

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

**RGS6036.E2 Ethics For Decision Making
Spring 2020**

PROFESSOR INFORMATION:

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COURSE INFORMATION:

RGS6036.E1 Ethics For Decision Making
Level: Graduate
Beginning Date of Session: Saturday, March 14, 2020
Ending Date of Session: Thursday, May 21, 2020

Student access available to the Student Portal: Saturday, March 14, 2020.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Business Ethics Decision Making for Personal Integrity and Social Responsibility
Author: Laura P. Hartman, Joseph Des Jardins and Chris MacDonald
Publisher: McGraw-Hill Irwin
Year Published: 2017
Edition: 4th
ISBN: 13: 9781259417856
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6th edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (6th ed., 2nd printing). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course presents an integrated approach to understanding the basis for ethical decision-making. The roots of ethical concepts, the methodologies for making decisions, and the application of norms and logic to current ethical issues are presented.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Exploring several ethical theories, including definitions of major terms.
2. Defining and discussing the variables that comprise the basis of one's ethical beliefs.
3. Illustrating the variables that comprise the basis of one's wants and needs relative to ethical issues.
4. Investigating the importance and influence of relationships to one's ethical decision-making.
5. Analyzing the various decision-making methodologies and the techniques normally used in the decision-making process.
6. Probing the relationship of ethics to a particular culture.
7. Questioning the logical reasoning for rejecting or accepting selected theories as they relate to behavior and conduct.
8. Applying ethical theories to specific life experiences—social, business, personal—and logically defending one's personal conclusions about using an ethical decision-making process.
9. Describing the importance of experience, perception, and intellect to identify and interpret ethical issues.
10. Critiquing the multidimensional nature of ethical decision making and the influences and complexities these variables have on the decision-making process.
11. Defining and discussing the influences of customs, social norms, law, and religion on a personalized interpretation of ethical issues.
12. Analyzing one's human emotion and self-discipline as they relate to ethical decision-making.
13. Questioning how behavior in non-ethical situations is sometimes controlled by, or influenced by, ethical perceptions.
14. Exploring how one is often culturally inducted into certain beliefs and how one might guard against such socialization.
15. Applying the methodology for perceptively discerning the ethical influences of others.

COURSE POLICIES:

Read the entire Syllabus carefully. This is an on-line class and will be conducted by students uploading and downloading files. Access to this e-course website will be available on the first day of class. Students should download the specific course information, including the assignments, at that time. All course assignments and information should be submitted using the Amberton e-course system. All assignments must be submitted by **11:30 pm (CST)** on the dates listed to ensure no penalty points will be applied. The student is responsible if an incorrect attachment is submitted or if an attachment is submitted that cannot be read and therefore cannot be graded. **No work will be accepted after NOON (CST) on May 15, 2020.** Any assignment received after the deadline will be penalized 10 points; after 3 days an additional 10 points will be deducted for a total of 20-point deduction. No work will be accepted after one week past the due dates.

Student's Responsibilities

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

Attendance Policy:

Regular and punctual class attendance is expected at Amberton University. In case of absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from

a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. Ceasing to attend does not constitute official withdrawal.

Attendance in a Distance Learning course is defined as any submission to Moodle within the enrollment dates of the course, any required submissions outside of Moodle within the enrollment dates of the course, or initiating any communication with your professor regarding an academic assignment. A student in a Distance Learning course is required to actively participate in the course and submit course assignments timely as described in the course syllabus. A student not meeting these requirements may be dropped at the discretion of the professor and Amberton administration.

Plagiarism Policy

Plagiarism is using another person's work as your own. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operated on an honor system, and honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all of their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

COURSE OUTLINE AND CALENDAR:

Week	Topic	Assignment	Competencies Covered	Due Date
1	Introduction to Ethics Ethical Decision Making Ethics and the Law Decision Making Process	Read Chapters 1&2. Review Assignments and Course Materials.	1, 2, 3, 3, 8, 10	
2		Assignment #1 Due. Discussion Questions/Journal Article/Discussion Forum		Assignment #1 Due March 23, 2020
3	Ethical Framework Utilitarianism Virtue Ethics Effective & Ethical Leadership	Read Chapters 3&4 and Course Materials.	1, 4, 8, 9, 10	
4		Assignment #2 Due. Discussion Questions/Case Study/Discussion Forum		Assignment #2 Due April 6, 2020
5	Ethics & Social Responsibility Ethical Issues in the Workplace Rights & Responsibilities in Conflict	Read Chapters 5&6 and Course Materials.	1, 12, 13, 14, 15	
6		Assignment #3 Due. Case Study/Short Paper		Assignment #3 Due April 20, 2020
7	Ethical Implications in Technology	Review Chapter 2 and refer to	1, 6, 7, 11, 14, 15	

	Ethical Decisions in the Workplace Ethics & Environmental Issues	Chapters 7, 9 & 10 and Course Materials.		
8		Assignment #4 Due. Power Point Presentation		Assignment #4 Due May 4, 2020
9	Application of Ethical Framework to Ethical Decision Making	Assignment #5 Due Reflection Paper/Ethical Issue	1, 4, 5, 8, 10, 14, 15	Assignment #5 Due May 11, 2020
10	Review Feedback Course Evaluation			

GRADING CRITERIA:

Assignment #1	20%	Due by 11:30 pm Monday, March 23, 2020
Assignment #2	20%	Due by 11:30 pm Monday, April 6, 2020
Assignment #3	20%	Due by 11:30 pm Monday, April 20, 2020
Assignment #4	20%	Due by 11:30 pm Monday, May 4, 2020
Assignment #5	20%	Due by 11:30 pm Monday, May 11, 2020

Equivalent Scores on Letter Grading

A+	=	100
A	=	96
A-	=	92
B+	=	91
B	=	86
B-	=	82
C+	=	81
C	=	76
C-	=	72
D	=	67

Graduate

92 – 100	A
82 – 91	B
72 – 81	C
62 – 71	D
Below 62	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student's address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their University email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How To Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
 - Internet browser settings and configuration
 - e-mail and file attachments
 - Uploading and downloading files
 - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

Through the Amberton University Student Portal

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the "Student Portal" link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789
Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to

your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: e-sysop@amberton.edu

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

Through the Amberton University Moodle Website

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

Moodle Tutorial:

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789

Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

ACADEMIC HONESTY/PLAGIARISM:

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University's ethics policy.

RESEARCH RESOURCES:

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the Library or email their questions to library@Amberton.edu.

RESEARCH TUTORIALS:

Online research resources are available through "Research Tools Database", accessible through the Student Portal. (For additional assistance, students may access the "Research Tutorials" link located in the General Tools area on the Student Portal.) Access the Portal by clicking "Student Portal" from the University's website. You must know your Amberton ID to access the Portal.

Library Live Chat Feature

The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. www.amberton.edu/current-students/library/index.html

“Managing ethics is an integral part of any successful business operation and major decisions that affect the company’s bottom line always involve ethics” (Collins, 2011). When it’s time to make a hard decision, ethics will guide you. Corporate social responsibility is now a competitive differentiator, thus organizations must find ways to contribute to the improvement of society. 2. Business Ethics: The Case for Operating with Integrity. 2. Values-driven: Use personal values to make decisions and influence the company. When leaders know what is most important to themselves they can then use those values to guide business decisions. Experts provide real-world examples to help guide your ethical decisions and create an environment that operates with integrity. Social Responsibility Boards and Corporate Social Responsibility General Resources for Social Responsibility. Also consider Related Library Topics. Learn More in the Library's Blogs Related to Ethics and Social Responsibility. In addition to the articles on this current page, also see the following blog that has posts related to Ethics and Social Responsibility. Scan down the blog's page to see various posts. Also see the section "Recent Blog Posts" in the sidebar of the blog or click on "next" near the bottom of a post in the blog.