



# Business Administration

## Course Outline

<b>COURSE NUMBER:</b>	BUAD 339
<b>COURSE TITLE:</b>	Selected Topics: CASES IN BUSINESS ETHICS
<b>CREDITS:</b>	3
<b>CALENDAR DESCRIPTION:</b>	This course will use lectures and case studies to examine in depth the ethical issues that arise in business. Emphasis will be placed on the identification of stakeholders, the establishment of a framework to allow students to analyze ethical issues and how to use that framework to make and test decisions.
<b>SEMESTER &amp; YEAR:</b>	Fall 2016
<b>PREREQUISITE:</b>	Third Year Standing
<b>CO-REQUISITE:</b>	None
<b>PREREQUISITE TO:</b>	None
<b>FINAL EXAM:</b>	No
<b>HOURS PER WEEK:</b>	3
<b>GRADUATION REQUIREMENT:</b>	No
<b>SUBSTITUTABLE COURSES:</b>	None
<b>SPECIAL NOTES:</b>	Written and oral communication skills will be examined throughout the course
<b>DEVELOPMENT DATE:</b>	August 2012
<b>REVISION DATE:</b>	August 2016

**DEPARTMENT CHAIR'S SIGNATURE:** *(Approval on file)*

**PROFESSOR:**

**Barry McGillivray** 762-5445 #4361 Kelowna: E217C [bmcgillivray@okanagan.bc.ca](mailto:bmcgillivray@okanagan.bc.ca)

**COURSE DESCRIPTION:**

This course will use lectures and case studies to examine in depth the ethical issues that arise in business. Emphasis will be placed on the identification of stakeholders, the establishment of a framework to allow students to analyze ethical issues and how to use that framework to make and test decisions. The course will be taught using case studies.

**COURSE OBJECTIVES:**

Upon completion of this course students will be able to:

- a. Recognize and understand ethical problems as they arise in business situations
- b. Use accepted ethics theory to analyze ethical problems in business
- c. Use a personal model for decision making that allows them to make defensible ethical decisions
- d. Understand professional codes of ethics and how they apply to business.

**REQUIRED TEXTS:**

None

**RECOMMENDED TEXTS:**

All students must have access to a good general ethics text. A list of recommended texts, library resources and readings will be handed out in class.

**EVALUATION PROCEDURE:**

<b>Assignments .....</b>	<b>20%</b>	
<b>Mid-term Essay</b>	<b>20%</b>	
<b>Participation</b>	<b>20%</b>	
<b>Academic Paper .....</b>	<b><u>40%</u></b>	
<b>Total .....</b>		<b>100%</b>

**COURSE SCHEDULE:**

Week of:		Topic	Activity
		Tues September 6 - Orientation Wed September 7 - Classes begin Mon October 10 - Thanksgiving Holiday Fri November 11 - Remembrance Day Holiday	
<b>September</b>	7	Introduction – there is no such thing as business ethics Recognizing an Ethical Dilemma	Discussion “ <i>Padding an expense account</i> ”
	12	Stakeholders Utility Frameworks for analyzing an ethical dilemma	Discussion “ <i>Padding an expense account</i> ” <i>The Wealthy Donor Case</i> Handout assignment case “ <i>Carolina Pad and the Mommy Bloggers</i> ”
	19	Frameworks (cont.) Ethical approaches	<i>Are Some Lies Okay?</i> Handout Midterm case
	26	Ethical approaches (cont)	Assignment 1 Due Discussion re final paper
<b>October</b>	3	Ethical approaches (cont)	<i>Bribery at the Olympics</i> ”
	12	Rights vs Rights	Mid Term Case Due
	17	Corporate responsibility	Discussion “ <i>The Social Responsibility of Business is to Increase Its’ Profits – Milton Friedman</i> ”
	24	How to Test your Ethical Decisions	Handout assignment 2
	31	Introduction of personal ethics and altruism in a business context	Case “ <i>Why should professionals do stuff for free?</i> ”
<b>November</b>	7	Ethics in Not For Profit Organizations	“ <i>The Zuritanians have all Filed</i> ”
	14	Tests to determine if you are responsible for acting	“ <i>My friend is cheating</i> ” Case & Discussion Assignment 2 Due
	21	Professional Codes of Ethics	Review and Discuss <ul style="list-style-type: none"> <li>• Law Society of B.C. Professional Conduct Handbook</li> <li>• Certified Human Resource Professional National Code of Ethics</li> <li>• CPA Code of Ethics</li> </ul>
	28	Management Ethics and Integrity	“ <i>The Million Dollar Bribe</i> ” Case & discussion
<b>December</b>	5	Academic Paper Due – no extensions allowed	Academic Paper Due
	9 - 20	<b>FINAL EXAM PERIOD</b>	No Final Exam in this Course

**SKILLS ACROSS THE BUSINESS CURRICULUM**

---

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

**STUDENT CONDUCT AND ACADEMIC HONESTY**

---

**What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

**What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

**What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

**What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 5<sup>th</sup> edition (2001)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

**What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.