MGMT3016
Business Ethics

<table>
<thead>
<tr>
<th>Mode of Delivery</th>
<th>On campus</th>
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<tbody>
<tr>
<td>Prerequisites</td>
<td>72 units</td>
</tr>
<tr>
<td>Incompatible Courses</td>
<td>Incompatible with COMM3016</td>
</tr>
<tr>
<td>Course Convener:</td>
<td>Dr Richard Winter</td>
</tr>
<tr>
<td>Phone:</td>
<td>02 6125 4721</td>
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<td>Email:</td>
<td><a href="mailto:richard.winter@anu.edu.au">richard.winter@anu.edu.au</a></td>
</tr>
<tr>
<td>Office hours for student consultation:</td>
<td>Thurs 11-12.30 and by appointment (please email to make appointments)</td>
</tr>
<tr>
<td>Research Interests</td>
<td>Managing and leadership in professional organisations</td>
</tr>
<tr>
<td>Student Administrators</td>
<td>Research School of Management Room 1088 Level 1, LF Crisp Building 26 Mon. – Fri. 9am – 5pm</td>
</tr>
</tbody>
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SEMESTER 2
2015

http://programsandcourses.anu.edu.au/course/MGMT3016
COURSE OVERVIEW
The course promotes reflection on the ethical domain of economic decision making and develops students' capacity to analyse and argue the ethical dimension. The principal philosophical ethical theories are discussed, and their applicability to business examined. The relationship between business ethics, law and religion is considered, as is the impact of agency theory and stakeholder theory. A range of practical applications which individuals are likely to encounter in the earlier years of their career are examined, including negotiation ethics, whistleblowing, privacy, conflicts of interest and discrimination. More general topics include environmental ethics, codes of conduct and globalisation. A pervading theme is the question of who is responsible for business ethics?

Business Ethics is a 3-hour face-to-face seminar course. There are no tutorials. Assessment comprises group discussion exercises, an in-class exam (short answer questions), and an individual project report. There is no final exam.

Reflecting an applied approach, the course investigates ethics in a variety of functional areas of business including information technology, human resource management (HRM), marketing, accounting and finance, entrepreneurship and small business. Students understand the importance and significance of ethics in these areas by undertaking a business project.

**Learning Outcomes**
Upon successful completion of the requirements for this course, students will be able to:

1. Define, explain and illustrate the theoretical foundations of business ethics;
2. Re-examine their knowledge of business and economic concepts from an ethical perspective;
3. Explain and illustrate the importance, for business and the community, of ethical conduct;
4. Recognise and resolve ethical issues in business;
5. Reflect on and critically examine their own values and the importance of the ethical dimension in business and workplace decision making; and,
6. Confidently apply systematic ethical reasoning to business dilemmas, communicate effectively in oral and written forms, and use the concepts, logic and rhetorical conventions of business ethics.

**Assessment Summary**

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
<th>Date for Return of Assessment</th>
<th>Linked Learning Outcomes (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Group Discussion Exercises</td>
<td>20%</td>
<td>In class</td>
<td>Weekly</td>
<td>1, 2, 3, 4, 5, 6</td>
</tr>
<tr>
<td>2. Exam</td>
<td>40%</td>
<td>Seminar 7</td>
<td>Seminar 8</td>
<td>1, 2, 3, 4, 5, 6</td>
</tr>
<tr>
<td>3. Project Report</td>
<td>40%</td>
<td>6 November</td>
<td>23 November</td>
<td>1, 2, 3, 4, 6</td>
</tr>
</tbody>
</table>

**Research-Led Teaching**
Empirical studies of lawyers (*Journal of Business Ethics, 2011*), public service professionals (*Human Resource Management, 2014*), HRM managers (*International Employment Relations Review, 2007*), and financial services managers and leaders (Textbook) are referred to throughout the course to stimulate awareness of ethical concepts, dilemmas and controversies. Students undertake a small-scale project of an ethical dilemma/scenario in an organisation. Collection and analysis of secondary data allows students to re-examine their business knowledge of a functional area (e.g. HRM; accounting/finance; IT) from an ethical perspective.
**Feedback**

**Staff Feedback**
Students will be given feedback in the following forms in this course:

- Oral and written feedback on the Group Discussion Exercises will be provided in class.
- Descriptive feedback will be provided on the in-class exam, including model answers and overall class performance.
- Oral feedback will be provided on project outlines in Group Discussion 8, subject to students presenting two to three bullet points under each project heading.
- Written feedback will be provided on final project reports. An overall summary of project marks will be provided on Wattle.

**Student Feedback**
ANU is committed to the demonstration of educational excellence and regularly seeks feedback from students. One of the key formal ways students have to provide feedback is through Student Experience of Learning Support (SELS) surveys. The feedback given in these surveys is anonymous and provides the Colleges, University Education Committee and Academic Board with opportunities to recognise excellent teaching, and opportunities for improvement.


**Policies**
ANU has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University’s academic standards, and implement them. You can find the University’s education policies and an explanatory glossary at: [http://policies.anu.edu.au/](http://policies.anu.edu.au/)

Students are expected to have read the Academic Misconduct Rules 2014 before the commencement of their course.


Other key policies include:
- Student Assessment (Coursework)
- Student Surveys and Evaluations

**COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Week/Seminar</th>
<th>Summary of Topics</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Business Ethics (Ch 1)</td>
<td>Group Discussion 1</td>
</tr>
<tr>
<td>2</td>
<td>Ethical Terminology (Ch 2)</td>
<td>Group Discussion 2</td>
</tr>
<tr>
<td>3</td>
<td>Ethics in Information Technology (Ch 3)</td>
<td>Group Discussion 3</td>
</tr>
<tr>
<td>4</td>
<td>Ethical Issues in HRM (Ch 4)</td>
<td>Group Discussion 4</td>
</tr>
<tr>
<td>5</td>
<td>Ethical Issues in Marketing (Ch 5)</td>
<td>Group Discussion 5</td>
</tr>
<tr>
<td>6</td>
<td>No Seminar</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Exam (In Class)</td>
<td>Short-answer questions</td>
</tr>
<tr>
<td>8</td>
<td>Ethical Issues in Accounting &amp; Finance (Ch 6)</td>
<td>Group Discussion 6</td>
</tr>
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ASSESSMENT REQUIREMENTS

The ANU is using Turnitin to enhance student citation and referencing techniques, and to assess assignment submissions as a component of the University’s approach to managing Academic Integrity. For additional information regarding Turnitin please visit the ANU Online website.

Students may choose not to submit assessment items through Turnitin. In this instance you will be required to submit, alongside the assessment item itself, copies of all references included in the assessment item.

Assessment Tasks

Assessment Task 1: Group Discussion Exercises (20%)

Details of task:
1. There will be 10 discussion exercises held during seminars. The exercise each week will be posted onto Wattle.
2. For each discussion exercise, students (3 to 4 members) will work in different groups.
3. The groups will work in class, typically 45 to 60 minutes, and submit a written 2-page summary of their responses to assigned questions at the completion of the seminar. Each student will be required to name and sign the summary report to confirm their contribution to the group’s discussion.
4. Each seminar, one group will be asked to make a brief (10-15 minute) oral report of their responses to the class.
5. If the group’s report is satisfactory, each member of the group will receive up to 2 marks (10 x 2 = 20%). Students not named/signed on the summary report are ineligible for marks.
6. Students must receive marks for 5 or more group discussion exercises in order to pass the course.

Word limit: 2-page group summary each week
Value: 20%
Return date: Oral feedback to group members

Assessment Task 2: Exam (40%)

Details of task:
1. The exam will be conducted in-class (Seminar 7). It will be 2.5 hours (150 mins) duration.
2. The exam consists of 8 short-answer questions. Students are required to select 4 questions only. Questions cover material in Weeks 1 to 5 of the course (textbook; articles; group activities)
3. Students are allowed to bring an un-annotated paper dictionary and a single A4 page (double-sided) into the exam. The A4 sheet must be in the student’s own handwriting, be marked with their name and student number, and will be collected with the exam papers.

Value: 40%

Estimated return date: Seminar 8

Assessment Task 3: Project Report (40%)

The purpose of the project report is to:

1. Identify an organisation that is embroiled (or has previously been) in a significant ethical scenario or dilemma.
2. Using relevant ethical concepts and theory, discuss the key ethical issues that need to be (or were) recognised and resolved in the organisation.
3. Conclude with a statement of the ethical reasoning (lessons learnt) in this report.

Please note this is an individual report and students must not collaborate with anyone else in writing it. If in doubt, consult the Course Coordinator.

Details of task:
1. Write a 2,000 words (max.) report to address the three criteria listed above. Make sure the report is word-processed (A4, 12-point, 1.5 spacing, 2.54 cm margins, page numbers).
2. Use the following report headings as a guide (see below): 1.0 Introduction; 2.0 Organisation; 3.0 Ethical Scenario or Dilemma; 4.0 Discussion; 5.0 Conclusion; 6.0 References; 7.0 Appendices
3. Include at least 4 references in your report (excluding those on Wattle). Check for spelling and grammar before submission.
4. Submit online by 6 November.

Project Outline
Use the following headings and marking rubric as a guide:

1. Introduction (10%)
   - purpose of report
   - scenario or dilemma under investigation
2. Organisation (10%)
   - location, size, industry sector (IT? Financial services? Marketing?)
   - major products/services
   - ethical reputation (if known)
3. Ethical Scenario or Dilemma (20%)
   - identify nature/scope of ethical dilemma
   - impact/parties affected
   - significance/importance of ethical scenario
4. Discussion (30%)
   - key ethical issues
   - relevant ethical terminology
   - key ethical concepts or models
5. Conclusion (25%)
   - ethical reasoning
   - likely findings (lessons learnt)
6. References (2.5%)
   - four references (websites; organisation reports; articles)
7. Appendices (2.5%)
Assessment Rubrics
Indicative marks indicated above: Introduction (10%); Organisation, Ethical Scenario or Dilemma (30%); Discussion (30%); Conclusion (25%); References and Appendices (5%)

Word limit: 2,000 words (excluding References and Appendices)
Value: 40%
Estimated return date: 23 November

Assignment submission
Assignments are submitted using Turnitin in the course Wattle site. Assignments submitted through Wattle no longer require cover sheets. You will be required to electronically sign a declaration as part of the submission of your assignment. Please keep a copy of the assignment for your records.

Extensions and penalties
Extensions and late submission of assessment pieces are covered by the Student Assessment (Coursework) Policy and Procedure.

You may be granted extensions for assessment pieces that are not examinations or take-home examinations by applying for special consideration.

Special consideration for assessments
Students who are unable to submit their assessment by the due date may be eligible for an extension if supported by an Application for Special Consideration.

Information on special assessment consideration can be found at: http://www.anu.edu.au/students/program-administration/assessments-exams/special-assessment-consideration.

Special Consideration applications must be completed before the due date of the affected assessment. In exceptional circumstances applications for an extension may be accepted up to three working days after the due date of the affected assessment.

The application must include all supporting documentation and include a copy of as much of the assignment as has been completed by the due time and date.

Special consideration applications must be submitted online at special.consideration@anu.edu.au. You will be notified by your lecturer if an extension has been approved.

Late Submission of Assignments
Late submission of assessment tasks without an extension are penalised at the rate of 5% of the possible marks available per working day or part thereof. Late submission of assessment tasks is not accepted after 10 working days after the due date, or on or after the date specified in the course outline for the return of the assessment item. Late submission is not accepted for take-home examinations.
Returning Assignments
Group discussion summaries will be returned in class. Project final reports will be returned online.

Resubmission of Assignments
There will be no provision for resubmission.

Referencing Requirements
The Harvard referencing system is preferred (e.g. Jones, 2013 in text and full reference at end of assignment under a section titled `References`). The following link provides guidelines on referencing basics including the Harvard system:

https://academicskills.anu.edu.au/resources/handouts/referencing-basics

Prescribed Textbook:


ANU Co-op: http://www.coop.com.au/?gclid=CNz376qk98UCFYqCvQodX4AAOw

One copy of the prescribed textbook is available on reserve in the Chifley library (2-hour copy).

Examination material or equipment
Students are allowed an un-annotated paper dictionary and a single A4 page (double-sided) in the exam. The A4 sheet must be in the student's own handwriting, be marked with their name and student number, and will be collected with the exam papers.

SUPPORT FOR STUDENTS
The University offers a number of support services for students. Information on these is available online from http://students.anu.edu.au/studentlife/