

**Oakland University**  
**HRD 3410 Ethics in Human Resource Development**  
**Winter, 2018**  
Wednesday, 5:30 – 8:50PM

<b>Instructor</b>	Leigh Settlemoir Dzwik, Ph.D., PHR Oakland University School of Education and Human Services 456 Pioneer Drive 415 Pawley Hall Rochester, MI 48309 Office: 248-370-2612 Email: <a href="mailto:settlemo@oakland.edu">settlemo@oakland.edu</a> (please use HRD3410 in the subject line)
<b>Office Hours</b>	Thursdays: 4-5PM, and by appointment
<b>Course Description</b>	This course 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.
<b>Required Text</b>	Ferrell, Fraedrich, and Ferrell (2017). <i>Business Ethics: Ethical Decision Making and Cases</i> (11 <sup>th</sup> edition). Cengage Publishing.
<b>Supporting Information</b>	Other resources and online links will be provided as required to supplement the textbook through Moodle.
<b>Technology</b>	Laptops, tablets, and phones are welcome for class activity use. Please do not distract yourself or others with non-class-related use of technology.
<b>Evaluation &amp; Grading</b>	You will be evaluated based upon Individual and Team Performance, the quality of your work and class participation.

<u>Grading</u>	<u>400 Points total</u>
Exam 1	50 points
Exam 2	50 points
Take-Home Assignment	40 points
Case Study Team Project	100 points
Final Exam	100 points
Class Participation	60 points

<b>Exams 1 &amp; 2</b>	The Exams may be a combination of multiple choice, short answer and essay. The exact nature of the exams is subject to change based upon class needs, performance and the material we cover.
<b>Take-Home Paper</b>	The take-home paper is a cumulative reflection of learning. Details will be provided along with a grading rubric at the time of assignment distribution.
<b>Final Exam</b>	The final exam is a comprehensive paper, examining a case from multiple points of view and topics. It is expected the paper will be written using American Psychological Association (APA) Publication Manual (6th edition) format. There will be two weeks to complete the paper, with the ability to receive instructor feedback the week prior to the due date. A grading rubric will be provided at the time of final exam distribution. Students are strongly encouraged to complete the work prior to the due date to get the most out of this assignment.
<b>Team Project</b>	<p>Each team will select a corporation in the textbook (except Enron) for its case study (pp. 380-642). The case study will consist of four parts:</p> <ol style="list-style-type: none"> <li>1. Identify the key players and stakeholders and their roles in the corporation's ethical disaster and describe their respective ethical issues.</li> <li>2. Describe how the Sarbanes-Oxley ACT [SOX] and/or other major Federal statutes would have affected the corporation's situation.</li> <li>3. How did the corporation's corporate culture contribute to the ethical disaster.</li> <li>4. Evaluate the corporation's Ethics Program and describe how you would have developed and implemented a more effective program.</li> </ol> <p>The purpose of this project is to apply the business ethics concepts covered in the text and discussed in class to a contemporary organization. The work products will be:</p> <ol style="list-style-type: none"> <li>1. One page bullet-point outline for each part (above)</li> <li>2. 5 minute PowerPoint presentation of outline, rotate among team members</li> <li>3. 15 minute PowerPoint final presentation</li> <li>4. One page Executive Summary</li> <li>5. Bibliography [minimum 6 sources]-APA style (see below)</li> </ol> <p>The case study team project must meet scholarly standards as stated in the American Psychological Association (APA) Publication Manual (6<sup>th</sup> edition). The case study must</p>

demonstrate appropriate communication skills (i.e. correct spelling, punctuation, grammar, organization, etc.).

### **Class Participation**

Class participation is critical to mastering the objectives of this course. Each class session after the first, and until the final exam sessions, will be graded at five (5) points per course. Students are expected to sign the attendance sheet as a record to assist in determining a grade for the session. However, as active participation is the key to the grade, simply signing the attendance sheet does not guarantee full points for the session.

### **Student Expectations**

- Students are expected to come to class prepared, having read and/or completed the assignments.
- Students are responsible for obtaining all class handouts whether you attend class or not. Moodle will be the primary tool for receiving course materials and communications.
- For group projects, do your share of the work.
- Because you are learning about the profession of Human Resource Development, you are also expected to behave with integrity, respect for others, in a way that builds community, and takes responsibility for actions. Failure to do so can affect your grade.
- Attendance and active participation in class sessions are required.
- No extra credit work will be assigned.
- If a class is missed on an assignment due date, the assignment is still due.
- If outstanding circumstances occur creating a hardship to meet the goals of the course, it is the student's responsibility to contact the instructor. The instructor will evaluate the situation and discuss any possible options to achieve success.
- Oakland University does not tolerate academic dishonesty in the form of plagiarism or cheating. Students will be held accountable for any form of academic misconduct under the terms found within the Oakland University Student Handbook: <https://www.oakland.edu/deanofstudents/conduct-regulations/>
- I want to encourage intellectual curiosity in you as students, to become strong, effective, inclusive and ethical leaders in a global society.

**HRD 3410-Course Schedule \***

<b>Date</b>	<b>Pre-Class Assignment</b>	<b>In-Class Work</b>
1/3/18	Buy textbook and review Moodle	Introductions Review Syllabus Course Overview
1/10/18	<b>Ethics and You – The Foundation for Your Career</b>	Lecture; Select Teams for Case Study Presentation
1/17/18	<b>Importance of Business Ethics</b> Reading: Ferrell Chapter 1 <i>The Fall of Enron: A Stakeholder Failure</i>  Select Corporation for Team Project	Lecture and Case Study Analysis; Formal Assignment of Corporations for Team Project
1/24/18	<b>Stakeholder Relationships, Social Responsibility and Corporate Governance</b> Reading: Ferrell Chapter 2	Lecture and Case Study Analysis
1/31/18	<b>Emerging Business Ethics Issues</b> Reading: Ferrell Chapter 3	Lecture and Case Study Analysis; <u>Team Outline Part 1 Due</u>
2/7/18	<b>Institutionalization of Business Ethics</b> Reading: Ferrell Chapter 4 Sarbanes-Oxley Act [SOX] and Federal Sentencing Guidelines for Organizations [FSGO] summaries	Lecture and Case Study Analysis; Exam 1 Review; <u>Team Outline Part 2 Due</u>
2/14/18	<b>Ethical Decision Making</b> Reading: Ferrell Chapter 5  <b>Study for Exam 1</b>	Lecture and Case Study Analysis; <b>Exam 1</b>
2/21/18	<b>Individual Factors: Moral Philosophies and Values</b> Reading: Ferrell Chapter 6	Lecture and Case Study Analysis; <u>Team Outline Part 3 Due</u>
2/28/18	WINTER RECESS	No Class
3/7/18	<b>Organizational factors: Corporate Culture and Relationships</b> Reading: Ferrell Chapter 7	Lecture and Case Study Analysis; <u>Team Outline Part 4 Due</u>
3/14/18	<b>Developing an Effective Ethics Program</b> Reading: Ferrell Chapter 8	Lecture and Case Study Analysis; Exam 2 Review; Team Project Consultations
3/21/18	<b>Managing and Controlling Ethics Programs</b> Reading: Ferrell Chapter 9  <b>Study for Exam 2</b>	Lecture and Case Study Analysis; <b>Exam 2</b>
3/28/18	Research and Prepare Final Presentations  <b>Globalization of Ethical Decision Making</b> Reading: Ferrell Chapter 10	Lecture; <b>Team Project Presentations; Take-home assignment distributed in lieu of class on 4/4/18.</b>

4/4/18	<b>Ethical Leadership</b> Reading: Ferrell Chapter 11  Tying it All Together – Part One	No Class; <b>Work on take-home assignment due by start of class 4/11/18</b>
4/11/18	<b>Sustainability: Ethical and Social Responsibility Dimensions</b> Reading: Ferrell Chapter 12  Tying it All Together – Part Two	Lecture and Case Study Analysis; <b><u>Final Exam Dissemination (due 4/25/18)</u></b>
4/18/18	Prepare Outline/Draft of Final Exam for Feedback	Final Exam Feedback
4/25/18	Work on Final Exam	<b><u>Final Exam Due</u></b>

\*While every effort will be made to maintain the schedule as outlined, class schedule, class assignments, etc. are subject to change throughout the semester.