Course Syllabus

BA 225 - Business Ethics

The session begins on the 1st day of the enrollment month and ends on the last day of the 6th month.

Instructor Information

Instructor Name: James Block
UIU Faculty Email: blockj@uiu.edu
Telephone Number: 9898601253
Office Location: Frankenmuth, Michigan
Availability: I am available at all times via email. By phone, 9:00 a.m. – 9:00 p.m. (EDT), Monday – Saturday.

Course Description

Semester Credits: 3 credits
Catalog Course Description: Exploring the moral complexities in the workplace, this course equips students with the ability to analyze and apply contrasting ethical theories through practical examples and case studies. It is structured to assist students in recognizing and addressing unique ethical dilemmas in business, preparing them for principled decision-making in their professional lives.
Prerequisites: None
Course Fee: None

Credit Hour Policy: As a requirement of HLC Accreditation, all UIU courses, regardless of meeting schedule or instructional mode, follow the Federal Credit Hour Definition. As such, each credit hour earned at UIU is equivalent to a minimum of 45 hours of student engagement.

For more information on how specific instructional modes meet this requirement, please see UIU's Policy Guidelines for Instructional Time Expectations: UIU Policies.

Business Ethics: Best Practices for Designing and Managing Ethical Organization
Collins, D & Kanashiro, P. (2022). Business Ethics: Best Practices for Designing and Managing Ethical Organizations. 3rd Ed. Sage Pub.

E-book: ISBN: 9781544396842

Paperback: ISBN: 9781544396828

Course Recommended Materials & Resources

APA Publication Manual of the American Psychological Assocation
Edition: 7th
Publisher: American Psychological Association
Publication Date: 2020
ISBN: 978-1433832178

Course Outcomes

- Differentiate between various theories of ethics.
- Identify and discuss ethical issues in business situations.
- Select and defend a mode of action from among possible alternatives.
- Consider the implications of actions from Human Resources, environmental and financial perspectives

General Education Assessment

Upper Iowa University is committed to ensuring that all undergraduate students participating in its general education program receive a broad education, while gaining essential professional skills across multiple disciplines. The Peacock Professional Experience provides nine learning outcomes, each of which articulates a specific skill students should gain, and are supported by knowledge provided by the courses students choose to take within the guidelines of the program. The outcome assessed in this course is the last outcome listed under Course Outcomes.

Course Requirements and Grading Criteria

Students who develop a regular time schedule and set goals for unit completion are most successful in completing courses within a specific timeframe.

We advise submitting one unit at a time rather than all of the units at once. The feedback you receive from the instructor is

critical to your success on subsequent lessons. Instructors will only grade complete units. These comments allow you to

improve and modify the next units if necessary.

If the information in your syllabus is not clear please contact the Self-Paced Program office. We would like the opportunity to address concerns, however, we may not know unless we hear from YOU

Course Requirements

Unit Quiz:

Each unit will contain a quiz covering the chapters of that unit. The quiz will be open book, open note and you will have 60 minutes to complete. The quizzes will consist of 50 multiple choice questions. Each quiz is worth 50 points. Please ensure that you study for the quizzes and do not fall into the trap that because it is open-book/open-note that you can look up every answer. You will not be able to look up every question.

Unit Case Studies:

Each unit will contain two questions/case studies, which relates to the topics covered in that unit. Case studies must be written in professional and academic writing following APA. All submissions must be double-spaced, 12 point font in Times New Roman or Arial, 1-inch margins. A reference page must be provided. Your paper should be a minimum of at least 2 pages, not counting the title page and reference page (thus total 4 pages minimum). Each case study is worth 100 points

Grading Criteria

Criteria	**Points Percentage**
Unit Quizzes 50 points/unit	300
Case Studies 100 points/unit	800
Total	1100

Grading Scale

Letter Grade	**Points / Percentage**
A	100-93
A- (minus)	92-90
B+	89-88
B	87-82
B- (minus)	80-81
C+	79-78
C	77-72
C- (minus)	71-70
D+	68-69
D	64-67
D- (minus)	60-63
F	59-0

Grades and Feedback

All graded work available must be posted in the uiuLearn Gradebook by Sunday at 11:59pm (CT) one week prior to the course drop date, as well as posted by Sunday at 11:59 pm prior to the final week.

Turnitin

Turnitin is a tool for both teachers and students to ensure academic integrity by checking the originality of submitted papers to avoid issues of plagiarism and academic dishonesty.

Students should be aware that Turnitin scans submitted work and compares it to ALL other sources on file.

Extension Policy

Students will be allowed to request an extension and receive an 'X' (extension grade) at the end of their original six-month enrollment period if:

- A minimum of one assignment has been received for grading per guidelines AND
- All course units and exams are not completed and submitted OR
- A course withdrawal has not been initiated.

Note: The fee for a self-paced extension is $99 per course. The request for an extension must be submitted no earlier than one month before the end of the course and no later than a week before the end of the course.

Extension grade details

- When the extension is granted and an "X" grade is issued, the student will receive a four-month enrollment period to complete the course.
- Students do not have the option to withdraw from a course after the initial six-month enrollment period.

- An ‘X’ grade posted to the student’s official record will be replaced with a final letter grade; however, the extension will remain on the official transcript as a notation.
- If the course is not completed by the end of the extension period, the instructor will assign a final grade (A-F) based on work completed in relation to the total course requirements.
- If credit is not earned by the end of the extension period, students can re-enroll and repeat the entire course for credit.

Note: Students are not reported as enrolled during the extension period and are not eligible for student loan deferment. No more than one extension will be granted.

Course Schedule

Unit 1

Unit 1 Topic

Unethical Behaviors in Organizations and Human Behavior

Activity

Read Chapters 1

Assessments

Unit Quiz, Case Analysis

Unit 2

Unit 2 Topic

The Evolution of Business Ethics; Corporate Governance and

Stakeholder Relationships

Activity

Read Chapters 2-3

Assessments

Unit Quiz, Case Analysis

Unit 3

Unit 3 Topic

Hiring Ethical People; Code of Ethics/Conduct

Activity

Read Chapters 4-5

Assessments

Unit Quiz, Case Analysis

Unit 4

Unit 4 Topic

Ethical Decision-Making and Training

Activity

Read Chapters 6-7

Assessments

Unit Quiz, Case Analysis

Unit 5

Unit 5 Topic

Respecting Employee Diversity and Ethics Reporting Systems

Activity

Read Chapters 8-9

Assessments

Unit Quiz, Case Analysis

Unit 6

Unit 6 Topic

Managers as Ethical Leaders and Performance Assessments

Activity

Read Chapter 10

Assessments

Unit Quiz, Case Analysis

Unit 7

Unit 7 Topic

Ethically Engaging and Empowering Employees

Activity

Read Chapter 11

Assessments

Unit Quiz, Case Analysis

Unit 8

Unit 8 Topic

Global Sustainability and Citizenship

Activity

Read Chapters 12-13

Assessments

Unit Quiz, Case Analysis

Course Expectations

Email

Upper Iowa University employees and students are issued a UIU email account (doej@uiu.edu). University email communications will only be sent to UIU email address. Faculty and staff are not obligated to respond to students using non-UIU email accounts.

Technology Requirements

Students and faculty should have access to a reliable up-to-date computer, updated virus protection, and an Internet connection to access course materials and complete course activities.

AI Policy

UIU AI POLICY STATEMENT

The university recognizes the transformative potential of generative artificial intelligence (AI) tools and affirms its commitment to academic excellence, integrity, and ethical use. This policy provides a framework for faculty and students to engage with generative AI in ways that uphold academic standards and promote responsible, transparent practices across all instructional formats. While honoring academic freedom in the design and delivery of instruction, this policy ensures alignment with Upper Iowa University's mission and vision to foster lifelong learning, critical inquiry, and global citizenship.

AI POLICY IMPLEMENTATION

Acceptable Use Guidelines

Permissible Use with Attribution – For the Quizzes, Essays, Midterm Exam, and Final Exam, AI tools may be used more broadly with full attribution. Students must disclose contributions and cite tools used.

Professional Writing and Speaking Guidelines

Communications in class and online should follow the Student Conduct and Discipline, Respect for the University Environment, and Code of Student Responsibility in the Student Handbook. Respect the opinions of others using appropriate language and communications.

University Policies

Withdrawal (W)

If a student decides to withdraw from a course before the end of an enrollment period, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. All students should consult with the Business Office and Financial Aid Office to understand the financial impact of withdrawing prior to initiating the withdrawal process.

Students who have registered for this course through our partnership are required to follow the withdrawal policy outlined on the partnership website. Please refer to the partnership site for official withdrawal procedures and deadlines.

Tuition adjustments are independent from academic and financial aid deadlines. Upon receiving a request for withdrawal, using the number of lessons submitted as compared to the total due, a refund of tuition is made according to the following guideline.

On or before the first day of the enrollment period* 100%

After the first lesson through 10% of the enrollment period 90%

After the first 10% through the first 25% of the enrollment period 50%

After the first 25% of the enrollment period 0%

*Enrollment is measured by the number of assignments to be submitted during a six-month period of time, as determined by the University, during which semester credits

are earned toward graduation. The refund/repayments shall be calculated using the percentages noted above as determined using the number of assignments completed and the number of assignments yet to be submitted.

For example, if a student submitted 2 of 17 assignments, they completed 11.76% of the class assignments. The student would be refunded 50% of the tuition cost.

For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona, state laws apply. For students enrolled through the cpacredits.com program, no refund is allowed after the first two weeks.

Students who withdraw from a course prior to submitting the first assignment, or who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of $99.

Course withdrawal may impact financial aid eligibility. A financial aid counselor is available to discuss this decision.

Upper Iowa University is required to use a pro-rata schedule to determine the amount of Title IV aid the student has earned at the time of withdrawal. If financial aid funds have been released to the student because of a credit balance on the student's account at Upper Iowa University, the student may be required to repay some or all of the amount released to the student. This policy is subject to federal regulations. Contact the Financial Aid Office for details.

Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. For more information on financial aid implications, go to uiu.edu/financial aid.

Administrative Withdrawal (AW)

A grade of AW (administrative withdrawal) is recorded for any course from which a student is administratively withdrawn. **At least one complete assignment/unit must be received and verified by the instructor within the first 60 days of the enrollment period or the student will be administratively withdrawn from the course.** Students who are administratively withdrawn for non-submission of assignments, will be charged an administrative fee of $99. Non-Attendance (NA): Never attended grades are not applicable to the Self-Paced Degree Program.

Academic Accommodations

It is the policy of Upper Iowa University to ensure equal access to educational and co-curricular activities to students with disabilities as mandated by the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A student seeking accommodations should contact the Director of Student Accessibility Services as early in the session as possible. In order to receive accommodations, students are required to disclose their disability to the Director by completing an application for services that can be found on the Student Accessibility Webpage. In addition to the application packet, the student is required to submit supporting documentation. Submit these to the Student Accessibility Services Office either in person or by email/Fax. A brief interview, in-person, by phone or virtually, with the Director will confirm or deny the accommodations requested. The Student Accessibility Services Office will email accommodation letters to the appropriate professor, the student, and the student's advisor. Additionally, students should work cooperatively with their instructors throughout the session to make sure that their accommodations are appropriate and effective.

Upper Iowa University (UIU) provides closed captioning/transcriptions in acknowledgment of the Americans Disability Act, Rehabilitation Act, and various state laws. The information displayed is computer generated and not reviewed before being published. UIU makes no representations or warranties and expressly disclaims any responsibility or liability with respect to any errors or omissions in, or the accuracy, reliability, timeliness, or completeness of, any information that appears in a closed caption or transcript.

Contact the Director at (563) 425-5949, accessibility@uiu.edu or stop by the office on the 2nd floor of the Student Center, Office of Student Life, Room 229.

Emergency Directives: (Fire, Natural Disaster, Threat on campus, etc.)

In accordance with Upper Iowa University's emergency management plan, any student that requires assistance in the event of an emergency (Fire, natural disaster, threat on campus) is responsible for notifying their instructor of the need for assistance. (Evacuation, and/or indoor safety protocols) This information will be held confidential and only needed in the unlikely event that there is an emergency.