

BUA428 BUSINESS ETHICS COURSE SYLLABUS
Spring, 2024

COURSE INFORMATION

Business Ethics (3 credits)

Wednesday 9:30- 12:20 Classroom No: B-3

Term Dates –February 19, 2024 - May 31, 2024

INSTRUCTORS

Prof. Dr. Özlem Atay & Dr. Özge Koçman

Office Location: Ankara University Faculty of Political Sciences Department of Management Office 323

Office Hours – By appointment on Wednesdays from 1.00 pm - 2.00 pm

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REQUIRED TEXT, COURSE MATERIALS, TECHNOLOGY ACCESS

Business Ethics: Concepts and Cases, Velasquez, Manuel G., Pearson Education Inc., 8th Edition.

Invitation Link:

<https://console.pearson.com/enrollment/zo8zry>

Sales links are below:

<https://www.caglayan.com/urundetay/753554/ANK0133842616#sthash.aPIoA5hc.dpbs>

ISBN: ANK0133842616 (E-book access is also available within the code.)

For detailed information please contact to: Mehmet Göcük Çağlayan Kitap & Yayıncılık & Eğitim

E-Mail: mehmet@caglayan.com

ADDITIONAL STUDENT SUPPORT MATERIALS

Students are encouraged to read the following:

- *Wall Street Journal (sign-up online at www.wsjstudent.com)
- *The Economist (sign-up online at www.economistacademic.com)
- *Business Week (sign in online at <http://www.businessweek.com>)
- *Fortune Magazine (sign in online at <http://money.cnn.com/magazines/fortune>)
- *Harvard Business Review or any other current business publications.
- *Revel material

*Additional articles, educational DVDs, YouTube videos, and cases, will be given and/or shown.

COURSE DESCRIPTION and LEARNING METHODOLOGY

This course is designed to provide an examination of significant ethical issues and challenges in today's professional business arena, including the manager's social and environmental responsibility to stakeholders; ethical dilemmas and decision-making frameworks and approaches to personal, organizational, and societal levels; and real-world application and analysis of issues.

STUDENT LEARNING OUTCOMES

1. Demonstrate an understanding of key ethical principles and philosophies and the importance of ethical behavior in the business world
2. Analyze the available literature on business ethics to broaden the understanding about ethical challenges in various sectors of business
3. Identify the obligations and responsibilities of business corporations towards the environment and society
4. Apply critical thinking skills to evaluate ethical issues and conflicts in the corporate world and arrive at measures to resolve them
5. Apply ethical theories to real-life business situations and to make rational decisions
6. Apply knowledge of ethical principles and dilemmas to the corporate world
7. Demonstrate effective oral and written communication to respond to ethical issues

COURSE GRADING POLICIES AND STANDARDS

Your grade for the course will be based on the following items:

Item	Percentage (Points)
Attendance and Class Participation, Chapter Assignments and Contribution to Class Learning	30%
Mid Term Exam	30%
Final Exam	40%

GRADING SCALE: Grades for individual assignments and the final grade for the course will be calculated according to the following scale.

Letter grade	Numeric Grade
100 and up	A+
90-100	A
85-89	B1
80-84	B2
75-79	B3
70-74	C1
65-69	C2
60-64	C3
50-59	F1
Below 49	F2

COURTESY AND RESPECT

There are some specific rules:

1. Cell phone use and surfing the internet during class are a distraction to other students. If you can't refrain from either, you will be asked to leave. We do not expect this to be an issue!
2. No one coming late will be allowed to enter the class, please send an e-mail if there is a special situation that you will be late.
3. When one of us is speaking, the rest of us should listen.
4. If you have any question(s) and/or do not understand, please raise your hand and ask, do not ask the person who sits next to you.
5. Excessive talking during lecture will not be tolerated. It is distracting to your fellow students and to the instructor. Students who persist in talking during lecture classes will be excused from the classroom. If you have anything to discuss with your friend(s), please do it either before or after the class, not during the class.
6. E-mail: We will send e-mails to you. Please complete the identification form carefully and write your e-mail address correct.
7. Homework organization: Your homework must be organized and clear. I reserve the right to deduct points if your homework is too sloppy or disorganized. In addition, you must show a reasonable amount of work to get credit for the individual homework problem. I reserve the right to deduct points if you do not show a reasonable amount of work and/or analysis.
8. Grading: Your grade for the course will be based on the weighted percent of total points possible. We will use a straight scale (see Grading Scale). There will be NO extra credit opportunities, so study hard, do your Homework and other Assignments.
9. Getting help: Do not hesitate to come and see me if you need help. Please do not wait until it is too late. If you do not do well on the Mid Term Exam, then you probably ought to see us.

ATTENDANCE AND CLASS PARTICIPATION

Attending class is mandatory; you are expected to attend every and each class session. It has been proven that class attendance and test performance are highly correlated. 30% of your total grade is based on attendance and class participation. A student cannot participate if he or she is not present at class sessions. Participation is the voluntary offering of answers, theories, facts, opinions...etc. on a daily basis excessive absence; missing more than three classes, and/or the display of nonprofessional behavior, such as rudeness or belittling other people's comments will not be tolerated, ideas can be attacked and defended, not the individual stating them. Illnesses, a death in one's family or close friend, personal or family trauma, or a conflicting university obligation are the only acceptable reasons for students to be absent. Please notify us in advance if you must miss a class for a legitimate reason. The preferred way to communicate with us is via email. A student who missed class is responsible for that day's class notes and given assignments. All students are expected to participate and contribute to class discussion of the assigned material.

ASSIGNMENT REQUIREMENTS AND MAKE UP POLICY

Your assignment submissions should demonstrate thoughtful consideration, initiative, interpretation, analysis, synthesis and critical thought. It is appropriate to be critical (to disagree) – as long as you are respectful, provide sound reasoning/proof sources and show respect.

All assignments must be type written in black ink, professionally formatted, appropriately labeled and follow proper spelling, punctuation and grammar conventions. All assignments must be submitted by their due date. No make ups will be allowed. There will be no exceptions.

Your assignments may be shared with other students to illustrate quality of work. Failure to meet these requirements may result in a modified grade. Access the Ankara University Social Sciences Institute Thesis Writing Guideline:

http://sosbilens.ankara.edu.tr/files/2020/01/tezyazim.yeni_.pdf

GRADE QUESTIONS AND REVIEWS

Grade reviews will occur in my office and **by appointment only**. Grades cannot be discussed in the classroom environment due to privacy concerns. Requests for grade reviews must be submitted via email no later than one-week after grade posting. Grade reviews will not be granted for assignments that were not received by the due date.

STUDENT RESPONSIBILITIES

- Attend and participate in class.
- Arrive on time and be prepared.
- Read and understand the course requirements listed in the Syllabus and Course Outline.
- Learn how to use the Revel efficiently.
- A Revel site exists for this course and contains a great deal of important information. PowerPoints (PPTs) for chapters are made available on the first day of class. Students are responsible for ascertaining the PPTs for all the Chapters. This is highly encouraged, as it will help you to understand both the lecture material and your assignments better.
- Regularly check your e-mail for announcements, information...etc.
- Complete and submit all assignments per due dates.
- Show courtesy and respect in all discussions.
- Notify the instructor of absences and of all problems and issues related to course requirements IN ADVANCE.
- Bring only water into the classroom.

TECHNICAL DIFFICULTIES

The internet does go down. Therefore, do not wait until the last minute. **Technical difficulty is not a valid reason for missing a due date.** Manage this unknown by planning your academic activities accordingly.

EMERGENCY PROCEDURE

The instructor will announce class cancellations.

ACADEMIC DISHONESTY; ETHICS AND PLAGIARISM

One of the themes dominant throughout this course, as well as in the business world today, is ethics. We do not cheat in this environment and we hope that this basic tenet will serve you well as you proceed in your career. A student who commits an act of academic dishonesty such as plagiarizing or cheating on any assignment will be penalized at the discretion of the instructor. Penalties may range from receiving a zero on the assignment in question to receiving a failing grade in the course.

GENERAL NOTES

If you have a documented disability and wish to discuss accommodations, please contact me ASAP. I may not be able to meet last minute requests.

CHANGES

This Syllabus and Course Outline may change during the semester, it may need to be adjusted some as the semester progresses. Changes will be announced in class.

Course Schedule & Outline

DATE	TOPIC
WEEK 1	Introduction
WEEK 2	Introduction: Ethics and Business
WEEK 3	Ethical Principles in Business
WEEK 4	The Business System: Government, Markets, and International Trade
WEEK 5	The Business System: Government, Markets, and International Trade
WEEK 6	Ethics in the Marketplace
WEEK 7	Ethics in the Marketplace
WEEK 8	MIDTERM
WEEK 9	Ethics and the Environment
WEEK 10	Ethics and the Environment
WEEK 11	The Ethics of Consumer Production and Marketing
WEEK 12	The Ethics of Job Discrimination
WEEK 13	Ethics and the Employee
WEEK 14	FINAL EXAM
Note: Above schedule is only a guide. The schedule may change to accommodate special opportunities or other class or professor needs. This syllabus is also a contract regarding the course requirements.	