



MGMT 5307: Responsibilities and Ethics of Leadership

COURSE SYLLABUS - REVISED

Spring 2020, 2nd 8 Weeks Blended, CRN 10215, Section 125

Instructor: Dr. Barbara W. Altman
Office: Via Altman Zoom room
Email: Canvas Messages (preferred communication method)
If Canvas is down: altman@tamuct.edu

Office Hours:

By appointment – phone and online (via Zoom)

Mode of instruction and course access:

The course is taught in a “blended” format, meaning class will meet on Monday nights 6:15 – 8:45 p.m., via Zoom web-conferencing with online content and assignments provided in between class meeting times using the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>]. Attendance at Monday night Zoom sessions is MANDATORY, given there are only 7 sessions. Students with required work, travel or an illness should advise Dr. Altman in advance and she will work with you to make up the work. The advantage of a blended format is that face meeting times are reserved for activities/exercises best suited to interaction and discourse, and concepts/learning resources best suited to individual study can be accomplished via online learning, thereby optimizing student time management.

Student responsibilities:

Students must be self-disciplined and a self-starter to be successful in this class. An 7 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 come to class and complete all 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:

I am readily accessible through the Canvas email function in the course web site. I check messages often and will get back to you within 24 hours during the week (usually much sooner!) and within 36 hours on the weekend. 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 participating actively in the Zoom sessions, asking questions on the Course Q&A Discussion Forum and if you have individual issues, by setting up an appointment. If you wish to meet one-on-one please send me a Canvas message with several options for days/times and I will respond confirming one of your options.

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.

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. Define key ethical and moral reasoning frameworks and explain their impact in the business setting.
2. Identify and describe key elements of an effective organizational ethics program.
3. Evaluate your own approach to ethics and values, and the implications for your career.
4. Apply the "Giving Voice to Values" framework to organizational scenarios.
5. Analyze and critique real-case situations regarding ethical, social responsibility and sustainability leadership.
6. Explore avenues to remedy social issues using stakeholder coalitions and responsible leadership.
7. Recognize innovative approaches to sustainability challenges.
8. Recognize advanced stages of corporate citizenship performance.
9. Perform an ethical and social 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 Reading and Textbook(s):

Collins, D. (2018) Organization Ethics: Best Practices for Designing and Managing Organization. 2nd edition, Sage. NOTE: The 2nd 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 beginning March 30.

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=54416

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 blended class. This completed agreement is worth 10 grading points.

b. Exam: (Learning objectives 1 & 2)

There is one required combined multiple choice, and true/false exam covering the models, terms, and concepts in the first set of text chapters 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 110 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 objectives 1 & 5)

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 objectives 1 & 6)

These essay exercises challenge you to research and consider ethical, corporate social responsibility or sustainability issues using the frameworks you are learning in the book or supplemental readings. Each of the 3 exercises assigned this semester are worth 35 grading points.

e. Discussion Forums: (Learning objectives 1, 2, 3, 5 & 8)

Everyday news, newspapers and business press outlets have numerous stories about business and organizational leaders making decisions that may or may not be ethical and responsible. During 4 weeks of the course Dr. Altman will post one of these articles to a "Business Ethics in the News" Discussion Forum and students are required to post twice to the Forum. In post 1, students should read the article closely and give a 1-2 paragraph analysis of the situation, whether you agree or disagree with the leaders' actions and/or if the leader has not taken action, what you suggest and why. Students should try hard to use frameworks being studied in the class to help formulate your analysis (this will be harder earlier in the semester but after a few weeks will be easier and therefore an expectation). After everyone has done their first post, a second post is required responding to 2 colleagues; in these second posts the goal is to pose insights that could "stretch" your colleagues' thinking. There will be 4 Discussion Forums, each worth 20 points.

f. Journal Entries: (Learning objectives 3 & 4)

Two reflective journal papers will be assigned during the semester for students to engage with their personal values and ethics topics, and how these issues impact their individual careers. The first journal will be assigned in conjunction with the "Giving Voice to Values" (GVV) curriculum, which will be available via the course web site. The second journal is at the end of the semester and asks students to reflect on their perspectives on Responsible Leadership and

how they have changed since the beginning of the course. Each Journal is worth 45 grading points.

g. Ethics Audit Project: (Learning objectives 2 & 9)

Students will work in small groups on this project (2-3 people). 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 research the library databases to find the most credible information about 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 with Dr. Altman. 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 or in-class exercises provide “check-ins” 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 ways to improve. Each group will also be required to present “check in” results for 2 chapters during the semester (10 points each). 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 present a formal presentation about their Audit Findings and Recommendations the last night of class (25 points).

Grading Criteria Rubric and Conversion

Grading rubrics are provided for all course assignments within the Canvas course web site. Students should review these rubrics carefully when preparing assignments.

There are 650 grading points available in this class, assigned as follows:

Student Agreement/Course Profile	10
Ethics Audit “Check-Ins” (2 @ 10 points each)	20
Exam 1 (over Ch. 1-7 and supplemental readings)	110
Discussion Forums (4@20 points)	80
Engagement Exercises (3@35 points)	105
Major Case Analyses (2@ 50 points)	100
Reflection Journals (2@45 points)	90
Final Ethics Audit Case	110
Ethics Audit Presentation	25
Total:	650 points

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. There is no extra credit in this class.*

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 Cases, Journals and Engagement Assignments will be posted no later than one week following the due date. Grades for Discussion Forums will be posted within five days of the last 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 due on Friday and Sunday nights. Due dates are given in this schedule; the associated time with each is 11:59 p.m. Points associated with each assignment are shown after in parentheses. Required Monday night class meeting days are highlighted in yellow.

For each week, the topics to be covered in class are shown in the first row associated with that week. Readings and assignments for the remainder of that same week are shown in row 2.

Module Dates	Topic Areas/Readings	Assigned Readings\Assessments and Assignments (Items in bold are for grading points, #points shown)
Week 1 3/23 – 3/29	Course Overview and Introduction Syllabus Review Student Introductions Introduction - Managers as Ethical, Responsible Leaders and Role Models (1 st set of readings) Introduction – Ch. 1, Unethical Behavior in Organizations Introduction to Optimal Ethics Systems Model and Project Group Formation	Read 3 articles in EReserves, Ethical Leadership folder: 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”
	Ethical Leadership Ch. 1 Unethical Behavior in Organizations Ch. 2 Business Ethics – History	Read Collins, Chapters 1 & 2, Review PPT Lectures, Take self quizzes Submit completed Course Agreement by 3/27 (10) Submit First Engagement Exercise on Responsible Leadership by 3/29 (35)

Module Dates	Topic Areas/Readings	Assigned Readings\Assessments and Assignments (Items in bold are for grading points, #points shown)
Week 2 3/30 – 4/5	Introduction to Optimal Ethics Systems Model and Project Library Briefing – Researching for the Social Audit Group Formation Discussion – Responsible Leadership development Review Ch. 1 Unethical Behavior in Organizations – Discussion Questions; Ch. 2 Business Ethics – History – Discussion Questions Ch. 3 Hiring Ethical People – Introduction & Audit Elements Ch. 4 Ethical Codes of Conduct – Introduction and in-class exercise	
	Ch. 3 Hiring Ethical People Ch. 4 Ethical Codes of Conduct Ch. 5 - Ethical Decision Making	Read Chapters 3 & 4, Review PPT Presentations, Take self quizzes Discussion Forum 1, “Business Ethics in the News”, 1st posts due 4/3 (10), 2 posts due 4/5 (10) Read Collins, Ch. 5, Watch PPT Presentation Work on group project “check-in” presentations Prepare for First Group Check-In’s Due (audit elements for Ch. 3) due in class 4/6 (10)

Module Dates	Topic Areas/Readings	Assigned Readings\Assessments and Assignments (Items in bold are for grading points, #points shown)
Week 3 4/6 – 4/12	Ch. 5 - Ethical Decision-Making – Discussion Questions, Audit Elements and Class Practice Exercises First Group Check-In’s Presentations (elements for Ch. 3) Introduction to Giving Voice to Values (GVV) and Class Exercises	
	Ch. 5 Ethical Decision Making Giving Voice to Values (GVV)	Ethical Dilemma Case 1 due 4/10 (50) Discussion Forum 2, “Business Ethics in the News”, 1st posts due 4/10 (10), 2 posts due 4/12 (10) GVV readings & videos on course web site GVV Reflection Journal Due 4/12 (40)
Week 4 4/13 – 4/19	Class Discussion – GVV Reflections Ch 6 Ethics Training Presentation & Discussion, Audit Elements Ch. 7 Respecting Employee Diversity Presentation & Discussion, Audit Elements Review for Exam 1	Read Collins Ch. 6 & 7
	Exam 1 covering Chapters 1-7 and supplemental readings	Exam 1 available Online 4/17, 8 a.m., due 4/19, 11:59 p.m. (110)

Module Dates	Topic Areas/Readings	Assigned Readings\Assessments and Assignments (Items in bold are for grading points, #points shown)
Week 5 4/20 – 4/26	Ch. 9 Managers as Ethical Leaders – Role of Performance Assessments Introduction Ch. 10 Ethically Engaging and Empowering Employee Introduction Ch. 11 Environmental Management and Sustainability Introduction	
		<p>Read Collins, Chapters 9 & 10 Read Supplemental Article in EReserves Prepare Ethical Leadership Case 2, due 4/24 (50)</p> <p>Discussion Forum 3, “Business Ethics in the News”, 1st posts due 4/24 (10), 2 posts due 4/26 (10)</p> <p>Read Ch. 11 Supplemental readings (eReserves), web sites and videos (course web site) “Momentum for Change” engagement exercise due 4/26 (35)</p> <p>Second Group Check-In’s Due in class 5/3 (elements for Ch. 9 or 11) (10)</p>

Module Dates	Topic Areas/Readings	Assigned Readings\Assessments and Assignments (Items in bold are for grading points, #points shown)
Week 6 4/27 – 5/3	Ch. 9 Managers as Ethical Leaders – Role of Performance Assessments Discussion Questions & Audit Elements Ch. 10 Ethically Engaging and Empowering Employee Discussion Questions & Audit Elements Discussion – Momentum for Change Second Group Check-In’s Presentations (elements for Ch. 9 or 11) Ch. 8 Ethics Reporting Systems Introduction Ch. 12 Corporate Social Responsibility Introduction In-class Exercise - CSR	
	Ch. 8 Ethics Reporting Systems Ch. 12 Corporate Social Responsibility (CSR)	Read Ch. 8 and Ch. 12 Read supplemental readings on eReserves and course web site Discussion Forum 4, “Business Ethics in the News”, 1st posts due 5/1 (10), 2 posts due 5/3 (10) CSR Engagement Exercise Due 5/3 (35) Prepare final paper and Recommendations presentation

Module Dates	Topic Areas/Readings	Assigned Readings\Assessments and Assignments (Items in bold are for grading points, #points shown)
Week 7 5/4 – 5/8	Ch. 8 Ethics Reporting Systems Discussion Questions Ch. 12 CSR Discussion Questions CSR Reports Discussion Group Social Audit Findings & Recommendations Presentations in class (25) Course Wrap-Up	
		Audit Case Paper due 5/5 (100) Responsible Leadership Reflection Journal Due 5/8 (45 points)

Import University Dates (subject to change!):

March 23, 2020	Classes Begin for Second 8-Week Session
March 25, 2020	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 23, 2020	Class Schedule Published for Summer Semester
March ?, 2020	Deadline to Drop Second 8-Week Classes with No Record
March 27, 2020	Deadline for Graduation Application for Ceremony Participation
March 30, 2020	Registration Opens for Seniors, Post-Bacc, and Graduate Students for Summer Semester
April 6, 2020	Registration Opens for Summer Session
April 24, 2020	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)

May 8, 2020	Deadline to Withdraw from the University for 16- and Second 8-Week Classes
May 8, 2020	Spring Semester Ends
May 9, 2020	Spring Commencement Ceremony - CANCELLED

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, 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

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.

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. Altman 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 a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar (shown also on the important University dates on this Syllabus) for which the form must be completed, signed and returned. Once you return the signed 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, 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 reported 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://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel),

[https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel].

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; phone 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. Altman 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 the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [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 online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), 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, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019, but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, 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 .

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 FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only 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. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. 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. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. 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 visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at 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. They offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in the 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 the 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 the 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. This assistance

CAN be very useful for the Ethics Audit project for this class.

The 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 the [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

The library Management resource guide and associated databases (<https://tamuct.libguides.com/c.php?g=117073>) will be particularly useful in this class for the company audit project assigned in this class. 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=54416

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/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

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, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. 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 readings). 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.

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.

Professor Altman 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.