

**OAKLAND UNIVERSITY**  
**DEPARTMENT OF ORGANIZATIONAL LEADERSHIP**  
**HRD 3410 (CRN: 13135) – ETHICS IN HRD**  
**Winter 2018: Thursdays, 6:30pm – 9:50pm**  
**Room PH 162**  
**COURSE SYLLABUS**

**Instructor:** James A. Quinn, Ph.D.  
Associate Professor  
435E Pawley Hall

**Office Hours:** By appointment only. Wednesdays, 4:30 pm – 6:00 pm.  
Please see me in class or use Moodle email to make an appointment

**BS in Human Resource Development** The Department of Organizational Leadership of the School of Education and Human Services offers program leading to the degree of Bachelor of Science in Human Resource Development (HRD)

Human Resource Development (HRD) focuses on four areas:

- 1) organization development
- 2) training and development
- 3) career/leadership development
- 4) employment systems and standards

Graduates are prepared with conceptual knowledge and technical and interpersonal skills for a variety of careers.

**HRD 3410: Ethics in HRD** Introduces the forces that shape ethical behavior in the workplace; ethical considerations in transactions with employees, supervisors and peers; ethical responsibility in the marketplace and society; and how to solve ethical problems.

**Course Objectives:** HRD 3410 has the following objectives focused on the application of ethical principles to decision-making in human resource development (HRD)  
By the end of the course, you will be able to:

- 1) Differentiate between ethical concerns and other concerns in decision-making
- 2) Recognize factors in the individual that influence ethical decision-making
- 3) Recognize the environmental factors that influence ethical decision-making
- 4) Apply major ethical principles in decision-making
- 5) Apply a process to perform a systematic ethical analysis in decision-making
- 6) Recognize the ethical responsibilities of HRD professionals.

**Course Materials:** There is no required text for HRD 3410. Course materials for HRD 3410 are provided in a variety of formats: book chapters, journal articles, case studies, videos, and links to online resources. These will be made available on Moodle.

**Download  
Course  
Materials**

Course materials will be posted on the Moodle course web site. A number of course readings will be used continuously throughout the course. **Be sure to bring print copies of these materials to class every week to use in small group activities.** I will not bring print copies of course materials to class.

Additionally, you are required to bring one print copy of your responses to questions on readings to class each week for use in small group and whole group discussion.

**Course  
Requirements:**

Class participation.....	15 points
Checking for understanding (3 in-class).....	35 points
Midterm exam: case study analysis (take home).....	30 points
Final exam: case study analysis (take home) .....	20 points
<b>Total .....</b>	<b>100 points</b>

**Grading Scheme:**

Keeping track of your grade point at any point during this course is very easy:

$$\frac{\text{Cumulative points earned}}{\text{Maximum points possible}} \times 4 =$$

**Thinking, Writing,  
& Talking  
in HRD 3410:**

The foundation for your practice of analyzing situations and identifying the ethical issues is thinking. You will spend a lot of time thinking outside of class and in class. But if we only think – and don’t write or talk about what we’re thinking – we get stuck. That is why you will spend a significant amount of thinking and talking in each HRD 3410 class.

The thinking & talking will occur in every class, most commonly in small groups and then reporting out.

Your learning in HRD 3410 is cumulative – studying ethics is challenging for most of us, and it is commonly difficult to catch up if one falls behind.

It is very unlikely that you will do well in HRD 3410 – or, at a minimum, very unlikely you will perform as well as you are capable of, unless you prepare well for the weekly thinking & talking activities, and participating fully.

The goal in the small group thinking and talking activities is NOT to reach a group consensus.

**Class Participation:** Your grade for class participation will be assessed on the basis of your attendance, and thinking and talking in small group activities.

Absence from class or leaving early means that one is not contributing to the class learning, and also, **without any doubt**, one misses out on core learning needed to complete assessed exercises.

**Attendance for the whole class is mandatory.** An attendance sheet will be available at the end of each class. It is the student's responsibility to sign in.

Except in the case of a documented emergency, leaving the class before the conclusion of the class for any reason (e.g. work at university or elsewhere, need to leave for another class) other than documented performance of official university business will result in no attendance recorded.

I appreciate the courtesy of letting me know if you need to leave class early. This is also useful to you as I may have some handouts that I can give you if you're leaving early. However, unless for a documented emergency, you will not be recorded as having attended.

### **Personal Emergency**

If you have a personal emergency, your focus needs to be on handling the emergency situation you are facing, not on letting the instructor know that you will be turning in an assignment late.

At the same time, please let me know as soon as possible, and you can obtain the required documentation later (e.g. a signed doctor's note, a letter from a funeral home on letterhead) once your emergency has concluded, and turn it in to me.

Please also make sure to talk with me to agree on when you will turning in your assignment, and provide the required documentation no later than turning in the delayed assignment (or earlier if you have it).

Only documented personal emergencies will be considered.

## Tentative Course Timeline\*\*

<u>CLASS</u>	<u>TOPICS</u>
01/04 (#1)	Course overview
01/11 (#2)	What is ethics? How ethical are we?
01/18 (#3)	How do we make ethical decisions?
01/25 (#4)	Ethical beliefs and judgment
02/01 (#5)	<b>Checking for understanding – 1 (in-class, 45 mins – 1 hr)</b> Ethical decisions and actions
02/08 (#6)	Identifying the ethical problem – 1
02/15 (#7)	Identifying the ethical problem – 2
02/17 – 02/26	---- Winter Break ----
03/01 (#8)	Determining responsibilities and obligations -1 <b>ONLINE CLASS</b>
03/08 (#9)	<b>Midterm exam handed out.</b> Determining responsibilities and obligations -2
03/15 (#10)	<b>Checking for understanding – 2 (in-class, 45 mins – 1 hr)</b> Determining the ethics of decisions and actions <b>Opportunity in class to ask questions about midterm exam.</b>
03/22 (#11)	Ethical challenges in HRD <b>Midterm exam due:</b> <b>Sunday, March 18, 2018, 11:55pm</b>
03/29 (#12)	Standing up for what we believe to be ethical Challenges and benefits as HRD professionals
04/05 (#13)	<b>Checking for understanding – 3 (in-class, 45 mins – 1 hr)</b> Codes of ethics in HRD -1 Challenges and benefits as HRD professionals Final exam handed out.

## Tentative Course Timeline (cont.)\*\*

04/12 (#14) Final Class

Codes of Ethics in HRD-2  
Challenges and benefits as HRD professionals  
**Opportunity in class to ask questions about final.**

Final Exams Week:

Thurs, April 19 – Wed, April 24  
**Final exam due:**  
**Sunday, April 22, 2018, 11:55pm**

\*\* The course timeline is subject to change at the sole discretion of the instructor. Students will be given reasonable notice of any changes and all changes will be announced in class and posted on Moodle.

**Using Moodle:** “Technical difficulties” with Moodle are not acceptable reasons for non-submission or late submission of assignments unless Oakland University has announced that there are problems with Moodle. Neither are “technical difficulties” related to your technology setup (e.g. Internet connection down/not working, lost work, system crashed, etc.).

Recommendation: Plan ahead so that submission of your assignments is not delayed by any difficulties you may experience with Moodle.

If you have little or no experience with Moodle: [Help with Moodle](#)

**Late Submission Policy:** Weekly written exercises are considered late if submitted after due date/time noted. Written exercises submitted late will receive a grade of zero. Quizzes cannot be completed after due date / time.

**Late Submission Policy:** Late submission of the **midterm and final exams** will be penalized according to the following schedule:  
Assignments submitted between 1 minute and 24 hours after the due date/time will lose 25% of allocated points;  
Assignments submitted between 24 hours, 1 minute and 48 hours after the due date/time will lose 50% of allocated points;  
Assignments submitted 48 hours after the due date/time will receive a grade of zero.

**Academic Conduct Policy:** All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one’s work honestly. Misrepresentation (including plagiarism) is cheating since it means students are claiming credit for ideas or work not actually theirs and thereby seeking a grade that is not actually earned. Students are advised to read the entire Oakland University Academic Policy which can be found in the current Undergraduate Catalog.

## **No Extra Credit Opportunities:**

There are no opportunities for extra credit in HRD 3410. Professor Tom Forde, University of Houston, provides an excellent rationale for this policy [here](#).

**Policy on Electronic Equipment** All phones must be switched off or placed on silent/vibrate mode and be removed from desks during each HRD 3410 class. If you have an emergency and you receive a call, just leave the class quietly and take the call away from the classroom. Laptops and tablets are also not permitted during class in HRD 3410.

The following resources – [here](#), [here](#), [here](#) – will give you a good idea why I have this policy on digital devices.

**Recording of class in any medium is completely prohibited unless authorized by the instructor.**

**Name/ Gender: Identification:** If you do not identify with the name that is listed with the registrar's office, please let me know so that I can appropriately amend my records. In addition, if you prefer to go by a different pronoun, please let me know.

**Students with Disabilities:** Anyone who has a disability that may require some modification of seating, testing, or other class requirements should see me after the first class session so that reasonable accommodations may be made. Only those students for which I have received official documentation from the university are eligible for special arrangements.

**Approach to Course:** To ensure maximum learning and an enjoyable experience for all, it is expected that all course participants approach the course in a mature, motivated, and professional manner.

A professional approach means:

- Accepting without complaint the amount and quality of work expected in this course.
- Coming to each class completely prepared
- Participating actively in class activities
- Submitting quality work in all assignments.

Any lack of professionalism on the part of any course participant negatively impacts the effectiveness and positive atmosphere of the entire group.

Finally, I'm glad that you're along to share this educational experience. It is my intention to remain as informal as possible, while upholding the principles of good education. If each of us does the work assigned, this course should be interesting as well as educational.