

**BUS 223 - 11
Ethics in Commerce
Winter 2018**

Course Outline

Instructor:
Dr. Michael D. Baumtrog

INSTRUCTOR: Michael D. Baumtrog

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OFFICE HOURS: Tues 10:30-12:00; Wed 3:00-5:00

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Class Time and Location

TRS2-119

Friday 9 am - 12 pm

Course Description

Ethical issues are everywhere in the world of business. Ethics – consideration of right and wrong – applies at three overlapping levels: the managerial, the organizational, and the level of entire markets. This course provides a broad understanding of ethical issues at all three levels. It emphasizes teaching students a method for *thinking about and expressing a view on particular cases of ethical dispute or uncertainty*. Students will also explore the relationship between ethics and legal requirements.

Course Objectives

This course has three main focuses: a **conceptual** component (providing mental tools for thinking about ethical issues in commerce), a **cases and issues** component (applying relevant concepts to real and hypothetical cases and situations), and an **engagement** component (refining your values and applying your reasoning skills in engagement with others regarding real-world ethical problems).

By the end of the term, students will be able to:

- explain key ethical challenges faced within the modern business context.
- apply ethical theories to business case studies.
- appreciate the relevance of ethics to the task of managing.
- engage in clear reasoning about ethical questions.
- reflect extensively of the role of business in society. (For example, what role can and should private business play in reaching the UN's sustainable development goals.)
- present a reasoned response to an ethically-complex case study.

Required Text and Other Materials

Business Ethics: Decision Making for Personal Integrity & Social Responsibility, 4th Ed. (Hartman, DesJardins, & MacDonald) 2018.

- This book can be purchased at the Ryerson bookstore, *or online in ebook format*.
- The most recent **4th Edition** is required – previous editions will not suffice.

Additional readings may be made available on the course website.

Each week, you will be expected to do the assigned readings thoroughly *before* coming to class. Each textbook chapter has a number of key concepts you need to be familiar with to do well on the midterm and exam - **whether or not they are covered in class**.

“Course Hero” and Related Websites

- Websites such as Course Hero (and others like it) encourage students to upload course-related materials. This is a very bad idea.
- Uploading readings or slides from this course is *illegal*. It is a violation of intellectual property laws, and may result in legal action.
- Uploading test answers, assignments, or even your own work from this course is a violation of Ryerson’s Policy 60: Academic Integrity. Violation of this policy can result in an F on an assignment or other serious academic penalty. If you have questions, please ask your instructor.

Course Website:

On the course’s Desire to Learn (D2L) website you will find: this course outline; instructions for your written assignments; copies of lecture slides (*after* class); important notices and news updates.

Method of Instruction and Evaluation

Course instruction is based primarily on classroom lectures and discussions of assigned readings. Your final grade is based upon your performance in the following course requirements:

Type of Assessment	Weight	Date
REQUIRED Academic Integrity Quiz	0%	Prior to Midterm
Conceptual Essay	10%	Feb 9
Midterm Test	15%	Mar 2
Revised Conceptual Essay	5%	Mar 9
Ethical Engagement 1	5%	Mar 16
Written Case Analysis	15%	Mar 23
Ethical Engagement 2	5%	Apr 13
Participation	15%	Ongoing
Final Exam	30%	T.B.D.
TOTAL	100%	

Description of Course Requirements

Academic Integrity Quiz. There are no grades allocated to this quiz. But it is still *mandatory*, and successful completion of it is required *prior* to the midterm (which is itself worth 15%). If you don’t write the AI quiz, you will be assigned a zero on the midterm, regardless of your actual performance.

Conceptual Essay. You will write a short essay discussing one of the three main ethical theories discussed in class. The essay will be between 720 and 880 words long.

Revision of Conceptual Essay. After getting your essay back, you will need to revise the essay to incorporate the feedback you received on the original submission. The revised essay will be graded on its merit as a revision (in other words, the grade will be a reflection of how much the essay improved from the first version– not of how good the final result is). Students who received a grade in the A range for the original essay will be given the chance to respond to further question in a slightly longer revised essay (up to 1200 words).

Midterm. The midterm will be 1-hour in length and will occur on March 2nd at the beginning of class. It will test your knowledge on all material covered to that point. It will likely include True/False, Multiple-Choice, Fill-in-the-Blank, & Short-answer questions.

Ethical Engagement Essays. You will need to attend two on-campus lectures related to business ethics and write a short essay about each of them (400-500 words). The aim is to demonstrate your understanding the position of the speaker and give a well-reasoned response, drawing on the material we've covered in the course. You will need to plan for these AS SOON AS POSSIBLE. Eligible talks will be posted on D2L as soon as they become available. If you come across a talk that is not posted, but you think would fit the purpose of the assignment, please seek approval from the instructor.

Public Speaking Option. As an alternative to one of the Ethical Engagement Essays, you have the choice to present a case covered in class. In each class after the midterm we will devote significant time to discussing a case and developing responses to them. Most of this will be in-class group-based work (for participation marks). Accordingly, for this option you can present the previous week's case at the beginning of the following week's class. Presentations can be done individually or with a partner, but there are only 2 available presentation slots per-day. As such, the first 12 people/pairs to volunteer can take advantage of this alternative option.

Case Analysis. You will be provided with a case involving an ethical problem and tasked with conducting an analysis and providing a recommendation to deal with the problem(s) in the case. The format of the written analysis will be like the format of the spoken presentations and will be provided with the assignment instructions.

Participation. 5% of your grade will be based upon a series of in-class group assignments and in-class group case analysis sheets. The focus of these assignments will be on getting you to engage in conversations about ethics *with each other*. Another 10% of your grade will be based on quizzes. These quizzes will test your knowledge of assigned readings. There will be 6 group assignments and 6 quizzes. For full grades, you will have to complete at least 5 of each. If you complete all 6 quizzes, the lowest grade will be dropped.

Final Exam. The Final Exam will take place during Ryerson's regular Exam Period in April. It will be a 3-hour exam covering everything you've learned in the course. Its format will be like the midterm, with the addition of short-essay questions and a case analysis. **The final exam is cumulative and covers all chapters and materials in the course.**

Assignments, tests, and the final exam will be evaluated based on **knowledge, analysis, and the ability to organize and articulate arguments concisely, clearly, and in correct English** (marks will be deducted for sloppy and careless writing, including writing that suggests a lack of effort to check for grammar and spelling).

The test and exam will not be handed back. However, students may have supervised access to view their test and exams during office hours or by making an appointment with the instructor. While students may make general notes on their performance during such an appointment, they may not copy questions.

Failure to complete any of the course requirements may result in an "INC" or "F" grade. Any change to this evaluation scheme will be discussed in class prior to implementation. All final grades will be available on the web site at my.ryerson.ca (RAMSS) at the end of each term. **Final Grades are not posted on D2L.**

Communicating with your Instructor

Brightspace – D2L will be used for both administrative and course-content purposes. You are responsible for checking your Brightspace – D2L account regularly for course information.

Email questions and inquiries from students to the instructor should be or GA **should be professionally formatted** and will normally be responded to within 2 business days. There may be a delay in responding to emails over weekends or holidays. Students **must use** their approved Ryerson email account, and should **put their class code and section** in the subject line, followed by the reason for their email. **No grades will be issued by email.** If a student does not receive a reply from the instructor or GA within 2 business days, the student is responsible for following up (e.g., by phoning the instructor and sending a supplementary email) to ensure that the instructor or TA has received the student's original email.

Any matters that may affect the student's performance in the course must be raised with the instructor as soon as they are known to the student. Please **do not rely on last-minute assistance**. The best method of receiving course-related help is to come to class prepared, ask informed questions and, if necessary, seek assistance from your instructor. Please approach the instructor with any issue as soon as you perceive it as a problem, so that you can receive assistance as soon as possible, from the instructor or from the many bodies available to you at Ryerson.

Students who missed an academic obligation with a justifiable reason must provide documentation, as outlined below AND inform their instructor. The student must follow up with the instructor in regard to arranging a make-up or alternate due date.

E-Mail Accounts:

Students are required to activate and maintain a Ryerson Matrix e-mail account. This shall be the official means by which you will receive university communications.

<http://www.ryerson.ca/senate/policies/pol157.pdf>.

Course Content and Weekly Schedule

This is a tentative course schedule. Please note that every effort will be made to manage the course as stated. However, adjustments may be necessary during the term at the discretion of the instructor. If so, students will be advised, and alterations will be discussed prior to implementation in class and through an announcement on D2L. PowerPoint slides will be provided for the lectures, but are not intended as a substitute for attending class, note taking, or reading the textbook. For this reason, the slides will be posted after class, so that they may be used as a study aid.

Class	Date	Topic and Readings	Tests & Assignments
1.	Jan 12	Introduction –	
2.	Jan 19	Chapter 1: Skepticism, Ethics, Business, and Society	Academic Integrity Quiz
3.	Jan 26	Chapter 2: Ethical Decision-Making	
4.	Feb 2	Chapter 3: Philosophical Ethics	
5.	Feb 9	Chapter 4: Corporate Culture	Conceptual Essay due
6.	Feb 16	Chapter 5: Corporate Social Responsibility	
READING WEEK – NO CLASSES			
7.	Mar 2	Chapter 6: Employers/Employees	Midterm Test – 1 Hour

8.	Mar 9	Chapter 7: Technology & Privacy – Case Presentations Begin	Revised Conceptual Essay due
9.	Mar 16	Chapter 8: Ethics & Marketing	Ethical Engagement Essay 1 due
10.	Mar 23	Chapter 9: Environmental Sustainability	Case Analysis due
HOLIDAY – NO CLASSES			
11.	Apr 6	Chapter 10: Governance & Finance	
12.	Apr 13	Wrap-Up and Exam Review	Ethical Engagement Essay 2 due

* Final exam will be scheduled at any time during the examination period.

RYERSON POLICIES

Academic Consideration & Missed Evaluations

- Students must submit assignments on time and write all tests and exams as scheduled.
- Every effort will be made to have assignments submitted for grading handed back within two weeks.
- Students who fail to complete an assignment (including missing a test or examination) will receive a “0” (zero) on the assignment unless the student has a justifiable reason for the absence/failure to complete the assignment.
- **There will be no penalty for work missed for a justifiable reason. Students need to inform the instructor of any situation that arises during the semester that may have an adverse effect on their academic performance, and request any necessary considerations according to the policies and well in advance. Failure to do so will jeopardize any academic appeals.**
- Except in cases of accommodations for disabilities, where documentation is handled directly by the Academic Accommodation Support Centre, students must fill out an **Academic Consideration** form and submit into **their own program office**, for TRSBM: submit into TRS1-004 in person.
[http://www.ryerson.ca/content/dam/senate/forms/academic_consideration_document_submission.pdf]:

In addition, the following procedures must be followed as well:

- **Medical certificates** – If a student is going to miss a deadline for an assignment, a test or an examination because of illness, he/she must submit a medical certificate (www.ryerson.ca/senate/forms/medical.pdf) **within 3 working days of the missed assignment deadline, test or examination.** The program office will notify the instructor that the documents have been received. **It is the student’s responsibility to make arrangements with instructor for a make-up exam.**
- **Religious observance** – While it is strongly encouraged that students make requests within the first two weeks of class, requests for accommodation of specific religious or spiritual observance must be presented no later than two weeks prior to the conflict in question (in the case of final examinations within two weeks of the release of the examination schedule). The student must submit a Request for Accommodation form (<http://www.ryerson.ca/senate/forms/reobservforminstr.pdf>) to their program office. The office will notify the instructor when they have received the request form.

- ***Other requests for Academic Consideration*** which are not related to medical or religious observation must be submitted in writing together with the Academic Consideration form. The letter must clearly state the reasons for the request and describe the events or circumstances that seriously impair the student's ability to meet their academic obligations, and that were beyond the student's control. When possible, supporting documentation must be attached to the letter. The office will notify the instructor when they have received the request.
 - ***Students with disabilities*** - In order to facilitate the academic success and access of students with disabilities, these students should register with the Academic Accommodation Support Centre <http://www.ryerson.ca/studentlearningsupport/>. Before the first graded work is due, students should also inform their instructor through an "Accommodation Form for Professors" that they are registered with the Access Centre and what accommodations are required.
 - ***Regrading or recalculation*** – These requests must be made to the instructor within 10 working days of the return of the graded assignment to the class. These are not grounds for appeal, but are matters for discussion between the student and the instructor.
- Submission of the Academic Consideration form and all supporting documentation to your program office does not relieve you of the responsibility to **NOTIFY YOUR INSTRUCTOR** of the problem as soon as it arises, and to contact with the instructor again after the documents have been submitted in order to make the appropriate arrangements.
 - **If you do not have a justifiable reason for an absence and/or have not followed the procedure described above, you will not be given credit or marks for the work missed during that absence.**

For more detailed information on these issues, please refer to Senate Policy 134 at (Undergraduate Academic Consideration and Appeals) and Senate Policy 150 (Accommodation of Student Religious Observance Obligations). Both can be found at www.ryerson.ca/senate/policies/.

Methods of Posting Grades

Grades, when available, will be posted on D2L. Students who do not wish their grades posted on D2L must inform the instructor in writing by no later than the second class. Your final grade will *not* be posted on D2L. Official grades will be released by the Registrar's Office via your RAMSS account.

Academic Integrity

- Ryerson's Policy 60 (the *Student Code of Academic Conduct*) applies to all students at the University. The policy and its procedures are triggered in the event that there is a suspicion that a student has engaged in a form of academic misconduct.
- Forms of academic misconduct include plagiarism, cheating, supplying false information to the University, and other acts. The most common form of academic misconduct is plagiarism.
- **Plagiarism is a serious academic offence** and penalties range from zero in an assignment all the way to expulsion from the university. In any academic exercise, plagiarism occurs when one offers as one's own work the words, data, ideas, arguments, calculations, designs or productions of another without appropriate attribution or when one allows one's work to be copied. Students should review the guidelines regarding academic misconduct.
- It is assumed that all examinations and work submitted for evaluation and course credit will be the product of individual effort, except in the case of team projects arranged for and approved by the course instructor.

- **Submitting the same work to more than one course, without instructor approval, is also considered a form of plagiarism.**
- Uploading course materials, including your own work, to websites such as Course Hero may constitute a violation of Policy 60. Use extreme caution when using such sites.
- Students must ensure that they understand the conventions for referencing sources in footnotes and bibliographies. In addition to citing quotations from all sources, whether from written materials, interviews, or electronic networks, students must credit with footnotes or in-text references all facts and ideas that are not their own, even if they are in their own words. If you do not, it is considered plagiarism.
- Students are advised that suspicions of academic misconduct may be referred to the Academic Integrity Office (AIO). Students who are charged with academic misconduct will have a Disciplinary Notation (DN) placed on their academic record (not on their transcript) and will be assigned one or more of the following penalties:
 - A grade reduction for the plagiarized work
 - A zero for the plagiarized work
 - An F in the course
 - More serious penalties up to and including expulsion from the University
- Students may NOT drop a course when they have been notified of the suspicion of academic misconduct. If a student attempts to drop the course, the Registrar's office will re-register the student in that course until a decision is reached.
- For more detailed information on these issues, please refer to the full online text for the *Student Code of Academic Conduct* at <http://www.ryerson.ca/senate/policies/pol60.pdf> and the Academic Integrity Website at www.ryerson.ca/ai.
- Students also are strongly encouraged to visit the Ryerson Library website for proper citation and style guides at: <http://www.ryerson.ca/library/subjects/style/index.html>.

Non-Academic Offences and Professionalism in the Classroom

- Certain forms of classroom behaviour are not conducive to co-operative learning in the classroom and seriously diminish the educational experience for other students. Such behaviour includes habitual or noisy late arrival, holding private conversations during class, monopolizing class discussion or disrupting the class in any way. If you engage in behaviour which is discourteous to other students in the classroom, you may be required to leave the classroom.
- Laptop computers should not be used for non-classroom activities as they are distracting to other students, speakers and your instructor. Students who do so will be asked to leave the classroom for the rest of that class and will be prohibited from bringing their laptop to class for the remainder of the semester. Cell phones, recorders, and other electronic devices may not be used in class except with the express permission of the instructor.
- Please note that violation of any of the above rules may be considered an "offence" under Student Code of Non-Academic Conduct (Policy 61) and may result in the imposition of various penalties.
- Students are required to adhere to all relevant University policies, such as the Student Code of Non-Academic Conduct. University regulations concerning unacceptable academic conduct (cheating, plagiarism, impersonation, etc.) will be followed.
<http://www.ryerson.ca/senate/policies/pol60.pdf>
<http://www.ryerson.ca/senate/policies/pol61.pdf>.

Use of Turnitin:

Ryerson has subscribed to a service called Turnitin.com which helps professors identify plagiarism and helps students maintain academic integrity. You agree, by taking this course, that all required papers are subject to submission to this service. You may be asked to submit your papers directly to Turnitin.com or your professor may choose to submit your papers. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the terms of use agreement posted on the Turnitin.com site.

If you do not want your work submitted to this plagiarism detection service you must, by the end of the second week of class, consult with your instructor about the alternative requirements. You may be required to submit annotated bibliographies (with comments), periodic drafts, and/or copies of all source articles and websites.

When an instructor has reason to suspect that an individual piece of work has been plagiarized, the instructor shall be permitted to submit that work to any plagiarism detection service.

Integrity of Tests/Exams

Ryerson's Examination Policy requires that all students have a valid student identification card or other photo identification on their desk at all times when taking an examination. If it is suspected that someone is impersonating a student, the photo identification of that person will be checked, and the person will be asked to sign the exam paper for further verification. If it is suspected that the identification is not valid, students may be asked to provide alternate photo identification. Security may be called, if circumstances warrant.

All electronic devices, such as cell phones and mp3 players are prohibited. Students are also not permitted to wear hats or to have food or drink (unless it is in a clear container with no label).

For more detailed information on examination policies, please read Examination Policy at: <http://www.ryerson.ca/senate/policies/pol135.pdf>.

Standard for Written Work

Students are expected to use an acceptable standard of business communication for all assignments. Technical errors (spelling, punctuation, proofing, grammar, format, and citations) and/or inappropriate levels of language or composition may result in marks being deducted. You are encouraged to obtain assistance from the Writing Support Centre from Student Learning Support for help with your written communications as needed. See the Ryerson Library for APA style guide references.

Important Resources available on Campus

Use the services of the University when you are having problems writing, editing or researching papers, or when you need help with course material:

- **Academic Success Centre** (TRS-168) assists TRSM students with strong learning strategies and study skills required to achieve academic success. <https://www.ryerson.ca/tedrogersschool/success/>
- **The Library** (LIB 2nd floor) provides research workshops and individual assistance. Enquire at the Reference Desk or at: www.ryerson.ca/library/info/workshops.html.

- **Student Learning Support** (SLC – 4th floor) offers various group and individual support
<http://www.ryerson.ca/studentlearningsupport/>

Student Responsibilities in Academic Appeals

Students should read the Undergraduate Academic Consideration and Appeals policy at: <http://www.ryerson.ca/senate/policies/pol134.pdf>. It is the student's responsibility to notify and consult with either the instructor, or the Chair/Director of the teaching department/school, depending on the situation, as soon as circumstances arise that are likely to affect academic performance. It is also the student's responsibility to attempt to resolve all course related issues with the instructor and then, if necessary, with the Chair/Director of the teaching department/school as soon as they arise. An appeal may be filed only if the issue cannot be resolved appropriately. Failure to deal with a situation as soon as it arises will jeopardize any appeal.

Academic Grading Policy

Evaluation of student performance will follow established academic grading policy outlined in the Ryerson GPA Policy at <http://www.ryerson.ca/senate/policies/pol46.pdf>. The grading system is summarized below:

<i>Definition</i>	<i>Letter Grade</i>	<i>Grade Point</i>	<i>Conversion Range</i>
Excellent	A+	4.33	90-100
	A	4.00	85-89
	A-	3.67	80-84
Good	B+	3.33	77-79
	B	3.00	73-76
	B-	2.67	70-72
Satisfactory	C+	2.33	67-69
	C	2.00	63-66
	C-	1.67	60-62
Marginal	D+	1.33	57-59
	D	1.00	53-56
	D-	0.67	50-52
Unsatisfactory	F	0.00	0-49

For further information on Ryerson Policies, please visit:

<http://www.ryerson.ca/senate/policies/>

Students are specifically encouraged to review the Ryerson Senate Course Management Policy (#145) which provides a framework of common understanding for students, faculty and staff concerning the structures, processes, objectives, and requirements that pertain to Ryerson undergraduate courses.