



COURSE TITLE:	BUS 1008: Building Business Values
DESCRIPTION:	Students learn the relationship between law and morality, develop individual core values, and study various business decision-making models.
SEMESTER:	Fall 2017
COURSE START:	August 28, 2017
CLASS HOURS:	10:00 a.m. – 10:50 a.m.
COURSE MATERIAL:	<i>Business Ethics</i> , Ninth Edition, by William H. Shaw. Please see course reading schedule attached.
INSTRUCTOR:	Michael E. Habeeb
E MAIL:	mhabeeb@ndnu.edu
OFFICE HOURS:	By appointment.

COURSE STANDARDS

1. All readings, assignments, and projects are for a regular three-semester course.
2. It is the responsibility of the student to come prepared to each class. The expectation is that the student will thoughtfully consider the material and be prepared for class discussion.
3. Non-attendance or lack of participation in the class will be considered during the grading process. Missing more than one class can have a significant impact on the final grade unless approval is made with the instructor in advance. Unexcused absences, unexcused lateness, or unexcused arriving at class late or leaving class early will count against a student's grade. It is the student's responsibility to contact the instructor if they are unable to complete work or to attend class. The message number noted above can be used to convey information. Attendance, "present", "excused" or "unexcused", will be kept on the NDNU IT system. Failure to contact the instructor regarding non-attendance will count as an "unexcused" absence.
4. Participation: Both class discussions and classroom activities are organized to maximize students' involvement in the learning process. Students will be evaluated on comprehension of the material as well as ability to discuss the relevancy (e.g., research pros and cons) of what was noteworthy in context of this class.
5. Grades will be provided in accordance with applicable policy. Exceptional performance will be considered along with numerical scores in determining the final grade achieved. The instructor reserves the right to modify or waive any item contained in these guidelines if necessary to support educational goals and academic fairness.
6. Team efforts are to be equal efforts of all team members: All team members are expected to present.
7. All assignments submitted in fulfillment of course requirements must be the student's own work. NDNU policies regarding academic honesty will be strictly enforced.
 - A. Written Assignments: All papers must be submitted on their due date and be prepared according to APA format per NDNU School of Business and Management requirements. Paper length refers to body of text only. See *APA Publication Manual*, 6th ed., 2010 regarding how papers should appear. Also see www.apastyle.org.
 - B. Academic honesty is a cornerstone of values at NDNU. Unless you are directly quoting an author and/or referencing his or her work, students must use their own words to express their ideas. If any of the ideas used in an assignment do not represent original ideas, students must correctly cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Consult the NDNU Student Handbook regarding the consequences of misrepresenting a student's own work. (**Important Note:** Failure to follow proper citation format can



result in the appearance of plagiarism. Thus, proper citation is critical to avoid plagiarism.)

C. Failing to cite your work (plagiarism), cheating, or colluding with those who plagiarize or cheat will result in automatic course failure. I will fail a group.

8. Privacy and Confidentiality: One of the highlights of the NDNU academic experience is that students often use real-world examples from their organizations in class discussions and in their written work. However, it is imperative that students not share information that is confidential, privileged, or proprietary in nature. Students must be mindful of any contracts they have agreed to with their companies.
9. Syllabus Updates: Refer to this syllabus for course assignments. But, the course syllabus and schedule are subject to change in the event of extenuating circumstances. Students will be notified of any changes made to the syllabus. In all circumstances University policies will be strictly adhered to.
10. Because of the legal nature of discussions that can sometimes occur, information discussed or presented in the class is not a substitution for seeking legal advice. If as a result of class discussions legal advice or interpretation is needed, an attorney should be consulted.
11. Learning and Other Disabilities: If you have a learning disability or other circumstance that requires accommodations in this class, you must bring it to the attention of the Program for Academic Support and Services (PASS) to arrange for possible accommodations (650-508-3670).
12. Late Papers: Late work, with a "reasonable" excuse, will be accepted for no longer than one week from the assignment's due date for "credit," which means that you will receive no higher than a "C" grade on the late work. One make-up quiz for a "full" (as if you took it when it was administered) grade will be considered, with heavy consideration on why the test was missed. **Late work will not be accepted and a missed quiz cannot be taken unless I receive an email informing me about your absence on or before the date the assignment is due or the quiz administered.**
13. Extra Credit: There is no individual extra credit. Any extra credit opportunities are given to the whole class.
14. Classes meet on Mondays and Wednesdays. In lieu of a Friday class, there will be an assignment that goes beyond the weekly homework. The assignment will in, most cases, be a reading of material and/or viewing/listening to media and a 250-word essay on what is read or watched/heard. In other cases, the reading or viewing/listening will be of such length as to consume the entire class plus homework requirement necessary when there is no class meeting and not require a writing. Still, in those cases, students will be asked provide notes or other indicia (e.g., provide the two most important points or "take-aways" from the reading) that the reading or viewing/listening was done.

Program Learning Outcomes:

PLO1. Students will acquire and demonstrate analytical and problem-solving skills within various disciplines of business—accounting, economics, finance, management, and marketing.

PLO2. Students will learn to describe, discuss and analyze current events in American business with attention to the global, social, and ethical dimensions of events.

PLO3. Students will acquire the communication, research, and technological skills needed to analyze a business situation (problem and/or opportunity) and prepare and present a management report.

PLO4. Students will engage in at least one internship or service learning experience to demonstrate relevancy of foundational and theoretical knowledge of their academic major and to gain career related experiences.



PLO5. Students will develop critical thinking abilities and a foundation of ethical principles that allows them to work effectively, respectfully, ethically, and professionally with people of diverse ethnic, cultural, gender, and other backgrounds.

COURSE LEARNING OBJECTIVES:

By the end of the class, students will:

- 1. Demonstrate an understanding between law and morality; an ability to develop and apply various core values; and a grasp of ethics/ethical behavior in business. (PLO 2)
- 2. Develop critical thinking abilities and a foundation of ethical principles that allows them to work effectively, respectfully, ethically, and professionally with people of diverse ethnic, cultural, gender, and other backgrounds. (PLO 5)
- 3. Demonstrate competence in written and oral communications to support strategic business/ethical planning. (PLO3)

GRADING GUIDELINES

- A = Clearly stands out as excellent performance. Has unusually sharp insight into material and initiates thoughtful questions, and is very professional in overall work. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. *Example:* "A" work should be of such a nature that it could be put on reserve for all students to review and emulate. The "A" student is, in fact, an example for others to follow.
- B = Grasps subject matter at a level considered to be good to very good. Is an active listener and participant in class discussions? Speaks and writes well, and is professional in all work? Accomplishes more than the minimum requirements? Work in and out of class is of high quality? *Example:* "B" work indicates a high quality of performance and is given recognition for solid work; a "B" should be considered a high grade.
- C = Demonstrates a satisfactory comprehension of the subject matter. Accomplishes only the minimum requirements, and displays little or no initiative. Communicates orally and in writing at an acceptable level for a college student. Has a generally acceptable understanding of all basic concepts, and a basic understanding of professionalism. *Example:* "C" work represents average work. A student receiving a "C" has met course requirements, including deadlines.
- D = Quality and quantity of work in and out of class is below average and barely acceptable. Marginal in professionalism. *Example:* "D" work is passing by a slim margin.
- F = Quality and quantity of work in and out of class is unacceptable. *Example:* "F" work does not qualify the student to progress to a more advanced level of coursework. Any violations of academic integrity will result in an F on the assignment or even in the class. Violations include but are not limited to failure to cite sources; copying text and using it as the body of your narrative; cheating on assignments, quizzes, projects, and tests; and colluding with and/or assisting a classmate who does any of the above.

GRADE/POINT CONVERSION:

A+ 100-97	A 96-94	A- 93-90
B+ 89-87	B 86-84	B- 83-80
C+ 79-77	C 76-74	C- 73-70



D+ 69-67	D 66-64	D- 63-60	F 59 or <
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Grading

Your final course grade will be based on the following:

Essays (80%), Other Assignments (10%), and Class Attendance (10%). If extra credit work is assigned, extra credit points are added to total of essays and other assignments points. There will be plus and minus final grading.

Assignments and Quizzes

Please turn in all of your assignments on time. Late work, with a "reasonable" excuse, will be accepted for no longer than one week from the assignment's due date for "credit," which means that you will receive no higher than a "C" grade on the late work. One make-up quiz for a "full" (as if you took it when it was administered) grade will be considered, with heavy consideration on why the test was missed. **Late work will not be accepted and a missed quiz cannot be taken unless I receive an email informing me about your absence on or before the date the assignment is due or the quiz administered.**

Attendance

Attendance in class is highly recommended and contributes to the Class Participation portion of your grade. If you are going to be late for class, please email me before class. If you miss class because of an emergency or otherwise, please notify me on the day of or before the absence by email and please arrange to get the notes from another student.

Office Meetings and Certain Class Rules

Office meetings are arranged by appointment. Certain Class Rules: 1. Please be respectful. 2. Cheating, including plagiarism, is prohibited. 3. Please do not use cell phones in class.

Reading Assignment Schedule

Required Textbook

Business Ethics, Ninth Edition, by William H. Shaw. Cengage Learning, 11 Chapters, 465 pages

Week 1 Chapter 1: The Nature of Morality, pp. 1-20

Week 2 Chapter 1: The Nature of Morality, pp. 20-42

Week 3 Chapter 2: Normative Theories of Ethics, pp. 45-68

Week 4 Chapter 2: Normative Theories of Ethics, pp. 68-82

Week 5 Chapter 3: Justice and Economic Distribution, pp. 86-109

Week 6 Chapter 3: Justice and Economic Distribution, pp. 110-116

Week 7 Chapter 4: The Nature of Capitalism

Week 8 Chapter 5: Corporations

Week 9 Chapter 6: Consumers

Week 10 Chapter 7: The Environment



Week 11 Chapter 8: The Workplace (1): Basic Issues

Week 12 Chapter 9: The Workplace (2): Today's Challenges

Week 13 Chapter 10: Moral Choices Facing Employees

Week 14 Chapter 11: Job Discrimination