



## **MGMT 5307, 80329: Responsibilities and Ethics of Leadership**

### **COURSE SYLLABUS**

#### **16 Week Online**

Instructor: Dr. Leyla Orudzheva  
Office: Founders Hall Suite 217  
Email: [Leyla.orudzheva@tamuct.edu](mailto:Leyla.orudzheva@tamuct.edu)

#### **Office Hours:**

Online by appointment –via Webex

#### **Mode of instruction and course access:**

This course is a 100% online course utilizing the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>] for class communications, content distribution, and assessments. Students will access all course materials (except textbook), assignments, student-instructor and student-student communication, activities, quizzes, and resource links via the Course web site and Library eReserves.

#### **Student responsibilities:**

Students must be self-disciplined and a self-starter to be successful in this class. A summer 8 week class has the same content and assignments as a 16 week class, but in an abbreviated format; be sure you have set aside the time to complete all readings and assignments fully. The reading load is substantial, the topics complex and you will need to carefully think through and support your perspectives on the issues with well documented rationales. Good writing skills are essential as case analyses, journal writing, discussion forums and papers are all required assessments. Please review this Syllabus, the grading points/assignments, and course schedule in detail prior to agreeing to all course requirements via the Student Course Agreement.

#### **Student-instructor interaction:**

TAMUCT Canvas messaging system is the preferred communication method. I check messages regularly and usually respond within 24h during week days (48h during weekend and holidays).

There is also a “Course Q&A” Discussion Forum for students to post questions about the class that all students would most likely be interested in. I encourage students to interact with me by asking questions on the Course Q&A Discussion Forum, sending me a Canvas message or by setting up an appointment to meet via web-conferencing.

#### **WARRIOR SHIELD**

##### **Emergency Warning System for Texas A&M University-Central Texas**

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their

myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

### **COVID-19 SAFETY MEASURES**

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.
- Face Coverings— Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.
  - o If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day's class remotely for all students.
- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.
- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

## **COURSE INFORMATION**

**Course Description:** Analyze an organization's social and environmental responsibilities to its employees, customers, and other key stakeholder groups. Emphasis is given to the case study and related methods for evaluating the performance of various organizations. Develop a theoretical framework for understanding ethics, principles and values of leadership as they affect the organization, the environment, and society. Prerequisite(s): Management leveling

### **Student Learning Outcomes:**

1. Identify key ethical issues that occur in day-to-day business life and why they occur.
2. Demonstrate understanding of key historical and legal events that define current business ethics issues.
3. Be able to articulate the competitive advantages for business firms to have a positive ethical culture.
4. Identify the stakeholders ethical organizational leaders must interact with to promote corporate responsibility programs, and be ethical leaders.
5. Display the ability to use ethical reasoning to resolve a real-world business ethical dilemma.
6. Identify and describe key elements of an effective organizational ethics program.
7. Evaluate your own approach to ethics and values, and the implications for your career.
8. Apply the "Giving Voice to Values" framework to organizational scenarios.
9. Analyze and critique real-case situations regarding ethical, social responsibility and sustainability leadership.
10. Explore and define alternative approaches to ethical leadership.
11. Perform an ethical and social responsibility audit of an organization and recommend improvements based on findings.

Detailed learning outcomes associated with each module are included on the course web site.

### **Required Textbook and Readings:**

Collins, D. (2018) Organization Ethics: Best Practices for Designing and Managing Organization. 2<sup>nd</sup> edition, Sage. NOTE: The 2<sup>nd</sup> edition is required!

Students can choose either of the following versions of the text:

eBook only: ISBN 9781506388045

Print version: 9781506388952

The text can be purchased via any outlet students feel most comfortable using. If you order the eBook you will have immediate access. If you order the print book be SURE to receive it by the end of the first week of class at the latest, as readings from the text are required at the end of Week 1.

Required supplemental readings will be provided on the Course web site and Library eReserves.

Link to eReserves is [https://tamuct.libguides.com/er.php?course\\_id=57313](https://tamuct.libguides.com/er.php?course_id=57313)

## **COURSE REQUIREMENTS**

### **a. Student Profile and Course Agreement**

Students must read this Syllabus carefully and document they understand all course requirements by the end of the first week of class. The course agreement certifies students understand this Syllabus, all required course assignments, and the expectations associated with this graduate online class. This completed agreement is worth 15 grading points.

**b. Exam:** (Learning outcomes 1, 2, 3, 5, 6, & 10)

There is one required combined multiple choice, and true/false exam covering the models, terms, and concepts in the text Chapters 1-10, and selected supplemental readings. The Exam will be available over a 3 day period online; for dates see the course calendar. The exam will be timed and once started, must be completed at that time. The PPT presentations, and publisher provided key word definitions and self quizzes for each Chapter demonstrating the key frameworks and sample questions are good study tools for the exams. A Study Guide will be provided to point out the key PPT slides and supplemental reading frameworks to review for the Exam. The Exam will be 140 points. *There will be no make-ups for missed Exams unless there is a documented medical emergency. Upon receipt of a doctor's statement, an equivalent essay exam will be assigned.*

**c. Case Analysis Assignments:** (Learning outcomes 2, 4 & 9)

There are 2 case analyses assigned through the course of the semester. Students must demonstrate understanding of the text frameworks and strong analysis and writing skills in each case assigned. Each case study assignment is worth 50 grading points.

**d. Engagement Exercises:** (Learning outcomes 5 & 8)

These essay exercises challenge you to engage with and apply ethical frameworks, either from the text or Giving Voice to Values supplemental readings. Being able to clearly articulate approaches to ethical dilemmas in the workplace is a key learning in this class. Each of the 2 exercises assigned this semester are worth 40 grading points.

**e. Discussion Forums:** (Learning outcomes 1, 4, 6, 7, 8, 10 & 11)

Students will participate in 5 in-depth Discussion Forums on a variety of topics related to course content. For each, students must research, and evaluate a key topic in the course and post their well thought-out and fully proofread analysis in an initial discussion post (worth 20 points). Following an interim deadline (will be Friday nights this semester), students must read their colleagues' posts and are required to respond to two students. These second posts are purposeful – your responses should show you have read your colleague's posts carefully and have additional insights to offer them. Response posts are worth 5 points each (10 total on each Forum).

**f. Ethics Audit Project:** (Learning objectives 6 & 11)

A strong framework that weaves throughout the entire Collins text is the "Optimal Ethics System Check-Up Benchmarking Tool", which can be used to evaluate all the elements of an organization's ethics programs. Students will work in small groups (2-3 people) throughout the semester using this benchmarking tool to evaluate a major corporation. In Week 2 of the course, there will be a briefing about the project and a Business Librarian will brief the class on how to use the library databases to find the most credible information to research your chosen company. The class will come up with a possible list of companies to study this semester and groups will be formed either voluntarily or via a "choice" process. Students are required to write a "Choices Memo" (20 points) stating their top 3 choices for companies and initial research (2 credible articles) on each, demonstrating their ability to do the research required. Throughout the semester groups will research their company using the Collins "Optimal Ethics System Check-Up" (in text and assignment link) using company materials and library database sources. Several assignments provide "check-ins" (2@20 points each) for each group's audit research. This research and application of the benchmark set of principles will result in groups writing an 8 – 10 page descriptive and analytical paper outlining their chosen company's

approach to ethics and offering insights on found weaknesses and recommendations for improvement. Details on this Final Ethics Audit paper will be provided via the course web site. Prior students' papers are provided as examples to help students understand the breadth and depth of the assignment. The final paper is worth 110 grading points. Groups are required to post their Executive Summary to a final Discussion Forum at the end of the semester.

**Grading Rubrics**

Grading rubrics are provided for all course assignments within the Canvas course web site. Students should always consult the grading rubric for each assignment prior to submitting, so that you fully understand the expectations and grading criteria.

**There are 660 grading points available in this class, assigned as follows:**

Student Agreement/Course Profile	15
Introductory Discussion Forum	15
Exam 1 (over Ch. 1-10 and supplemental readings)	130
Discussion Forums (5@30 points)	150
Engagement Exercises (2@40 points)	80
Major Case Analyses (2@ 50 points)	100
Ethics Audit Choices Memo	20
Ethics Audit Analysis "Check-Ins" (2 @ 20 points each)	40
Final Ethics Audit Paper	110
<b>Total:</b>	<b>660 points</b>

*Note there is no extra credit in this course but point totals are 660 and final course grades are based on 650 therefore an "extra" 10 points are included.*

Grades are assigned as follows:

<u>Course Grade</u>	<u>Calculation</u>	<u>Minimum Points Required</u>
A	90% X 650	585
B	80% X 650	520
C	70% X 650	455
D	60% X 650	390
F	50% X 650	325 and below

**Grading Policy**

Minimum points required for a specific course grade are noted on the above table. *Minimum points required for a specific course grade will NOT be revised for any reason.*

**Posting of Grades**

All student grades will be posted in the Canvas Grade Book and students should monitor their grading status through this tool. Grades for Exams will be posted after the availability period has expired. Grades for major assignments will be posted by one week after it is due. Grades for minor assignments will be posted within 5 days of the due date.

**COURSE OUTLINE AND CALENDAR**

*This schedule is provided as your guide to the course; students should post all deadlines to the calendar tool they find most useful. All resources (except text) and detailed assignment instructions are posted to Modules in the Course Web Site. Weekly units begin on Mondays and close Sunday nights (except the final week of the semester). Assignments are typically due on Friday and Sunday nights. Due dates are given in this schedule; the associated time with each is 11:59 pm unless specified otherwise. Grading assignments are highlighted in bold; points associated with each are shown after in parentheses.*

Module	Dates	Topic Areas/Readings	Assigned Readings\Assessments and Assignments (Items in bold are for grading points, #points shown)
1	Week 1 Aug 24-30	Course Overview and Introduction	Watch Course Welcome and Introduction Video  <b>Submit completed Course Agreement by 8/30 (15)</b> <b>Post to Introductory Discussion Forum by 8/30 (15)</b> <i>Read colleagues’ posts to identify who you might like to work with on a team for the ethics audit project</i> Read 3 articles in EReserves, Ethical Leadership folder:
	Week 2 Aug 31-Sept 6	Managers as Ethical, Responsible Leaders and Role Models	1. Schwartz, “Developing and Sustaining an Ethical Culture”  2. Trevino et al., “Moral Person, Moral Manager” 3. Maak & Pless, “Responsible Leadership in a Stakeholder Society”  <b>Post to Discussion Forum I, Initial post due 9/4 (20), Response posts due 9/6 (10)</b>
	Week 3 Sept 7- 13 Sept 7: Labor Day (University Closed)	Unethical Behavior in Organizations	Read Collins text Ch. 1 and complete all of Chapter 1 Lesson (watch video, connect to flash cards and self-quiz)
2	Week 4 Sept 14- 20	Business Ethics – History	Read Collins, Chapters 2  Complete Lessons for Chapters 2 View Librarian video - Ethics Audit Research

	Week 5 Sept 21- 27	Introduction to Optimal Ethics Systems Model and Project  Hiring Ethical People	<p><b>Prepare Case 11, “The Pros and Cons of a Living Wage”, pp. 431-440. Due 9/20 (50) Complete Discussion Questions in Assignment (NOT those in text)</b></p> <p>Watch Video – Optimal Ethics Project <b>Submit “Ethics Audit Choices Memo”, due 9/27 (20)</b></p> <p>Read Collins, Chapters 3 Complete Lessons for Chapters 3</p>
3	Week 6 Sept 28- Oct 4  Week 7 Oct 5- 11	Ethical Codes of Conduct Ethics Reporting Systems  Ethics Training	<p>Read Collins, Chapters 4 &amp; 8</p> <p>Complete Chapters 4 &amp; 8 Lessons</p> <p><b>First Ethics Audit Analysis 1 Due 10/4 (Ch. 4 Ethics Codes) (20)</b></p> <p>Read Collins, Chapter 6 Complete Chapter 6 Lesson</p> <p><b>Discussion Forum 2 Ethics Training, Initial post due 10/9 (20), 2<sup>nd</sup> posts due 10/11 (10)</b></p>
4	Week 8 Oct 12- 18  Week 9 Oct 19- 25	Ethical Decision-Making  Respecting Employee Diversity	<p>Read Collins, Chapter 5</p> <p>Watch Ch. 5 Video, Study Supplemental video and practice exercise</p> <p><b>Ethical Dilemma Engagement Exercise due 10 /18 (40)</b></p> <p>Read Collins, Ch. 7 Complete Ch. 7 Lesson</p> <p><b>Ethics Audit Analysis #2 Due 10/25 (20)</b></p>
5	Week 10 Oct 26- Nov 1	Giving Voice to Values (GVV)	<p>Read supplemental Readings – GVV Folder course web site</p> <p>Read Intro to GVV narrative</p> <p>Watch “Ethics Unwrapped” Videos</p> <p><b>Prepare GVV Engagement Exercise, due 11/1 (40)</b></p>

	<p>Week 11 Nov 2- 8</p> <p>Week 12 Nov 9- 15 Nov 11: <b>Veteran's Day</b> <b>(University Closed)</b></p>	<p>Managers as Ethical Leaders – Role of Performance Assessment</p> <p>Ethically Engaging and Empowering Employee</p>	<p>Read Collins, Chapter 9 Complete Chapter 9</p> <p>Read Collins, Chapters 10 Complete Chapters 10 Lessons <b>Discussion Forum 3 Personal Professional Profile, Initial posting due 11/13 (20), 2<sup>nd</sup> postings due 11/15 (10)</b></p>
EXAM	<p>Week 13 Nov 16- 22</p>		<p><b>Exam available Online 11/16, 8 a.m., due 11/22, 11:59 p.m. (130)</b></p>
6	<p>Week 14 Nov 23- 29 <b>Nov 26- 27: Thanksgiving</b> <b>(University Closed)</b></p> <p>Week 15 Nov 30- Dec 6</p>	<p>Environmental Management and Sustainability</p> <p>Corporate Social Responsibility (CSR)</p>	<p>Read Chapter 11, Complete Ch. 11 Lesson</p> <p><b>Prepare Case 5, “Exxon Mobil and Climate Change”, pp. 387 – 393, Answer Discussion Questions in assignment (NOT text), due 11/29 (50)</b></p> <p>Read Ch. 12, Complete Ch. 12 Lesson</p> <p><b>Discussion Forum #4, Corporate Social Responsibility Reports, Initial Post due 12/4 (20), 2<sup>nd</sup> posts due 12/6 (10)</b></p>
7	<p>Week 16 Dec 7- 11</p>	<p>Final Paper</p> <p>Audit Findings Sharing/Reactions Course Wrap-Up</p>	<p><b>Ethics Audit Final Paper due 12/7 MONDAY by NOON (110)</b></p> <p><b>Discussion Forum 5, Post 1 due 12/8 (10) and 2<sup>nd</sup> Posts due 12/10 (20)</b></p> <p>Watch Course Wrap-Up Video</p>

**Import University Dates for 8-Week Classes (subject to change!):**

August 24, 2020 Classes Begin for Fall Semester

August 26, 2020 Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes

August 31, 2020 Deadline to Drop First 8-week Classes with No Record

September 7, 2020 Labor Day (University Closed)

September 9, 2020 Deadline to drop 16-week Classes with No Record

October 1, 2020 Deadline for Teacher Education Program Applications

October 2, 2020 Deadline to Drop First 8-week Classes with a Quit (Q) or Withdraw (W)

October 15, 2020 Deadline for Clinical Teaching/Practicum Applications

October 16, 2020 Classes End for First 8-week Session

October 16, 2020 Deadline to Withdraw from University for First 8-Week Classes (WF)

October 19, 2020 Add, Drop, and Late Registration Begins for Second 8-Week Classes \$25 Fee assessed for late registrants

October 19, 2020 Classes Begin for Second 8-Week Session

October 19, 2020 Class Schedule Published for Spring Semester

October 20, 2020 Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)

October 21, 2020 Deadline for Add, Drop, and Late Registration for Second 8-Week Classes

October 26, 2020 Deadline to Drop Second 8-Week Classes with No Record

October 30, 2020 Deadline for Graduation Application for Fall Ceremony Participation

November 1, 2020 Deadline for GRE/GMAT Scores to Graduate School Office

November 2, 2020 Registration Opens for Spring Semester

November 6, 2020 Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)

November 11, 2020 Veteran's Day (University Closed)

November 20, 2020 Deadline for Final Committee-Edited Theses Fall Semester with Committee Approval Signatures to Graduate School Office

November 26-27, 2020 Thanksgiving (University Closed)

November 27, 2020 Deadline to Drop Second 8-Week Classes with a Quit

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(Q) or Withdraw (W)

December 11, 2020 Deadline to Withdraw from University for 16- and Second 8-Week Classes

December 11, 2020 Fall Semester Ends

December 11, 2020 Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)

December 11, 2020 Deadline for Fall Degree Conferral Applications to the Registrar's Office \$20 Late Application Fee

December 11, 2020 Fall Commencement Ceremony Bell County Expo 7 pm

December 15, 2020 Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)

December 15, 2020 Deadline for Theses to Clear Graduate School Office for Fall Semester

December 24, 2020 - January 1, 2021 Winter Break (University Closed)

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### **Canvas Support**

Use the Canvas Help link (the ? located at the bottom of the left-hand menu), for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

### **Other Technology Support**

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

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*For this course, you will need reliable and frequent access to a computer and to the Internet. Check browser and computer compatibility for all computers you will be using for this course this semester. This is a CRITICAL step as these settings are important when you take an exam*

or submit an assignment.

*Technology issues are not an excuse for missing a course requirement or deadline – make sure your computer is configured correctly and address issues well in advance of deadlines.*

*Complying with this requirement is part of your “Course Agreement”.*

For issues with **Canvas**, use the Canvas Support Resources noted on the previous page.

For issues related to course content and requirements, contact Dr. Orudzheva via Canvas messages or the “Course Q&A” Discussion Forum.

## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Drop Policy**

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-](https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2Fsubmit%2FForm%2Fstart%2F53b8369e-0502-4f36-be43-f02a4202f612)

[46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2Fsubmit%2FForm%2Fstart%2F53b8369e-0502-4f36-be43-f02a4202f612](https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2Fsubmit%2FForm%2Fstart%2F53b8369e-0502-4f36-be43-f02a4202f612)].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),  
[https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),  
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

*The Academic Integrity web site is found in the Orientation portion of the Canvas web site for this class. You are required to read it and verify in your Course Agreement that you have done so and agree to follow it. A found incidence of Academic Dishonesty for any assignment, project or exam in this class will result in 0 points and be referred to the Office of Student Conduct for action. Multiple incidences will result in an F course grade.*

### **Academic Accommodations**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)  
[https://tamuct.instructure.com/courses/717]

If you require accommodations for this class, please let Dr. Orudzheva know within the first week of class, with the appropriate paperwork. All requests approved by the Office of Access and Inclusion will be honored.

### **Important information for Pregnant and/or Parenting Students**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in

the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring**

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing [studentsuccess@tamuct.edu](mailto:studentsuccess@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

### **University Writing Center**

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m.

Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WCOonline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

### **University Library**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to MGMT 5307 8 Week Online Updated 7.2020

students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index]. As of the beginning of the summer semester the Library is closed due to the COVID19 pandemic. Check back often during this session as the library may start having limited opening hours in July.

This class will also be taking advantage of the Library eReserves resource; copyrighted published articles assigned for this class will be made available through eReserves. The eReserves link for this class is [https://tamuct.libguides.com/er.php?course\\_id=57313](https://tamuct.libguides.com/er.php?course_id=57313)

Week 2 of this class the Business Librarian will give a required video presentation on the library databases that are most useful for the Ethics Audit Project. The Business Librarian is available via email and virtual chats throughout the semester to provide support for the research required for the Audit project.

The library Management resource guide and associated databases (<https://tamuct.libguides.com/c.php?g=117073>) will also be particularly useful in this class. The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

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**For Fall 2020, all reference service will be conducted virtually. Please go to our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.**

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

### **Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

### **INSTRUCTOR POLICIES**

**Course Standards**

Professional level writing and communication are critical skills in the business world. This standard should be displayed in all assignments for this class. All communications, both to the Professor and student colleagues, should be kept professional, including Discussion Forum postings and messages. For online correspondence, appropriate “netiquette” rules should always be followed (see orientation module on course web site for netiquette guidelines). For written assignments, all work should be proofread, free of grammatical errors, include proper citations and be in accordance with American Psychological Association (APA) standards. A link for APA guidelines is included in the Additional Resources module on the course web site.

**Copyright Notice**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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[altman@tamuct.edu](mailto:altman@tamuct.edu).

*Professor Orudzheva reserves the right to make changes to this Syllabus should circumstances during the semester cause revision. Note the date below of this Syllabus. Should changes be necessary a revised Syllabus will be posted on the Course web site, an announcement posted to that effect, and the new version will have a different date in the footer.*