



**UPPER IOWA**  
UNIVERSITY

# COURSE SYLLABUS

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## Business Ethics – BA225

### Self-Paced Course – Web-Based Format Option

Session begins on the 1<sup>st</sup> day of enrollment month and ends on the last day of the 6<sup>th</sup> month.

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### Instructor Information

**Instructor Name:** Tiffany Kragnes, PhD, JD, MPhil, MPA  
Kragnest596@uiiu.edu

**Contact Information:** For questions, comments, or concerns please contact the Self-Paced Degree Program office:  
Telephone: 563-425-5200 or 1-800-553-4150  
E-mail: [selfpaced@uiiu.edu](mailto:selfpaced@uiiu.edu)  
Address: Upper Iowa University, PO Box 1857, Fayette, IA 52142

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### Course Description:

A course that seeks to recognize the distinctive set of problems encountered in the work environment, to study contrasting theories currently being used to make ethical decisions, and to apply those theories through examples and case studies.

**Semester Credits:** 3 semester credits

**Prerequisites:** None

**Credit Hours:** 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](#).

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### Course Materials

It is the student's responsibility to make sure she/he has access to all required course materials by the start of the session.

#### Required Textbooks

Collins, D & Kanashiro, P. (2021). Business Ethics: Best Practices for Designing and Managing Ethical Organizations. 3<sup>rd</sup> Ed. Sage Pub.

E-book: ISBN: 9781544396842

Paperback: ISBN: 9781544396828

## **Recommended Resources**

APA Publication Manual of the American Psychological Association: 7<sup>th</sup> Edition:  
American Psychological Association (2020),  
ISBN-13: 978-1433832178  
ISBN-10: 1433832178

## **Recommended Resources**

UIU Writing Center

- Email: [writingcenter@uiu.edu](mailto:writingcenter@uiu.edu)
- Phone: (563) 425-5272

UIU Academic Success

- Email: [academicsuccess@uiu.edu](mailto:academicsuccess@uiu.edu)
- Phone: (563) 425-5264

## **Ordering Textbooks**

Purchase your textbook through the online university bookstore, [MBS Direct](#), or by phone at (800) 325-3252.

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## **Course Objectives**

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

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## **Program Student Learning Outcomes**

None at this time.

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## **Course Requirements and Grading Criteria**

### **Course Requirements**

1. Review the **entire** course syllabus before beginning the course. Be sure you understand the course procedures and objectives. Procedures do change, so please review **ALL** forms even if this is not your first course. Your course status may be affected if policies are not followed.
2. Students who develop a regular time schedule and set goals for unit completion are most successful in completing courses within a specific timeframe.
3. 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. *Please note: No more than three assignments/units may be submitted in a one-week period.*
4. 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 Requirement Descriptions and Expectations

### Grading Criteria

Activity	Points
Unit Quizzes 50 points/unit-8 units	300
Case Studies- 100 points-8 units	800
Total	1100

**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 a case study. You will receive the case study questions in each unit, 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 3 pages, not counting the title page and reference page (thus total 5 pages minimum). Each case study is worth 100 points.

Your case study submission must contain the following information:

1. Case Summary-Provide a short summary of the case. This should consist of at least a half page of summary.
2. Case Analysis-Provide a short analysis of what the ethical issue is in this case. This should consist of at least a half page of analysis.

3. Case Critical Thinking Analysis: You will be provided two questions related to the case study for the unit. Each question should be a minimum of 1-2 pages of analysis. Discuss and explain your answers in each question.

## Grading Scale

Letter Grade	Percent	Points
A	100-93	930-1000
A-	92-90	900-929
B+	89-88	880-899
B	87-82	820-879
B-	81-80	800-819
C+	79-78	780-799
C	77-72	720-779
C-	71-72	700-719
D+	68-69	680-699
D	64-67	640-679
D-	60-63	600-639
F	59-0	599-0

## Grades and Feedback

This syllabus contains all assignments and forms necessary for completing your self-paced course. Submit your completed assignments either by mail or email to:

Self-Paced Degree Program, Upper Iowa University, PO Box 1857, Fayette, IA 52142

Toll free: 800-553-4150

Fax: 563-425-5287

E-mail: [selfpaced@uiu.edu](mailto:selfpaced@uiu.edu)

They will be graded and returned to you. If you need academic assistance with the course, please feel free to contact the Self-Paced Degree Program office.

For the paper-based option requiring a proctor, a student must bring a photo I.D. to the exam. The final assessment/exam is administered by a proctor, and the proctor mails your completed exam to UIU. To protect the integrity of the final assessment/exam, you only receive your final grade on the exam; you do not receive any feedback on the answers to the exam questions. The answers to the questions on the exam are not shared with students.

## 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.

## Incompletes

Students will be allowed to request an extension and receive an 'I' (incomplete 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.

### Incomplete grade details

- When the extension is granted and an incomplete 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 'I' grade posted to the student's official record will be replaced with a final letter grade; however, the incomplete will remain on the official transcript as a notation.
- If the course is not completed by the end of the incomplete 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 reenroll and repeat the entire course for credit.

**Note:** Students are not reported as enrolled during the incomplete period and are not eligible for student loan deferment.

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## Course Schedule

### Unit 1

Week 1 Topic	Unethical Behaviors in Organizations and Human Behavior
Activity	Read Chapters 1
Assessments	Unit Quiz, Case Analysis

### Unit 2

Week 2 Topic	The Evolution of Business Ethics; Corporate Governance and Stakeholder Relationships
Activity	Read Chapters 2-3

Week 2 Topic	The Evolution of Business Ethics; Corporate Governance and Stakeholder Relationships
Assessments	Unit Quiz, Case Analysis

### Unit 3

Week 3 Topic	Hiring Ethical People; Code of Ethics/Conduct
Activity	Read Chapters 4-5
Assessments	Unit Quiz, Case Analysis

### Unit 4

Week 4 Topic	Ethical Decision-Making and Training
Activity	Read Chapters 6-7
Assessments	Unit Quiz, Case Analysis

### Unit 5

Week 5 Topic	Respecting Employee Diversity and Ethics Reporting Systems
Activity	Read Chapters 8-9
Assessments	Unit Quiz, Case Analysis

### Unit 6

Week 6 Topic	Managers as Ethical Leaders and Performance Assessments
Activity	Read Chapter 10
Assessments	Unit Quiz, Case Analysis

### Unit 7

Week 7 Topic	Ethically Engaging and Empowering Employees
Activity	Read Chapter 11
Assessments	Unit Quiz, Case Analysis

### Unit 8

Week 8 Topic	Global Sustainability and Citizenship
Activity	Read Chapters 12-13
Assessments	Unit Quiz, Case Analysis

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## Course Expectations

### 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](#) (pg. 20 and 21). Respect the opinions of others using appropriate language and communications.

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## 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.

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.

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/financialaid](http://uiu.edu/financialaid).

### 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. The Application Packet for New Students can be found here: <https://uii.edu/experience/student-accessibility-services> 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.

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

## **Academic Misconduct Policy**

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender's own integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive sanctions based on the level of academic misconduct.

**Cheating** includes, but is not limited to:

- The use of unauthorized books notes or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of instructors involved.

**Academic dishonesty** includes, but is not limited to:



- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.
- Obtaining and using texts or other materials intended for instructor use only.

**Plagiarism** includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own.
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using charts, graphs, statistics or tables without proper citation.

### **Levels of Academic Misconduct and Sanctions**

The faculty member teaching the course has the primary responsibility for resolving allegations of academic dishonesty, though egregious violations will be resolved by the School administration, the Academic Misconduct Board, or some combination thereof. The final decision on the level of a violation rests with the Academic Misconduct Board. Options for resolving an alleged case of academic dishonesty range from dismissing the allegation with no negative sanction to being expelled from the university ([Academic Misconduct Policy: Table 1](#)). A negative sanction is defined as an action taken by the faculty member that affects the student's grade for the assignment or his or her cumulative grade for the course. Anytime academic misconduct is detected, the procedures outlined in [Academic Misconduct Policy: Table 1](#) should be followed. The incident will be maintained in a searchable database maintained by the Office of Academic Affairs.

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## **Copyright Statement**

In recognition of the Copyright Law of the United States (Title 17, United States Code), Upper Iowa University reminds both faculty members and learners that a willful infringement of the law may result in disciplinary action. The University library has available materials discussing the "fair use" concept, along with criteria and guidelines for reproduction and use of copyrighted materials.

**This syllabus is subject to change.**

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