School of Business

Hawaii Campus

"Wayland Baptist University has partnered with VitalSource to offer digital copy of the required textbook available on Blackboard day one of class. If you haven't done so, set up your student VitalSource account using your @wayland.wbu.edu email account. Personal email addresses cannot be used. Please consult with the Hawaii campus bookstore for more information."

12. COURSE OUTCOMES AND COMPETENCIES:

- Identify ethical issues and business solutions in developing a practical decision matrix.
- Apply ethical solutions to assets and personnel in a business setting.
- Communicate effectively in writing and orally, clearly and succinctly ethical decisions and the reasoning to all those who are or maybe impacted by your communication.
- Create, prepare, & produce an ethics program with all the components.

13. ATTENDANCE REQUIREMENTS:

Students enrolled at one of the university's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the external campus executive director/dean. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy. A student may petition the Academic Council for exceptions to the above stated policies by filing a written request for an appeal to the vice president of academic affairs.

(WBU Hawaii and American Samoa Addendum) Students who miss the first-class meeting without providing a written explanation to the instructor will be automatically dropped from the roster as a "no-show." Students who know in advance that they will be absent from the first-class meeting and who wish to remain in the class must inform the instructor in order to discuss possible arrangements for making up absences.

14. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

15. DISABILITY STATEMENT:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

16. COURSE REQUIREMENTS and GRADING CRITERIA:

Complete all assigned reading as indicated on the attached course schedule, participate in the on-line discussion board forums and complete all assignments, including case studies and exams when applicable. In case the student is unable to submit assignments on the due date, please make prior arrangements with the instructor.

Homework (30%) – There are six homework assignments, each worth 10 points. Homework assignments' detailed instructions are posted in Blackboard in their respective weekly folders.

Quizzes (20%) – There will be two quizzes. The quizzes will be consisted of multiple choice, and true and false questions.

Term Paper (40%) - The course research paper will require a minimum of 12 pages of content covering the Introduction, Body, and Conclusions sections. The paper title page, abstract, table of contents, and references page don't count towards the 12 pages requirement. Students are expected to utilize at least 10 scholarly (peer-