

# Professional Ethics

MGT 326 Section 001, Fall 2021  
M W 3:00pm - 4:15pm Bell Tower 2414

Instructor: Brendan Cline, Ph.D.

Office: Sage Hall 2141

Office Hours: Wednesdays 10:00am - 12:00pm, Thursdays 3:15pm – 4:15pm, and by appointment

*You don't need an appointment to stop by office hours. This time is set aside to address any concerns or questions you might have, or to just discuss course material more deeply outside of class time. If you have a conflict that prevents you from attending office hours, just let me know and we can schedule another time to meet.*

Email: [brendan.cline@csuci.edu](mailto:brendan.cline@csuci.edu)

## Course Description

Discussion of ethical issues and societal challenges derived from scientific research and professional activities. Examines the sources, fundamental principles, and applications of ethical behavior, and the relationship between personal ethics and social responsibility of organizations and the stakeholder management concept. Applies ethical principles to different types of organizations: business, non-profits, government, health care, science/technology, and other professional groups.

## Course Readings

We will be using a variety of no-cost materials for this course.

- Weeks 1-3 will consist of readings that I've created and posted to CI Learn.
- Later weeks will generally use chapters from an open-access textbook: Stephen M. Byars & Kurt Stanberry (2018). "Business Ethics," published by OpenStax.
  - Here is a link where you can read the text for free online, and download a free PDF file of the book: <https://openstax.org/details/books/business-ethics>
  - **The e-book is free.** However, if you would like a physical copy to read through, they do offer cheap printed versions. [The black and white paperback copy is available for a little over \\$17.00 on Amazon.com.](#) But just to be clear: **you do not need to purchase a physical copy of the book. The free PDF file is perfectly fine for this course.**
- A few times later in the semester, I will assign readings from other textbooks, articles, or websites. Links and/or photocopies will be posted on CI Learn.

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## Course Requirements

Every student enrolled in this course has the ability to succeed. If you invest your time and effort into learning, that will be reflected in your grade. Below, you will find information about how you will be evaluated in this course, and what you will need to accomplish in order to succeed. If you have any questions about these assignments, or if you need any help along the way, don't hesitate to reach out to me—I am here to help you do your best work and gain the most that you can from this course.

### Attendance and Preparation

Success in this course is based on the expectation that students will spend between 3-6 hours per week in preparation for class (e.g., readings, papers, preparation for exams). Regular attendance and active participation are required. We need your input for this class to succeed. And attendance and active participation are vital to developing a critical understanding of the course material. Active participation also helps cultivate your ability to speak thoughtfully in public and constructively engage with the ideas of others. Students will be allowed four unexcused absences. After

this, each additional absence will result in a final grade deduction of 0.25%. But if you are feeling sick or experiencing symptoms of COVID-19, please stay home. Absences due to sickness are excused.

#### News Analyses: 45% (15% each)

To help you gain experience putting course material into practice, you will be required to submit three short News Analysis Assignments throughout the semester. Each assignment will count for 15% of your final grade. These should be **650-1,000-word (1-inch margins, double spaced, 12pt standard font)** critical discussions of current events. For each submission, you will need to first find a news article related to ethical issues in professional life and business organizations. Then, you'll apply material from the course to analyze, criticize, or reflect on the article. More detailed instructions will be available on CI Learn. To help you succeed in these assignments, I recommend reading a quality news source throughout the semester. **Note:** I will be grading these assignments anonymously through CI Learn. You may place your Dolphin ID number at the top of your submissions, but please *do not include your name, email, or any other identifying information on your submission*. Including your name in the assignment undermines the anonymity of the process, and will result in a 5% penalty for that assignment.

- The first submission is due on the **Sunday of Week 8 (10/17)**
- The second submission is due on the **Sunday of Week 11 (11/7)**
- The third submission is due on the **Sunday of Week 13 (11/21)**

**Assignments must be submitted via CI Learn under "Assignments" by 11:59pm on the dates above.** *Late submissions will be penalized at the rate of 5% per day late.* However, every student will receive **one** "amnesty pass" for late submissions of one of their News Analysis Assignments. If you aren't able to complete one of the assignments by the deadline, simply let me know that you would like to use your pass, and you will receive a free one-week extension on that assignment. But choose wisely—each student only gets one pass per semester. **Late submissions will receive a maximum penalty of 50%, and will be accepted until 11:59pm on Friday, December 3<sup>rd</sup>.** After that, any missing submissions will receive a '0'—regardless of whether an "amnesty pass" has been used for that submission. See CI Learn for more details.

#### News Analysis Peer Review Assignment: 6%

Before submitting your first News Analysis Assignment, you will work through a multi-stage peer-review process. This will require that you submit **a rough draft of your first assignment via CI Learn by 11:59pm on Sunday, October 3<sup>rd</sup>.** Then, using CI Learn, you will have one week to complete a review on three of your classmates' drafts. This will require you to score their submissions on CI Learn using the grading rubric that I will use for the assignments. **All peer reviews must be completed by 11:59pm on Sunday, October 10<sup>th</sup>.** This will provide you with helpful feedback to use in revising your first News Analysis submission, it will expose you to the work of your peers, and it will better familiarize you with the evaluation criteria for these assignments.

Each of the components of this assignment are pass/fail. If you submit your draft on time, you will earn a full score of 3%. And if you submit all three reviews on time, you will earn the remaining 3% (1% per review submitted). Because others are impacted by your submissions, *late submissions for the Peer Review Assignment will not be accepted.* The scores your peers give you will not directly impact your grade on this assignment.

#### Ethical Theory Exam: 15%

During the first three weeks of class, we will be covering fundamental ethical concepts and theories, and we will be applying that material throughout the rest of the semester. To help ensure that students have a firm grasp of the basics, there will be an exam in Week 4, administered in class on **Wednesday, September 15<sup>th</sup>.** The format of the exam will be a combination of multiple choice and true/false questions. There will *not* be a final exam for the course.

If you miss the exam for any reason, it is your responsibility to contact me via within 24 hours to schedule a makeup.

#### Group Case Studies: 15% (1.5% each)

Throughout the semester, we will be devoting significant portions of class time to detailed group analyses of concrete case studies. After discussing a case in small groups, we will follow up with class-wide discussions. At the end of each session, groups will submit written answers to a set of accompanying discussion questions. Evaluation will be based on written submissions and active participation in class-wide discussion. The default score will be a "check" (80%), with stronger work earning a "check plus" (100%), and weaker work earning a "check minus" (60%).

During the first part of the semester, groups will be randomly assigned each meeting. Later in the semester, students will be randomly assigned to a group that they will work with for the remainder of the course, both in these activities and for the Group Presentation (see below).

Participation in these Group Case Studies is required, and missing a session will result in a score of '0' for that meeting. Arriving late to a Group Case Study meeting and missing part of the activity will result in a deduction of 0.5%/1.5%. **The dates of the case study meetings are bolded in the schedule below.**

To build in flexibility, each student will have two "Asynchronous Passes". If unforeseen obstacles prevent you from attending a meeting, you can email me to use one of your passes. This will allow you to complete the case study that you missed on your own time. **All "Asynchronous Pass" Group Case Studies must be submitted via email, and the deadline for submission is 11:59pm on Wednesday, December 1<sup>st</sup>.** After missing two Group Case Study sessions, students will receive a 0 for each additional session missed. If you are experiencing personal hardships that warrant an exception to this policy, please contact me as soon as possible so that we can work together to find a reasonable solution for your situation.

#### Group Presentation: 16%

The Group Case Study assignments will serve as useful practice for a final Group Presentation that will be delivered at the end of the semester. This will involve a collaborative, detailed assessment of a particular business ethics case study. There will be four components to these projects: 1) General Background, 2) Ethical Analysis, 3) Practical Recommendation, and 4) Legal Recommendation/Analysis. Each student will be responsible for one of these components for their particular group.

The last two weeks of the semester have no new content, and no Group Case Study meetings. This is in order to give groups plenty of time for research, discussion, and preparation of the Group Presentation. **On Wednesday, November 17<sup>th</sup>, there will be an in-class meeting dedicated to workshopping Group Presentations.** Attendance for this session is required.

At the end of the semester, each group will deliver a class presentation on their chosen case (12-20 minutes, 4 sections at 3-5 minutes each). Students will be evaluated in terms of their group's overall performance as well as their individual contributions. Further details will be made available on CI Learn. **Group Presentations will take place at our regular meetings during the final week of classes, and also during the final examination period.**

#### Group Peer Assessment: 3%

At the end of the semester, each student will be required to submit a peer review form evaluating the contributions of each group member to the success of the group. This will help incentivize a fair distribution of labor throughout the semester and a cooperative approach to group work. **In order to receive credit for the Peer Assessment, you must submit your Peer Assessment form no later than 11:59pm on Saturday, December 11<sup>th</sup>.**

I expect that all students will treat each other with respect and will contribute fairly to the group assignments throughout the semester. But if there are any concerns that arise with a group member's conduct that you would like to bring to my attention, please reach out to me via email so that we can address the issue.

#### Extra Credit: +3%

Students will have an opportunity to submit an additional (fourth) News Analysis for extra credit that can improve their final grades by up to 3% (e.g., from 90% > 93%; 72% > 75%). Low-quality submission will not earn the full 3%, and plagiarized work will not receive any credit. **Due no later than 11:59pm on Sunday, December 13<sup>th</sup>** (late extra credit submissions will not be accepted). More details are available on the CI Learn page.

#### Academic Integrity

By enrolling at CSU Channel Islands, students are responsible for upholding the University's policies and the Student Conduct Code. Academic integrity and scholarship are values of the institution that ensure respect for the academic reputation of the University, students, faculty, and staff. Cheating, plagiarism, unauthorized collaboration with another student, knowingly furnishing false information to the University, buying, selling or stealing any material for an examination, or substituting for another person may be considered violations of the Student Conduct Code (located at <http://www.csuci.edu/campuslife/student-conduct/academic-dishonesty.htm>).

All written work will be automatically submitted to the Turnitin plagiarism detection tool via CI Learn.

If a student is found responsible for committing an act of academic dishonesty in this course, the student may receive academic penalties including a failing grade on an assignment or in the course, and a disciplinary referral will be made and submitted to the Dean of Students office. For additional information, please see the faculty [Academic Senate Policy on Academic Dishonesty](#), also in the CI Catalog. See the “Academic Integrity” page on the course CI Learn site home page for tips and resources on avoiding academic integrity issues. Please ask me if you have any questions relating to academic integrity.

#### Laptop/Electronics Policy

Electronic devices can provide transformative educational benefits. At the same time, they can serve as powerful distractions that diminish engagement during class sessions, both for students who use devices for other purposes, and for those nearby. Thus, with few exceptions (detailed below), **laptops and other electronic devices (i.e., cell phones, tablets) will not be permitted during class meetings.** The *first violation* of this policy will result in a warning, the *second violation* will result in a deduction of 1% from the final grade for the course, and *each additional violation* will result in an *additional* 1% final grade reduction. **Exceptions:** (1) Students who need to use electronic devices due to disability will be allowed to do so, and should contact me to make arrangements. (2) Students who strongly believe an exception to this policy should be made for them may meet with me outside of class to discuss their case, and *may* have the opportunity to sign a usage contract. (3) Some in-class activities will permit the usage of electronic devices. I will make it clear when devices are permitted.

#### Assessment of Learning Outcomes

By the end of the course, students should be able to...	Method of assessment...
Describe the major elements of ethical theory	Ethical Theory Exam/Group Case Studies/Group Presentation/News Analysis Assignments/Class Participation
Analyze and present results of complex ethics cases	News Analysis Assignments/Group Case Studies/Group Presentation
Prepare collaborative oral presentations about ethical issues in business	Group Case Studies/Group Presentation
Perform research and write from an informed and reasoned perspective on an aspect of ethics	News Analysis Assignments/Group Presentation

### Additional Course Information and Campus Resources

#### Email

I am usually pretty good about responding to email within 24 hours on weekdays. When sending email, please include your course and section number in the title (e.g., MGT 326 001). Also, please include salutations at the beginning and end of your emails (i.e., “Dear Brendan,” “Hello Professor Cline,” “Best,” “Sincerely,”). This is an important part of professional correspondence, because it impacts how your communications will be perceived by your reader. Even if you don't intend to be rude, a question or request without a greeting might be seen as impolite by your audience. So, it is good to get into the habit of defaulting to including some minor salutations.

#### Campus Tutoring Services

The Learning Resource Center (LRC) offers free one-on-one peer tutoring for all MVS School undergraduate courses. The LRC tutors will help students with study skills, fundamental concepts, comprehension, homework, test preparation, and much more. The Peer Tutor Schedule is available via the [LRC webpage](#).

### *Writing & Multiliteracy Center*

The Writing & Multiliteracy Center (WMC) provides all CSUCI students with free support services and programs that help them address the 21<sup>st</sup> Century challenges of creatively thinking about and composing in written, oral, visual, and digital forms of communication. Peer consultants help students at any stage of the composition process via one-to-one or group consultations, online consultations, and workshops. Students can make an appointment to work with a consultant or learn more by visiting the [WMC webpage](#).

### *Counseling and Psychological Services (CAPS)*

CAPS is pleased to provide a wide range of services to assist students in achieving their academic and personal goals. Services include confidential short-term counseling, crisis intervention, psychiatric consultation, and 24/7 phone and text support. CAPS is located in Bell Tower East, 1867, and can be reached at 805-437-2088 (select option 2 on voicemail for 24/7 crisis support); students can also email CAPS at [caps@csuci.edu](mailto:caps@csuci.edu) or visit the CAPS [website](#).

### *Emergency Intervention and Basic Needs*

If you or someone you know is experiencing unforeseen or catastrophic financial issues, skipping meals, or experiencing homelessness/housing insecurity (e.g., sleeping in a car, couch surfing, staying with friends), please know that you are not alone. There are resources on campus that may assist you during this time. The Dolphin Pantry is currently located in Arroyo Hall and offers free food, toiletries and basic necessities for current CI students. For additional assistance, please contact the Dean of Students Office at (805) 437-8512 or visit Bell Tower 2565. Please visit the website for the most up to date information on the [Basic Needs Program](#).

### *Title IX and Inclusion*

Title IX & Inclusion manages the University's equal opportunity compliance, including the areas of affirmative action and Title IX. Title IX & Inclusion also oversees the campus' response to the University's nondiscrimination policies. CSUCI prohibits discrimination and harassment of any kind on the basis of a protected status (i.e., age, disability, gender, genetic information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and Veteran or Military Status). This prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating and domestic violence, and stalking. For more information regarding CSUCI's commitment to diversity and inclusion or to report a potential violation, please contact Title IX & Inclusion at 805.437.2077 or visit the [Title IX webpage](#).

### *Drop Deadline*

The last day of the Add/Drop period is 9/10/21. After that, drops and withdrawals can only be made for serious and compelling reasons, and result in a "W" grade. The last day to drop an individual class for serious and compelling reasons is 11/12/21.

### *Accessibility*

If you are a student with a disability requesting reasonable accommodations in this course, please visit Disability Accommodations and Support Services (DASS) located on the second floor of Arroyo Hall, or call 805-437-3331. All requests for reasonable accommodations require registration with DASS in advance of needed services. You can [apply for DASS services here](https://www.csuci.edu/dass/students/apply-for-services.htm) [https://www.csuci.edu/dass/students/apply-for-services.htm]. Faculty, students and DASS will work together regarding classroom accommodations. You are encouraged to discuss approved accommodations with your faculty.

### *Final Grade Assignments*

Final grades will be determined on the basis of the assignments outlined above. Letter grade assignments will be determined as follows: 93%+=A, 90-92.99=A-, 87-89.99=B+, 83-86.99=B, 80-82.99=B-, 77-79.99=C+, 73-76.99=C, 70-72.99=C-, 67-69.99=D+, 60-66.99=D, 0-59.99=F. There will be no rounding of final grades.

## Course Schedule (subject to change)

\*All readings can be found either in the OpenStax textbook, or on the course CI Learn page. You should make sure to complete the readings *before* the class session that they are listed for.

\*If any changes need to be made to this schedule, I will update the course syllabus on CI Learn, and I will clearly communicate any changes to you via a CI Learn announcement.

### Week 1, 8/23 – 8/27 *Introduction to Ethical Theory (Part 1)*

**Mon** Welcome/Syllabus Overview

**Wed** Module 1 on CI Learn (Readings required, videos and activities optional)

### Week 2, 8/30 – 9/3 *Introduction to Ethical Theory (Part 2)*

**Mon** Module 2 on CI Learn (Readings required, videos and activities optional)

**Wed** Module 2 (continued)

**Group Case Study**

### Week 3, 9/6 – 9/10 *Introduction to Ethical Theory (Part 3)*

**Mon** **Labor Day – No Class**

**Wed** Module 3 on CI Learn (Readings required, videos and activities optional)

### Week 4, 9/13 – 9/17 *Exam*

**Mon** Module 3 (continued)

**Group Case Study**

Exam Review

**Wed** **Exam**

### Week 5, 9/20 – 9/24 *Ethics, Profits, and Stakeholders*

**Mon** OpenStax Ch. 1 – Why Ethics Matter (pp. 7-20)

OpenStax Ch. 3 – Defining and Prioritizing Stakeholders (pp. 67-82)

**Wed** OpenStax Chs. 1 & 3 (continued)

**Group Case Study**

### Week 6, 9/27 – 10/1 *Corporate Social Responsibility*

**Mon** OpenStax Ch. 3 – Defining and Prioritizing Stakeholders (pp. 83-88)

OpenStax Ch. 4 – Three Special Stakeholders: Society, Environment, and Government (pp. 93-103, 117-124)

**Wed** OpenStax Chs. 3 & 4 (continued)

**Group Case Study**

**\*\*News Analysis Draft due by 11:59pm on Sunday, 10/3**

### Week 7, 10/4 – 10/8 *Sustainability in Business*

**Mon** OpenStax Ch. 4 – Three Special Stakeholders: Society, the Environment, and Government (pp. 103-116)

OpenStax Ch. 8 – Recognizing and Respecting the Rights of All (pp. 252-258)

**Wed** OpenStax Chs. 4 & 8 (continued)

**Group Case Study**

**\*\*Peer Reviews Due by 11:59pm on Sunday, 10/10**

### Week 8, 10/11 – 10/15 *What Employers Owe Employees*

**Mon** OpenStax Ch. 6 – What Employers Owe Employees (pp. 159-189)

OpenStax Ch. 8 – Recognizing and Respecting the Rights of All (pp. 247-252)

**Wed** **No Class Meeting – There will be an online individual case study and mini-module for you to complete asynchronously**

**\*\*First News Analysis due by 11:59pm on Sunday, 10/17**

Week 9, 10/18 – 10/22 *What Employees Owe Employers*  
**Mon** OpenStax Ch. 7 – What Employees Owe Employers (pp. 195-225)  
**Wed** OpenStax Ch. 7 (continued)  
**Group Case Study**

Week 10, 10/25 – 10/29 *Consumers*  
**Mon** William H. Shaw, *Business Ethics* Ch. 6 – Consumers (PDF will be available on CI Learn) (pp. 197-234)  
**Wed** Shaw, Ch. 6 (continued)  
**Group Case Study**

Week 11, 11/1 – 11/5 *Privacy*  
**Mon** Privacy (PDF file of the reading and links to other media will be available on CI Learn)  
**Wed** Privacy (continued)  
**Group Case Study**  
**\*\*Second News Analysis due by 11:59pm on Sunday, 11/7**

Week 12, 11/8 – 11/12 *An Inclusive Workplace*  
**Mon** OpenStax Ch. 8 – Recognizing and Respecting the Rights of All (pp. 231-247)  
**Wed** OpenStax Ch. 8 (continued)  
**Group Case Study**

Week 13, 11/15 – 11/19 *Ethics at Work/Group Presentations*  
**Mon** OpenStax Ch. 9 – Professions Under the Microscope (pp. 265-271, 276-289)  
**Wed** **Group Presentation Workshop**  
**\*\*Third News Analysis due by 11:59pm on Sunday, 11/21**

Week 14, 11/22 – 11/26 *Ethics at Work*  
**Mon** OpenStax Ch. 10 – Changing Work Environments and Future Trends (pp. 295-318)  
**Wed** OpenStax Ch. 11 – Epilogue: Why Ethics Still Matter (pp. 325-339)

Week 15, 11/29 – 12/3 *Group Presentations*  
**Mon** Group Presentations  
**Wed** Group Presentations

Week 16, 12/6 – 12/10 *Final Exam Week (Group Presentations)*  
**\*\*We will be meeting during the final exam period for the remaining group presentations. This will take place from 1:00pm-2:30pm on Monday, Dec 6<sup>th</sup>. Attendance at this meeting is required, even if your group has already presented.**

#### **Final Deadlines:**

- All **“Asynchronous Pass” Group Case Studies** must be received via email by 11:59pm on Wednesday, December 1<sup>st</sup>
- All **late News Analysis Assignments** must be received via CI Learn by 11:59pm on Friday, December 3<sup>rd</sup>
- **Group Peer Assessment** must be received via CI Learn by 11:59pm on Saturday, December 11<sup>th</sup>
- **Extra Credit** assignments must be received via CI Learn by 11:59pm on Monday, December 13<sup>th</sup>