

Syllabus – Spring 2016

Business Ethics & Social Responsibility

MGMT 3880–001 (1451)

Peter Jay Sorenson CMC®, Adjunct Professor
University of North Texas at Dallas
Version 1, 17 January 2016

Course, Classroom Locations, Meeting Times:

Business Ethics & Social Responsibility – Management 3880D:

- Section 001, Class #1451, Wednesdays, 7 to 9:50 PM, UNT-D Downtown Campus, 1901 Main Street, TX 75201 (Room 307)

Course Catalogue Description:

MGMT 3880D. Business Ethics and Social Responsibility. 3 Hours.

A study of ethical behaviors crucial to personal and corporate success in organizations. Codes of ethics, theoretical models and managerial behavior serve as the foundation to investigate ethics and, in turn, social responsibility associated with firm theory. Various stakeholder interests and demands are analyzed as an important theme during the course.

Macro Course Goals:

The goal of this course is to prepare students to:

- Think rigorously about the ethics and social responsibility of people and organizations
- Personally behave ethically and in a socially responsible manner in their roles as human beings, organizational citizens (including in families), and leaders in organizations

Macro Learning Objectives and Desired Outcomes:

At the end of this course students will: See, Hear, Taste, Feel, & Smell the ethical implications of situations:

- Understand concepts about ethics, character, integrity, honesty, morality, and social responsibility that they can apply to their organizational and personal lives
- See that they are surrounded by ethical issues and dilemmas and understand that they will face these issues and dilemmas throughout their lives
- Apply models, approaches, and tools for analyzing and synthesizing ethical issues in organizations and in their personal lives.
- Create a set of “Personal Governing Values” (a.k.a.: “Personal Code of Ethics”) to guide them in *anticipating*, *avoiding*, and *grappling* with ethical dilemmas.
- Create a “Personal Plan of Action: How I Will Behave Ethically and Be Socially Responsible”
- Commit to influence others to *anticipate*, *avoid*, and *grapple* constructively with ethical dilemmas.

Advice from the Professor:

- Please:
 - Use the spelling and grammar check feature on your word processing software.
 - Get a dictionary app on your smartphone. You need the app to acquire new words, be precise about their meaning, and use them well.
 - Use the Writing Center to improve your writing skills (See Above)
 - Keep your own copies of your assignments. If they get lost you will need backup copies.

Editorial from the Professor:

The purpose of this course is not to make you feel comfortable. This course is aimed to afflict you with pangs of conscience and doubt. To cause you to be reflective and consider your most closely held beliefs. Not necessarily to change those beliefs. Rather to understand their strength and their limitations. To assess your vulnerabilities before you are in the arena to be challenged by one of the wild, hairy “Goliaths” that will surely confront you. And to prepare you for that daily arena. We will laugh and cry together and be the better for it. Tighten Your Skates! Welcome to the Rodeo!

Required Textbooks:

- Brusseau, James, The Business Ethics Workshop, Version 1.0, Flat World Knowledge, Inc., Washington DC, 2011. (eISBN: 978-1-4533-2735-7)
 - <https://students.flatworldknowledge.com/course/1785647?nop=&search=sorenson&searchtype=all>
 - The Digital All Access Pass for \$42 will give you everything you need
- Carter, Jimmy, A Call to Action: Women, Religious, Violence, and Power, Simon & Schuster, New York, 2014. (ISBN: 978-1-4767-7395-1)(ISBN-13-ebook: 978-1-4767-7397-1)
 - You will be required to read every word of the Jimmy Carter book
- Chade-Meng Tan, Search Inside Yourself: The Unexpected Path to Achieving Success, Happiness (and World Peace), HarperOne, New York, 2012. [ISBN-13: 978-0-06-211692-5; ISBN-13-int'l: 978-0-06-220456-1]
 - You will be required to read every word of the Chade-Meng Tan book

Professor, Office Hours, Communication:

Peter Jay Sorenson CMC®, Adjunct Professor

- Cell, Voice Mail, & Text: 817-313-1248
- Email: Peter.Sorenson@UNT.edu

Office Hours:

- UNTatDallas Campus, DAL2-305, 6 to 7 PM on Tuesdays
- UNTatDallas Downtown Campus, Room 307, 6 to 7 PM on Wednesdays
- Virtual Office Hours by appointment

Communication Protocols:

- I will communicate with you via the MyUNT website to your UNT email and the Blackboard Learn website via the Course Messages feature:
 - Check Announcements and Messages on Blackboard frequently!
 - Check your UNT email frequently!
- I check my email, voice mail, texts, and Blackboard Learn Course Messages frequently
- I will be using the class UNT eCampus Blackboard Learn website as a repository for learning resource material for the class.
- You will turn in assignments in one of three ways:
 - Through the UNT eCampus Blackboard Learn Course Messages feature
 - In person when we have Face-2-Face class
 - Through Dena Hale at the School of Business Office at DAL2-300F (She will put them in my mailbox which I check every Tuesday, and sometimes more often.)

UNT Dallas Library:

[972-780-3625] <http://www.untDallas.edu/library>

The members of the library staff (Brenda Robertson, Head Librarian) are exceptionally knowledgeable and helpful people. And the online library resources are top notch (<http://iii.library.unt.edu/search/y>). Building these people and resources into your learning plan will profoundly enrich your academic experience and set you up for a sound plan for life long learning.

UNT Dallas Writing Center:

The UNT Dallas Writing Center offers free, one-on-one or group tutoring services to all registered undergraduate and graduate students. Our goal is to help students write a good paper, and most importantly, become better writers. We work with students on any type of written or oral project and can help students at any stage of the writing process (from brainstorming and outlining to citing and looking over a final draft).

The Writing Center is located on the **3rd floor of DAL 1** (big glass structure in front of the stairs). During the fall and spring semesters, we are available for appointments Monday through Thursday from 9:00 AM until 7:00 PM, Friday from 3:00 PM until 7:00 PM, and Saturday from 10:00 AM to 3:00 PM. To make an appointment, browse the Writing Center's online resources, or see a list of our student FAQ's, please visit www.untDallas.edu/wc. If students cannot come in for a face-to-face appointment, students can take advantage of our free online tutoring service through SMARTHINKING. To submit drafts and get more information about this service, visit www.untDallas.edu/smart.

To make the best use of your time, please bring as much information as possible with you to your appointment (assignment, grading rubric, previous graded papers from the class, etc.). The Writing Center will not proofread papers or talk with you about grades, but we will help you become better writers over time.

Class and University Policies and Procedures

University Vision:

The vision of the University of North Texas at Dallas is to become a highly valued university serving Dallas, surrounding communities, and the State of Texas, recognized for its distinctive interdisciplinary approaches to education, for innovative research, and for its commitment to the well-being and full development of all students.

University Mission:

The mission of the University of North Texas at Dallas is to enhance access to high quality education and to prepare students to become exemplary citizens who can assume leadership positions in a global environment. Our mission is accomplished through an interdisciplinary approach to teaching and learning, the pursuit of innovative research and technologies, and a commitment to improve the quality of life through civic engagement. Our teaching, research, and civic engagement will be conducted in an environment guided by respect for and understanding of diverse viewpoints and the core values of virtue, civility, reasoning, and accountability.

Academic Integrity:

Academic integrity and the pursuit of knowledge are hallmarks of higher education. You are expected to abide by the University's Code of Academic Integrity. The values of the Code are virtue, civility, reasoning and accountability. Any situation in which a person is suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. You can find a PDF file of the Code on the UNT Dallas website. Search for "7.002 Code of Academic Integrity."

In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:

"On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy."

And remember, **this is an ethics class!**

Use of WebCT/Blackboard Learn:

It is populated and we will use it. Our course website will either have the documents and articles that you will need to access or have pointers to the web location of these items.

UNT E-mail Accounts for Communication:

We will use our UNT e-mail addresses for communicating. You can have your UNT e-mail forwarded to another e-mail if you would like. If you use any of my other business or personal accounts expect to get caught in a spam filter.

Texting:

Preferably you will not text your way to oblivion in class. I do receive texts on my cell phone, so if you need to communicate with me via that groundswell feel free to do that. Please identify yourself as a UNT-D Ethics student in the text. It will take a while for me to get all your names straight.

Assignment Policy – Timeliness & Quality:

Turn work in on time and use good spelling, grammar, and punctuation. Iph yur riting iz pour git hup from the Writing Lab at Academic Support, 3rd Floor, Founders Building, 972-338-1646.

You can find them on the web at: <http://www.unt.edu/unt-dallas/uc/learningcenter/>

Exam Policy:

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes.

Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. You (students) are responsible to notify me (instructor) if you are missing class and for what reason. You are also responsible to make up any work covered in class. It is recommended that you coordinate with a student colleague to obtain a copy of the class notes, if you are absent.

Diversity/Tolerance Policy:

I encouraged you to contribute your perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions, which violate the Code of Student Conduct, will be referred to the Office of Student Life as I, the instructor, deem appropriate.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from you, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Use of Cell Phones & other Electronic Gadgets in the Classroom:

Please put your devices on vibrate (not stun) and do not disrupt the class deliberations.

Food & Drink in the Classroom:

If you make a mess clean it up! Don't be rude! Use good manners!

Use of Laptops, iPads, Smart Phones, Satellite Downlinks, Remote Sensing Devices, and Electronic Countermeasures:

For crying out loud! Be responsible! If you want to succeed in a tough academic or work environment you will need to be a master of your laptop and software. So if you are using the digital device use it to support your learning and to contribute to the class deliberation. Also, please be considerate of your classmates and do not be a distraction.

Grade of Incomplete, "I":

We will follow the universities policies and procedures.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas main voicemail number (972) 780-3600 or search the campus website www.unt.edu/dallas. Please update your Eagle Alert contact information, so you will receive this information automatically. (And remember, we lost a week of classes in February 2011 due to snow and ice storms. This is important!)

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Founders Hall (Building 2), or call 972-780-3632.

The Department of Business is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations

for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, "Disability Accommodation for Students" on the school website at <http://www.untdallas.edu/osa/policies>, by visiting Student Life, Founders Hall (Building 2), Suite 200, by calling 972-780-3632, or by emailing studentlife@unt.edu.

Class Topic Schedule

MGMT 3880-001 (1451) – Wednesdays, 7 – 9:50 PM

See Blackboard for the Materials for Each Weeks Work

Weeks 1 through 4 (20 January, 27 January, 03 February, 10 February):

- Starting Up & Getting the Lay of the Land
- **Begin Reading** Jimmy Carter Book & Chade-Meng Tan Book and **View** Related On-Line Videos:
 - These two books form a core of the course that is about you. Both will require that you explore parts of yourself that need to be changed. The true measure of your success in this course is whether or not you become a better, more thoughtful, more ethical person as a result of this course.
 - Jimmy Carter's Book, [A Call to Action](#), can lead you to repent of your sexist, racist, and other socially destructive thought patterns and sets of behaviors.
 - Meng's Book, [Search Inside Yourself](#), can lead you to developing emotional intelligence which is a critical element of ethical thinking and behaving.
 - **Your Responsibility** is to read every work of these books and do the exercises and assignments that President Carter and Jolly Good Fellow Meng suggest you do.
 - Start by viewing the online videos listed in this section. Take notes and ponder what you are being told. There are some of my notes in this folder that may be helpful to you also.
 - Get started on this work early and do not fall behind!
- **Thinking** About Thinking:
 - **“Thinking Suite! Sweet!”**
- **Preparing** Your Dialogue Team Reports

Week 5 (17 February):

- Pondering a Few Ethical Thinking Models
- Preparing Your Dialogue Team Reports

Week 6 (24 February):

- Deliver Dialogue Team Reports
- Take In-Class Exam #1

Week 7 & 8 (02 March & 09 March):

- Information Technology & Ethics

Spring Break (13 -19 March)

Week 9 (23 March):

- Whistleblowing, Leaking, Loyalty, & Values

Week 10 & 11 (30 March & 06 April):

- How do laws and regulations come into existence?
- The Financial Crisis of the Late 2000's – The Ethics of It All

Week 12 (13 April):

- Ethics in Governments, Laws, Courts, & Justice

Week 13 (20 April):

- Any Ethical Issues in Privilege, Class, Socio-Economic Status, Rape, Gender, Race, Poverty, Religion, & RESPECT?

Week 14 (27 April):

- Ethics Codes, Ethics Programs
- Human Resources
- Ethics in Health, Death, and Dying

Week 15 (04 May):

- Ethics in Marketing, Sales, & Advertising (Including Social Media)
- How Does One Influence Change?

Week 16 (Finals Week is 08 through 14 May)**Assignments, Work Products, Deliverables + Examinations****Label Your Assignments With Personal Information:**

Place in a Header On Each Page:

- Full Name
- Class (BESR - MGMT 3880–001)
- Date
- Assignment Title

Honor Code Statement:

In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:
Place in a Footer on Each Page

“On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.”

With your signature following this statement

Assignment Detail Handouts:

- A short instructional handout under the title “Assignment Detail” with the

information necessary for completing the assignment will be posted on Blackboard for each of the assignments listed below.

- Danger! Peligro! Cuidado! -- The first three assignments are due on the same day!!!

Assignments:

Assignment #1 (Due in Week 5 – 17 Feb) (50 Points):

- My “Personal Governing Values”/“Personal Ethics Code” (Draft #1)

Assignment #2 (Due in Week 5 – 17 Feb) (50 Points):

- My “Personal Ethical Dilemma Case Study” (Draft #1)
 - 2 Pages (600 to 800 Words) of Analysis, Synthesis, and Commentary
 - At Least One Mind Map and One Stakeholder Diagram

Assignment #3 (Due in Week 6 – 24 Feb) (50 Points):

- Dialogue Team Work & Reports:
 - 10 Minute Panel Discussions/Reports with Handouts
 - Including Mind Maps and/or Diagrams and/or Charts

Examination #1 (Held in Week 6 – 24 Feb) (100 Points or more):

- You will be given an article or series of articles to read, analyze, synthesize, and comment on. Your comments will come in the form of several “Short Essay” questions (40 to 100 words) about the points of view of stakeholders in the issues from the article(s). The article will be made available to you the week before the exam so you can carefully read and ponder it/them.
- You will also be required to draw and turn in at least one Mind Map and one Stakeholder Diagram as a part of the analysis/synthesis of the article. The MM and SHD are to be prepared before the in-class test and turned in with the examination.
- There will be about 10 to 15 “True-False” questions.
- There will be about 5 to 10 “Multiple-Choice” questions.
- There will be about 5 to 10 “Fill-in-the-Blank” questions.
- There will be 2 to 4 “Short Essay” questions (40 to 100 words) to conclude the test.
- You will earn you extra points for especially well-crafted or insightful answers and for catching errors in the test.

Assignment #4 (Due in Week 13 – 20 April) (50 Points):

- “Personal Governing Values”/“Personal Ethics Code” (Draft 2 – Final)

Assignment #5 (Due in Week 13 – 20 April) (50 Points):

- My “Personal Ethical Dilemma Case Study” (Draft #2)
 - 2 Pages (600 to 800 Words) of Analysis, Synthesis, and Commentary
 - At Least One Mind Map and One Stakeholder Diagram

- How would you handle the situation differently now that you have had the ethics course?

Examination #2 (Turned in the Last Week of Class – 04 May) (100 Points or more):

- Same format as Examination #1.
- Done as a take home exam.

Assignment #6 (Optional Extra Credit) (Turned in the Last Week of Class – 04 May) (25 Points per Article) (Maximum of 75 Points):

- Two Separate Brief Papers Describing Two Separate Articles Illustrating Ethics Issues
- Include a Copy of each Article with the paper and diagrams
- Do Not Regurgitate the Content Information of the Article!
- 4 Pages (1000 Words) of **Analysis, Synthesis, and Commentary** on each article
- At Least One Mind Map and One Stakeholder Diagram for each article

Attendance & Participation (50 Points – Maximum).

Grading Matrix

MGMT 3880D Sections 090 & 091 Spring 2016

#	✓	Assignment	Due	Points
1		Personal Governing Values (Draft #1)	Week 5 – 17 Feb	50
2		Personal Ethical Dilemma Case (Draft #1)	Week 5 – 17 Feb	50
3		Dialogue Team Project	Week 6 – 24 Feb	50
E1		Examination #1	Week 6 – 24 Feb	100
4		Personal Governing Values (Draft #2)	Week 13 – 20 April	50
5		Personal Ethical Dilemma Case (Draft #2)	Week 13 – 20 April	50
E2		Examination #2	04 May	100
		Attendance & Participation	Every Session	50
			Total	500
6		Maximum 3 Articles - Extra Credit	04 May	25/Article

Grade	Point Range	Percentage
A	500-450	90% or Better
B	449-400	80 to 89%
C	399-350	70 to 70%
D	349-300	60 to 69%
F	299 & Below	Less than 60%