Note: The Instructor reserves the right to modify or adjust this syllabus as necessary. Any modifications or adjustments will be communicated to the class via Blackboard.

**COURSE DESCRIPTION:** Business and Ethics are an integral part of each other and must not be considered mutually exclusive. Business ethics permeates corporate philosophy, environmental concerns and management behavior. In this class, you will examine ethics through an in depth study of a number of important international and domestic social issues related to the conduct of business in the global market. While the goal is to help you appreciate the elements of ethics and the importance of ethical decision-making, the course will develop and deepen your understanding of our moral obligations to each other, the importance of moral character in business, and the good that business promises to bring to society.

**LEARNING OBJECTIVES:**
- to acquire a basic and clear understanding of philosophical ethics
- to understand the principles of moral decision-making in global business
- to identify the trade-offs that face an ethical manager
- to understand the concept of corporate social responsibility
- to understand how competitive advantage maps on to corporate social responsibility
- to acquire ethical frameworks, so as to attack moral problems critically and comprehensively
- to get experience in presenting and evaluating arguments in both oral and written formats
- to examine and discuss competing positions on a range of issues facing business and society

Other objectives of the seminar include:
- Exposing participants to the leading thinkers in ethics and corporate responsibility
-Exposing participants to recent corporate examples of the challenges in this area.

REQUIRED COURSE MATERIALS
The required course materials are selected cases and readings available from HBR and Blackboard. I expect all students to read and prepare the required materials.
1. You can access articles and cases through Harvard Business Publishing via:
http://cb.hbsp.harvard.edu/cbmp/access/77340736 (Copy this link on your browser do not just click on this link): As a student, you are eligible for free articles from HBR too. Look at the footer below on that page.
2. Some articles/cases are posted for you on Blackboard for the prescribed week.

REQUIRED READING:
1. You are expected to read and analyze each case and reading before class starting in week two. Each reading or case will be addressed in class according to the tentative course schedule provided for you.
2. You are expected to read any other material assigned by the instructor.

COURSE STANDARDS:
The primary objective of this seminar is to develop a basic understanding of the challenges related to business ethics and corporate social responsibility facing a manager in a global market. The course format is pragmatic and action-oriented. Participants are exposed to the state-of-the-art conceptual models and obtain hands-on experience in using these models to analyze some of the best cases that are available today. This class meets seven times. As such, classroom activity will include some lectures, video lectures, instructor and student led discussions on cases, group presentations and group discussions. We will rely on open, in-depth discussions of the assigned topics. Active participation in class and regular attendance are important determinants of the value delivered in this seminar. Students are expected to have previously read and prepared the assigned materials for each class and should be ready to present their thoughts in class. Preparation should include written notes that identify the major themes in the material, list the salient points, and provide quick reference to critiques and questions. Students may be called on to brief the class on their assessment of issues, discuss their analysis of the reading, debate issues, role-play managers in the case, act as outside consultants on the problems, or to participate in short written exercises related to the topics or the cases. Attendance is always critical component for achieving success in any course. Please make sure you have read the participation grade policy for the class. Missing a class for reasons other than medical (with a doctor’s note) can result in a loss of 10% of your grade. Consult with your professor.

CLASS RESPONSIBILITIES AND EXPECTATIONS.
Being a member of this class carries a number of responsibilities and expectations. The following is an incomplete list of what is expected of you as a student in this class.
• Be on time, (at the time class officially starts)
• Stay focused; remain for the entirety of the class. If you need to leave early, speak to your
professor, be seated by the door so you can leave discreetly.

• Come to class prepared. Prepared means that you have read all of the assigned material/assignments and are ready to discuss them. You will have thought through them and have valuable contributions to make concerning your own opinions or applications to your life experiences.

• You will pay attention in class and respect your fellow classmates.

• You will acts in a professional manner towards your professor and fellow students.

• You will turn in your assignments on time. Policy for late assignments applies to all work that is assigned to you. This applies to all assignments. Assignments turned in late incur a deduction of 10% of your grade. This penalty increases every 24 hours by 10%. Any excuses must be discussed with the instructor BEFORE the due date is up. Medical excuses with a doctor’s note will be accepted.

• You are expected to maintain copies of all papers, assignments, and projects that you turn in for evaluation. Please turn it in on Blackboard. You are also responsible for maintaining copies of any graded work that is returned during the quarter. You should keep these copies until the final grades are posted.

• It will not be possible to offer make-up sessions for individuals who miss video segments shown in the classroom.

• When you miss a class, participation points will be recorded accordingly.

• All submissions are typed, single spaced, 1” margins, Times font, size 12. Footnotes or endnotes are allowed. Bibliography required. Submitted through BlackBoard.

In return, I have a number of responsibilities to you.

• Creating a comfortable, open culture where you feel respected and can express different points of view.

• Being available for you during office hours.

• Facilitating learning through discussion and application of concepts.

• Starting and ending class on time

• Using your feedback during the course to make your experience in the class enjoyable.

Grade Standards
Class Preparedness & Participation 15
Case Presentation &Discussion 10
Article Presentation &Discussion 10
Critical Review of Article Written Report 10
Case Analysis Written Paper 15
Decent Factory Video assignment 20
Take Home Assignment/s Quizzes 20
Extra credit opportunities may be offered.
Total 100

CLASS PARTICIPATION 15%
The class participation portion of your grade is designed to build your skills in effective, interactive, professional discourse. In addition to reading and internalizing the assigned reading material, a good way to be mentally prepared for this activity is to answer the questions: (1) what is the central theme of this case/reading? (2) What insight about ethics did I gain from this case/reading? (3) How does this reading contribute to my learning in this course?
Your class participation will be graded on three criteria.
1. Class attendance. You are expected to be in class for each session. However, on occasion events do arise that make attendance difficult. Accordingly, if you must miss a class, you can miss one class period over the course of the semester without impacting your participation
grade. Please notify me at least 2 hours before class. Do not be absent on the day you present as it will result in a zero for the presentation.

2. Meaningful contributions to class (questions about content, use of personal examples, thoughtful answers to questions). This is not merely about speaking up but having something to say.

3. Involvement and engagement. You will receive points for being actively engaged in the classroom and related activities. (e.g. Not trolling the internet (unless needed for class), not texting, not talking about activities outside of class). For each class period, you will receive between 1 and 3 points for participation. 1 Point for attendance, 1 point for meaningful contribution and 1 point for engagement. For example if you are in class, make a meaningful contribution but are not engaged in the activities of the class, you will receive a 2/3 for the day for participation.

After the 11th April (Session 6) each course participant is required to submit by 18th April, a 1-page self-evaluation of his / her class participation.
This self-evaluation will include a brief qualitative summary describing the nature of your participation and an assessment of its value and contribution to the specific session in which you participated and:
An overall score on a scale of 1(Poor) to 10 (Excellent) reflecting your evaluation of your participation over the quarter.
The score you assign yourself should be governed by the following standards:
Occasionally prepared for class, no participation – score 6.5 to 7.5
Consistently prepared, all readings covered, minimal or no participation – score 7.6 to 8.5
Consistently prepared, occasional participation, focus on facts of case/reading – 8.6 to 9
Consistently prepared, Occasional participation, focuses on analysis, takes a position and supports it – 9.1 to 9.5
Consistent participation, comprehensive analysis – 9.5 to 10

We will try to maintain the highest professional standards in our class discussions: show concern and care for your fellow-students; avoid aggressive monopolization of “air time”. Your self-evaluation sets the stage for my evaluation of your class participation. The final score that you earn for class participation will be based on yourself-evaluation and my evaluation of your performance in class.
At the end of the course, all course participants are expected to submit your Participation Self Evaluation form (See the tab “assignments” on Black Board). Submission must be made by the 18th of April. Late penalty of 10% applies if turned later than 18th April end of day.

CASE PRESENTATION 10%
Case presentation schedule is available under class schedule. Form groups of two for the case presentations. Time 30 minutes.
You may use role-plays and material from outside the case to augment your ethical positions. Your presentation must identify the ethical decision/s provide a framework or approach to a solution and encourage participation from other students during the presentation. You can assume everyone has read the case, so there is no need to provide background information.
Please submit your presentation PPT and or your role-play on Blackboard under the tab assignments by the end of day on the Monday of the week you are expected to present. Late penalty of 10 percent will apply if you are late. Please submit your presentation as a ppt file so the instructor can make the copies available for students.

ARTICLE/PRESENTATION & DISCUSSION 10%
The instructor will pre-assign readings or short cases and call on specific individuals to summarize and analyze. The list of readings is posted for you on Black board and the assignments have been made. Any changes will be decided on the first day of class. Students can choose to present their reading to the class with a critical view. Start with a role-play drawing from your real life experiences that pertain to the reading, and then continue via PPTs or any other means of
communication. This structured participation is apart from the unstructured in-class participation where each individual is invited to participate by simply raising his/her hand and contributing to the class proceedings in a meaningful way. Needless to say, your performance in the structured Class Participation is dependent on your doing the appropriate reading before you come to class.

TWO WRITTEN PAPERS 25%
(a) Each course participant is responsible for submitting two written reports – one Critical Review Report of the article/reading of your choice and one Case Analysis of a case of your choice.
(b) These have to be submitted in a timely manner, one week after the chosen reading or case is presented. Maximum of 3 pages, single-spaced, 1” margins, Times font, size 12. Footnotes or endnotes are allowed. Bibliography required.
(c) Late assignments will be assessed a 10% penalty and an additional 10% penalty for every 24 hours that they are late.

Critical Review Report: 10%. Select an item from the list of Required Readings provided for you on Black Board and write a Critical Review based on guidelines posted for you on Black board under the tab assignments. “What is a Critical Review?” This report can be but is not restricted to the same article you have presented in class Please submit your critical review report one week after the chosen article has been presented to the class. You may submit early.

Case Analysis: 15%. Select an item from the list of Cases provided for you on Black board and analyze the case according to the guidelines provided for you on Black Board. Both guidelines and assignment is posted for you on Black board under the tab assignments. This analysis can be but is not restricted to the same case that you have presented in class. Please submit your case analysis report one week after the chosen case has been presented to the class. You may submit early.

VIDEO ASSIGNMENT 20%
In Week 2, you will view the video case “A Decent Factory” and complete the Assignment. You will view this at video at home in lieu of class and submit your assignment by end of class time the same day. Please see the assignment posted for you on Black board under the tab assignments.

QUIZ/ASSIGNMENTS 20%
You will have a quiz in class to assess your preparedness of the material for the day. Quizzes are usually a few questions, multiple choice or short answer. You will have at least one short assignment based on your readings. In addition, there may be short assignments on readings, cases and classroom material.
A list of readings and the schedule will be posted on Black board. Assignments could include short submissions or posting on discussion board. Topic/s will be announced in class. Details will be posted on Black board for you.

SUBMISSION DEADLINES & CLASS STRATEGY
The class approach to course delivery is demanding because we are covering a lot of material in a short time. In order to manage the workload effectively you must first identify and read the Reading or Case you have been assigned. If you are assigned a Reading this is an indication that you will be called on to explain/present your Critical Review before the instructor opens up the topic to the rest of the class for discussion. If you are assigned a Case this is an indication that you will be called on to explain/present your analysis of the Case before the instructor opens up the topic to the rest of the class for discussion.
Please submit your case analysis report one week after you have presented to the class.

PREREQUISITES & DROPS:
You are expected to have successfully completed all the courses that are listed in the college bulletin as prerequisites. If you do not meet these requirements, you should drop the course immediately in order to add a substitute course. If you do not voluntarily drop, you may be administratively withdrawn from the course and you may be unable to add a substitute course. You may drop this course with a "W" any time before Session 2. No drop requests will be signed after this date.

**COURSE POLICIES**

1. **Withdrawal/Drop.** According to University policy, you must drop the course by a certain date in order for it to not to appear on your academic record. Please check with your academic advisor.

2. **Canceled Classes.** If the University cancels classes on a regularly scheduled class day, any assignments will be due on the next regularly scheduled class.

3. **Incomplete.** Incompletes will be given only in rare cases where students make arrangements with me in advance. Otherwise, students who do not complete all course requirements will be assigned the letter grade corresponding to the number of points they have received.

4. **Late/Make-up Work.** Any work that is turned in late will automatically lose points, starting at the time at which it was due. Make-up or extra credit work will not be given in order to raise students’ grades, so please give each assignment your full effort the first time around.

5. **Grade Appeals.** If you have a concern about a grade that you receive in this class, you are invited to submit to me a written appeal within one week of receiving the grade in question. The appeal should outline your specific concerns with the grade and evidence supporting why it should be changed. I will then review your appeal and respond as quickly as possible.

6. **Exam Policy.** Exams are closed book. You are not allowed to use books, notes dictionaries, translators, cell phones or laptops etc. for the exam, violation of this will be considered academic dishonesty.

7. **Academic Dishonesty.** Academic dishonesty as defined by University policy (e.g., plagiarizing, cheating, etc.), will not be tolerated in any form. As with all COB activities, this course will uphold the college’s high standards of ethics and professionalism. Our Values Statement specifies, “All College of Business interactions will be characterized by mutual respect and integrity, and driven by a shared desire for excellence.” Any violation, including academic misconduct (e.g., cheating, plagiarism), will be subject to the college review process, and could result in dismissal from the program. For details, see the UC Code of Conduct. ([http://www.uc.edu/ucinfo/conduct.html](http://www.uc.edu/ucinfo/conduct.html)).