



TEXAS A&M UNIVERSITY  
SAN ANTONIO

Department of Management and Marketing, College of Business  
Ethical Decision Making

<b>Course Name:</b> Ethical Decisions
<b>Course #:</b> :BUAD 4301.901
<b>CRN::</b> 13363
<b>Instructor:</b> Carol Mattick, JD, MBA
<b>Email:</b> <a href="mailto:carol.mattick@tamusa.edu">carol.mattick@tamusa.edu</a>
<b>Office:</b> Remote <b>WebEx:</b> <a href="https://tamusa.webex.com/meet/carolmattick">https://tamusa.webex.com/meet/carolmattick</a>
<b>Phone:</b> 210-860-0102
<b>Office Hours:</b> By Appointment
<b>Modality:</b> Hybrid Class
<b>Class Location:</b> BLH 362
<b>Class Schedule:</b> Tuesdays 7:00 pm – 8:15 pm

Student emails

board questions will receive a reply within two business days.

or discussion

Course Website:

<https://tamusa.blackboard.com>

Office Hours:

By Appointment, Virtual Meeting

Catalog Course Description:

This course in applied business ethics emphasizes ethical decision making. Using a case-based approach, students learn to identify ethical issues, apply ethical theories, and reach well-reasoned ethical decisions

Course Objectives:

This course will have a special focus on Business Ethics and moral decision making through the lens of normative ethical frameworks, with an emphasis on written and oral communication skills.

Prerequisites:

90 or more academic semester credit hours must be completed first.

Restrictions:	Enrollment limited to students with a semester level of Senior. Graduate level students may not enroll.
Student Learning Outcomes:	<p>After successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify and understand normative ethical theories</li> <li>2. Identify ethical issues in case problems.</li> <li>3. Analyze a case problem using an ethical theory.</li> <li>4. Reach well-reasoned ethical decisions.</li> <li>5. Analyze what it means to be a member of a profession.</li> <li>6. Demonstrate mastery of written and oral communication skills to explain ethical frameworks as applied to cases.</li> </ol>
Required Materials:	<p><u>Text</u>: DesJardins, J. (2024). <i>An Introduction to Business Ethics</i>, 7<sup>th</sup> ed. NY: McGraw-Hill Education.</p> <p><u>Learning Aids</u>: McGraw Hill “Connect” software application license</p>
Additional Suggested Software:	We suggest you use additional software tools such as Grammarly and advanced functions in Microsoft Word to support written communication standards.
Blackboard:	Connect to <a href="http://tamusa.blackboard.com">http://tamusa.blackboard.com</a> . This course has been designated as a hybrid course, meaning that students will be required to come to an in-person class for one 1 hour, 15 minute class period every week and also complete online assignments. You will have access to all deliverables, instructions, quizzes and supplementary materials in Blackboard.
Time Expectation:	You are expected to spend at least 4 - 8 hours per week for the course. Based on their background, some students may require more time.
Additional Requirements:	Additional reading materials may be added as new topics are discussed and will be available on the course website as recommended by the instructor.
General Course Requirements:	<p>Every student will need to fulfill these requirements in order to be successful in the course:</p> <ol style="list-style-type: none"> <li>1. It is the students’ responsibility to obtain and be able to use the required materials and software for this class</li> <li>2. Students should check the Course Calendar and Announcements systems in Blackboard on a regular basis.</li> </ol>

3. Students should stay current with all course assignments, discussions and papers. Student must retain copies of all assignments and graded work for verification purposes. Keep copies of all computer files and e-mails.
4. Students should ask questions and communicate with the instructor either online, offline or during office hours. For any questions about the assignments, a student should contact the instructor before the day they are due, so the instructor may have enough time to provide feedback.
5. For all classwork, exams, quizzes etc., if a student is completing it off-campus, then they are responsible for availability of internet connectivity. Extensions will **not** be granted for lack of availability of internet connections.
6. All written communications will be via e-mail communications to the Texas A&M University e-mail account, and students are expected to use their school provided email account.
7. All assignment submissions must be uploaded to Blackboard by the due date and time. Submission window may close or submissions marked late, even if late by one second. However, ½ credit will be given for assignments submitted late.

Grading Policy:

The final course grade will be based on your performance on the SmartBook concept questions, quizzes, exams, written assignments and class participation using the following weights:

Student Presentation	16%
Written Questions, Participation in Class Discussion	18%
Chapter Quizzes (12 chapters)	12%
Writing Assignment # 1	16%
Writing Assignment # 2	18%
Final Exam / Paper on Code of Ethics	<u>20%</u>
Total	100%

The final letter grades will be assigned as follows: Above 90% ⇒ A; 80 – 89% ⇒ B; 70 – 79% ⇒ C; 60 – 69% ⇒ D; Below 60% ⇒ F.

Student Presentation

In our inaugural class, students will sign up for presentations, two per week beginning in Week 3. Because this is a class focused on writing and critical thinking, students will take the subject matter of the class during their presentation week and create presentation materials like a series of power point slides, but could include other types of materials like foam board posters or handouts to the student “audience”. Those presentation materials should be created with the audience in mind. What concepts do presenters want the audience to keep in mind as they are talking? Presenting students will be expected to master the subject of the week and be able to field questions from the audience on the subject.

Participation: Students will be expected to turn in written questions at the beginning of each class for the presenters to review and answer. The questions must relate to issues beyond what the text teaches students. What are logical “follow on” questions from what you have learned? Participation of students in the “audience” will be graded based on the quality of the question they submit in writing as well as interaction with the Instructor or presenters and with other students in class. **This means it is important that you come to class.** Because this course aims to teach critical thinking skills, students should have read the text of the weekly chapter ahead of class and be able to discuss the concepts in that reading. We will be analyzing case studies and applying the concepts in the reading to the cases.

SmartBook Assignments Questions about the concepts being taught in each chapter will be available online through Blackboard and McGraw-Hill Connect. These are intended to help you retain the concepts being taught and attain a working knowledge of the ethical frameworks for analyzing ethical dilemmas.

Quizzes and Exam: Chapter quizzes and the final exam will be available online through Blackboard and McGraw-Hill Connect. However, the final exam will be taken in class on December 9<sup>th</sup>.

Written Assignments: Written communications skills are also important in being able to think critically. These skills will be graded as a part of this course through two assigned papers and a potential paper on the Code of Conduct or Code of Ethics you will be subject to during your chosen career path.

Students will a) identify ethical issues found in case studies provided in the text or provided in Blackboard, b) analyze the issue(s) through the ethical frameworks we have studied, and c) provide a resolution to the ethical issue(s). The second paper has a slightly greater effect on the student’s final grade because the feedback given on the first paper should be clearly evident through better analysis and better written communication skills students demonstrate in the second paper.

Code of Ethics Paper: Similarly, if you choose to write about your Code of Conduct or Ethics rather than take a final exam, you will a) identify one or two ethical issues contained in your Code b) identify the resolution your Code provides on those particular ethical issues and c) analyze the resolution your Code provides to these issues and whether you agree with that resolution or not. You can start early on this paper and turn it in at any time during the semester.

The length of the papers will need to be as follows:

Written Assignment #1	At least five pages*
Written Assignment #2	At least ten pages*
Code of Conduct/Ethics Paper	At least ten pages*

\*including the APA Reference Page with in-text notes or endnotes but not the cover sheet.

#### Formatting of Written

##### Assignments:

APA formatting is required: 1) Appropriate cover sheet; 2) Times Roman 12 pt Font; 3) 1" margins, double spaced; 4) An APA Reference Page with several appropriate in-text citations or endnotes.

#### Artificial Intelligence Policy:

This course requires that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

#### Definition Of a Credit Hour:

"A credit hour is an amount of work that reasonably approximates: not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time; at least an equivalent amount of work as outlined in the item above for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours. (This information is in accord with federal regulations regarding the definition and assignment of credit hours under section 600.0 and 600.24(f) of the Higher Education Opportunity Act.)

"A credit hour represents a unit of measure of instruction consisting of 60 minutes, of which 50 minutes must be direct instruction over a 15-week period in a semester system. Academic administrative units are responsible for ensuring that credit hours are awarded only for work that meets this requirement. (This is in accord with The Texas Higher Education Coordinating Board definition.) Transfer credits will be evaluating for equivalency to this requirement. Students should expect to invest a minimum of two hours of additional work for each hour of classroom or faculty instruction per week."

**Therefore, this course requires 3 hours of class time plus a minimum of 6 hours of homework per week. As we only meet half of our class hours in**

**person, you must complete a minimum of 7.5 hours of work outside of class every week.**

## IMPORTANT POLICIES AND RESOURCES

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at [dss@tamusa.edu](mailto:dss@tamusa.edu). Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services as soon as possible.

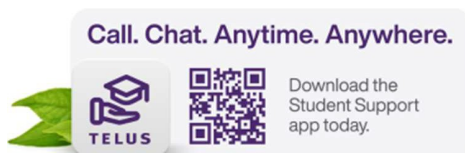
Academic Learning Center: The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu), calling (210) 784-1307, or visiting the Central Academic Building, room 202.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are **free and confidential** (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit <http://tamusa.edu/studentcounseling>

***Crisis support is available 24/7 by calling the SCC at 210-784-1331.***

Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com>

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>

Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics>.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.



Office Hours: All faculty with teaching assignments should include regularly scheduled office hours on each syllabus in addition to "by appointment." Please review your appointment letter for the number of weekly office hours you are expected to set. Regularly scheduled office hours should also be posted outside your office door (where applicable).

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at [military.va@tamusa.edu](mailto:military.va@tamusa.edu) or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided with an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or [titleix@tamusa.edu](mailto:titleix@tamusa.edu).

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such

as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator ( [titleix@tamusa.edu](mailto:titleix@tamusa.edu), 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable modifications to pregnant students as would be provided to a student with temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status ([titleix@tamusa.edu](mailto:titleix@tamusa.edu); 210-784-2061; CAB 439K). Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Young Jaguars: can support parenting students with daycare who meet this criteria: Must be enrolled in classes at TAMUSA in the current semester. Must be Pell eligible or a single parent. They serve children ages 3 to 12-years-old. Children must be enrolled in Pre-K-3 through 6th grade.

[youngjaguars@tamusa.edu](mailto:youngjaguars@tamusa.edu) (210) 784-2636

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

### *Students' Rights*

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or

ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.

3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university students' rules shall be assured a fundamentally fair process.

### *Students' Responsibilities*

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).

### Important Dates: Fall 2025 Regular 16-Week Session

August 25	First day of class
September 1	Labor Day Holiday – No classes
September 10	Census Date
November 14	Last day to drop with an automatic "W"

November 25	Last day to withdraw from the University
November 26	Study Day – No classes
November 27-29	Thanksgiving Holiday – No classes
December 4	Last day of classes
December 5	Study Day – No classes
December 6-12	Final exams
December 16	Commencement

*The complete academic calendar is available online: <https://www.tamusa.edu/academics/academic-calendar/index.html>*