

Oklahoma State University Institute of Technology
Face-to-Face Common Syllabus
Fall 2017

PHIL1213 Law and Ethics

This course examines the types of situations that pose ethical problems in the workplace. Emphasis is on integrity, personal morality, honesty, and social responsibility. Case studies and comparison/contrast of legal/ethical issues are also discussed.

Course Purpose:

The purpose of this course is to become aware of workplace ethical situations and related business law.

Type of Course: Theory

Credit Hours: 3; Total clock hours of theory per semester: 45;

Total clock hours of lab per semester: 0; Total clock hours of clinical per semester: 0.

Class Length: Full Semester

Class Days and Times: *MWF 9:30-10:25 a.m.*

Prerequisites: None.

Instructor Name: Steven Rubert

Instructor Phone: (918) 293-4864

Office: NCAT 103A

Instructor Email: steven.rubert@okstate.edu

Contact: My preferred method of contact is e-mail. Please allow 24-48 hours to return your correspondence during the normal work week.

Instructor's Office Hours: All times CST

M- 7:00-7:30 a.m., 2:30-3:30 p.m.

Tu- 8:00-9:30 a.m.

W- 7:00-7:30 a.m., 2:30-3:30 p.m.

Th- 8:00-9:30 a.m.

F- 7:00-7:30 a.m.

School Name: Arts & Sciences

School's Main Phone: 918-293-4772

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: William H. Shaw's Business Ethics, 9th ed., Cengage Learning, ISBN: ISBN-13: 9781305582088 and supplemental materials.

References: None required other than those available in the library and on the Internet

Materials: Notebook paper, pen, pencil; access to computer to type all papers and for research

Uniform/Tools: NA

Estimated Cost for Materials: **\$168.45 New**

Based on current bookstore cost **\$107.40 Used**

Optional Resources: NA

Upon completion of the course, students should:

Course Objectives	Assessment of Objectives
Identify characteristics commonly associated with professional behavior in the workplace.	Personal Code of Ethics, Professional Interview*
Recognize ethical concerns in business today.	Professional Interview*
Analyze the relation of ethics and law in business.	In-class Exercises, Professional Interview*, Exams
Evaluate and synthesize major approaches to ethical decision-making in business.	Professional Interview*, Exams
Apply decision-making skills to resolve business situations involving ethical and legal concerns.	Professional Interview*, Case Reviews
Research strategies that promote ethical behavior in the workplace.	Professional Interview*, Professional Code of Ethics, In-class Exercises

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

COURSE ACTIVITIES

In this course students will:

- Participate in discussions of readings from the course text.
- Contribute to small group and large group discussions regarding topics of ethical concern.
- View videos that depict various issues of contrasting ethical values.
- Interview a professional in their career field and compile the information into an informative essay.
- Participate individually and in small groups in in-class activities relating to ethical and legal matters.
- Locate and evaluate a code of ethics from their career field.

EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS: (NOTE-Please indicate the course specific evaluations. List

assignment(s) used in the university's assessment of student learning as separate line items and marked with an asterisk.)

Daily Assignments.....	200 points
Personal CoE/Eval	200 points
Professional Interview*.....	200 points
Exams (3)	300 points
Group Project	100 points
Total	1000 points

OSUIT Grading Scale
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% & below

*The student's grade for this assignment will be used in the university's assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student's course grade.

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

RECOMMENDED STUDENT COMPETENCIES/SKILLS

1. Basic computer skills including the ability to view videos, post in discussion forums, as well as the ability to use Word and PowerPoint.
2. Manage time effectively.

AUTHORIZED TOOLS

Students are expected to cooperate in maintaining a classroom environment conducive to learning. Courteous and respectful behavior will be expected from all students each day. All cell phones, MP3 players, etc. should be turned off. The use of tobacco in any form in university buildings is prohibited.

LATE WORK

When a deadline is set for an assignment, this means it is due **in the online classroom before the deadline assigned**. If you do not turn in the assignment into the appropriate dropbox (regardless of reason), your work is late. You can turn in one late assignment no later than one week from the original due date. This cannot be used during the last week of the semester. If you do not use the late assignment then you will be given 10 bonus points at the end of the semester.

I will take roll every day. On most days, we will have in-class activities /participation points. If you are not in class for these, you miss the points for that activity and **these cannot be made up**. Also, those who attend class regularly have the benefit of knowing about the assignments in-depth. If you must miss class, you are responsible for any missed work or assignments made for that day (participation points cannot be recalled). Email or call me, or one of your classmates,

before the next scheduled meeting so you will be prepared for the next class. Also, check our online classroom for timely announcements regarding class and assignments.

TESTING

We will test in a computer lab via the online classroom, and each student must be in attendance in order to receive the password to unlock the test. I will announce the testing room typically about one week before our test date.

OTHER LAB AND CLASSROOM POLICIES

I use the online classroom as a supplement to the classroom setting. To access this tool, login in to <https://oc.okstate.edu> or login to the “online classroom” at the OSUIT home page. Stay in touch with course assignments and events by going to this site daily. Make sure you check your email frequently because sometimes I try to get in touch with you through this tool. **Unless otherwise stated, only assignments turned in via the online classroom dropbox will be graded (no-e-mailed assignments).**

SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting http://osuit.edu/center/student_syllabus_information

Course Schedule			
Course Outline Schedule	Topic	Assignment	Due Date
9/6-9/8	Syllabus, Calendar, Resources, Chapter 1	Personal Code of Ethics	9/17
9/11-9/15	Chapter 1 and 2		
9/18-9/22	Chapter 2 and 3	Professional Interview	11/12
9/25-9/29	Test Review and Exam 1	Exam 1	9/27
10/2-10/6	Chapter 6 and Chapter 7		
10/9-10/13	Chapter 7 and Chapter 8		
10/16-10/20	Test Review and Exam 2	Exam 2	10/18
10/23-10/27	Chapter 11		
10/30-11-3	Chapter 10		
11/6-11/10	Chapter 9		
11/13-11/17	Test Review and Exam 3, Group Project Prep	Exam 3 Group Projects	11/15 12/1-12/8
11/20-11/24	Thanksgiving Break	No New Assignments	
11/27-12/1	Group Project Prep Week, Group Projects		
12/4-12/8	Group Projects	Personal Code of Ethics Eval.	12/10
12/11-12/15			

Schedule is subject to change at instructor discretion.