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**Calumet College**

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**of Saint Joseph**

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*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.*

**COURSE SYLLABUS, Spring, 2019**

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| <b>Course:</b> MSM 570: Legal and Ethical Issues for Managers |
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**Instructor Information:**

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| <b>Instructor Name</b> | Joseph Ferrallo  |
| <b>Office Number</b>   | n/a  |
| <b>Phone Number:</b>   | (331) 248-3128 voice, voicemail, or text (9 a.m. – 9 p.m. M – Sat)<br>No calls, or texts on Sundays. |
| <b>Email:</b>          | jferrallo@ccsj.edu   |
| <b>Office Hours:</b>   | Appointments available upon request  |

**Instructor Background:**

*Cardinal Stritch University, Milwaukee, Wisconsin*

2019 Ph.D. Educational Leadership for the Advancement of Learning and Service

*University of St. Francis, Joliet, Illinois*

2007 M.S.T.D. Master of Science in Training and Development

2006 M.B.A. Master of Business Administration

1985 B.B.A. Bachelor of Business Administration

I possess 30+ years of experience in senior leadership positions for three fortune 100 companies in a variety of customer care, sales, service, human resource, marketing, operations, training and development, and organizational development and efficiency roles. I currently serve as Chief Executive Officer, Strategic Operations Efficiency for a company in Tinley Park, Illinois.

| <b>Course Information:</b>   |   |
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| <b>Course Time:</b>  | Tuesdays, 6:30 – 10:00 P.M  |
| <b>Classroom:</b>  | 300   |
| <b>Prerequisites:</b>  | Current enrollment in the Master of Science in Management (MSM) Program   |
| <b>Required Books and Materials:</b>   | McAdams, Dosanjh Zucker, Neslund, Smoker. (2018). Law, Business and Society. (12 <sup>th</sup> Ed.). New York, NY: McGraw Hill Education. ISBN: 978-1-259-72188-5 |
| <b>Learning Outcomes/ Competencies:</b>  |   |
| This course will place heavy emphasis on analysis. In the context of legal and ethical issues, the questions asked have importance. The goal is for students to learn existing policy in the various substantive areas, understand and retain these policies, and carefully analyze the desirability of those policies.  |   |
| <ol style="list-style-type: none"> <li>1. Define the changing role of ethical behavior for managers and leaders in today’s work environment.</li> <li>2. Identify key elements of leading an ethical organization.</li> <li>3. Recognize the expanding role of ethical leadership, through the lens of emotional intelligence.</li> <li>4. Discuss the social, ethical, and legal responsibilities of leaders and managers.</li> <li>5. Reflect upon and engage in critical problem solving, applying key ethical principles, in all course discussions, assignments, and group project work.</li> <li>6. Synthesize concepts, ideas, and practices into a logical cohesive plan, paper, or presentation.</li> </ol> |   |
| <b>Course Description:</b>   |   |
| Examine legal and ethical issues at the master’s level, by examining the legal environment of business, government and business, and business and society. This course will further examine contemporary legal and ethical conflicts emerging in present in current news and events.   |   |
| <b>Learning Strategies:</b>  |   |
| Lectures, class discussions, group projects, individual presentations, and quizzes/tests.  |   |
| <b>Experiential Learning Opportunities:</b>  |   |
| Problem-based learning activities, project-based learning, researching and presenting.   |   |

| <b>Assessments:</b>         |  |
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| <b>Major Assignments:</b>   | Attendance/Class participation/Discussion (7 x 25 = 175 points/825) 21% of grade<br>Written Assignments (5 x 50 = 250 points/825) 30% of grade<br>Quizzes (5 x 20 points= 100/825) 12% of grade<br>Final Paper (1 x 200 points = 200/825) 24% of grade<br>Power Point Presentation (1 x 100 points = 100/825) 13% of grade |
| <b>Assessments:</b>         | Grading Scale:<br>100 – 92: A      91 – 90: A-      89 – 88: B+<br>87 – 82: B      81 – 80: B-      79 – 78 : C+<br>77 – 72: C      71 – 70 : C-      69 – 68: D+<br>67 – 62: D      61 – 60: D-      59 and below F   |
| <b>Class Participation:</b> | See <b>Participating in Class</b> section below.   |

| <b>Course Schedule:</b>             |   |   |
|-------------------------------------|---|---|
| <b>Class Day/Date</b>               | <b>Topics/Assignments<br/>( ) Indicates Assignment Points Value</b>   | <b>Class Discussion/Activities</b>                          |
| <b>Week 1<br/>Tuesday, 01/15/19</b> | Read Chapters 1 (Capitalism et al.) 2 (Business Ethics), 3 (The Corporation and Public Policy)<br><b>Attendance and Discussion (25)</b> | -Welcome<br>-Student Introductions<br>-Meet Your Instructor |

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|                                     | <b>In-Class Exercise</b>   | -Course Structure<br>-Use of Blackboard |
| <b>Week 2<br/>Tuesday, 01/22/19</b> | <p>Read Chapters 4 (The American Legal System), 5 (Constitutional Law) and 6 (Contracts)</p> <p><b>Assignment 1 – Case One: Guns, pp. 122 – 123. Due by 6 p.m. CT (50)</b></p> <p><b>Quiz 1 (In Class) at 6 p.m. CT (20)</b></p> <p><b>Attendance and Discussion (25)</b></p> <p><b>In Class Exercise</b></p>  | In class activities                     |
| <b>Week 3<br/>Tuesday, 01/29/19</b> | <p>Read Chapters 7 (Business Torts and Product Liability) 8 (Government Regulations of Business) and 9 (Business Organizations and Securities Regulation)</p> <p><b>Quiz 2 (In Class) at 6 p.m. CT (20)</b></p> <p><b>Assignment 2 – “Practicing Ethics – Bloggers Work For Free” p. 267. Due by 6 p.m. CT (50)</b></p> <p><b>Attendance and Discussion (25)</b></p> <p><b>In Class Exercise</b></p> | In class activities                     |
| <b>Week 4<br/>Tuesday, 02/05/19</b> | <p>Read Chapters 10 (Antitrust Law), 11 (Monopolies and Mergers) and 12 (Employment Law)</p> <p><b>Quiz 3 (In Class) at 6 p.m. CT (20)</b></p> <p><b>Assignment 3 – Legal Briefcase: SEC vs. Texas Gulf Sulfur Co., pp. 421 – 422. Due by 6 p.m. CT (50)</b></p> <p><b>Attendance and Discussion (25)</b></p> <p><b>In Class Exercise</b></p>  | In class activities                     |
| <b>Week 5<br/>Tuesday, 02/12/19</b> | <p>Read Chapters 13 (Employment Law Discrimination) and 14 (Labor Management Relations) and 15 (Consumer Protection)</p> <p><b>Quiz 4 (In Class) at 6 p.m. CT (20)</b></p>   | In class activities                     |

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|   | <p><b>Assignment 4 – Practicing Ethics: Hearing the Whistle Blow? pp. 543 – 544. Due by 6 p.m. CT (50)</b></p> <p><b>Attendance and Discussion (25)</b></p> <p><b>In Class Exercise</b></p>   |  |
| <p><b>Week 6</b><br/><b>Tuesday, 02/19/19</b></p> | <p>Read Chapters 16 (International Ethics and Law) and 17 (Environmental Protection) and 18 (Internet Law and Ethics)</p> <p><b>Quiz 5 (In Class) at 6 p.m. CT (20)</b></p> <p><b>Assignment 5 – Internet Exercise: Center for Auto Safety, p. 682. Due 6 p.m. CT (50)</b></p> <p><b>Attendance and Discussion (25)</b></p> <p><b>In Class Exercise</b></p> | <p>In class activities</p>                 |
| <p><b>Week 7</b><br/><b>Tuesday, 02/26/19</b></p> | <p><b>FINAL Paper (200) and Presentation (100) BOTH uploaded into Blackboard by 6 p.m. CT</b></p> <p><b>Attendance and Discussion (25)</b></p> <p><b>Course Wrap-up</b></p>   | <p><b>In class presentations (100)</b></p> |

The faculty member reserves the right to change this schedule to meet the needs of the class.

| <b>Responsibilities</b> |   |
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| <b>Attending Class</b>  | <p><b>CCSJ Statement:</b><br/>You cannot succeed in class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and group assignments and projects. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent does not excuse a student from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p> <p><b>Professor Ferrallo’s Policies:</b></p> <p><b>1. Class Attendance</b><br/>Student expectations are to attend <b>all</b> course sessions. While I realize emergencies may arise, please make every effort to attend as <b>course attendance and participation</b> are imperative for successful learning. Attendance points (10) points will be given for each course session</p> |

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|                                       | <p>attended, and (15) points for active participation in course discussions, and activities. <b>Attendance (10) and participation points (15) points are not earned for any course sessions missed, regardless of circumstance. <u>Make up assignments will not be given for course absences.</u></b></p>  |
| <p><b>Turning In Your Work</b></p>    | <p>Necessary preparation and time commitment is necessary for overall course success.</p> <p><b>Graded Assignments</b></p> <p>Student expectations are to complete all written assignments for that week. Assignments will be assessed on the content, writing ability, proper use of APA format, proper citation of materials, and effective argument creation within each assignment.</p> <p><b>All assignments include clear instructions on how students should complete their work. Assignments are due before the beginning of each class at 6:00 p.m. Central Time (CT) on the date in which they are due.</b></p> <p><b><u>Please note: Students must submit (upload) their assignments into Blackboard, unless directed otherwise by the faculty member, no exceptions. Work will not be accepted on email, unless prior arrangements have been made with the professor in advance.</u></b></p> <p><b>2. Assignments/Late Work Policy</b></p> <p>Late work is accepted, within the following policy guidelines: Assignments turned in within 24 hours late will incur a 10% point penalty; after 24 hours but within 48 hours late will incur a 20% point penalty, after 48 hours but within 72 hours a 30% point late penalty, after 72 hours but within 96 hours a 40% point penalty. Any assignments received after 96 hours are not accepted, and zero points recorded.</p> <p><b>3. Quizzes</b></p> <p>Student expectations are to complete weekly quizzes in class <b>Tuesday of each week</b>. To complete each quiz, clear instructions are given prior to the beginning of each quiz. Quizzes cannot be made up in the event of a course absence, or retaken for a better grade.</p> |
| <p><b>CCSJ Student Honor Code</b></p> | <p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, 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:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> </ul>  |

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|                                 | <ul style="list-style-type: none"> <li>Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>  |
| <b>Using Electronic Devices</b> | Electronic devices <b><u>will be used</u></b> for course-related in-class purposes at the faculty member's instruction. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent, and zero points will be awarded for attendance and participation.   |
| <b>Participating in Class</b>   | <p>Be on time, stay for the whole class, and speak up in a way that shows you have completed the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent and zero points will be awarded for attendance and participation. Extra credit assignments will not be given for missed courses where attendance and participation points are not earned.</p> <p><b>4. Class Participation (Discussions)</b></p> <p>Student expectations require active participation in class discussions each week. Points will be awarded each week (15 points) based on class contributions to learning, and thoughtful responses to comment and input made by other students. Not actively participating in class discussions is equivalent to not being present in class. Points will not be given if the student makes no meaningful contribution to class learning. <b>Attendance (10) or Participation (15) points are not earned for any course sessions missed, regardless of circumstance. <u>Make up assignments will not be given for course absences.</u></b></p>   |
| <b>Doing Your Own Work</b>      | <p>If you turn in work that is not your own, you are subject to CCSJ review, and these procedures can be found in the CCSJ College Catalog and the Student Planner, both found online. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>All assignments will adhere to APA format (American Psychological Association) and citation guidelines to document sources which avoids plagiarism. <b>Please ensure all assignments are completed using APA format, unless directed otherwise by the faculty member, no exceptions.</b></p> <p>APA resources are available online anytime at the Purdue Online Writing Lab - <a href="https://owl.english.purdue.edu/owl/">https://owl.english.purdue.edu/owl/</a></p> <p>Additional APA resources can be obtained from the CCSJ Library which contain reference copies of APA manuals, and there are brief checklists in your Student Handbook and Planner as well.</p> <p><b>Note: I encourage all of you to purchase the APA Publication Manual, 6<sup>th</sup> edition (2009) (Spiral Bound version). The manual can be purchased on Amazon. You will definitely need this manual as you continue in your graduate studies and beyond.</b></p> |

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|                                      | <b>PLEASE NOTE: All papers may be electronically checked for plagiarism.</b>  |
| <b>Sharing Your Class Experience</b> | At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <b>essential</b> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback! |
| <b>Withdrawing from Class</b>        | After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.   |

| <b>Resources</b>                  |  |
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| <b>CCSJ Book Rental Program</b>   | The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a> . <b>All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</b> |
| <b>Student Success Center:</b>    | The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.   |
| <b>Disability Services:</b>       | Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.  |
| <b>Student Assistance Program</b> | Through a partnership with <b>Crown Counseling</b> , 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, <b>contact Kerry Knowles SAP Counselor</b> , at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a> .  |
| <b>CCSJ Alerts:</b>               | Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .  |

## Emergency Procedures

### MEDICAL EMERGENCY

#### EMERGENCY ACTION

1. Call 911 and report incident.

2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

## **FIRE**

### **EMERGENCY ACTION**

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

## **BUILDING EVACUATION**

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

## **IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:**

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

## **HAZARDOUS MATERIAL SPILL/RELEASE**

### **EMERGENCY ACTION**

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

## **TORNADO**

### **EMERGENCY ACTION**

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.

4. Do not call 911 unless you require emergency assistance.

## SHELTER IN PLACE

### EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told it is safe to leave.

## BOMB THREATS

### EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Do not touch it!
  - Evacuate the area.

## TERRORISM AND ACTIVE SHOOTER SITUATIONS

### EMERGENCY ACTION

1. Call 911 and report intruder.

## RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Cannot run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, or neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.