

WORKPLACE ETHICS SPRING 2010

Professor Alison Davis

3307 M Street, NW

Washington, DC 20057

Office Hours: By appointment

Course Description: Recent high profile media events highlight the challenges that organizations face in being socially responsible. Human resources professionals play a critical role in ensuring their organizations comply with their values and the law. They are entrusted with deciding what is right under the law and what is the right thing to do.

This course will provide an overview of human resources law and ethical responsibility. It will explore the legal and ethical principles that are used to influence an ethical organization culture. During this course, students will have the opportunity to explore the challenges of addressing ethical dilemmas in the workplace through case studies and current events. By the end of this course, students will be able to distinguish legal and ethical issues in the workplace, develop creative solutions, identify the best course of action and follow through with their decision.

Course Objectives:

- Students will become familiar with laws that apply in the workplace, including equal employment opportunity, wage and hour, union-management relations and safety.
- Students will be able to understand and discuss the various theories behind ethical systems and how those theories apply to and influence HR-related situations.
- You will work in small groups on multilayered case studies to see the ethical dilemmas within typical HR-related situations.
- The course will present key questions to determine if your decisions are legal and ethical.
- The course will also provide guidance for designing effective compliance and internal employee complaint programs.

Required Texts: Ethics In The Workplace: Tools & Tactics for Organizational Transformation. By Craig Edward Johnson. Sage Publishing, 2007. ISBN 1412905397 9781412905398.

Employment Law (2d ed.). By Richard Carlson. Aspen Publishers, March 13, 2009. ISBN 978-0-7355-7803-6.

Supplemental reading will be assigned during the term.

Grading: The following guidelines will be used to evaluate a student's performance for all assignments and examinations (Proper grammar usage and writing style are expected in all submissions).

A/95 - 100%

Clearly stands out as excellent work. An "A" grade work could be used as a model for other students to emulate. Shows excellent grasp of subject matter and conceptual integration. The presentation shows excellent in-depth analytical thinking and an elegantly innovative application. It is very well written and organized. Additional input is provided, relevant to the subject, from outside sources or personal experience.

A-/90 - 94%

Represents high quality performance. Shows excellent grasp of subject matter and conceptual integration. Shows a high level of thinking, analysis and application. It is very well written and organized. Additional input is provided, relevant to the subject, from outside sources or personal experience.

B+/87 - 89%

Represents very good work. Shows thorough grasp of subject matter and effective application. Shows good thinking and analysis. It is well written and organized. Additional input is provided, relevant to the subject, from outside sources or personal experience.

B/83-86 %

Represents satisfactory work. Shows adequate level of thinking and analysis. Standard of presentation, organization and appropriateness of application is adequate. Some level of additional input is provided.

B-/82-80 %

Work is below graduate level expectations, marginally passing. Presentation is rather general, superficial, or incomplete and not very well written. Indicates minimal level of individual thought or effort with inadequate attempts at application.

C/70 - 79%

Work is clearly unsatisfactory. It is poorly written and presented, shows poor analysis, misses important elements and lacks any noticeable attempts at application.

F/69% and below

Fails to meet minimum acceptable standards.

A student who wishes to appeal a grade should consult immediately with the professor. If dissatisfaction remains, the student should meet with Dean Metzler. Further appeals must be filed in compliance with the University Grievance Policy.

Attendance: Students are expected at all meetings of the course. We do understand that from time to time, family, personal and or work emergencies may arise. In those

circumstances, please contact your professor immediately. A student who misses more than two classes is subject to withdrawal from the class by Dean Metzler and a final grade of "F" in the course

Late Papers: Except in rare circumstances, late papers are not accepted. Requests for extensions must reach the professor no later than a week before the paper is due. In case of an emergency, this rule can be waived for cause with appropriate documentation.

Incompletes: Incompletes are given in only the most extraordinary circumstances and with appropriate documentation. When an incomplete is granted, a grade of "N" shall be granted until the work is handed in and then the grade shall be changed accordingly. In no case shall work submitted after **May 1, 2010** be granted an incomplete. The work must be delivered no later than 4 p.m. on that day. Failure to adhere to this rule will result in an F.

Citation System: Students must use APA style in all written submissions in this course.

Turnitin.com: Students agree that by taking this course all required papers may be subject to submission for Textual Similarity Review to Turnitin.com for detection of plagiarism. All submitted papers will be added as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers in the future. Use of the Turnitin.com service is subject to the terms of use agreement posted on the Turnitin.com site.

**Grade
Distribution:**

Final	45%
Mid Term	20%
Group Assignment/Paper	20%
Short Writing Assignments	10%
Class Participation	5%

THE CONTENTS OF THIS SYLLABUS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE PROFESSOR. ANY CHANGES WILL BE MADE KNOWN TO THE CLASS AT THE EARLIEST POSSIBLE DATE.

Overview of Course:

The following is the general topical direction in which the course will proceed. However, from time to time, this direction may change as current events dictate. Please read all required texts or related materials prior to each class.

Syllabus modification notation: In rare instances, the syllabus might need to be altered, and as the professor, I retain the right to make said changes. In such instances, I will give notice of those changes to the class in a timely manner.

CLASSROOM DISCUSSION AND ASSIGNMENT SCHEDULE

Week	Reading Guide & Homework
January 16, 2010: Introduction/Who is an Employee and Who is the Employer?	Discuss: Carlson, Chapters 1 and 2
January 23, 2010: Discrimination, Harassment and Whistleblowing	Discuss: Carlson, Chapters 3 and 7
January 30, 2010: Employee Privacy and Safety	Discuss: Carlson, Chapters 5 and 6
February 6, 2010: Wage & Hour/Benefits	Discuss: Carlson, Chapter 4
February 13, 2010: Union-Management Relations	Discuss: Carlson, Chapters 8 -10
February 20, 2010: Mid Term Exam	Complete: Mid Term Examination
February 27, 2010: Why Workplace Ethics?	Discuss: Johnson, Introduction
March 6, 2010: The Theories of Ethics	Discuss: Johnson, Chapters 1-3
March 20, 2010: The Value of an Ethical Corporate Culture	Discuss: Johnson, Chapters 4-6

Week	Reading Guide & Homework
March 27, 2010: Building an Ethical Framework	Discuss: Johnson, Chapters 7 and 9 Assign: Group Project Teams
April 10, 2010: Rewarding and Punishing Employee Conduct	Discuss: Johnson, Chapter 8
April 17, 2010: Group Projects	Group Projects
April 24, 2010: Globalization of Ethics	Discuss: Johnson, Chapter 10
May 1, 2010: Final Exam Preparation	Final Exam Review <i>Final Exam will be administered in conjunction with University Schedule</i>

Assignments: Any homework assignments are due no later than the first 15 minutes of the class. Any work submitted after that time will be considered late and will not be accepted. **Unless specifically excluded by the professor, homework is expected to be submitted (even if it is not mentioned in class).** All assignments must be typed unless otherwise directed by the instructor, and submitted via email to the professor. Homework assignments will be considered part of class participation.

Quizzes: The professor reserves the right to administer unscheduled quizzes, and they may be counted as part of class participation.

Make up policy: Homework may not be made up. Assignments are due on the day and at the time established by the professor. Late work will not be accepted, and will be graded "0".

Exams can be made up only if the professor has received advance notice and explanation of the student's absence. If you are not aware of your absence until the day of the exam (e.g. illness), please send the professor an e-mail. You also will need to provide verification of the reason for the absence. **Late exams will suffer an automatic one letter grade reduction unless an accommodation for the late exam was made.**

Students with Disabilities Policy: Students with documented disabilities have the right to specific accommodations that do not alter fundamentally the nature of the course. Some accommodations might include note takers, books on tape, extended time on assignments, and interpreter services among others. **Students must obtain an official letter from the Academic Resource Center (ARC) listing the exact accommodations needed.**

Students with disabilities should contact the Academic Resource Center (Leavey Center, Suite 335; 202-687-8354; arc@georgetown.edu ; <http://ldss.georgetown.edu/index.cfm>) before the start of classes to allow the office time to review the documentation and make recommendations for appropriate accommodations. If accommodations are recommended, you will be given a letter from ARC to share with your professors. You are personally responsible for completing this process officially and in a timely manner. Neither accommodations nor exceptions to policies can be permitted to students who have not completed this process in advance.

Honor System: All students are expected to follow Georgetown's honor code unconditionally. If you have not done so, please read the honor code material located online at: <http://gervaseprograms.georgetown.edu/honor/system/>.

The Honor Pledge

In pursuit of the high ideals and rigorous standards of academic life I commit myself to respect and to uphold the Georgetown University honor system;

To live out a commitment to integrity in all my words and actions;

To be honest in every academic endeavor;

And to conduct myself honorably, as a responsible member of the Georgetown community as we live and work together

To live out the ideals of Georgetown University I commit myself to be a person for others in my daily life, respectful of difference and disagreement;

To care for this venerable campus and all of those with whom I share it;

And to fulfill in all ways the trust placed in me to carry on the Georgetown tradition.