

Calumet College



of Saint Joseph

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ccsj.edu

Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

BSMT/PHIL 375X Bus & Prof Ethics (Fall 2018). **Business and Professional Ethics. Course Syllabus**

Instructor Information:	
<b>Instructor Name</b>	Laura Mannion, EdD, CFRE
<b>Phone Number:</b>	Cell: 708-692-7591
<b>Email:</b>	<a href="mailto:mannonlaura@yahoo.com">mannonlaura@yahoo.com</a> or <a href="mailto:lmannion@ccsj.edu">lmannion@ccsj.edu</a>
<b>Course Time:</b>	Tuesday, 7:00 p.m. – 10:00 p.m.
<b>Textbooks:</b>	<b>Required Text:</b> Halbert, Terry, and Elaine Ingulli. <i>Law and Ethics in the Business Environment</i> . 7 <sup>th</sup> Edition. Mason, OH: Southwestern/Cengage, 2012, ISBN: 978-0-538-47351-4.
	<b>Required Text:</b> O'Brien, T. and Collier, E. <i>Good Business: Catholic Social Teaching in the Workplace</i> . Winona, Minnesota: Anselm Academics, 2014 ISBN: 978-1-59982-169-6
<b>Learning Outcomes/Student Competencies:</b>	
This course will:	
<ul style="list-style-type: none"><li>• Introduce you to the following college academic goals:</li><li>• To be able to read, speak, and write critically about ethical issues.</li><li>• To understand some of the links between ethical and legal issues.</li><li>• To address ethical issues in the conduct of U.S. corporations.</li><li>• To study the international impact of business decisions.</li></ul>	
You will:	
<ul style="list-style-type: none"><li>• listen actively, intelligently, critically, and empathetically;</li><li>• summarize, paraphrase, synthesize, and evaluate source material;</li><li>• assess the assumptions and implications of different approaches to make ethical decisions.</li></ul>	
<b>Course Description:</b> This course will investigate some of the major social and ethical issues associated with business and the professions. Topics to be covered include theories of right and wrong, relativism, the justification of moral judgments, the social responsibilities of business employers, immigration, global warming, bluffing in negotiations, deception in advertising, extortion, decision-making role of the professional, and professional responsibility.	

<b>Assessments:</b>		
<b>Formative Assessments:</b>	(midterm presentation)	18% of grade
<b>Summative Assessments:</b>	(final presentation)	18% of grade
<b>In-class participation</b>	(see below)	20% of grade
<b>Assigned questions due day of class.</b> Each weeks' questions = 4 points	(see below)	44% of grade

**8/28, 9/4, 10/16, 12/4 will meet in person. It will be announced on 9/4 and posted on Blackboard which other dates will meet in-person. This is a hybrid course. It is taught part in the classroom and part online. Online meetings are asynchronous and it is expected that discussions and assignments will be posted in a timely manner.**

**Course Calendar:**

No.	Date	Topics/Assignments	Read Pages
1.	8/28	Course Overview: Introduction Law, Ethics, Business: An Introduction	7-27
2.	9/4	Questions: p. 4: #1, #4 ; p. 8: #1, p. 36: #3 Classroom Handouts: Gifts and Bribes, Framework for Ethical Thinking	20-45
2.	09/11	The Duty of Loyalty: Whistleblowing Questions: <i>Pick 4 questions total</i> to answer from the following: p. 48: #1, 2, 3; pp. 56-57: #2, 4, 5; pp. 70-71: #1, 3 Read pp. 135—140 in <i>Good Business</i> . Discuss Case Study.	46- 83
3.	9/18	Privacy and Technology Questions: <i>Pick 4 questions total</i> to answer from the following: p. 86-87: #2, 5, 8; p. 96: #2, 3; p. 112: #1, 3 Classroom Handouts: Facebook Study & Privacy Questions & Girls Around Me App Read pp. 52—56 in <i>Good Business</i> . Discuss Case Study	84-121
4.	9/25	Valuing Diversity: Stereotyping vs. Inclusion Questions: <i>Pick 4 questions total</i> to answer from the following: p. 129: #3, 4; p. 137: #1, 2, 4; p. 142: #3, 5, 6 Read pp. 252-255 in <i>Good Business</i> . Discuss Case Study.	125-165
5.	10/2	Valuing Diversity: Stereotyping vs. Inclusion Questions: <i>Pick 4 questions total</i> to answer from the following: p. 150: #1, 2; p. 153: #1, 3; p. 156: #1, 2, 3; p.161: #1 Read pp. 224-227 in <i>Good Business</i> . Discuss Case Study.	
6.	10/9	Workers Rights as Human Rights: Health and Safety in the Workplace Questions: <i>Pick 4 questions total</i> to answer from the following: p. 169: #1, 3, 5; p. 182: #2, 5 Read pp. 165—169 in <i>Good Business</i> . Discuss Case Study.	166-201

7. 10/16 **Oral Mid-Semester Presentation, pp. 1-201**  
Present a 5—7 minute speech with Power Point. Topic covered through 10/15
8. 10/23 Workers' Rights as Human Rights: Health and Safety in the Workplace  
Questions: *Pick 4 questions total* to answer from the following:  
p. 187: #1, 2, 3; pp.190-191: #1, 3, 4; p. 194: #1, 5
9. 10/30 Global Climate Change: Responsibility & Survival 202-241  
Questions: *Pick 4 questions total* to answer from the following:  
p. 206: #1, 2, 3; pp. 212-213: #1, 2, 3 pp. 235-236 #1,2,3,5  
Read pp. 109-113 in *Good Business*. Discuss Case Study.
10. 11/6 Marketing and Technology: Choice and Manipulation 242-281  
Questions: *Pick 4 questions total* to answer from the following:  
p. 247: #2, 3; pp. 257-258: #1, 2. p. 267-268: #2, 3, 7; p. 277: #1, 3
11. 11/13 Allocating Risk & Responsibilities: Products Liability 282-315  
Questions: *Pick 4 questions total* to answer from the following:  
p. 286: #1, 2; p. 294: #1, 3; p. 299: #1, 2
12. 11/20 **HAPPY THANKSGIVING!**
13. 11/27 Ownership, Creativity & Innovation: Intellectual Property 316-360  
Questions: *Pick 4 questions total* to answer from the following:  
p. 319: #1, 3; pp. 328-329: #1, 3; p. 349: #1, 2, 3  
Classroom Handout: Wal-Mart  
Read pp. 77-82 in *Good Business*. Discuss Case Study.
14. 12/4 **Oral Final Semester Presentation, pp. 202-360**  
Present a 5—7 minute speech with Power Point. Topic covered through 12/3

**Grading Scale:**

Grade	Points
A	100-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
F	59 and below

<b>Policies and Procedures</b>	
<b>Class Policy on Attendance:</b>	Intellectual growth and success in college is reinforced through interaction in the classroom. Students reach personal goals and course outcomes through regular and prompt attendance. Show up for class and participate. Therefore, if a student is absent “four (4) times,” the student will be subjected to a grade of F or FW per policy stated under the Withdrawal from Classes section on this syllabus.
<b>Class Policy on Electronic Devices</b>	Your classmates are here to learn, and many are making great sacrifices to get a college education. Disruptions affect everyone, and disruptive behavior will not be tolerated. Take care of restroom needs before class begins; we will take a break midway through each session. All cell phones, beepers, pagers, etc. should be turned off and stored out of sight during class. The instructor will be notified regarding any exceptions that may be required due to family responsibilities.
<b>Online Participation:</b>	Online class meetings are a-synchronous, meaning you do not need to log in during our designated class time but rather at a time that works best for you. You can work ahead. Online questions are due by midnight the night of class.
<b>Statement of Plagiarism:</b>	<p>If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.</p> <p>PLEASE NOTE: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.</p>
<b>Citation Guidelines:</b>	Calumet College of St. Joseph uses citation guidelines, generally MLA or APA format, to document sources quoted or paraphrased in student papers. Check the syllabus for <u>each</u> course to see what <u>each</u> instructor requires. The Library has reference copies of each manual; the Follett has copies for sale when required by the instructor. In addition, there are brief MLA and APA checklists in your spiral “Student Handbook and Planner” and on the Library website and literature rack. These texts show how to cite references from many sources, including electronic media, as well as how to space and indent the “Works Cited” and “References” pages respectively. EBSCO and ProQuest articles provide both formats for you to copy and paste. Proper documentation avoids plagiarism.
<b>Withdrawal from Classes Policy:</b>	After the last day established for class changes has passed (see College calendar), students may withdraw from a course in which they are registered and wish to discontinue. A written request detailing the reason(s) for the withdrawal must be completed with the Office of Academic Advising and filed with the Registrar. The Office of Academic Advising must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests should be submitted in person or, when an in-person visit is not possible, may be mailed to the Office of Academic Advising, emailed, or faxed to 219-473-4336. Students are to make note of the refund schedule when withdrawing from courses. If the request requires instructor approval per the College calendar, it must be forwarded to the faculty member, who makes the final determination

	<p>to accept or deny the request.</p> <p>If the request is honored by the faculty member, the student will receive notification of official withdrawal from the Registrar after meeting or speaking with a member from Academic Advising, Financial Aid and Athletics (if applicable). These departments will notify the student of academic, financial, and athletic eligibility effects of a possible withdrawal.</p> <p>If the request is denied by the faculty member, the notification will indicate why the withdrawal is disallowed. Please note that if the request does not require instructor approval, the student must still meet or speak with a member from Academic Advising, Financial Aid and Athletics (if applicable) before the withdrawal will be processed.</p> <p>An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without a written request for withdrawal automatically incurs an "FW" grade for the course (see Refund Schedule). Failure to Withdraw (FW) is indicated when the student does not complete withdrawal paperwork with the Office of Academic Advising nor does the student notify the instructor of their intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student's control. <u>This grade is submitted by the instructor at the end of term.</u></p>
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<b>Resources</b>	
<b>Student Success Center:</b>	<p>The Student Success Center supports Calumet College of St. Joseph students through an interactive learning experience. Students work with faculty tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. The Student Success Center is open to all students at Calumet College of St. Joseph at no charge and is available to support academic courses at the introductory and advanced levels. For assistance, please contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
<b>Disability Services:</b>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must meet with the Coordinator of Disability Services to complete an intake form in order to request an accommodation and/or an auxiliary aid (e.g., <i>additional time for tests, note taking assistance, special testing arrangements, etc.</i>). It is the student's responsibility to contact the Academic Support Programs Office to request an accommodation at least <u>one month prior to enrollment</u> for each academic term. Students who are requesting an accommodation and/or an auxiliary aid must submit documentation from a professional health care provider to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. The cost of obtaining the professional verification is the responsibility of the student.</p> <p>If a student believes that he or she needs a "reasonable accommodation" of some kind because of a physical, psychological, or mental condition, he or she should contact Disabilities Services. The Coordinator will secure documentation pertinent to the disability and work with faculty and staff, if necessary, to address the matter. All questions and inquiries pertaining to</p>

	<p>disability services should be directed to the Disability Services Coordinator at 219-473-4349.</p>
<p><b>HONOR CODE</b></p>	<p><b><u>You are responsible for tracking your grades.</u></b></p> <ul style="list-style-type: none"> <li>• Check the grades on returned assignments against what I post in Blackboard.</li> <li>• If you have a question about a grade, ask. The best time is right at the end of class.</li> <li>• Be aware of your current average.</li> <li>• If you make up missed work, you are responsible for making sure that the grades are entered in Blackboard. If you see a discrepancy, contact me to see that it gets corrected.</li> </ul> <p><b><u>You are responsible for an attentive presence in class.</u></b></p> <ul style="list-style-type: none"> <li>• Use body language that shows attention: sit up; make eye contact with speakers.</li> <li>• Turn off and put away all electronic devices for the duration of the class – <i>unless</i> you are the primary caregiver of a dependent. Do not use them during class; do not even <i>appear</i> to be using them: you will be asked to leave and lose points from your grade. If there is a true emergency, please let the class know that you need to step out. I reserve the right to make a judgment call about your grade in such an instance.</li> <li>• Do not sleep in class, or appear to be sleeping.</li> <li>• Do not hold side conversations while your colleagues are speaking.</li> <li>• Dress modestly and appropriately for a formal academic setting.</li> </ul> <p><b><u>Demonstrate respect in Seminar</u></b></p> <ul style="list-style-type: none"> <li>• <b>Come prepared</b> having done the reading carefully and thoughtfully.</li> <li>• <b>Arrive on time</b></li> <li>• <b>Do not try to BS your way through Seminar.</b> If you did not do the reading, do not waste our time by making statements. Listen to others and ask them brief questions.</li> <li>• <b>Do not dominate Seminar.</b> Give others a chance to speak. Begin and end your point clearly. The Seminar leader should not have to cut you off.</li> <li>• <b>Be respectful yet challenging.</b> Every viewpoint deserves to be heard and honored.</li> </ul> <p><b><u>You are responsible for meeting deadlines and requirements.</u></b>  Assignment deadlines are firm. Problems with technology will not be an excuse for late work. If you have a problem or question, contact me <u>well in advance</u> of the deadline to work out a solution. <u>If you have any medical or personal issues</u> that are likely to affect your work, talk with me. The standards of this course will not be lowered or changed; I will work with you to help you to meet them to the best of your ability.</p> <p><b><u>Do your own work.</u></b> Do not plagiarize or piggyback off of someone else’s work; do not compromise your integrity by allowing others to piggyback off of you.</p>

**Quality of Work:**

Your answers should be type written, spell checked, grammatically correct and use full sentences with proper subject and verb agreement. Please also remember to put your name and the date on your papers.

**You are answering four (4) questions each week. Each question is worth one (1) point. There are 44 points possible on weekly questions.**

Your reading should be for comprehension of the subject matter so that you can participate in class discussions. Plan on three hours a week for reading and answering questions.

As a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:

- Continuously embrace **honesty and curiosity** in the pursuit of my educational goals;
- Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my **community**;
- Do my own work with **integrity** at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;

Do my utmost to act with commitment, inside and outside of class, to the goals and **mission** of Calumet College of St. Joseph.

**Rubric for Class Participation:**

*To earn full credit for participation in seminar, you need to do all of the following:*

Be on time and stay for the whole class.	2	
Use body language that shows you are attentive.	2	
Quote from the reading. Help the class to find your quote.	2	
Explain the quote in your own words.	2	
Explain whether you agree or disagree and why?	2	
Respond accurately and thoughtfully to any follow-up questions which I or other students may ask.	3	
Ask meaningful follow-up questions of other students.	2	
Demonstrate that you are familiar with the text.	2	
Be actively involved in the conversation. Listen and respond to the ideas of others. Find their quotes in the text. Share ideas and experiences.	3	
<b>Total</b>	<b>20</b>	

**Guidelines for Mid-Term and Final Presentations:**

**Point distribution as follows: Content 8 points and presentation 10 points as follows:**

- **Speaks clearly and loudly enough to be heard.** Listeners should be able to hear you easily. Your voice should sound clearly on recording, as well. This will reveal confidence in your knowledge and ideas. A little nervousness at the beginning is OK! Don't try to hide or to suppress it. (2)
- **Establishes and maintains eye contact.** Make eye contact with all participants in the room. Consideration will be made for diverse cultural customs. (1)
- **Sounds practiced but not read or memorized.** Your speech should flow conversationally, revealing that you are familiar with your information and confident in your ideas. Avoid using rising inflections at the ends of sentences: it sounds as if you are unsure. Your sentences should be your own: they should not copycat lectures or readings. It is OK to pause while you are thinking about how to formulate a sentence. Long pauses or hesitation, however, reveal a lack of knowledge. (1)
- **Uses some expressiveness.** Your unique personality should shine through your speech! Allow some natural variety in pitch, rhythm, and volume: this shows you feel some energy and interest for the topic. (1)
- **Speaks in complete sentences.** Avoid fragments – sentences that are missing a subject or main verb. **\*AVOID RUN-ONS: this is the most common pitfall for speakers!** Run-ons are sentences that go on too long, confusing the listener, falling apart grammatically, and precluding conversation: no one else can get a word in if you never end a sentence! Begin each sentence clearly and end it clearly. Do not link sentences with conjunctions, such as “and”, “so”, or “then.”(2)
- **Avoids fillers,** such as “ah, um, so, ya know, well, okay, like, pretty much, basically” etc. It is OK to pause, rather than using a filler. (2)
- **Maintains posture:** sit upright but relaxed; do not lean on the table; do not slouch; do not play with anything, such as papers or a pencil. Gestures may accompany your words, but do not let them become too rapid. Avoid touching your face, hair, or clothes. Avoid folding your arms. (1)

**Total points possible for mid-term and final presentations is 18 points for each.**

**Student Assistance Program:**

Through a partnership with **Crown Counseling**, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact **Kerry Knowles SAP Counselor**, at 219-663-6353 (office), 219-413-3702 (cell), or [kerryk@crowncounseling.org](mailto:kerryk@crowncounseling.org).



**CCSJ Alert:**

Calumet College of St. Joseph utilizes an emergency communications system that transmits messages via text, email, and voice platforms. In the event of an emergency, of weather related closings, or of other incidents, those students who are registered for the system shall receive incident specific message(s) notifying them of the situation. Please sign-up for this important service at any time on the College's website. Alternatively, you can register at the time you register for classes. This service requires each user to register once per academic year. Therefore, at the beginning of each academic year, please remember to re-register for the system. This can be done at: <http://www.ccsj.edu/alerts/index.html>.

**School Closing Information:**

**Internet:**            <http://www.ccsj.edu>

http://www.EmergencyClosings.com  
Facility: Calumet College of St. Joseph  
Phone: 219.473.4770

**Radio:**

WAKE – 1500 AM  
WGN - 720 AM  
WIJE – 105.5 FM  
WLS – 890 AM  
WZVN – 107.1 FM

**TV:**                    2,5,7,9,32