

AOBF: Ethics in Business Spring 2016

8th Period - Room 118

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Class Website is available by accessing Lake Shore home page, selecting the link for **Schools**, click on **Senior High School**, and click on **Teachers** link. Select **Business – Gerken**.
(<http://www.lakeshorecsd.org/Page/2099>)

Overview:

The Ethics in Business course provides students with an overview of the importance of ethics in a business environment. Students focus on the significance and importance of ethics to stakeholders; examine who bears responsibility for ensuring an ethical code is followed; and explore ethical situations common in organizations.

The course examines ethics through the lens of various business disciplines, and considers the impact of organizational culture on ethical practices. The course also explores ethics as social responsibility, the evolution of ethics as business becomes more international, and how the free market and organizational ethics can co-exist. Students apply what they have learned over the course to the culminating project by researching a real corporation in relation to ethical business practices. Working in teams, students evaluate whether the corporation's stated and demonstrated ethical behavior aligns with their own values. We will present the projects to members of our Academy Business Partners in a formal presentation. Finally, students will examine careers in ethics and leadership.

Evaluation of student learning:

- Summary Assessments – May be given at end of each lesson or unit of study
- Classroom Assignments / Projects / Homework - Assignments will vary in scope, length and points awarded
- Notebook / Class Participation – Up-to-date Notebook, Attendance, input during class, assignments turned in on time, teacher discretion
- Vocabulary Assessments – quiz, taxonomy, definition sheets

3rd & 4th quarters (Q3 & Q4) are weighted 40% (each) of Final Grade with Final Project (L6) accounting for 20% of Final Grade.

Y1

Calculate Y1 final grade using:

Total points Number of low scores to discard:

Term Weights / Standards Weights

Category Weights

Name	Weight	Percent	Drop Low
▶ Q3	40	40.000%	n/a
▶ Q4	40	40.000%	n/a
▶ L6	20	20.000%	n/a
▶ R6	0	0.000%	n/a

Academic Integrity Statement:

Students in this course will complete all coursework and related activities in compliance with the Lake Shore Central Senior High Academic Integrity guidelines.

UNIT 1: GETTING STARTED

Lesson 1: Course Introduction

Learning Objectives:

- Deduce the skills and knowledge about ethics needed to be successful in an authentic project
- Identify general ethics terms with which to build a taxonomy

Lesson 2: Introduction to Ethics

Learning Objectives:

- Create a working definition of ethics
- Identify the characteristics of an ethical person
- Develop a personal ethics assessment/self-check
- Evaluate ethical dilemmas and propose ethical solutions
- Discuss ethical situations encountered during the summer internship program
- Compare and contrast personal ethics and social ethics
- Discuss ethics and academic integrity

Lesson 3: The Importance of Ethics in Business

Learning Objectives:

- Evaluate and summarize the consequences of actual unethical business practices and behavior
- Identify stakeholders who might be affected as a result of unethical business behavior
- Display understanding of the importance of ethical corporate practices
- Interpret whether people are more motivated by self-interest or by moral and ethical considerations

UNIT 2: ETHICS AND THE EMPLOYEE

Lesson 4: Employees' Common Ethical Issues

Learning Objectives:

- Display understanding of the ethical challenges employees face in a given scenario
- Evaluate different types of ethical challenges employees face in the workplace, from conflicts of interest to unethical uses of corporate resources
- Develop vocabulary in relation to the language of ethics
- Design a poster that encourages employees to behave ethically
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Lesson 5: Employee Responsibility

Learning Objectives:

- Characterize the concept of loyalty and identify some of the ways in which loyalty might conflict with a person's ethics
- Generalize about the degree to which employees should make personal sacrifices for their employers
- Explain whistle-blowing, and describe the circumstances under which an employee should "blow the whistle" on his employer
- Compare and contrast different scenarios related to employee responsibility in the workplace and evaluate whether or not these situations warrant "blowing the whistle"

UNIT 3: ETHICS AND THE MANAGER

Lesson 6: Managers' Ethical Considerations

Learning Objectives:

- Characterize the psychological relationship between authority and obedience
- Compare and contrast the roles authority and obedience might play in regard to the workplace
- Explain the concept of authority and the responsibility that authority figures have to behave ethically
- Evaluate some of the ethical situations managers face as authority figures in the workplace and compare these to analogous situations in the school setting

Lesson 7: Managing for Ethical Conduct

Learning Objectives:

- Describe qualities admired in leaders and evaluate which of those qualities contribute to “ethical leadership”
- Evaluate specific ways managers can inspire and uphold ethical conduct in the workplace
- Describe specific examples of the ways she, as a manager, would promote ethical conduct in the workplace

UNIT 4: ETHICS AND THE ORGANIZATION

Lesson 8: Organizations' Ethical Issues

Learning Objectives:

- Identify the different stakeholders in the school and determine how their competing interests might raise ethical issues in school and in the corporate world
- Predict whether ways of reducing unethical behavior would be successful based on organization type
- Evaluate the measures in place at the school to promote ethics and discourage unethical behavior

Lesson 9: Organizational Culture

Learning Objectives:

- Describe the culture in which he lives and how the concept of culture applies to school and work environments
- Synthesize information she has learned about organizational ethics to apply to her own school
- Design and plan a survey to gather information on peers' ethical standards
- Evaluate the results of a peer survey on ethical standards and summarize the findings

UNIT 5: ETHICS BY DISCIPLINE

Lesson 10: Ethics in Accounting and Finance

Learning Objectives:

- Identify possible motivations for and consequences of unethical management of finances
- Compare and contrast types of financial mismanagement and unethical accounting practices
- Evaluate specific examples of financial mismanagement

Lesson 11: Ethics and Legal Compliance

Learning Objectives:

- Compare individual crimes and consequences to corporate crimes and convictions
- Identify and explain some of the ways the United States federal government regulates business for ethics and legal compliance
- Explain how the seven minimum requirements of the U.S. Federal Sentencing Guidelines relate to common principles in business ethics

Lesson 12: Ethics and Human Resources

Learning Objectives:

- Identify ethical issues involving fairness and equality that human resources departments face
- Summarize and interpret a news story related to a human resources issue
- Evaluate the ethical issues involved in common human resources-related scenarios

Lesson 13: Ethics in Marketing

Learning Objectives:

- Define marketing and list its main elements
- Describe and explain the ethical issues involved in marketing
- Analyze an example of unethical marketing and explain why it is unethical

UNIT 6: ETHICS AND SOCIETY

Lesson 14: Ethics and the Free-Market System

Learning Objectives:

- Identify some of the ethical challenges associated with the free-market system
- Compare and contrast the ethics of controversial industries
- Evaluate the ethical standards of a company for which he would like to work

Lesson 15: Social Responsibility

Learning Objectives:

- Identify ways in which she considers the greater good in her daily life
- Summarize a company's environmental sustainability plan or policy
- Evaluate the motives that drive corporate social responsibility
- Evaluate a company's community involvement
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Lesson 16: International Business and Globalization

Learning Objectives:

- Describe ethics issues related to cross-cultural values and differences
- List and compare some of the ethical issues involved in setting up or doing business abroad
- Evaluate some of the ethical questions that arise in an increasingly global marketplace
- Evaluate a company's record of conducting business, marketing, and manufacturing abroad



UNIT 7: CAREER DEVELOPMENT IN ETHICS

Lesson 17: Learning from Industry Experts

Learning Objectives:

- Evaluate personal experience and qualifications for potential employment opportunities
- Display understanding of potential employment opportunities
- Develop a personal educational and career path for ethics in business
- Describe personal ethical standards in a professional context

Lesson 18: Project Presentation and Class Closure

Learning Objectives:

- Demonstrate the ability to give a professional presentation
- Evaluate personal experience and performance in the course
- Monitor personal success in learning the key principles of ethics in business
- Summarize key learning across the whole subject of ethics in business

Attendance – IMPORTANT

- Students are responsible for any and all assignments regardless of whether or not they were in school on the day assigned. It is the student's responsibility to contact me to make-up assignments
- If you are late for class (unexcused) two times in a quarter, you may be asked to stay after school for make-up/detention.
- There may be a brief graded assignment at the beginning of every class. If you come late, you may have to make it up after school or on your own time at home.
- Assignments will be turned in on time or will result in a zero. If you are absent on the day an assignment is due, you must see me before our next class meeting to turn the assignment in. If you missed class work, you are to pick it up and submit before the next class meeting, if possible.

Supplies

- All students must have a 3 Ring Binder dedicated solely to Business Ethics. We will be adding information to this notebook on a regular basis. It is imperative that you keep this notebook up-to-date.
- You must have your notebook with you every class meeting. You may leave them in the room in your file crate/drawer. I will also return papers to your folders that I create.
- Make sure you have something to write with each day.
- You must have your agenda with you to go anywhere. I may also ask you to write down certain information in your agendas. You must have a *District Technology and Computer Usage Policy* permission forms signed and secured in your agenda to log on to network. We will be doing legal research on the computers.
- You may have your cell phone out for research, calculating, and accessing web info. It is not be used to play music.
- **NO HEADPHONES IN CLASS!!** School is a social endeavor and not a solitary event.

Web Site

- Notes, assignments, and curricular videos will be available on my website. Students should check the site on a regular basis for information and updates.