MGMT 4051 & MGMT 5051
Creating Ethical Work Places
Professor Thomas H. Stone
Spring, 2016

Course Time Frame:
February 22- March 28

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Course Objectives:
Students should learn the meaning of ethics in business and human resource management, how ethical, work-related behavior can be maximized, and how ethical organizational cultures facilitate organizational effectiveness. You will also learn how to establish and critique an ethics program and examine your own code of ethics. We will also analyze and discuss a set of management ethical dilemmas and learn about the Oklahoma Business Ethics Consortium and Character First, an Oklahoma-based training program that promotes ethical behavior.

Course Requirements:
1. Students are expected to read the assigned materials, but the most important ones will be discussed or mentioned in lecture.
2. One exercise is a business ethics quiz (not scored); it will be discussed in video lecture.
3. There will be an exam at the end of the course. The exam will cover assigned readings, class notes and lecture material and will be primarily objective in format, i.e., multiple-choice, true-false. The exam will count 60%. The exam window is 8 AM Tuesday March 8 to 7 PM Saturday March 12. The exam must be taken under proctored conditions and will be on-line using Respondus Lockdown browser. A helpful hint will be sent to help you know terms and concepts to emphasize.
4. A group paper describing and critiquing an organization's ethics program counts for 40% of your grade. The paper should describe the ethics program including: a brief history, components of the program—code, training, monitoring, enforcement, examples of it's use, the role of HR, and a critique – how and why it might be improved. The paper should be done in groups of 3-4 students. Therefore, at least one student in each group should be employed in an organization that has an ethics program. If no one in a group has excellent access to an ethics program, the group can either develop one for an organization or find an ethics program in a local organization. No specific length of the paper is specified. A good paper will cover the topics well and demonstrate course-related knowledge, and feel free to make liberal use of appendices. If you have questions or want to run ideas by me, please e-mail me. Upon completion of the paper, you will submit a self and team member rating. The paper is due Monday March 28 (It should be submitted to the course drop box by 11PM, the 28th.

MATERIALS:

Notes and most articles are available through D2L and main points of articles are discussed in video lecture.

Kish-Gephart, J.J., Harrison, D. A. & Trevino, L.K. (2010), Bad apples, bad cases and bad barrels: Meta-analytic evidence about sources of unethical decisions at work. *Journal of Applied Psychology,* 95, 1-31.

http://www.characterfirst.com/ Then go to the "for companies" link http://www.characterfirst.com/programs/companies/ then, click on the Business results and Reducing turnover links.

http://www.wfyi.org/doingvirtuousbusiness/index.asp

Most U.S. workers would not report misconduct, Kathy Gurchiek, SHRM 3/30/06.

Understanding and predicting integrity, Kevin Murphy, Powerpoint,.

McCabe, D. L., Butterfield, K. D., & Trevino, L. K. (2006). Academic dishonesty in graduate business programs: Prevalence, causes and proposed action. *Academy of Management Learning and Education,* 5 (3), 294-305.

Principles and Standards of Ethical Supply Management Conduct, Institute for Supply Management, 2005.

Prof Carol Johnson short video discussing Vendor/supplier interactions

https://dl.dropboxusercontent.com/u/11896870/Vendors/Supplier%20Interactions.mp4

Bates. S. "Survey: Business ethics improved during recession", Ethics Resource Center, 11/24/2009.
http://www.shrm.org/hrdisciplines/ethics/articles/Pages/EthicsImproved.aspx

Grossman, R. J., "The five-finger bonus", *HRMagazine*, 48, 10, 2003, 39-44.

Greenberg, J., "Who stole the money and when? Individual and situational determinants of employee theft", *Organizational Behavior and Human Decision Processes*, 89, 2002, 985-1003.

Stone, T. H., Kisamore, J. L. & Jawahar, I. M. (2010) "Predicting Academic Misconduct Intentions and Behavior Using the Theory of Planned Behavior and Personality*", Basic and Applied Social Psychology*, 32, 35-45.

Organizational Factors: Bad

Trevino, L.K. & K. A. Nelson, *Managing Business Ethics: Straight Talk about How to Do it Right*, 5th, Ed., J. Wiley, 2011. (recommended, not required)

OTHER MATERIALS: Additionally, students will be required to locate materials in both the library and via the Internet. Students who want to get a job in the HR profession should seriously consider joining as a student member of the Society for Human Resource Management (SHRM). The cost is very low and the benefits and available resources are excellent (see www.shrm.org and www.shrm.org/students .

Topical Outline
Introduction and Overview:

Creating Ethical Workplaces PPT

Kish-Gephart, J.J., Harrison, D. A. & Trevino, L.K. (2010), Bad apples, bad cases and bad barrels: Meta-analytic evidence about sources of unethical decisions at work. *Journal of Applied Psychology, 95, 1-31.*

Oklahoma is one of the few states with a business ethics professional organization – The Oklahoma Business Ethics Consortium. It has chapters in Tulsa and Oklahoma City and was established approximately 7 years ago by and OSU graduate, Shannon Warren.
See http://www.okethics.org

State of Ethical Behavior PPT

Kaptein, M. (2010), The Ethics of Organizations: A longitudinal study of the US working population. *Journal of Business Ethics*, 92, 601–618.

Bates. S. "Survey: Business ethics improved during recession", *Ethics Resource Center, 11/24/2009.*

Sternberg, R.J. (2011) "Slip-sliding away, Down the ethical slope" *Chronicle of Higher Education*, Jan. 9.

Individual Factors "Bad Apples"
Understanding and Predicting Integrity – K Murphy

Predicting Academic Misconduct PPT

Stone, T. H., Kisamore, J. L & Jawahar, I. M. (2010) "Predicting Academic Misconduct Intentions and Behavior Using the Theory of Planned Behavior and Personality*", Basic and Applied Social Psychology*, 32, 35-45.

Organizational Factors: Bad Barrels

Tom Hill video – Character First Founder
        Tom Hill Kimray PowerPoint
Hill, T. (2011). *Making Character First (recommended, not required)*
Book Review: Making Character First, Tulsa World

See: http://www.characterfirst.com/ Then go to the "for companies" link
http://www.characterfirst.com/programs/companies/ then, click on the
Business results and Reducing turnover links.
Kim Ray about 14 mins.
Small animal hospital of Owasso – 8 mins.
Jersey Mike's Subs – character of orderliness, 1:30

Doing Virtuous Business url
http://www.wfyi.org/doingvirtuousbusiness/index.asp

Developing Code of Ethics SHRM Guide

Principles and Standards of Ethical Supply Management Conduct, Institute for
Supply Management, 2005. An example of ethical principles and code of
conduct.

**Prof Carol Johnson's Supplier Interaction ethics (these two present the same
information; view the one that works for you; Mozilla Firefox is recommended)
Video:**

https://ra.okstate.edu/STW_SSB/cepd/Johnson/SupplierInteractions.html

Whiteboard animation video:

https://ra.okstate.edu/STW_SSB/cepd/Johnson/SupplierInteractionsFinal.html

Dimensions of Ethical Situations "Bad Cases"

Ethical Contexts "Bad Barrels"
Fandray, D., "The ethical company", *Workforce*, 79, #12, 2000, 74-77.

The Fraud Triangle PPT (Five-finger bonus article)
Grossman, R. J., (2003) "The five-finger bonus", *HRMagazine*, 48, 10, 39-44.

Greenberg, J.,(2002) "Who stole the money and when? Individual and situational
determinants of employee theft", *Organizational Behavior and Human Decision
Processes*, 89, 985-1003.

McCabe, D. L., Butterfield, K. D., & Trevino, L. K. (2006). Academic dishonesty in
graduate business programs: Prevalence, causes and proposed action.
Academy of Management Learning and Education, 5 (3), 294-305.

Lockheed Martin video
There is a separate PPT for this video; and look at sample questions while
watching video

Making Ethical Decisions in Business - John Mowen PPT

OSU Business Ethics quiz