

School of Management

MGMT 321 ORGANISATIONS AND ETHICS

Trimester 1, 2014

COURSE OUTLINE

COURSE COORDINATOR

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ADMINISTRATOR

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UNDERGRADUATE PROGRAMME MANAGER

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Trimester Dates

Teaching Period: Monday 3rd March – Friday 6th June

Study Period: Monday 9th June – Thursday 12th June

Examination Period: Friday 13th June – Wednesday 2nd July (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 14th March 2014.
2. The standard last date for withdrawal from this course is Friday 16th May. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an 'Application for Associate Dean's Permission to Withdraw Late' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

Class Times and Room Numbers

Lectures: Friday: 9.30am – 11.20am Government Buildings GB LT 2

Lectures commence Friday 7 March 2013.

Course Delivery

Weekly lecture sessions will include a combination of presentations by the lecturer and some invited speakers, and group and class discussions. Tutorials will be focussed around the two internal assignments, taking students through steps to plan and complete these. The final examination will be based on cases discussed in lectures. This paper is designed on the basis that students attend lectures and engage in class discussions.

Talking about ethics: The aim of this course is to create an environment in lectures and tutorials where people can talk openly about ethical issues, feeling free to explore a range of ideas in dialogue with others, and to change their minds.

Tutorials:

There will be four tutorials held Weeks 2 and 3, then Weeks 8 and 9. To pass the course you must go to **3** of the **4** scheduled tutorial sessions. Once times are finalised you must go to your **assigned tutorial time**. Students requesting a change will have to provide documentary evidence of reasons for the change. Please contact the undergraduate programme manager with all queries about tutorials. Tutorial sign-up is done through the online program, 'S-Cube'.

Expected Workload

A total of 150 hours of work is expected from students in this course. This consists of 26 hours of classes (lectures and tutorials), eight hours per week outside classes during teaching weeks spent reading, studying and writing assignments, and a further 28 hours revising during mid-trimester breaks and study week.

Prescription

Topics in organisational behaviour, emphasising ethical issues and the wider social context. Areas covered include individual and organisational ethics; leadership and corporate power on a global level; diversity in the workplace; careers and working lives; organisations and the natural environment.

Course Learning Objectives

Students who pass this course should be able to:

- 1 Identify and analyse reciprocal relationships between organisational behaviour and wider social issues
- 2 Identify, debate and apply ethical concepts in organisational behaviour
- 3 Identify, describe and defend their own ethical frameworks
- 4 Demonstrate understandings of critical theories in organisational behaviour
- 5 Engage creatively with social and ethical aspects of organisational behaviour and generate a range of options for addressing them.

Course Content

Ethical issues arise at the individual, organisational and wider social level. In this course we will explore a series of ethical issues for organisations and analyse them at each level. We will use a simple framework of key ethical questions to analyse examples in lectures and to enable you to analyse your own examples in assignments.

We take an Organisational Behaviour perspective on ethics, so there will be a strong emphasis on people and the ways that they engage with ethics in organisational and wider social contexts, both local and global. The course aims to open up new ways of thinking about issues in ethical terms, and to create a range of options for addressing them. The course also aims to help students to develop your own ethical perspectives: that is, ways to identify and speak out about ethical issues that are important to you. We will critique ethical claims made in, and on behalf of, organisations. This kind of critique will look at conflicts between various ethical claims, the kinds of evidence used to evaluate them, and the relationships between ethics and power relations.

COURSE SCHEDULE

WEEK	LECTURE DATES	TOPICS	TUTORIALS	ASSIGNMENTS
1	7 March	Introduction: Ethics and capitalism		
2	14 March	Rights: 'Sea slaves'	<i>TUTORIAL 1</i>	
3	21 March	Responsibility: 'Sea slaves'	<i>TUTORIAL 2</i>	
4	28 March	Autonomy: The Tobacco industry		
5	4 April	Responsibility and Autonomy: Ethical Consumption		
6	11 April	Rights: Gender equality		Short essay: Thursday 10 April Hard Copy to Box # 26 RH, Mezzanine Level before 3 pm
7	18 April	NO CLASS: Good Friday 18 th April		
MID-TRIMESTER BREAK 21 APRIL-2 MAY				
8	9 May	Beneficence: Social responsibility	<i>TUTORIAL 3</i>	
9	16 May	Social entrepreneurship	<i>TUTORIAL 4</i>	
10	23 May	The environment (1)		
11	30 May	The environment (2)		Essay: Case study Thursday 29 May Hard Copy to Box # 26 RH, Mezzanine Level before 3 pm
12	6 June	Exam review		

Readings

The *required* text book for this course is:

Gibson, K. (2007). *Ethics and business: an introduction*. New York: Cambridge University Press.

There will be one key required reading for each week. Details of the required reading and related background reading will be made available on Blackboard. Some further readings will be made available on E-Reserve through the library website – see below. The library also has a wide range of material on ethics for use in assignments.

To find material on E-Reserve:

Go to the Library Website, then go to [Course Reserves](#) and search by course.

ASSESSMENT

From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

There are two internal assignments, and a final examination.

Assessment	Title	Course Learning Objectives	Weight	Date Due
1	Short essay: Developing an ethical perspective 1000 words excluding final references	1,2,3,4	15%	Thursday 10 April Hard Copy to Box # 26 RH, Mezzanine Level before 3 pm
2	Essay: ethical case study 2500 words excluding final references	1,2,3,4,5	35%	Thursday 29 May Hard Copy to Box # 26 RH, Mezzanine Level before 3 pm
3	Final examination (2 hours)	1,2,3,4,5	50%	Held during Examination Period: Friday 13 th June – Wednesday 2 nd July (inclusive)
	TOTAL		100%	

ESSAY ASSIGNMENTS:

The tutorials will be used to discuss your assignments and to present work in progress. The second assignment will build on the first.

Assignment 1: Short Essay: Developing an Ethical Perspective

15% of final grade

Due: Thursday 10 April, Hard Copy to Box # 26 RH, Mezzanine Level before 3 pm

Word Count for report - 1000 words, excluding final references.

Objective: To develop an ethical perspective by identifying and articulating your own ethical frameworks, and critically reflecting on these in a wider social context.

Task: To write a short essay in which you will:

1. Identify and discuss at least one issue relevant to organisations and ethics that is important to you, analysing what you see as the central ethical issues involved
2. Draw on one or more ethical principles presented in the course textbook to explain what you think 'should' be done in your example.

Questions to guide you in covering the key points will be provided and discussed in Tutorials 1-2.

Assessment Criteria: the short essay should demonstrate:

- a) an ability to explain your own ethical frameworks i.e. what you think 'should' be done
- b) an ability to analyse relationships between individual ethics and the wider social context
- c) an ability to make connections between your own ethical frameworks, and ethical principles presented in the course textbook
- d) an ability to communicate clearly in writing: demonstrating correctness, clarity, and organisation and appropriate referencing.

Assignment 2: Essay: Ethical Case Study

35% of final grade

Due: Thursday 29 May Hard Copy to Box # 26 RH, Mezzanine Level before 3 pm

Word Count for Report - 2500 words, excluding final references.

Objective: To develop your critical and creative thinking about organisations and ethics by researching and writing an ethical case study.

Task: To write an essay in which you will:

1. Choose a specific ethical challenge relevant to organisations, and identify and analyse a case study example. Research the case study using secondary data (i.e., media; academic readings)
2. Critically analyse the issues in terms of ethical perspectives in social context, drawing on the textbook and other relevant academic materials which you have selected.
3. Generate several options for addressing this challenge, and argue for your preferred option.

The case study chosen could illustrate ethical issues in a 'positive' or 'negative' way, or a combination of the two. You may choose your own topic, or draw on one covered in class. However, your case study must not be one covered in class. A list of possible topics will be provided, and will be based on key ideas covered in lectures. You might also choose to develop the topic you covered in Assignment 1.

Questions to guide you in covering the key points, and choosing a suitable topic and case study, will be provided and discussed in Tutorials 3-4.

Assessment Criteria: the essay should demonstrate:

- a) The abilities to research, describe and critically analyse an ethical issue in organisational and social context
- b) An ability to engage creatively with ethical issues in order to generate and evaluate options
- c) An ability to make a persuasive ethical argument
- d) An ability to communicate clearly in writing: demonstrating correctness, clarity, and organisation and appropriate referencing.

FINAL EXAMINATION

50% of final grade.

This will be a 2-hour examination. This will be a closed book examination.

To pass this course you must sit the final examination and obtain at least 50 per cent of the examination marks available. The examination will be held in the Examination Period: Friday 13th June – Wednesday 2nd July (inclusive).

Objective: To integrate perspectives, frameworks and topics covered in lectures.

Task

You will answer 4 compulsory questions, each worth 25% of the overall examination marks.

This examination will evaluate your understanding of materials covered in lectures, including the key required readings, the topics and approaches covered in lecture presentations, and the discussions of these in class. You will need to discuss ethical principles and their social implications, and to give short examples based on lecture material.

Examples of the kinds of examination questions to be used will be provided for study and revision purposes. The last class session (Week 12) will be an exam review.

Assessment Criteria: the examination answers should demonstrate:

- a) Well-developed understandings of ethical issues in organisational and social context
- b) An ability to critically analyse organisational issues in ethical terms
- c) An ability to make a persuasive ethical argument.

Referencing

There are many different styles of referencing and the Faculty of Commerce at VUW has decided to make APA (American Psychological Association) referencing style the common standard across the Faculty. The Commerce and Central Libraries hold the APA Style Guide. You can also access the information from the online VUW library site

<http://library.victoria.ac.nz/library/resources/guides/referencingstyles.html#guidesection.1169>

A hand-out on the referencing system to be used for essays will be posted on Blackboard.

Group Work

While the course has a tradition of study group collaboration, there are important elements in the assessment process that are strictly individual. Collaboration on individual assignments is not allowed beyond general discussion as to how one might interpret the nature of the assignment question. **Please do not work together to formulate a response and do not loan out your completed assignments.** You will be expected and encouraged to work in groups on in-term cases and assignments; however reports must be individual submissions.

Handing in assignments

All assignments must include an Assignment Cover Sheet (see Appendix B) stating your name, the course name, tutor's name, tutorial number and day/time, assignment name and number, a word count and due date. You should also put page numbers on each page.

Students must prepare two copies of each assignment and keep the second copy for their own reference. Students must also keep an electronic copy of their work archived in case that the original assignment goes missing. Failure to do so will jeopardise any claim that your work was submitted in the rare cases where your work goes astray.

Penalties

Late assignments are to be handed in at **Level 10 Reception, RH 1022 (Kelburn tbc)**, during Reception Desk hours, **9am till 5pm Monday to Friday during term time**. An Administrator or Duty Receptionist will stamp the assignment with the date and time. Late assignments that do not have **the time and date and signed by** the Administrator for the course or Duty Receptionist, will incur late penalties from the time the Administrator receives it. Assignments left on the Reception Counter, or slid under the door of the Reception office will also incur penalties from the time and date they are recovered. Note that there is no provision to accept assignments on weekends or public holidays.

Penalties – for Lateness

- (i) In fairness to other students, work submitted after any deadline will incur a penalty for lateness. **The penalty is 2 of the marks available (marks available means what the assignment is worth i.e. 20% or 20 marks)** for an assignment submitted after the due time on the due date **for each part day or day late**. (for example if an assignment is out of 20 and the assignment receives 50% then one day late means the mark will be out of 18 and the student will receive 50% of 18). **Closed University days, Saturdays, Sundays and public holidays** will be included when counting the number of days late. An assignment late day begins from the time the assignment is due. Assignments received **more than 7 days after the due date** will not be accepted and the student will **automatically fail the Mandatory Course Requirements**.
- (ii) Course Outlines provide a signal to students of forthcoming workload, dates of submission etc., and thus student study plans should take account of course requirements across all courses. Consequently, workload issues related to other courses and employment will not be accepted as reason for dispensation from mandatory requirements or waiver of penalties. **Extensions** to submission deadlines for any assigned work will only be granted in **exceptional circumstances**.
- (iii) Students who are unable to comply with any of the mandatory requirements should make a written application for an extension to the due date for submission of assigned work or for waiver of a penalty, **in advance**, to the **Undergraduate Programme Manager** providing documentary evidence of the reasons of their circumstances.
- (iv) All such applications must be made **before** the deadline and be accompanied by documentary evidence, e.g. a medical certificate, or counsellor's report clearly stating the degree of impairment, and the dates the illness or event prevented you from undertaking your academic studies. This can be applied retrospectively.
- (v) In the event of unusual or unforeseeable circumstances (e.g. serious illness, family bereavement or other exceptional events), that precludes an application in advance, students should make contact with the **Undergraduate Programme Manager** as soon as possible, and make application for waiver of a penalty as soon as practicable.
- (vi) Word limits should be adhered to, especially so when they provide a guide to limiting the student's coverage of a topic and the intended assignment work load. You are strongly advised to adhere to the word limit so as to keep your workload at a manageable level. Any material that is above the word limit may not be taken into account by the marker. Your marker will simply stop at the maximum words for the assignment and you will receive the appropriate grade.

Re-marking

Every attempt is made to ensure that the marking is consistent across tutors and fair to students. Students may ask for their written work to be re-marked. A different tutor or the lecturer will do the re-marking and provide comments.

For marks: If the mark differs by 10% or less the two marks are averaged. If it exceeds 10% then it is independently marked by a third marker and the average of the two closest marks is taken.

For grades: If the grade differs by one grade then the highest grade is taken. If the grade differs by more than one grade then the assignment is marked by a third marker and the average grade is taken.

Experience from previous years is that almost all re-marks are within 10% or one grade and where there is a change in mark or grade, half the assignments go up and half go down. Occasionally there is a significant shift in the mark or grade. Application for re-marks must be made within 5 days after the assignments are available.

To apply for a re-mark, complete the request for re-examination of assessed work form (Appendix A) stating which sections (criteria listed in the mark sheet) you wish re-examined. Explain why you think the mark does not, in your view, fairly reflect the quality of your work. Hand this with your assignment into: Pipitea Campus – the Reception Desk on Level 10 Rutherford House where your assignment will have the **time, date and signature** noted on the front cover by the person receiving it. Allow a minimum of 5 days for re-marks to be completed.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and submitted to Turnitin. A copy of submitted materials will be retained on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

Examinations

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period. The final examination for this course will be scheduled at some time during the following period: Friday 13th June – Wednesday 2nd July (inclusive).

Mandatory Course Requirements

In addition to obtaining an overall course mark of 50 or better, students are required to:

- a. Attend at least 3 out of the 4 tutorial sessions;
- b. Sit the final examination and obtain at least 50 per cent of the examination marks available.
- c. Submit all assignments within the allowable timeframe (see Penalties section),

Students who fail to satisfy the mandatory requirements for this course but who obtain 50% or more overall, will be awarded a "K" grade.

Standard fail grades (D or E) will be awarded when the student's overall course mark falls below the minimum pass mark, regardless of whether the mandatory course requirements have been satisfied or not.

Notice of Failure to meet Mandatory Course Requirements will be posted on Blackboard or will be emailed directly to student email addresses.

Class Representative

A class representative will be elected in the first class, and that person's name and contact details made available to VUWSA, the course coordinator and the class. The class representative provides a communication channel to liaise with the course coordinator on behalf of students.

Communication of Additional Information

Additional information will be available on Blackboard. Any key information such as changes in schedule or extra information about assignments will be posted as an announcement on Blackboard and also emailed to student email addresses.

Student feedback

Responding to student feedback in 2013, more time for class discussion has been built into the lecture sessions this year.

Student feedback on University courses may be found at

www.cad.vuw.ac.nz/feedback/feedback_display.php

Link to general information

For general information about course-related matters, go to

<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

Note to Students

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

APPENDIX A



School of Management

MGMT 321

Request for re-examination of assessed work

	Assessment affected <i>e.g. Individual Assignment, In-class Test</i>	
Student ID	Name <i>As it appears in your enrolment</i>	Tutorial No/Tutor's name
Contact Details	<i>Phone</i> <i>Email</i>	

Specify which section (criteria specified in the mark sheet) you wish to be re-examined

Note: requests to re-examine "all" criteria will not be considered.

Clearly state why you believe each of these sections should be re-examined:

Note: "I think it is worth more," is insufficient.

In requesting a re-examination of my submitted work, I understand that the result may be an increase OR decrease in the mark obtained.

.....
Signature Date

APPENDIX B



School of Management

MGMT 321 Individual Assignment Cover Sheet

Name: _____

Student ID: _____

Tutor's Name: _____

Tutorial Number: _____

Tutorial Day: _____

Tutorial Time: _____

Word Count: _____

Date Submitted: _____

I have read and understood the university policy on Academic Integrity and Plagiarism. I declare this assignment is free from plagiarism.

Signed: _____

Extension of the due date (*if applicable*)

Please attach a copy of the note authorising your extension.

Date extension applied for: _____

Extension granted until: _____

Extension granted by: _____