UCLA Extension

362005: BUSINESS ETHICS MGMT-891.02

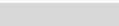Summer 2018   Section 1   08/13/2018 to 08/27/2018   Modified 03/05/2018

👤 Contact Information

Instructor:

Email:

Office Hours: Tuesdays and Thursdays 5:00-6:30 p.m., online

Please feel free to email or contact me through the Canvas messaging system if you would prefer to keep your email private. During the week, I will generally respond within 24 hours.

🖥 Description

We face an increasing number of ethical issues in the business world and in our personal lives. The business scandals of recent years have highlighted the importance of ethical behavior in the business environment. For CEOs and all business professionals, a solid ethical foundation must be the basis from which one builds a business career. This seminar covers the elements necessary to make ethical decisions by defining the key definitions, issues, and theories of business ethics. Through class discussions and case studies, students explore the theoretical foundations of business ethics and learn how to develop an ability to recognize and address ethical questions. You leave the seminar with a better understanding of the challenges of ethical business practices.

⊙ Objectives

- Identify the key characteristics of business ethics

- Identify pressures in business and culturally that can create ethical dilemmas

- Consider how to maintain personal integrity

- Articulate an ethical decision-making toolkit that can be applied in the workplace

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- Assess existing knowledge of ethics

- Develop a working definition of ethics

- Learn terminology used in studying ethics

- Learn and be able to apply an ethical decision making process

📖 Materials

All materials will be provided through the Canvas Interface. Please refer to the Overviews for Weeks 1 and 2 for links to materials.

✔ Evaluation

Grading Policies and Procedures: This is a credit/no credit course. All discussion boards and assignments will be available on Canvas and graded to evaluate active participation in the course. In order to pass and receive the continuing education unit (CEU) credit for this course, students must receive at least 70% of the total points available. In addition, students are expected to:

- Fully participate in class activities
- Respect the ideas and opinions of fellow classmates
- Communicate questions to the instructor
- Complete all assignments in a timely manner on or before the due date

Not For Credit/Noncredit or CEU: Your work will not be evaluated (you are not required to take exams or complete projects). If the course offers academic credit, your enrollment will be recorded on your transcript with a grade of N. If the course offers CEUs, they will be recorded on your transcript provided your instructor certifies your participation.

Continuing Education Units: Continuing Education Units (CEU) represent a non-graded method of measuring professional level education opportunity to further the objectives of professionals in their fields. Grades are not issued for CEU-bearing courses in accordance with standards established by the International Association of Continuing Education and Training. Students who satisfactorily participate are awarded 1 CEU for every 10 contact hours of instruction. (https://www.uclaextension.edu/pages/str/formsCredit.jsp (https://www.uclaextension.edu/pages/str/formsCredit.jsp))

Discussions: Please note that there are multiple discussions each week. For each discussion, please post your reply to the prompt. Also, reply to the postings of at least two other students.

Postings should be substantive in nature and further the discussion in some way (by asking a question, digging more deeply into the material, etc.). Postings that are the equivalent of "Nice post" will not be counted as substantive postings.

Criteria

ASSIGNMENT	POINTS VALUE
Introduction	15
Discussion 1	15
Discussion 2	15
Discussion 3	15
Discussion 4	15
Discussion 5	15
Survey	10
TOTAL	**100**

Breakdown

A+	100 %	to 97.0%
A	< 97.0 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
F	< 70.0 %	to 0.0%

✿ Course Policies

General Requirements/Late Work:

- Since this is a short course, please make note of assignment due dates and plan accordingly.
- Students are expected to attend class online each week, submit the assignments, post to the discussion questions and make the appropriate number of participation responses.
- No late assignments will be accepted.
- All written work (including discussions) must be carefully edited for grammar, spelling and punctuation. Work should be business professional quality.
- When citing directly, no more than 10-15% of written work should be directly taken from other sources.
- In the case of an emergency, please email the instructor. In the event Canvas is experiencing a technology issue, please email the instructor any assignment due.

☛ Institutional Policies

Student Conduct

Students are subject to disciplinary action for several types of misconduct or attempted misconduct, including but not limited to dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the University; or theft or misuse of the intellectual property of others or violation of others' copyrights. Students are encouraged to familiarize themselves with policy provisions which proscribe these and other forms of misconduct at: https://www.uclaextension.edu/pages/str/studentConduct.jsp (https://www.uclaextension.edu/pages/str/studentConduct.jsp)

Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990, UCLA Extension provides appropriate accommodations and support services to qualified applicants and students with disabilities. These include, but are not limited to, auxiliary aids/services such as sign language interpreters, assistive listening devices for hearing-impaired individuals, extended time for and proctoring of exams, and registration assistance. Accommodations and types of support services vary and are specifically designed to meet the disability-related needs of each student based on current, verifiable medical documentation. Arrangements for auxiliary aids/services are available only through UCLA Extension's Office for Students with Disabilities at (310) 825-0183 or by email at access@uclaextension.edu (mailto:access@uclaextension.edu). For complete information see: https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp (https://www.uclaextension.edu/pages/str/studentswithDisabilities.jsp)

Incompletes

Your instructor may post the interim grade *Incomplete/I* if at the end of the class your overall work is of passing quality but a portion could not be submitted for understandable reasons (e.g. illness). It is your responsibility to petition your instructor for permission to submit work late and to provide an explanation, and it is his or her sole decision whether to accept the explanation. If permitted, the *Incomplete/I* grade will be posted and a time frame defined for you to submit the missing work, ranging from one to twelve weeks. *Incomplete/I* grades that remain unchanged after twelve weeks will lapse to *F*, *NP* or *U*. Receiving an *I* grade entitles you to submit only the missing work your instructor has agreed to accept late, and does not allow other work to be retaken or oblige UCLA Extension to provide continuing access to course materials via Canvas. The *Incomplete/I* grade is not an option for courses that do not bear credit, such as 700, 800, or 900-level courses. For complete information, see: https://www.uclaextension.edu/pages/str/grading.jsp (https://www.uclaextension.edu/pages/str/grading.jsp)

All Grades are Final

No change of grade may be made by anyone other than the instructor, and then, only to correct clerical errors. No term grade except Incomplete may be revised by re-examination. The correction of a clerical error may be authorized only by the instructor of record communicating directly with personnel of Student and Alumni Services.

Sexual Harassment

The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates our policy.

All Extension students and instructors who believe they have been sexually harassed are encouraged to contact the Department of Student and Alumni Services for complaint resolution: UCLA Extension, Suite 113, 10995 Le Conte Ave., Westwood; Voice/TTY: (310) 825-7031. View the University's full Policy on Sexual Harassment and Sexual Violence at http://policy.ucop.edu/doc/4000385/SHSV (http://policy.ucop.edu/doc/4000385/SHSV).

▤ Additional Items

About Your Online Course Materials

Please note the following about online course components at UCLA Extension:

- Students must have basic computer skills, including the use of word processing software, email, and the ability to use internet browsers, such as Safari, Firefox, or Chrome.
- Students are responsible for meeting the technical requirements of Canvas and familiarizing themselves with the Canvas Learning Management System.
    - What are the basic computer specifications for Canvas? https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas (https://guides.instructure.com/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas)
    - Which browsers does Canvas support? https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support (https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support)
- Students are responsible for keeping a copy of all assignments and work submitted, and to be aware of all assignments, due dates, and course guidelines.
- Students are encouraged to keep and/or download a local copy of their assignment files, as **access to the online environment of a specific course is limited to 30 days after the final course date**, as listed in the course catalog.

    If you need assistance downloading student materials from your course, please contact Canvas Support or the UCLA Extension Learning Support Team.

UCLA Extension Learning Support

Email: support@unexonline.zendesk.com (mailto:support@unexonline.zendesk.com)
Phone: Toll-free at (866) 269-7289 (US only) or (310) 206-4563.
Monday - Friday, 7am to 6pm (Pacific Time).
Website: http://support.uclaextension.edu (http://support.uclaextension.edu/)
The UCLA Extension learning support team assists both students and instructors with Canvas-related technical support, as well as general administrative questions.

For additional support on using Canvas or addressing a technical issue:
Click on the "Help" button on the lower left corner of the screen from within the Canvas system, where you can chat live with a technical support agent or submit a ticket for assistance.

📅 Schedule

Please refer frequently to the following table for discussions and assignments due and keep in mind that all assignments are due on Sunday (at 11:59 p.m. PT) of the relevant week.

Please refer to discussion grading information in the grading criteria in this Syllabus.

When	Topic	Notes

When	Topic	Notes
		# Week 1 Overview This page provides an overview of the work for Week 1. **Objectives:** *Identify the key characteristics of business ethics * Identify pressures in business and culturally that can create ethical dilemmas **Outcomes:** * Assess existing knowledge of ethics * Develop a working definition of ethics **Read the Following:** 1. ECI (Ethics and Compliance Initiative) Daily Brief February 6, 2017, http://www.readingeagle.com/ap/article/the-five-questions-to-ask-when-facing-t decisions 2. "4 of the Best Company Code of Conduct Examples," at http://www.workplaceanswers.com/resources/blog/company-code-of-conduct-examples/ 3. http://deloitte.wsj.com/riskandcompliance/2015/01/15/insights-for-writing-a-code-of-ethicsconduct/ 4. Forbes, The Companies With The Best CSR Reputations in the World In 2016, http://www.forbes.com/sites/karstenstrauss/2016/09/15/the-compan best-csr-reputations-in-the-world-in-2016/#4e3e4cbe7b83 5. Financial Times, "Hands up if you can Say What Your Company's Values Are" https://www.ft.com/content/d508d08e-682d-11e5-a57f-21b88f7d973f 6. Sample CSR report -- Please briefly review one or more of the following reports: -Lego, 2015 Responsibility Report: https://www.lego.com/en-us/aboutus/responsibility/our-policies-and-reporting/responsibility-report-2015-downloads -Target 2015 Corporate Social Responsibility Report: https://corporate.target.com/_media/TargetCorp/csr/pdf/2015-Corporate-Social-Responsibility-Rep -ExxonMobil 2015 Corporate Citizenship Report: http://corporate.exxonmobil.com/en/community/corporate-citizenship-report **INTRO:** Please respond to this prompt and introduce yourself to the class. Please include why you are taking this course and whether or not you think you migh pre-existing ideas/opinions about business ethics generally, as well as anything else you would like to share (your role, professional goals, hobbies, etc. **DISCUSSION 1:** Please respond to all questions. *Corporations spend a lot of time and money focused on writing codes of conduct and determining the stated values for the company. How effective do code of conduct can be in instilling ethical decision making among employees at all levels and globally? *What other things might a company do to help employees to make ethical decisions -- decision trees, confidential hotlines for questions and reports, be training, etc.? *Do you think that defining values helps a company to change the ultimate decisions of its employees? **DISCUSSION 2:** After reviewing one or more of the CSR reports, what is your impression of the reasons why companies place so much focus on corporate social respon what do you think some of the benefits are for the companies of publishing these reports? Do you think that a commitment to social responsibility helps employee commitment to ethical decision making?
Discussion Week 1	Introduce Yourself	Please introduce yourself to the class. Please include why you are taking this course and whether or not you think you might have any pre-existing idea about business ethics generally, as well as anything else you would like to share (your role, professional goals, hobbies, etc.).

When	Topic	Notes
Discussion Week 1	Discussion 1: Corporate Ethics	Please respond to all of the following: Corporations spend a lot of time and money focused on writing codes of conduct and determining the stated values for the company. How effective do y code of conduct can be in instilling ethical decision making among employees at all levels and globally? What other things might a company do to help employees to make ethical decisions -- decision trees, confidential hotlines for questions and reports, bet training, etc.? Do you think that defining values helps a company to change the ultimate decisions of its employees?
Discussion Week 1	Discussion 2: CSR Reports	After reviewing one or more of the CSR reports, what is your impression of the reasons why companies place so much focus on corporate social respon what do you think some of the benefits are for the companies of publishing these reports? Do you think that a commitment to social responsibility helps employee commitment to ethical decision making?
Discussion Week 2	Discussion Week 2	# Objectives: * Consider how to maintain personal integrity * Articulate an ethical decision-making toolkit that can be applied in the workplace **Outcomes:** * Learn terminology used in studying ethics * Learn and be able to apply an ethical decision making process **Watch the Following:** 1. Michael Sandel, 'What Money Can't Buy' and What it Shouldn't Buy https://www.youtube.com/watch?v=MyExVYXjvDA ' **Read the Following**: 2. ECI (Ethics and Compliance Initiative) Daily Brief http://blog.volkovlaw.com/2017/02/walking-walk-talking-talk-ceos-commitment-ethics-compliance/ utm_source=feedburner&utm_medium=feed&utm_campaign=Feed%3A+CorruptionCrimeCompliance+%28Corruption%2C+Crime+%26+Compliar 3. Transparency International: Corruption Perception Index, 2016 Results http://www.transparency.org/news/feature/corruption_perceptions_index_20 4. Ethics Resource Center, Ten Things You Can Do to Avoid Being the Next Enron http://www.ethics.org/resource/ten-things-you-can-do-avoid-being- 5. SCU Markkula Center for Applied Ethics, To Ship or Not to Ship, https://www.scu.edu/ethics/focus-areas/more/engineering-ethics/engineering-ethic ship-or-not-to-ship/ **Review the Following:** • ECI's PLUS Ethical Decision Making Model at https://www.ethics.org/resources/free-toolkit/decision-making-model (Links to an external site.) (https://www.ethics.org/resources/free-toolkit/decision-making-model) **DISCUSSION 3:** Do you agree with Michael Sandel's assessment that we are becoming a "market society" enabling a pushing out of certain values? And, as he asks, "a cheapening important social goods -- and civic goods --that are worth caring about?" Please discuss. **DISCUSSION 4:** In the "To Ship or Not to Ship" case example, please respond to the questions at the end of the case and discuss how you came to your conclusions. **DISCUSSION 5:** Regardless of where each of our political biases lie, a lot of people felt overwhelmed at many points during the recent Presidential campaign. Without la a political discussion (please!), what do you think the impact of recent campaign ethics and corporate ethics failures (think Volkswagen, Wells Fargo) ha business community in general?
Discussion Week 2	Discussion 3: Michael Sandel--To Agree or Not To Agree	Do you agree with Michael Sandel's assessment that we are becoming a "market society" enabling a pushing out of certain values? And, as he asks, "a cheapening important social goods -- and civic goods --that are worth caring about?" Please discuss.
Discussion Week 2	Discussion 4: To Ship or Not To Ship	In the "To Ship or Not to Ship" case example, please respond to the questions at the end of the case and discuss how you came to your conclusions.

When	Topic	Notes
Discussion Week 2	Discussion 5: Going Forward	Regardless of where each of our political biases lie, a lot of people felt overwhelmed at many points during the recent Presidential campaign. Without la a political discussion (please!), what do you think the impact of recent campaign ethics and corporate ethics failures (think Volkswagen, Wells Fargo) ha business community in general?
		Please discuss what each of us can do to reduce corruption in our workplace, community and the world at large.
Survey	Course Conclusion Survey	