

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System

The Ultimate Advantage is an Educated Mind

School: School of Business
Course Number: MGMT314
Course Name: Management Ethics
Credit Hours: 3
Length of Course: 8 Weeks
Prerequisite: None

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Instructor Information

Instructor:

Email:

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Course Description (Catalog)

With all of the cases regarding corruption, scandals and unethical behavior in businesses, how does one do the right thing? This course explores the moral and ethical responsibilities of managers and their direct reports. Topics of discussion include organizational justice, human resource practices (i.e. employee selection, salary administration, employee relations), and corporate/social responsibility.

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Course Scope

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This course seeks to engage each student in reflection on critical areas of business in which key decisions (and their ramifications) may have a moral or ethical context. Students will examine situations that often arise in the field of business, develop the moral context along with possible decision options, and express their informed opinions (with support) as to which is the moral or ethical option to choose.

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Course Objectives

After successfully completing this course, you will be able to:

- 1 Explain reasons managers need to be aware of diversity management and legal regulations related to hiring, promotion, and firing.
- 2 Analyze the evolution of ethics as a central principle in modern business.
- 3 List the criteria managers use to make ethical hiring decisions.
- 4 *Explore potential ethical issues that may arise as a result of the leader having an authoritarian vs. a participatory leadership style.*
- 5 Examine the application of leadership concepts and ethical theories in the business environment.
- 6 Compare the differences, importance and purpose of a code of conduct and code of ethics

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Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

Required Course Textbooks

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Course Resources

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Book Number	Authors	Book Title	Publication Info	ISBN
MGMT314-0	Mark Schwartz	Business Ethics	Wiley	9781118393437
MGMT314-1	F Schweigert	Pursuit of Good	Springer	9783319334028
MGMT314-2	J Weiss	Business Ethics	Koehler	9781626561403

Textbook in APA format:

Schwartz, M. (2017). Business Ethics. Hoboken, NJ: Wiley

Schweigert, F. (2016-2017). Business Ethics Education and the Pragmatic Pursuit of Good, Springer

Weiss, J. (2014) Business Ethics: A Stakeholder and Issues Management Approach, Koehler

Please also see the required Intellus reading Material

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Evaluation Procedures

Describe how you will evaluate your students for each graded activity.

Forum Assignments: Please review the classroom rubric for forum grading criteria

Homework Assignments: Each written assignment is associated with a classroom

rubric Exams/Quizzes: Your exams and quizzes are auto graded

Graded Assignments	Percent of Final Grade
Forum Work – Course Forum Work – Weeks 1 -8	45
Quiz Assignments - Weeks 1, 5 & 7	25
Written Paper Assignment – Week #3	10
Final Written Paper Assignment – Week #8	20

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Total	100

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8 - Week Course Outline

Please see the [Student Handbook](#) to reference the University's [grading scale](#).

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Week	Topic(s)	Learning Objective(s)	Reading(s)	Assignment(s)
1	Unethical Behaviors in Organizations	5	Schwartz–CHP 1 & Intellus Reading	Introductory Discussion (Forum) & Forum - Unethical Behaviors in Organizations & Quiz Due
2	Historical Perspective on Ethics	2	Schweigart-CHP4 & Intellus Reading	Forum - Historical Perspective on Ethics
3	Hiring Ethical People & Code of Conduct	3,6	Intellus Reading	Paper due Forum – Hiring Ethical People & Code of Conduct
4	Ethical Decision Making & Training	1	Schwartz – CHPT 2&3, plus Intellus Reading	Forum - Ethical Decision Making & Training
5	Diversity and Ethics Reporting Systems	1,2	Intellus Reading	Forum - Diversity and Ethics Reporting Systems Quiz Due
6	Managers as Ethical Leaders & Empowering Ethical Employees	5,4	Intellus Reading	Forum - Managers as Ethical Leaders & Empowering Ethical Employees
7	Community Outreach and Respect	4	Weiss – CHPT 5 & Intellus Reading	Forum - Community Outreach and Respect Quiz Due

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8	Course Overview Final Paper Due	2,4,5	Chapter 7 Schwartz & Intellus Reading	Forum – Course Overview Final Paper Due
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Policies

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Please see the [Student Handbook](#) to reference all University policies. Quick links to frequently asked question about policies are listed below.

[Drop/Withdrawal Policy](#)

[Plagiarism Policy](#)

[Extension Process and Policy](#)

[Disability Accommodations](#)

Writing Expectations

Expectations should be followed based on the classroom rubric.

Citation and Reference Style

Attention Please: Students will follow the APA format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may

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not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.

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- Humor Note: Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;-), :), ☐

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

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Online Library

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com:** AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by [APUS. Tutor.com](http://apus.tutor.com) connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and [more. Tutor.com](#) is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

Request a Library Guide for your course (<http://apus.libguides.com/index.php>) The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

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- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.

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- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the [APUS Library: librarian@apus.edu](mailto:librarian@apus.edu).

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[Turnitin.com](#)

Faculty may require assignments be submitted to [Turnitin.com](#). [Turnitin.com](#) will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use [Turnitin.com](#). Typically the course professor will establish a [Turnitin.com](#) access code for his/her classes. If the code has not been established, those who wish to use [Turnitin.com](#) may ask their professor to establish the code.

Selected Bibliography

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