

**MGMT 4051.29647 (Undergraduate) Online
MGMT 5051.29740 (Graduate) Online
Creating Ethical Work Places
Spring 2018**

**Course Time Frame:
Jan. 29-February 23**

Professor Thomas H. Stone

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Office Hours: W & Th, 4- 5:30, or by appointment-

**Course Site: (Brightspace by D2L): <http://online.okstate.edu> or
<http://my.okstate.edu> (choose Online Classroom after logging in)**

Online Learning Support: spearsonline@okstate.edu

Phone: 405-744-4048

Facebook: Follow Spears School Online Learning on Facebook

<https://www.facebook.com/SpearsOnline/>

Instructor Response

Either my Graduate Teaching Assistant or I will respond to student inquiries within 24 hours during Monday-Friday business hours. Students will expect grades for assignments to be posted to the Gradebook in Brightspace within one week of turning in the assignment.

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 Prerequisite(s): None

Computer Requirements

- A broadband internet connection
- Windows 7 or Mac OS Mavericks or newer operating system are preferred
- Google Chrome or Mozilla Firefox web browser
- Note: lecture videos are not compatible with Internet Explorer or Edge
- [VLC Viewer](#) video player (click on link to download)

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Course Requirements for MGMT 4051

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 60 question objective 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 50%. The exam window is 7 AM Tuesday February 20 to 11 PM Friday February 23. 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. The exam is 100% of course grade.

This course, MGMT 4051 requires you to select a testing center to administer your exam. You are required to select a testing center by visiting the Spears Business Online Learning proctor/exam website, <https://spearsonline.okstate.edu>.

ACTION: one week prior to course start date, go to the Spears School of Business Online Learning website to choose a testing center at: spearsonline.okstate.edu, and click on “Select Testing Center” at the top right of the page. Follow the instructions to identify your testing center. Up to one week before each exam start date, make your appointment directly with your testing center to take each exam while being monitored by a proctor for test security reasons. The exam and/or exam instructions will be sent to your testing center 3 days prior to the exam start date. Contact the Spears School Online Learning office at spearsonline@okstate.edu, or call (405) 744-4048 if you have any questions regarding the testing center sign up process. You may also visit <http://spears.okstate.edu/online/guide>.

Please Note: If you change your testing center less than 4 days prior to the exam start date, you will need to email Spears Online Learning office at spearsonline@okstate.edu to ensure that your exam will be sent out.

>> Finally, last term, the Stillwater testing center ran out of appointment times. So, if you don't reserve an exam time very early, an alternative testing center will be an online proctor service, ProctorU.

Course Requirements for MGMT 5051

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 60 question objective 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 50%. The **exam window is 7 AM Tuesday February 20 to 11 PM Friday February 23.** 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.

This course, MGMT 5051 requires you to select a testing center to administer your exam. You are required to select a testing center by visiting the Spears Business Online Learning proctor/exam website, <https://spearsonline.okstate.edu>.

ACTION: one week prior to course start date, go to the Spears School of Business Online Learning website to choose a testing center at: spearsonline.okstate.edu, and click on “Select Testing Center” at the top right of the page. Follow the instructions to identify your testing center. Up to one week before each exam start date, make your appointment directly with your testing center to take each exam while being monitored by a proctor for test security reasons. The exam and/or exam instructions will be sent to your testing center 3 days prior to the exam start date. Contact the Spears School Online Learning office at spearsonline@okstate.edu, or call (405) 744-4048 if you have any questions regarding the testing center sign up process. You may also visit <http://spears.okstate.edu/online/guide>.

Please Note: If you change your testing center less than 4 days prior to the exam start date, you will need to email Spears Online Learning office at spearsonline@okstate.edu<mailto:spearsonline@okstate.edu> to ensure that your exam will be sent out.

>> Finally, last term, the Stillwater testing center ran out of appointment times. So, if you don't reserve an exam time very early, an alternative testing center will be an online proctor service, ProctorU.

4. A group paper describing and critiquing an organization's ethics program counts for 50% 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 Sunday February 25** (It should be submitted to the course drop box by 11PM, the 25th.

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.

Introduction to Character First

https://www.youtube.com/watch?v=eEeSDN5Q_8Y

Introduction to Doing Virtuous Business

<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.

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:

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 .

University Policy

Drop Policy

Information about university drop policy and dates is at this website:

<http://registrar.okstate.edu/>

To drop this course, contact the Registrar's office, (405) 744-6876, or drop through Banner Self Service, <http://my.okstate.edu>

Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu/>.

Accessibility

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. For more information about OSU Student Disability Services, please go to: <http://sds.okstate.edu>.

Syllabus Attachment

For more student resources, go to:

<https://academicaffairs.okstate.edu/content/resources-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 over 10 years ago by an 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.

Prof Carol Johnson short video discussing Vendor/supplier interactions (6.5 mins.)

<https://www.dropbox.com/s/vro6oq99pljrww/Supplier%20Interactions.mp4?dl=0>

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

Dan Ariely Ted talks (very interesting)

https://www.ted.com/talks/dan_ariely_on_our_buggy_moral_code?language=en

https://www.ted.com/talks/dan_ariely_beware_conflicts_of_interest?language=en

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

Doing Virtuous Business url

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

Developing Code of Ethics SHRM Guide

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 (take before viewing on video)