*The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umonhon (Omaha), Isanti (Santee Dakota) and all learners.*

**SYLLABUS**

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| --- | --- |
| **Course Title:** Business Ethics | **Division/Discipline:** Business |
| **Days/Times:** Online | **Course Number:** BSAD-2310 |
| **Site/Mode: Online** |
| **Virtual Meeting Link** (if applicable):  |
| **Canvas Course Link:** [2021FA Ethics ON-1 (instructure.com)](https://thenicc.instructure.com/courses/1495) |
| **Semester:** Fall 2021 | **Credits:** 3 |
| **Pre-/Co-requisites:** ENGL 1010 | **Contact Hours: Varies** |

**Course Description:**

This course is an introduction to the field of ethics. Course examines various contemporary ethical questions including abortion, violence, and proper relationship to Mother Earth. Besides introducing various schools of ethics, emphasis will be placed on Native American perspectives regarding ethical questions. (Previously known as PHI 202) Prerequisite: ENGL 1010 or consent of instructor.

This course meets General Education ILO 4: Research and Investigative Skills, Diversity/Global Awareness.

**Required Textbook/Course Resources:**

**Textbook:** [*Business Ethics  (Links to an external site.)Links to an external site.*](https://openstax.org/details/books/business-ethics) from OpenStax, ISBN-10: 1-947172-57-3

**Location/Pick-Up Instructions:** OER and will be available in Canvas at no cost.

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| **Instructor:** Kari Brafford**E-mail:** KBrafford@thenicc.edu**Campus Phone: 307-575-9152** **Office hours and location: Anytime****Virtual Office Hour Link (if applicable):****Tutor Contact Info (if applicable):**  |
|  |

**Course Expectations:**

**Course Code of Conduct**

Course Code of Conduct, Statement of Respect, or netiquette (online etiquette) is key for setting norms and respect in a course. This section is recommended especially for courses with difficult dialogues, discussions online, and controversial subjects. Also, this is a great way to share expectations for audio, video, chat, etc. and overall participation in virtual courses.

**Technology & Communication Requirements:**

* Microsoft Outlook (NICC Email & Calendar- **Student are required to have an NICC e-mail account, outside of class communication with students will be by NICC e-mail and/or Canvas.**
* Canvas (online courses)- Expected to submit assignments here and check coursework regularly.
* Teams (virtual meetings)- Expected to join in meetings, use chat, utilize camera and video when able.
* Word (assignments)- Main tool we will use for assignments in this course.

*If you have questions on how to utilize any of these applications, please contact your instructor, Student Service Representative, and/or NICC’s Instructional Designer at* *mmiller@thenicc.edu* *. For password resets, contact NICC’s Chief Information Officer at* *jkocian@thenicc.edu* *.*

**Expectation Out of Class:**

Per week, students can expect to spend at least 3 hours viewing the material and completing assignments. This amount may vary per week, but students should be prepared to dedicate time out of class to do well in the course.” Overall, this section can help students manage their time and understanding of when/where assignments are to be completed. This can also help clarify in-person, blended, and online coursework.

**Student Learning Outcomes & Student Assessments**

Students in this class will…

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| --- | --- |
| **Student Learning Outcome** | **Assessment Method** |
| 1. Students will demonstrate appropriate use of business terms and concepts in their Ethics Analysis paper. | Discussions, Canvas modules, Quizzes and Exams |
| 2. Students will critically analyze, evaluate and interpret information in their Ethics Analysis paper. | Discussions, Canvas modules, Quizzes and Exams |
| 3. Students will demonstrate their ethics and philosophy knowledge in preparing their Ethics Analysis paper and presenting their summary during an oral presentation. | Discussions, Canvas modules, Quizzes and Exams |
| 4. Students will explore and analysis ongoing conflicts between personal value systems, expected codes of behavior, evolving technology and government regulations, and standard operating procedure in the work place.  | Discussions, Canvas modules, Quizzes and Exams |
| 5. Students will articulate issues in business ethics, the ethical business environment and their potential effect on personal, managerial and corporate decisions. | Discussions, Canvas modules, Quizzes and Exams |
| 6. Students will identify and evaluate business ethics theory and corporate social responsibility. | Discussions, Canvas modules, Quizzes and Exams |

**Student Assessments/Grading Criteria:**

Course grades will be assessed on the following basis:

|  |  |
| --- | --- |
| 1. Discussions/Study Plans 2. Assignments and Quizzes3. Midterm Examination4. Final Examination Total | 20%20%30%30%100% |

Description of Course Assessments

*Discussions and Study Plans*These are assigned weekly and important to learning the course material. Make sure they are complete by the due date listed.

*Class Assignment and Quiz*Assignment and quiz be based on lecture, chapter reading, class discussion, and chapter assignment.

*Midterm*The midterm exam will be based on my lecture, chapter reading, quiz, discussion, and chapter assignment up to this point of the semester.

*Final*The comprehensive final exam will be based on my lecture, chapter reading, quiz, class discussion, and chapter assignment over the course of the semester.

The above, including active class participation, will determine the course grade. Students are encouraged to discuss their progress and course grade at any time during the term.

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| --- | --- | --- | --- |
| **Grade** | **Percent** | **GPA** | **Other Grading Information** |
| A | 95-100 | 4.0 | **IP - In progress:** (EX: Internship, practicum, or other course that extends into the next term. Grade will be assigned when responsibilities are completed)**W - Voluntary Withdrawal** (initiated by the student) This grade does not affect the student's GPA; however, financial aid may be affected. See section "WITHDRAWAL" for more detailed information.**UW- Unofficial Withdrawal** (initiated by the faculty) This grade does affect the student's GPA and may put the student on financial aid warning or suspension; EX: Student attended only one day of class and did not officially withdraw. See section "UNOFFICIAL WITHDRAWAL" for more detailed information. **I - Incomplete:** This temporary grade does not affect the student's GPA. See section "INCOMPLETE" for more detailed information (pg. 50).*2021-2022's policy states that students must request an incomplete, have completed at least 50% of their coursework, and submit a completed incomplete request form. Instructors have the right to approve or deny request. If approved, students have until Finals Week of the following term until that grade is due. ‘I’ grades will be replaced with a change of grade following: ‘F’ if no work is submitted or grade earned from completed work.* **P – Pass**: This grade option is not calculated into the GPA. Instructors wishing to utilize this option must have an approval from the Academic Dean prior to the beginning of registration. (Ex: Used when testing out of a class like Intro to Computers)**R – Repeat:** The repeat grade is assigned automatically by the student data management system when a student repeats a course to improve their grade.**NC - No credit:** This grade option is not calculated into the GPA. (See section "AUDITS" for more detailed information) |
| A- | 90-94 | 3.67 |
| B+ | 87-89 | 3.33 |
| B | 83-86 | 3.0 |
| B- | 80-82 | 2.67 |
| C+ | 77-79 | 2.33 |
| C | 73-76 | 2.0 |
| C- | 70-72 | 1.67 |
| D | 60-69 | 1.0 |
| F | 0-59 | 0.0 |
| *View NICC’s 2021-2022 Catalog for more detailed grading information above and to the left.*  |

**NICC SERVICES FOR STUDENTS WITH SPECIAL NEEDS**

Nebraska Indian Community College is committed to serving qualified students with disabilities with reasonable accommodation under the Americans with Disabilities Act.

To comply with the mandate of Section 504 of the Rehabilitation Act of 1973, NICC ensures that comparable education programs and services offered to other qualified students are available to qualified students with disabilities. A “qualified student with disabilities” is one who, with reasonable accommodation, can meet all of an education program’s requirements notwithstanding the disability.

Reasonable accommodations are made in the instructional process to ensure appropriate education opportunity. This principle applies to teaching strategies and modes, as well as to institutional policies. It does not mean, however, that essential elements of a course or program will be deleted or substantially altered because of the disability. The objective is to assist the student in meeting established academic standards, not to provide a program different in substance from that provided to other qualified students.

In order for a student to receive disability accommodations under Section 504 of the Rehabilitation Act of 1973, he or she must schedule an individual meeting with their Faculty member before each semester or upon immediate recognition of the disability. It is the student’s responsibility to inform the instructor of the disability and the type of accommodation needed. If the classroom instructor is unable to provide the accommodation, or if the instructor refuses the student’s request, the student may request advocacy services from the Academic Dean.

Students with disabilities must provide written documentation from a medical physician and/or licensed clinician that verifies his or her disability with recommended accommodations. Documentation must be current (within 3 years) and will be filed in the student’s permanent record housed at the Macy Campus. Faculty will assist the student in notifying his or her Student Services Advisor about the recommendation for academic accommodation. Disability accommodation plans must be updated EACH SEMESTER.

In the event of a rejection of accommodation request, the student has the right to file a formal grievance by using the protocol currently in place. The Grievance Process is listed in its entirety in the 2021-2022 NICC College Catalog pg. 43.

**Educational Access Team Contacts**

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| --- | --- | --- | --- |
| **Campus** | **Team Members** | **Email Addresses** | **Phone Numbers** |
| Macy Campus  | Susan TyndallZeke BrummelsCrystal RossMarcie Carter | macstyndall@thenicc.eduebrummels@thenicc.edumaccrross@thenicc.edu Mcarter@thenicc.edu | 402-241-5964402-241-5927402-241-5905402-241-5963 |
| Santee Campus | Megan MillerTerri Grant | mmiller@thenicc.edutgrant@thenicc.edu  | 402-241-5939402-241-5929 |
| South Sioux City Campus | Jackie HahnYasmeen Sandoval | jhahn@thenicc.edu ysandoval@thenicc.edu | 402-241-5954402-241-5947 |
| Pawnee Nation Campus | Marcella StephensonAmanda Kanuho | mstephenson@thenicc.eduakanuho@thenicc.edu  | 918-762-3303918-762-3343 |

**Additional NICC Student Support Resources**

* [NICC Student Wellness Resources](https://thenicc.instructure.com/courses/23/pages/student-wellness-resources) via NICC Student Orientation on Canvas
	+ Includes support resources including financial, childcare, housing, food security, etc.

*If you do not have access to NICC’s Student Orientation Canvas page, please contact NICC’s Instructional Designer* *mmiller@thenicc.edu* *or NICC’s Chief Information Officer* *jkocian@thenicc.edu* *as soon as possible.*

* [Morningstar Counseling](https://www.morningstar-counseling.com/) Services at 402-327-9711 or 402-540-2303
	+ Provides in person and telehealth (virtual) counseling services at no cost to NICC students. Morningstar has many providers in Nebraska and beyond and have an emphasis both in western and indigenous practices.
* Writing Help Desk
	+ Available to all NICC students, NICC’s Writing Help Desk can assist students with researching writing, creating outlines, citations, and more. Here are the points of contact:
		- Zeke Brummels (General Liberal Arts Division Head)- ebrummels@thenicc.edu
		- Susan Tyndall (Librarian) macstyndall@thenicc.edu
		- Cheryl Maloney (Librarian) cmaloney@thenicc.edu
* Tutoring Services
	+ Math & Science Tutors
		- Macy Campus- LaVonne Snake lsnake@thenicc.edu 402-241-5924
		- South Sioux City- Qudsia Hussaini- qhussaini@thenicc.edu 402-241-5980
		- Santee Campus- Shelley Kosola- skosola@thenicc.edu 402-241-5937
	+ Tutor Me (Online 24/7 Tutoring Service)
		- Access through your NICC Canvas
		- Log-in questions? Contact jkocian@thenicc.edu or mmiller@thenicc.edu

**NO SKIP POLICY**

The NICC faculty and administration expects the student to attend all classes and laboratories and be responsible for any work missed due to an absence, regardless of the reason. The instructor, who will state the policy in the course syllabus, determines the attendance policy for each course.

**ATTENDANCE POLICY**

Students who register but who do not attend within the first three weeks of the first class meeting will be given an “UW” (Unofficial Withdrawal) grade for the course or courses and could be disqualified from receiving any financial aid assistance for the semester. Additionally, students who exhibit excessive absenteeism will be subject to unofficial withdrawal (UW) at the discretion of the instructor. Being absent for one-fifth of the total class time is considered excessive absences.

It is the student's responsibility to contact their instructor if the student will be absent from class. Students who have situations that will require extended absences must meet with their instructor(s) or the Academic Dean.

**TARDINESS POLICY**

Individual instructors will set their own policy regarding regular student tardiness. However, a student who repeatedly arrives for class late (or repeatedly leaves class early) is not only deprived of valuable course content but is a disruptive influence to other class members as well as the instructor. Disciplinary action may be taken.

**ACADEMIC PROGRESS**

NICC's academic progress policies establish specific standards that must be met by all students enrolled for credit at the College. In order to demonstrate Satisfactory Academic Progress (SAP) students must maintain a cumulative 2.00 GPA (grade point average) and 67% successful course completion rate. Students not meeting minimum standards will be subject to one or more of the following: warning, suspension, probation. A student may be offered an appeal process to regain eligibility. See page 53 of the catalog for more details.

**HONESTY POLICY**

The act of cheating, academic fraud, or plagiarism will not be tolerated at the Nebraska Indian Community College. Academic fraud is creating false documents, altering existing documents, or forging official signatures or credentials for academic purposes.

**PLAGIARISM**

“Plagiarism is a special kind of cheating which often is poorly understood. It is defined as the conscious presentation of someone else’s ideas, words, or materials as one’s own, without properly indicating by footnote or some other appropriate form of citation the source or origin of the material. Other author’s ideas, interpretations, and words are their personal and legal property. In the event that one wishes to use such material, one is required to give full credit to the original source. This also includes material that is paraphrased from another source or person. Plagiarism may be avoided by acknowledging, through some standard procedure, the sources for the ideas and interpretations as well as quoted phrases, sentences, or paragraphs. No matter the source of material used, whether quoted or paraphrased, acknowledgement of the source is required. Failure to give credit is plagiarism. The college reserves the right to place a student on academic probation and/or suspension if an instructor is able to sufficiently prove to the Academic Dean or the President that an incident has occurred. The instructor will submit a report to the student’s personal academic file. Appeals of such actions must be submitted following an academic appeals process” (NICC College Catalog, 2021, p. 42).

**CANVAS (Online Learning System)**

Here’s a few steps to get you started using Canvas....

1.) Please begin with the Canvas Overview tutorial: <https://community.canvaslms.com/videos/1124>.

2.) Watch the User Settings & Profile Picture tutorial:<https://community.canvaslms.com/videos/1074>

3.) View the tutorial on Canvas Notification Preferences and set your preferences accordingly: <https://community.canvaslms.com/videos/1072>.

4.) Want to learn more? Check out *Additional Canvas Video Tutorials for Students:*

Assignments, Overview, Assignment, Submissions, [Calendar](https://community.canvaslms.com/videos/1123), [Chat](https://community.canvaslms.com/videos/1125), Collaborations, Communication, [Discussions,](https://community.canvaslms.com/videos/1128) [ePortfolios](https://community.canvaslms.com/videos/1129), [Files](https://community.canvaslms.com/videos/1130), Grades, G[roups: Creation & Interaction](https://community.canvaslms.com/videos/1132), [New Canvas User Interface (UI) Overview](https://community.canvaslms.com/videos/1124), Peer Reviews, [Quizzes](https://community.canvaslms.com/videos/1134)

For a complete list of canvas video tutorials, please visit the following website:<https://community.canvaslms.com/docs/DOC-3891>. Another great resource is the Canvas Student Guide with a helpful Q&A:<https://community.canvaslms.com/docs/DOC-4121>

*For more questions on Canvas, please contact your instructor, NICC’s Instructional Designer, and/or Student Services.*

**Course Schedule**

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| --- | --- | --- |
| **Week/****Date** | **Content / Assigned Material** | **Items Due/ Date** |
| Week 1Aug. 23-29 | *Reminder: Aug. 18- NICC Fall Orientation**Reminder: Aug. 20-23 Umonhon Powwow- NICC Offices Closed**Reminder: Tuesday. Aug. 24 - First day of Fall Semester**Getting Started Module/Syllabus* | Saturday no later than11:59 pm. |
| Week 2Aug. 30-Sep. 5 | *Reminder: Sep. 3rd -Last Day to Add/Drop**Chapter 1*  |  |
| Week 3Sep. 6-12 | *Reminder: Sep. 6th- Labor Day/NICC Offices Closed**Reminder: Sep. 7th-Census Date*Chapter 2  |  |
| Week 4Sep. 13-19 | *Reminder: Incomplete Grades Due from SU21 Term**Chapter 3* |  |
| Week 5Sep. 20-26 | Chapter 4 |  |
| Week 6Sep. 27- Oct. 3 | Chapter 5 |  |
| Week 7Oct. 4-10 | *Chapter 6* |  |
| Week 8Oct. 11-17 | *Reminder: Oct. 11th- Native American Day- NICC Offices Closed**Ethics Assignment* |  |
| Week 9: Midterm WeekOct. 18-24 | *Reminder: Oct. 18-22nd- Midterm Week*  |  |
| Week 10Oct. 25-31 | *Reminder: October 29- Check Empower/Midterm Grades Due**Chapter 7* |  |
| Week 11Nov. 1-7 | *Reminder: Nov. 1- Spring Registration Begins**Chapter 8* |  |
| Week 12Nov. 8-14 | *Reminder: Nov. 11- Veterans Day- NICC Offices Closed**Chapter 9* |  |
| Week 13Nov. 15-21 | *Chapter 10* |  |
| Week 14Nov. 22-28 | *Reminder: Nov. 25-26- Fall/Thanksgiving Break- NICC Offices Closed**Ethics Assignment* |  |
| Week 15Nov. 29-Dec. 5 | *Chapter 11* |  |
| Week 16Finals Week Dec 6-10 | *Reminder: Dec. 6-10 Finals Week* *Reminder: Dec. 10th- FA21 Student Course Evaluations due**Reminder: Dec. 15- Check Empower, Final Grades Due, SU21 Incomplete Grades due from prior term**Reminder: Dec. 20- Jan. 2- Holiday- NICC Offices Closed* |  |

*Disclaimer: This syllabus and the course outline are subject to change by the instructor. Students will be notified of any change by email, instructor, or by being provided a copy of the revision.*