New Undergraduate Course Proposal Form

1. Department and Contact Information

- Tracking Number: 797
- Date & Time Submitted: 2009-04-09 15:14:06
- Department: Management & Organization
- College: Business
- Budget Account Number: 1405-00
- Contact Person: Charles Michaels
- Phone: 4-9513
- Email: cmichael@coba.usf.edu

2. Course Information

- Prefix: MAN
- Number: 4063
- Full Title: Management Ethics
- Is the course title variable?: N
- Is a permit required for registration?: N
- Are the credit hours variable?: N
- Credit Hours: 3
- Section Type: Class Lecture (Primarily)
- Grading Option: Regular

Abbreviated Title: Mgt Ethics

Prerequisites
MAN3205 – Principles of Management

Corequisites

Co-Prerequisites

Course Description
Examines moral and ethical responsibilities of managing organizations at the personal, interpersonal, and organizational level.

3. Justification

A. Indicate how this course will strengthen the Undergraduate Program. Is this course necessary for accreditation or certification?

This course will provide a moral compass for decision makers to supplement the financial and economic tools presented in their other courses. There is a widespread belief that business practitioners need to behave more ethically. This is intended to help. The course is not required for accreditation.

B. What specific area of knowledge is covered by this course which is not covered by courses currently listed?

Knowledge in values, ethics, and virtues is created here. These topics are not systematically examined at substantial length in other required business courses.

C. What is the need or demand for this course? (Indicate if this course is part of a required sequence in the major.) What other programs would this course service?

Proposed course would be required of Management majors and would typically not be open to outsiders because of staffing constraints.
D. Has this course been offered as Selected Topics/Experimental Topics course? If yes, what was the enrollment?

It will be offered for the first time (twice) this fall and twice again in spring 2010.

E. How frequently will the course be offered? What is the anticipated enrollment?

Twice each fall and spring. Anticipated enrollment is 40-50 semester.

F. Do you plan to drop a course if this course is added? If so, what will be the effect on the program and on the students? (Please forward the nonsubstantive course change form regarding the course to be deleted to the Council secretary.)

We will not drop any required courses. We will offer fewer sections of electives to provide staffing.

G. What qualifications for training and/or experience are necessary to teach this course? (List minimum qualifications for the instructor.)

Masters degree or Ph.D. in Management, Philosophy, or related field.

4. Other Course Information

A. Objectives / Outcomes

See attached.

B. Major Topics

Moral Justification of Capitalism; Corporate Social Responsibility; Managing Ethical Aspects of Organizational Culture; “Whistle Blowing“; Employment at Will Issues; International Considerations; Ethical Relativism; Issues Associated with International Trade.

C. Textbooks


5. Syllabus

Your college will forward an electronic copy of your syllabus to Undergraduate Studies when your course is approved for submission.
UNIVERSITY OF SOUTH FLORIDA
Tampa, Florida

Management 4930
Management Ethics

Class schedule, Assignments and Syllabus/Overview

Tuesday 6:20 pm - 9:05 pm

Fall 2010
MANAGEMENT 4930 MANAGEMENT ETHICS

TEXT: MANAGING BUSINESS ETHICS: Straight Talk About How to Do It Right

CLASS MEETS TUESDAY EVENINGS AT 6:20 TO 9:05 P.M.

FIRST CLASS: August 24, 2010
MID TERM: October 12, 2010
FINAL EXAM: December 7, 2010

INSTRUCTOR: William J. Carnes
800 West Platt Street, Suite 1
Tampa, Florida 33606
(813) 254-4757 E-mail – wjcarnes@aol.com
Office hours by appointment and before class.

CLASS MEETING DATES:

August 24, 2010 FIRST MEETING DATE (Class Orientation) Chapter 1:
Introducing Straight Talk About Managing Business Ethics
August 31, 2010 CLASS CANCELLED: (Special Assignment)
September 7, 2010 Chapter 2: Why Be Ethical? (Why Bother? Who Cares?)
September 14, 2010 Chapter 3: Common Ethical Problems
September 21, 2010 Chapter 4: Deciding What’s Right: A Prescriptive Approach
September 28, 2010 Chapter 5: Deciding What’s Right: A Psychological Approach
October 5, 2010 Review for Mid-Term Exam (Special Assignment Evaluation)
October 12, 2010 MID-TERM EXAM
October 19, 2010 Chapter 6: Ethical Problems of Organizations
October 26, 2010 Chapter 7: Managing for Ethical Conduct
November 2, 2010 Chapter 8: Ethical Problems of Organizations
November 9, 2010 Chapter 9: Ethics as Organizational Culture
November 16, 2010 Chapter 10: Managing Ethics and Legal Compliance
November 23, 2010 Chapter 11: Managing for Ethical Conduct in a Global Business Environment
November 30, 2010 Review For Final Exam (Special Assignment Evaluation)

December 7, 2010 FINAL EXAM

NOTICE: TAPING OF LECTURES: Will not be allowed.
See instructor if special accommodations are required.
ATTENDANCE: Necessary.
RELIGIOUS OR DISABILITY ACCOMMODATION: See Instructor.
Anticipated Student Learning Outcome: The successful student will take from this course an understanding ethical business behavior which is the capacity to behave responsibly, honestly, respectfully, fairly, and compassionately within the modern business environment. The student will have a better understanding of how to encourage such ethical behavior in him/herself and others.

Concepts we will explore:

Types of ethics
- Business ethics
- Management ethics
- Financial ethics
- Workplace ethics
- Legal ethics
- Medical ethics
- Personal ethics
- Religious ethics
- Situational ethics

Good v. Bad
Good v. Evil
Moral v. Immoral
Moral v Ethical
Ethical v. Unethical

Supervisory Ethics
Management Ethics
Leadership Ethics

The following websites will be used in our study of Management Ethics:

http://managementhelp.org/ethics/ethxgde.htm

http://construct.haifa.ac.il/~danielp/soc/sims.htm

http://www.ed.uiuc.edu/EPS/PES-yearbook/92_docs/KERDEMAN.HTM

http://blogs.bnet.com/mba/?p=813

http://www.nytimes.com/2009/05/30/business/30oath.html?_r=3&ref=global-home
Incomplete Policy: An “I” grade indicated incomplete coursework and may be awarded to a student only when a small portion of the student’s work is incomplete and only when the student is otherwise earning a passing grade.

Attendance Policy: Students are required to attend the first class meeting of undergraduate courses for which they registered prior to the first day of the term. All USF attendance policies apply.

Attendance is taken for each class. Each lecture class meeting counts as 1 point towards the final grade.

Academic Dishonesty Policy: Students attending USF are awarded degrees in recognition of successful completion of coursework in their chosen fields of study. Each individual is expected to earn his/her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. This cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with this rule. See USF Academic Dishonesty Policies, which will apply.

Accommodation Policy: Students with documented learning and/or physical disabilities in need of accommodations should be encouraged to work the Student Disability Services and inform the instructor about any special requirements they may have. All reasonable efforts should be made to accommodate students with regard to note taking, reading assignments and test taking.

Religious Preference Absence Policy: Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide advance notice of the date(s) to the instructor, in writing, by the second week of classes.

Dress Code: Dress appropriately for the circumstances.

Cell phones, PDA’s, IPod and other hand held digital devices – TURN IT OFF

Lap Tops: May be used so long as they do not provide distraction or disturb others.

No video or audio recording is approved.
Grading Procedures

We have two exams, a midterm, which counts for 20% of your grade, and a cumulative Final Exam, which counts for 50% of your grade. These two added together add up to 70% of your grade.

The remainder of points may be earned for the following:

15 Points Participation (15%), which will be discussed in class.

   5 points for Special Assignment
   5 points for Special Assignment Evaluation
   5 points class participation

15 Points Attendance (15%) – (1 point for each class attended, excluding the first class)

No student has ever gotten 100% of the exam questions correct, even though it is T/F and multiple choice. The exams are reasonably difficult. This makes some students uncomfortable because they think they cannot make a good grade if they cannot answer all the questions correctly.

Obviously, I have to make some sort of grade curve or the grades would be very low. The way I do this is to add each student's raw scores together and fit them into the grading scale based on the relation to the highest raw score in the class. I do not subtract any points from a student’s score.

GRADING SCALE:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0 - 59

Each student's scores and grades are figured the same way. My goal is to help you learn about Management Ethics and to help you make a good grade. If you start preparing for the Final Exam today, you will make as good a grade as is in you. There is too much material to try to memorize it on the night before the exam. One of the things we will explore is how to take a test.

Life is just one test after another, learn to score high.
William Jeffrey Carnes practices law in Tampa, Florida as a sole practitioner. He received a Bachelor of Arts Degree with concentrations in Business Administration and Economics from Catawba College in Salisbury, North Carolina and his Juris Doctor from Stetson University College of Law. He has successfully completed the required training program meeting the standards for the EEOC’s EEO Investigator Training. He is a present or past member of the Florida Bar, American Bar Association, National Employment Lawyers Association, Florida NELA, Association of Trial Lawyers of America and The Academy of Florida Trial Lawyers. He is licensed to practice in all Florida Courts and the Middle District Court of the 11th Circuit Federal Court. Jeff Carnes serves on the University of South Florida faculty; teaching courses in Management Ethics, Labor and Employment Law and Labor Negotiation and Collective Bargaining Agreement Administration in the School of Business Administration, since 1993. He is certified as an arbitrator with the Council of Better Business Bureaus. He is founder and Managing Director of Lectores Information Technology, LLC with emphasis on labor/management education and training. He is the author of two books on successful leadership in labor unions.

Before his law career, Mr. Carnes was an officer with the Tampa Fire Department and member of IAFF Local 754, serving as executive board member, negotiation team-member and Political Director. Mr. Carnes was President of the Bay Area Council of Firefighters and the 10th District Vice President of the Professional Firefighters of Florida. He is President Emeritus of the West Central Florida Industrial Relations Research Association. Additionally, he was the Co-Chairman of the Labor Relations Committee of the Labor and Employment Law Section of the Florida Bar. He is a current member of FTP/NEA, the AFL-CIO Lawyers Coordinating Committee and the American Civil Liberties Union Legal Committee.

Jeff Carnes practices in the area of Labor and Employment Law representing labor unions, individuals and health care employers in employment disputes. His Employment Law practice addresses termination, discrimination, EEOC investigations, covenants not-to-compete, employment contracts, severance agreements and administrative hearings. His Labor Law practice includes providing counsel and representation to more than seventy bargaining units representing employees of public utilities, government (fire fighters, paramedics and general employees), industrial, construction and craft trades.