MGMT3016
Business Ethics
Semester 2, 2014

This course aims to:

- Promote understanding of the importance, for business and the community, of ethical conduct;
- Provide the skills with which to recognise and resolve ethical issues in business;
- Enhance awareness and critical self-examination of one’s own values, and to appreciate the relevance of personal values in the business/workplace setting; and,
- Encourage reflection on the ethical dimension of your own decision-making in workplace and other settings.

The course promotes reflection on the ethical domain of economic decision making and develops the 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.
Mode of Delivery | On campus  
---|---
Prerequisites | To enrol in this course you must have completed 72 units.  
Incompatible Courses | Incompatible with COMM3016  
Course Convenor/Lecturer: | Ed Russell, Senior Lecturer  
Phone: |  
Email: | edward.russell@anu.edu  
Office hours for student consultation: | After the seminars, except 5 August, and by appointment (please email to make appointments)  
Student administrator/s | RSM Student Office (Monday to Friday 9am to 5pm)  
Phone: | 6125 6737 or 6125 9839  
Email: | enquiries.rsm@anu.edu  
| There are no tutorials for this course.  

http://programsandcourses.anu.edu.au

COURSE OVERVIEW
This is a face-to-face seminar course. There will be 9 face-to-face sessions over the semester. Assessment comprises group discussion reports, an in-class exam (short answer and multiple-choice), and an essay. There is no mid-semester or final exam. The lecture component of the seminars will be recorded.

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 in business and workplace decision making; and,
6. confidently apply systematic ethical reasoning to business dilemmas and communicate effectively in oral and written forms these, using the concepts, logic and rhetorical conventions of business ethics.
Proposed Assessment (Summary): Assessment for this course will be confirmed after consultation with students at the first lecture of the semester. If there are any changes to the assessment, those changes will be publicised on Wattle.

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
<th>Linked Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Discussion Exercises</td>
<td>18</td>
<td>In class.</td>
<td>1, 2, 3, 4, 6</td>
</tr>
<tr>
<td>Exam</td>
<td>50</td>
<td>Tuesday 7 October</td>
<td>1, 2, 3, 4, 5, 6</td>
</tr>
<tr>
<td>Draft Essay</td>
<td>7</td>
<td>20 October</td>
<td>6</td>
</tr>
<tr>
<td>Essay</td>
<td>75</td>
<td>11 November</td>
<td>1, 2, 3, 4, 5, 6</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td></td>
<td>Group Discussion + Essay Draft + higher of Exam and Essay. Essay is optional</td>
</tr>
</tbody>
</table>

Assessment will comprise:

1. Group Discussion Summaries: 6 x 3 = 18 points.
2. Essay draft: 7 points.

The highest of:
3. Exam (compulsory): maximum 50 points
4. Essay (optional): maximum 75 points

You must pass the exam and attend 5 or more Group Discussions to be eligible to pass the course. You do not have to attempt the essay. If you don’t attempt the essay, the maximum possible points total for the course is 68.

There will be a Course Introduction session on 22 July, and 8 face-face seminars of 3 hours duration. Each of the 8 seminars will include assessable Group Discussions. You will have to participate in a minimum of 6 of the Group Discussions in order to receive the full 18 points. You must participate in a minimum of 5 Group Discussions to pass the course.

The exam will be held during the usual seminar time on Tuesday, 7 October.

Essay drafts are due by Monday, 20 October. The final version of the essay is due by Tuesday, 11 November.

Research-Led Teaching
This course uses models and frameworks based on theoretical and empirical research in business ethics. It is multi-disciplinary, drawing on fields such as philosophy, psychology, sociology, behavioural economics, law and criminology. The major journal in the discipline is the *Journal of Business Ethics*.

Feedback
Staff Feedback
Students will be given feedback in the following forms in this course:
This is a discussion-led course and students will receive feedback as part of the classroom dialogue. In addition, feedback will be provided on assessment as follows.

- General feedback on the Group Discussion Exercises will be provided in class.
- Graphical and descriptive feedback will be provided on the Exam.
- Written feedback will be provided on complete drafts of the essay, subject to those drafts being submitted in the correct form by the specified date. This feedback will be concise and will cover two or three major opportunities for improvement.
- Oral feedback on the final version of the essay will be available by appointment, after the final marks for the course have been released.

**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 [Code of Practice for Student Academic Integrity](http://policies.anu.edu.au/) before the commencement of their course.

Key policies include:
- [Student Assessment (Coursework)](http://policies.anu.edu.au/)
- [Student Surveys and Evaluations](http://policies.anu.edu.au/)
- [Assessment of Student Learning](http://policies.anu.edu.au/)
## COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week/Session</th>
<th>Date</th>
<th>Summary of Activities</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>22 July</td>
<td>Seminar 0: Course Introduction</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>29 July</td>
<td>No seminar</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>5 August</td>
<td>Seminar 1</td>
<td>Group Discussion 1</td>
</tr>
<tr>
<td>4</td>
<td>12 August</td>
<td>Seminar 2</td>
<td>Group Discussion 2</td>
</tr>
<tr>
<td>5</td>
<td>19 August</td>
<td>Seminar 3</td>
<td>Group Discussion 3</td>
</tr>
<tr>
<td>6</td>
<td>26 August</td>
<td>Seminar 4</td>
<td>Group Discussion 4</td>
</tr>
<tr>
<td>7</td>
<td>2 September</td>
<td>Seminar 5</td>
<td>Group Discussion 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mid-Semester Break</td>
<td>Mid-Semester Break</td>
</tr>
<tr>
<td>8</td>
<td>23 September</td>
<td>Seminar 6</td>
<td>Group Discussion 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Essay topic nominations close 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>September</td>
</tr>
<tr>
<td>9</td>
<td>30 September</td>
<td>No seminar</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>7 October</td>
<td>Exam (in class)</td>
<td>Exam</td>
</tr>
<tr>
<td>11</td>
<td>14 October</td>
<td>Seminar 7</td>
<td>Group Discussion 7</td>
</tr>
<tr>
<td>12</td>
<td>21 October</td>
<td>Seminar 8 SELS</td>
<td>Group Discussion 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Essay draft due 20 Oct.</td>
</tr>
<tr>
<td>13</td>
<td>30 October</td>
<td>No seminar</td>
<td></td>
</tr>
<tr>
<td>Exam period</td>
<td>11 November</td>
<td>–</td>
<td>Essay due.</td>
</tr>
</tbody>
</table>

## ASSESSMENT REQUIREMENTS

The total mark for the course will be based on the following:


**Hurdle Requirements for the course**

To be eligible to pass the course, students must receive points for a minimum of 5 Group Discussions, and must pass the Exam.
Assessment Tasks

Assessment Task 1: Group Discussion Exercises. 18 points total.

Details of task:
1. There will be 8 of these discussion exercises held during seminars.
2. For each discussion exercise you will be assigned to a group. The groups will be different for each seminar.
3. The groups will work in class, typically for 45 to 60 minutes, on an assigned task, and submit a summary of their responses.
4. You will be required to sign a participation form to confirm your contribution to each Group Discussion.
5. If your group’s report is satisfactory, you will receive up to 3 points.
6. The maximum points per student is 18, so it is only necessary to successfully participate in 6 of the 8 Group Discussions to receive the maximum points. However, some of the exam questions will be based on the Group Discussions so it is advisable to attend as many as possible.
7. You must receive points for 5 or more group discussion exercises in order to pass the course.

Value: 18 points

Assessment Task 2: Exam

Details of task:
1. The exam will be conducted in class. It will be of 2:30 hours (150 minutes) duration. It will contain multiple-choice and short answer questions.
2. You will be allowed to bring an un-annotated paper dictionary and a single A4 page, double-sided crib sheet into the exam. The crib sheet must be in your own handwriting, be marked with your names and student number, and will be collected with the exam papers. It will be available for collection after the exams have been marked.
3. If the lecturer believes that the exam has not reliably measured the achievement of a student, further assessment may be assigned.

Value: maximum of 50 points.
Estimated return date: 15 October, 2014
Assessment Task 3: Draft Essay

Details of task:
You may submit a complete draft of your essay for feedback. If the draft submitted has the following features:

1. Full text and argument, but not necessarily fully developed (that is, it can be a very rough draft);
2. Clearly identified conclusions;
3. Citations and references (it is hard to give feedback without these);
4. Submitted on time;

then you will receive 7 marks. If it doesn’t have all 4 features, you’ll receive 0 marks.

The feedback provided will be concise and will cover two or three major opportunities for improvement.

This is an individual assignment and students must not collaborate with anyone else in writing it.

Assessment Rubrics
Formative assessment: feedback for improvement provided.

Word limit (where applicable): 2000 words.
Value: 7%

Presentation requirements: Submitted electronically in Word or Open Office format (not PDF). Sans-serif fonts like Arial, Helvetica, Calibri and Gill Sans, in 12 points with 1.2 line spacing work well.

Estimated return date: 30 October, 2014, first-in, first out.

Online Submission: Assignments are submitted using the course Wattle site. Submitted assignments must include the cover sheet provided on Wattle. Please keep a copy of the assignment for your records.

Returning assignments
Feedback will be provided by email.

Resubmission of assignments
The final version of the essay may be submitted as Assessment Item 4 below.

Referencing requirements
The essay must be referenced in compliance with the ANU Code of Practice for Student Academic Integrity:


The default referencing style is the author-date-page system, often referred to as “Harvard style”. A useful reference is provided by the University of Melbourne library here: http://www.lib.unimelb.edu.au/recite/citations/harvard/generalNotes.html?style=2

Students who are expert with another academic referencing style, for example one used in law, medicine, the physical sciences, sociology etc. are welcome to use it.
Assessment Task 4: Essay

Details of task:
An essay of up to 2000 words. Essay topics must be approved by the lecturer. Students may nominate essay topics any time up to Monday, 21 September. If the lecturer agrees to a topic then it will be published on the Wattle site so any student may write an essay on it.

This is an individual assignment and students must not collaborate with anyone else in writing it.

Word limit: 2000 words
Value: up to 75 points.
Presentation requirements: Submitted electronically in Word or Open Office format (not PDF). Typographic style, font size, line spacing is all left to your discretion. The essays will be marked on-screen so bear that in mind. Sans-serif fonts like Arial, Helvetica, Calibri and Gill Sans, in 12 points with 1.2 line spacing work well.

Estimated return date: Individual feedback will be available by appointment after the final marks for the course have been released.

Online Submission: Assignments are submitted using the course Wattle site. Submitted assignments must include the cover sheet provided on Wattle. Please keep a copy of the assignment for your records.

Turnitin: 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.

Resubmission of assignments
There will be no provision for resubmission.

Referencing requirements
The essay must be referenced in compliance with the ANU Code of Practice for Student Academic Integrity:


The default referencing style is the author-date-page system, often referred to as “Harvard style”. A useful reference is provided by the University of Melbourne library here:


Students who are expert with another academic referencing style, for example one used in law, medicine, sociology etc. are welcome to use it.
Identify your Assignment with your Student Number only

When submitting your assignment please ensure that it contains your student number in the file name and on the first page. Please do not put your name anywhere in your assignment.

Use of Assignments as exemplars and grade moderation

An important resource for enhancing educational quality is a stock of student work which can be de-identified and used as exemplars for future students in ANU courses, and for grade moderation exercises for teaching staff. If you do not wish your assignment to be used for such purposes please include a note to that effect on the front page of the assignment.

Late submission of Assignments

If an individual assignment is submitted after the due date it will be subject to a default grade penalty unless an application for Special Consideration is approved.

The default grade penalty is calculated as follows. Let $M$ be the mark for the assignment before the grade penalty is applied, let $N$ be the number of completed calendar days between the due date/time and the submission date/time (including weekends and public holidays). The penalised mark, $P$ is calculated as follows:

$$P = M - \frac{N \times M}{10}$$

Effectively, one tenth of the mark for the assignment is subtracted for each full calendar day that it is late.

An application for Special Consideration must:

- where relevant include a medical report completed by a medical practitioner (an ordinary "medical certificate" is not sufficient);
- include a copy of as much of the assignment as has been completed by the due time and date; and
- be submitted as soon as practicable, preferably before or on the due date.

In general, a successful application for Special Consideration will result in the marking of the work completed at the due date with some upward adjustment of the mark, rather than an extension of time. However, in extenuating circumstances, supported by appropriate documentation, an extension may be granted.

Note that decisions about Special Consideration are not made by the teaching staff for this course.
Workloads
Students taking this course are expected to commit at least 9 hours per week to completing the work.

This will include:

- Seminars
- Reading the textbook and academic articles
- Private study
- Preparing case studies for group discussion.
- Wattle

Prescribed Texts and Reference Materials

Textbook:
ISBN-10: 0170214958

Co-op Bookshop page:

http://tinyurl.com/or5jlza

Finalisation of Marks and Grades

After marking is concluded the lecturer will submit a report to the Committee of Examiners for the course recommending final marks and letter grades for each student. The Committee comprises, at a minimum, the Director of the Research School of Management, the lecturer, and at least one second examiner. The lecturer’s recommendations are based on the points accumulated by each student and judgments about individual student performance, guided by the ANU Policy on Coursework Assessment:


The Director of the Research School of Management then forwards the marks and grades to the Executive of the College of Business and Economics for final approval.

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/