #4: Chapter 10 – Chapter 12 | Check Week 15 Agenda in Blackboard Folder |
| 15 | Thurs. | Dec. | 9 | Management Team Debate Session # 2 | Check Week 15 Agenda in Blackboard Folder |
| 16 | Tues. | Dec. | 14 | Study Day | Check Week 16 Agenda in Blackboard FolderLast Day of Class on 12/13 |
| 16 | Thurs. | Dec. | 16 | Final Exam Ch 1 – 12: 10:30 a.m. – 12:30 p.m. | Check Week 16 Agenda in Blackboard FolderFinal Exam Period: Wed, December 15 to Friday, December 17  * All residence halls close at noon and winter break begins on 12/19 |

# Credit Hour Compliance (QM 1.4)

This course earns three (3) credits; therefore, we will meet for at least 3 hours of instructional time per week, and students are expected to spend at least 6 hours on outside-of-class preparation (e.g., readings, viewings, and assignments) per week. Note that these time allotments are **minimums**, not maximums.

| **Credit hours earned** | **Instructional Time** | **Assignments** | **Total** |
| --- | --- | --- | --- |
| 3 | 37.5 – 45 hours | 76.5 – 90 hours | 112.5– 135 hours |

# Syllabus Change Statement

At times, topics shown in this syllabus may be taught in a different sequence, new topics added, and others adjusted. This will ensure the relevancy of the course and enhance your learning. Please be prepared to be flexible and adjust as this class evolves. All assignments and specifics are noted on the board at the start of each class. All notifications of changes will be done through Blackboard announcements and emails.

# Structure of this Course

# This course is structured based on four learning units, which mostly follow the chapter structure of our textbook, Business Ethics: Ethical Decision Making and Cases. The textbook contains a total of twelve (12) chapters). The work you will be doing more likely be more than six hours a week. The grade will be based on the quality of the work showing the evidence of content knowledge, not just based on the number of hours. This course requires extensive reading and practice of different skills: communication, critical thinking, problem-solving, negotiation, teamwork, professional skill, respect, attitude, appearance, attendance, and cooperation, which are needed to engage and influence team members similar to real-world scenarios working with employees and supervisors.

# [Course General Information](https://docs.google.com/document/d/1TWp-LvRBDpWiL3dNvgemZubBHW0LPav2/edit?usp=sharing&ouid=102158569848927702792&rtpof=true&sd=true) (Click on the topic for information)

Please read the course's general information as there are a lot of essential categories which includes: communication, anti-oppression, and respectful dialogue, Bilingual commitment, diversity statement, food & drink, face-to-face, and online etiquette, attire and background environment, professional adherence, zoom expectations, and zoom meeting.

# [University Services](https://docs.google.com/document/d/1HhkBeC7llNb_7XCVB_iWD9ksfWhMmD5W/edit?usp=sharing&ouid=102158569848927702792&rtpof=true&sd=true) (Click on the topic for information)

The University services categories describe what kind of services Gallaudet University offers students. Services include academic calendar, final exam schedule, counseling & psychological services, equity & Diversity and Inclusion, Financial Aid, Library Services, Navigate, The Ombuds Office, Student success coaching, the ALL Star program, and more. It is essential to review the university services anytime as needed.

# [University Policies](https://docs.google.com/document/d/1UlZBGsGxRwYMrXuWJF31r4ply-6jCIyJ/edit?usp=sharing&ouid=102158569848927702792&rtpof=true&sd=true) (Click on the topic for information)

The University policies categories describe what kind of policy expectations there are and expect everyone to adhere with. Policies include Academic Integrity & Department of Business Student Code of Conduct, American Disabilities Act (ADA), Class cancellation or university closing, COVID procedures and expectations, Incomplete grades, religious observance policy, and undergraduate policies.