

Syllabus – FALL 2013
Business Ethics and Social Responsibility
MGMT 3880D - Section 090 – Class #36322
Monday & Wednesday – 4:00 to 5:20 PM – UNT Dallas Campus - DAL2-304
Peter Jay Sorenson CMC®, Adjunct Professor
University of North Texas – Dallas
Version 2, 06 September 2013

Course	Business Ethics & Social Responsibility - Management 3880D – Section 090 – Class #36322 – 3 Hours
Instructor	Peter Jay Sorenson CMC®, Adjunct Instructor
Office	Adjunct Office Cubicle Farm, 3rd Floor - Founders Hall (Formerly Building #2) - Room 302 7400 University Hills Boulevard, Dallas TX 75241
Cell, VM, & Text	817-313-1248
e-mail	Peter.Sorenson@UNT.edu
Communications Protocol: • E-mail • Plans of the Week • Blackboard	<ul style="list-style-type: none"> • I will communicate with you using your UNT e-mail. • I check my UNT e-mail frequently. I also do texting and voicemail, which I also check frequently. • I will post a the “Plan of the Week(s)” that will outline the work for our class period(s) - with both in-class work and homework assignments on Blackboard Learn. • I also will be using the UNT eCampus Blackboard Learn website. Your entire semester of work will be laid out (in a similar fashion to the syllabus) on Blackboard. I will endeavor to have all articles, Plans of the Week, Assignment Detail, and the syllabus available to you through Blackboard.

Office Hours	Mondays, 1:00 to 2:00 PM at the Adjunct Office Cubical Farm, 3 rd Floor Founders Building (Formerly Building #2)(Room DAL2-305) & By Request/Appointment
Virtual Office Hours	By Appointment
Classroom Location	UNT Dallas Campus - 7400 University Hills Boulevard, Dallas TX 75241 - Room DAL2-304
Class Meeting Day &	Monday & Wednesday – 4:00 to 5:20 PM
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.
Prerequisites:	None
Co-Requisites:	None
Required Text:	Jennings, Marianne M., <u>Business Ethics: Case Studies and Selected Readings</u> , 7 th Edition, Cengage South-Western Textbooks, 2012. (ISBN-10: 0-538-47353-3; ISBN-13: 978-0-538-47353-8)
Other Texts:	Other references will be cited in the Course Schedule/Outline below, the “Plans of the Week,” and in an emerging bibliography that you will help to create. Some will be assigned while some will be in the buffet for your choice of consumption and enlightenment.
Access to Learning Resources:	UNT Dallas Library [972-780-3625] http://www.unt.edu/unt-dallas/library.htm The members of the library staff (Brenda Robertson, Head Librarian, Lela Evans, and others) are exceptionally knowledgeable and helpful people. And the online library resources are top notch. 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 Bookstore	[972-780-3652] e-mail: 1012mgr@fhcg.follett.com

Course Goals or Overview:	<p>The goal of this course is to prepare students to:</p> <ul style="list-style-type: none"> • 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
Learning Objective/ Outcomes: At the end of this course, the students will:	<ul style="list-style-type: none"> • Understand concepts about ethics, character, integrity, honesty, morality, and social responsibility they can apply to organizations and their personal lives • See that they are surrounded by ethical issues and dilemmas and 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. • Have a personal set of “Personal Governing Values” (a.k.a.: “Personal Code of Ethics”) to guide them in <i>anticipating</i>, <i>avoiding</i>, and <i>grappling</i> with ethical dilemmas. • Have a “Personal Action Plan: Behave Ethically and Socially Responsibly” • Commit to influence others to <i>anticipate</i>, <i>avoid</i>, and <i>grapple</i> constructively with ethical dilemmas.
Editorial by Pete:	<p>Please use the spelling and grammar check feature on your word processing software. Also, please get a dictionary app on your smartphone. You need to acquire new words and be precise about their meaning and how you use them.</p> <p>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!</p>

Course Outline & Schedule

Date	Topics	Reading & Reflecting
Week 1 28 Aug	<p>Starting Up - Getting the Lay of the Land</p> <ul style="list-style-type: none"> • Quick Review: Course Syllabus • Assignments, Work Products, Deliverables, & Examinations • Set Up Dialogue Teams & Assignments <p>Thinking About Thinking</p> <ul style="list-style-type: none"> • Visual Display of Thinking: <ul style="list-style-type: none"> • Mind Maps • Stakeholder Diagrams • Your “Personal Code of Ethics” • UNT Dallas Code of Academic Integrity 	<p>Jennings, Business Ethics: Unit 1 - Ethical Theory, Philosophical Foundations, Our Reasoning Flaws, and Types of Ethical Dilemmas</p> <p>Reference Documents:</p> <ul style="list-style-type: none"> • Sorenson CMC®, Peter Jay, “The Syllabus” • Sorenson CMC®, Peter Jay, “Mind Mapping - Analysis & Synthesis Visually” - For Instance: <ul style="list-style-type: none"> • Davies, Dave, “Interview with Matthew Alexander, Author of <i>To Kill or Capture</i>,” Fresh Air, 14 February 2011 • Sorenson CMC®, Peter Jay, “Analysis & Synthesis Diagrams, Interview, <i>To Kill or Capture</i>” • Sorenson CMC®, Peter Jay, “Stakeholder & Point of View Analysis to Understand Organizations”
Week 2 04 Sep	<p>Thinking About Thinking:</p> <ul style="list-style-type: none"> • Critical Thinking Blocking & Tackling <p>Prepare Your Dialogue Team Reports!</p>	<p>Jennings, Business Ethics: Unit 2 - Solving Ethical Dilemmas & Personal Introspection</p> <p>Reference Documents:</p> <ul style="list-style-type: none"> • Sorenson CMC®, Peter Jay, “Thinking Suite: Sweet!” • KK Raghava “The 200 Year Plan” - TED Talk: <ul style="list-style-type: none"> • http://www.ted.com/talks/raghava_kk_what_s_your_200_year_plan.html • Chade-Meng Tan, “Everyday Compassion Google” - TED: <ul style="list-style-type: none"> • www.ted.com/talks/chade_meng_tan_everyday_compassion_at-google.html

Date	Topics	Reading & Reflecting
Week 3 09 & 11 Sep	<p>Thinking About Thinking</p> <ul style="list-style-type: none"> • Would You Commit Torture? • Would You Commit Genocide? • What Does It Take To Be Courageous? • Creative & Innovative Thinking • Nuremberg Trials, Principles, & Code • The UN Declaration of Human Rights • Milgrim & Zimbardo Research • Shoshana Zuboff on the Financial Crisis (Human Rights Violation) <p>Prepare Your Dialogue Team Reports!</p>	<p>Jennings, Business Ethics: Unit 3 - Business, Stakeholders, Social Responsibility, and Sustainability</p> <p>Reference Documents:</p> <ul style="list-style-type: none"> • Milgram, Stanley, "Perils of Obedience," Harper's, 1994 • "Excuse Me, May I Have Your Seat?" New York Times, 2004-09-14 • "Lynndie England Blames Media for Photos," Associated Press, 2008-03-18 • Zimbardo, Ph.D., Philip G., "Transforming People into Perpetrators of Evil," (The Robert L. Harris Memorial Lecture), "Why Does Genocide Continue to Exist?" Holocaust Studies Center, Sonoma State University, 1999 Holocaust Lectures, March 9, 1999. • Power, Samantha, "Bystanders to Genocide: Why the United States Let the Rwandan Tragedy Happen," The Atlantic Monthly, September 2001. • Sorenson CMC®, Peter Jay, "Thinking Suite: Sweet!" • Sorenson CMC®, Peter Jay, "Should We Be Surprised by the Abuses at Abhu Grahib?"
Week 4 16 & 18 Sep	<p>Thinking About Thinking</p> <p>Review Our Progress Thus Far</p> <p>Prepare Your Dialogue Team Reports!</p>	<p>Jennings, Business Ethics: Unit 4 - Ethics & Company Culture</p> <p>Reference Documents:</p> <ul style="list-style-type: none"> • Catch Up!

Date	Topics	Reading & Reflecting
Week 5 23 & 25 Sep	<p>A Few of Ethical Thinking Models</p> <p>Gird Our Loins for Examination #1</p> <p>Prepare Your Dialogue Team Reports!</p>	<p>Jennings, Business Ethics: Unit 6 - Ethics, Business Operations, & Rights</p> <p>Reference Documents:</p> <ul style="list-style-type: none"> • Baduracco, Joseph, "Discipline of Building Character," HBR, March 1998 • Sorenson CMC®, Peter Jay, "Quotes from Badaracco: The Discipline of Building Character," Version 2, 15 Sept 2011 • Sorenson CMC®, Peter Jay, "Marianne Jennings Model" • Jennings, Marianne, "Seven Signs of Ethical Collapse: How to Spot Moral Meltdowns Before It's Too Late – A Focus on Ethical Culture," April 2007 (http://www.scu.edu/ethics/practicing/focusareas/business/bcep/meltdown-signs.html) • Sorenson CMC®, Peter Jay, "The Double, Triple, & Quadruple Bottom Lines (Financial, Environmental, Social, Legal & Ethical)" • A Framework for Thinking Ethically (The Markkula Center for Applied Ethics, Santa Clara University) (http://www.scu.edu/ethics/practicing/decision/framework.html)
Week 6 30 Sep & 02 Oct	<p>Dialogue Team Reports</p> <p>Exam # 1</p> <p>And Catching Up!</p>	

Date	Topics	Reading & Reflecting
Week 7 07 & 09 Oct	Information & Technology <ul style="list-style-type: none"> • PAPA (Privacy, Accuracy, Property, & Accessibility) • Texting, Sexting, & Porn 	Jennings, Business Ethics: Review <ul style="list-style-type: none"> • Mason, Richard O., "Four Ethical Issues of the Information Age," <i>Issues & Opinion, Management Information Systems Quarterly (MISQ)</i>, (10:1), March 1986. The four issues are privacy, accuracy, property, and accessibility (PAPA). • Mason, Richard O., "Leadership, Ethics, and the Information Imperative," Verizon Visiting Professor Lecture, Bentley College, Center for Business Ethics, April 2002. (www.bentley.edu/cbe)
Week 8 14 & 16 Oct	Information & Technology <ul style="list-style-type: none"> • Culture (Google, Mozilla, & Atlassian) • Games & Gamers • Social Media 	Jennings, Business Ethics: Review <ul style="list-style-type: none"> • McGonigal, Jane, Ted Talk, "Gaming Can Make a Better World," February 2010, http://www.ted.com/talks/lang/eng/jane_mcgonigal_gaming_can_make_a_better_world.html • MSNBC/CNBC Documentary "Inside the Mind of Google" 3 December 2009, http://www.cnbc.com/id/34039290/CNBC_PRESENTS_INSIDE_THE_MIND_OF_GOOGLE

Date	Topics	Reading & Reflecting
Week 9 21 & 23 Oct	Whistle Blowing, Loyalty, & Values	<p>Jennings, Business Ethics: Unit 5 - Ethics in International Business</p> <p>Reference Documents:</p> <ul style="list-style-type: none"> • Values in Organizations: <ul style="list-style-type: none"> • Google (Ten Things We Know to Be True): • http://www.google.com/about/company/philosophy/ • Atlassian (Five Rules): • http://www.atlassian.com/company/careers/life • Khatchadourian, Raffi, "No Secrets: Julian Assange's Mission for Transparency." The New Yorker, 07 June 2010 • Morgenson, Gretchen, "How a Whistle-Blower Conquered Countrywide," New York Times, 19 February 2011 • Bolkovac, Kathryn with Cari Lynn, <u>The Whistleblower: Sex Trafficking, Military Contractors, and One Woman's Fight for Justice</u>, Palgrave Macmillan, New York, 2011. (ISBN-10: 978-0230115225; ISBN: 978-0-230-11522-4) • Transcript, The Diane Rehm Show, Kathryn Bolkovac, WAMU, NPR, 11 January 2011, thedianerehmshow.org/shows/2011-01-11/kathryn-bolkovac-whistleblower/transcript • Enron, WorldCom, & FBI Whistleblowers (Cynthia Cooper, Sherron Watkins, Coleen Rowley)(Time, December 2002) • Bradley "Chelsea" Manning • Edward Snowden • Government Accountability Project (http://whistleblower.org/index.php)

Date	Topics	Reading & Reflecting
Week 10 28 & 30 Oct	Financial Crisis of the Late 2000's & A Millennium of Financial Crises:	Jennings, Business Ethics: Unit 7 - Ethics & Products Reference Documents: <ul style="list-style-type: none"> • Articles Packet Regarding the Financial Meltdown • Sorenson CMC®, Peter Jay, "Financial Meltdown Mind Map" "A Modest Autopsy of the Financial Crisis" • Sarbanes Oxley(SOX) & Dodd-Frank • Preventing & Stopping Unethical Behavior
Week 11 04 & 06 Nov	Governments, Laws, Courts, & Justice <ul style="list-style-type: none"> • Solitary Confinement • Death Penalty (Capital Punishment) • Wrongful Convictions 	Jennings, Business Ethics: Unit 8 - Ethics & Competition <ul style="list-style-type: none"> • Gawande, Atul, "Hellhole (Solitary Confinement)," The New Yorker, March 30, 2009 • TED Talk: David R. Dow, "Lessons from Death Row" <ul style="list-style-type: none"> ○ http://www.ted.com/talks/david_r_dow_lessons_from_death_row_inmates.html • The Innocence Project (http://www.innocenceproject.org/)
Week 12 11 & 13 Nov	Privilege, Class, Sexuality, Rape, Gender, Race, Poverty, & Respect Exam #2	Jennings, Business Ethics: Unit 9 - Ethics & Government <ul style="list-style-type: none"> • King, Martin Luther, "I Have a Dream," 28 August 1963 • The Wealthy are Motivated by Greed (Paul Piff) • What is the "Slut Walk?" Why did it happen? What are the ethical issues? • Sexual Assault & Rape in the US Military

Date	Topics	Reading & Reflecting
Week 13 18 & 20 Nov	HR, Ethics Codes, & Ethics Programs	Jennings, Business Ethics: Unit 10 - Ethics & Nonprofits <ul style="list-style-type: none"> • The Terrorist Attacks in Mumbai (The Taj Hotel) • Examples of Ethics Codes & Programs • Talent Management: Assessment, Selection, & Development in Organizations
Week 14 25 & 27 Nov Thanksgiving & Hanukkah	Ethics of Health & Death <ul style="list-style-type: none"> • Euthanasia & Abortion • Drugs: ED, HIV, Morning After, Illegal, Alcohol • Advance Directives, Health Care Power of Attorney, & Living Wills 	Jennings, Business Ethics: Review <ul style="list-style-type: none"> • Schlegelmilch, Bodo B., Oberseder, Magdalena, "Half a Century of Marketing Ethics: Shifting Perspectives and Emerging Trends," Journal of Business Ethics (2010) 93:1-19 • "Statement of Ethics, American Marketing Association: Ethical Norms and Values for Marketers" • Social Media & Advertising
Week 15 02 & 04 Dec	Marketing & Sales <ul style="list-style-type: none"> • Tobacco Master Settlement Agreement 	Jennings, Business Ethics: Review <ul style="list-style-type: none"> • Schlegelmilch, Bodo B., Oberseder, Magdalena, "Half a Century of Marketing Ethics: Shifting Perspectives and Emerging Trends," Journal of Business Ethics (2010) 93:1-19 • "Statement of Ethics, American Marketing Association: Ethical Norms and Values for Marketers" • Social Media & Advertising

Date	Topics	Reading & Reflecting
Week 16 07 & 13 Dec FINALS WEEK	Wrap Up the Semester & Reflection: <ul style="list-style-type: none">• Have we learned anything?• Will what we learned be useful?	<ul style="list-style-type: none">• What have we discussed?• What have we learned?• How do we see history?• How do we see the future?<ul style="list-style-type: none">○ What will I face?• How will I prepare to survive and thrive?

Assignments, Work Products, Deliverables + Examinations

Label Your Assignments:

- Place in a Header On Each Page
- Full Name
- the Class (BESR - MGMT 3880 - 090)
- the Date
- the 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:

- Due & Delivered on Monday, 16 September 2013 (50 Points):
 - Dialogue Team 10 Minute Panel Discussions/Reports with Handouts Including Mind Maps and/or Diagrams and/or Charts:
 - Team 1 – Definitions: What do the words “ethics,” “character,” “integrity,” “honesty,” “morality,” and “social responsibility” mean? What are “assumptions,” “inferences” and “implications”? How do these concepts fit into our lives?
 - Team 2 – What factors make an effective Team and effective Team Work? What guidelines do we need to follow to have our teams in this course function well?

- Team 3 – What is effective Project Management? How do we do project management in our class so that we learn and get a good grade in this course?
- Team 4 – What is Bloom’s Taxonomy? What are its implications for our learning experience in this course?
- Team 5 – What does Edward Tufte say about MS PowerPoint? Is the visual display of thinking important? Why?
- Due on Wednesday, 18 September 2013 (50 Points):
 - My “Personal Governing Values”/”Personal Ethics Code” (Draft #1)
- Due on Wednesday, 18 September 2013 (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
- Held on Monday, 23 September 2013: (100 Points)
 - Examination #1:
 - You will be given an article to read, analyze, synthesize, and comment on in several “Short Essay” questions (40 to 100 words)(The article will be made available to you the week before the exam so you can read and ponder).
 - 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.
 - There will be about 15 “True-False” questions.
 - There will be about 7 to 10 “Multiple-Choice” questions.
 - There will be about 7 to 10 “Fill-in-the-Blank” questions.
 - There will be 2 to 4 “Short Essay” questions (40 to 100 words) to conclude the test.
 - Especially well crafted or insightful answers and catching errors in the test will earn extra points.
- Due No Later Than Monday, 21 October 2013 (75 Points):
 - Three Separate Brief Papers Describing Three 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!
 - 2 Pages (600 to 800 Words) of **Analysis, Synthesis, and Commentary** on each article
 - At Least One Mind Map and One Stakeholder Diagram for each article
- Due on Monday, 4 November 2013 (50 Points):
 - My “Personal Ethical Dilemma Case Study” (Draft 2 - Final)
 - 2 Pages (600 to 800 Words) of Analysis, Synthesis, and Commentary

- At Least One Mind Map and One Stakeholder Diagram
- Held on Monday, 18 November 2013 (100 Points):
 - Examination #2:
 - Same format as Examination #1.
- Due on Monday, 25 November 2013 (50 Points):
 - “Personal Governing Values”/”Personal Ethics Code” (Draft 2 – Final)
- Due on Monday, 25 November 2013 (50 Points):
 - “Personal Action Plan: Behave Ethically and Socially Responsibly”
- Held from TBA (100 Points):
 - Examination #3:
 - Same format as Examination #1.
- Extra Credit may be available (50 Points – Maximum).
- Attendance & Participation (50 Points – Maximum).

Grading Matrix MGMT 3880D - Section 090

Spring 2013

✓	Assignment	Due	Points
	Dialogue Team Project & Panel Discussion/Reports	16 Sep	50
	Personal Governing Values/Personal Ethics Code (Draft #1)	18 Sep	50
	Personal Ethical Dilemma Case Study (Draft #1)	18 Sep	50
	Examination #1	23 Sep	100
	Three Articles Illustrating Ethics Issues with a 2 Page Analysis, Synthesis, & Commentary	NoLaterThan: 21 Oct	75
	Personal Ethical Dilemma Case Study (Final)	04 Nov	50
	Examination #2	18 Nov	100
	Personal Governing Values/Personal Ethics Code (Final)	25 Nov	50
	Personal Action Plan: Behave Ethically and Socially Responsibly	25 Nov	50
	Examinations # 3	TBA	100
	Attendance & Participation	Every Session	50
		Total	725
	Extra Credit		50

Grade	Point Range	Percentage
A	725 – 652.5	90% or Better
B	652 – 580	80-89%
C	579 – 507.5	70-79%
D	507 – 435	60-69%
F	434 & Below	Less Than 60%

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 hulp 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 Accommodations for Students](#), and by visiting Student Life, Founders Hall (Building 2), Suite 200. 972-780-3632, studentlife@unt.edu.