

## School of Management

# MGMT 321 ORGANISATIONS AND ETHICS

Trimester 1, 2015

## COURSE OUTLINE

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### COURSE COORDINATOR

#### Deborah Jones

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Office hours: 2-4 pm Thursday in term time.

### ADMINISTRATOR

#### Misa Ito

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### UNDERGRADUATE PROGRAMME MANAGER

#### Garry Tansley

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### Trimester Dates

Teaching Period: Monday 2nd March – Friday 5<sup>th</sup> June

Study Period: Monday 8<sup>th</sup> June – Thursday 11<sup>th</sup> June

Examination Period: Friday 12<sup>th</sup> June – Wednesday 1st July (inclusive)

### Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 13<sup>th</sup> March 2015.
2. The standard last date for withdrawal from this course is Friday 15<sup>th</sup> 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 or [online](#).

### Class Times and Room Numbers

Lectures: Thursday 10.30am -12.20pm Government Buildings GB LT 1

## **Course Delivery**

*Weekly lecture sessions* will include a combination of presentations by the lecturer and some invited speakers, and group and class discussions. This paper is designed on the basis that students attend lectures and engage in class discussions. The final examination will be based on cases discussed in lectures.

*Tutorials* will be focussed around the two internal assignments, taking students through steps to plan and complete these.

*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 3 and 4, 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 28 hours of classes (lectures and tutorials), 8 hours per week outside classes during teaching weeks spent reading, studying, preparing for tutorials and writing assignments, and a further 26 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**

This course is about ethical issues and organisations. 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 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 discuss 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***

<b>WEEK</b>	<b>LECTURE DATES</b>	<b>TOPICS</b>	<b>TUTORIALS</b>	<b>ASSIGNMENTS</b>
1	5 March	Introduction: Ethics and capitalism		
2	12 March	Rights: 'Sea slaves'		
3	19 March	Responsibility: 'Sea slaves'	<i>TUTORIAL 1</i>	
4	26 March	Autonomy: The Tobacco industry	<i>TUTORIAL 2</i>	
5	2 April	Responsibility and Autonomy: Ethical Consumption		
MID-TRIMESTER BREAK 6-17 APRIL				
6	23 April	Rights: Gender equality		Short essay: Due 4pm Friday 24 April
7	30 April	Rights: Animal rights		
8	7 May	Beneficence: Social responsibility	<i>TUTORIAL 3</i>	
9	14 May	Beneficence: Social entrepreneurship	<i>TUTORIAL 4</i>	
10	21 May	The environment: Climate change		
11	28 May	The environment: Dairying		Ethical case study essay: Due 4pm Friday 29 May
12	4 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

The Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

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 +/- 100 words excluding final references	1,2,3,4	15%	4pm Friday 24 April
2	Ethical case study essay  2500 +/- 250 words excluding final references	1,2,3,4,5	35%	4pm Friday 29 May
3	Final examination (2 hours)	1,2,3,4,5	50%	Held during Examination Period: Friday 12 <sup>th</sup> June – Wednesday 1st July (inclusive)
	<b>TOTAL</b>		<b>100%</b>	

## **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.

### **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.

### **Assignment 1: Short Essay: Developing your ethical perspective**

15% of final grade

Word Count for report - 1000 +/- 100 words, excluding final references.

**Objective:** To develop an ethical perspective by identifying and discussing your own ethical approach.

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

1. Identify and discuss one example of an ethical issue relevant to organisations and ethics that is important to you
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 perspective i.e. what you think 'should' be done and why
- b) An ability to connect your own ideas with ethical principles presented in the course textbook
- c) An ability to communicate clearly in writing: demonstrating correctness, clarity, and organisation and appropriate referencing.

### **Assignment 2: Ethical case study essay**

35% of final grade

Word Count for Report - 2500 +/- 250 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 issue relevant to organisations
2. Describe and analyse a case study example.
3. Research the case study using secondary data (i.e., media; academic readings)
4. 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.

5. Creatively 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 issue or draw on one covered in class. However, your specific 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 closed book examination.

To pass this course you must sit this examination and obtain at least 40 per cent of the examination marks available. The examination will be held in the Examination Period: Friday 12<sup>th</sup> June – Wednesday 1st July (inclusive).

**Objective:** To integrate the analysis of ethical issues and ethical principles 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 ethical issues and ethical principles 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 practical 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) Knowledge of specific examples of ethical issues in organisations
- c) An ability to critically analyse organisational issues in ethical terms
- d) 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.

## HANDING IN ASSIGNMENTS

Hard Copy to Box # 26 RH, Mezzanine Level. **Late assignments** are to be handed in at Level 10 Reception, RH 1022, during Reception Desk hours, 9am till 5pm Monday to Friday during term time.

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 – for Lateness

- (i) In fairness to other students, work submitted after any deadline will incur a penalty for lateness. **The penalty is 10% 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 (tbc)**.
- (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.

### **Remarking**

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 remarked. A different tutor will do the remarking 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 remarks are within 10% or one grade. Occasionally there is a significant shift in the mark or grade. Application for remarks must be made within 14 days after the assignments or marks are made available.

To apply for a remark, complete the request for re-examination of assessed work form (Annex A) stating which sections (criteria listed in the mark sheet) you wish re-examined. You must provide academic reasons on why you think the mark does not, in your view, fairly reflect the quality of your work. Your assignment will only be reconsidered on the points you raised. Complete remarks will not be undertaken. Hand this with your assignment into the following place:

- 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.

### **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 12<sup>th</sup> June – Wednesday 1st 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 40 per cent of the examination marks available.
- c. Submit all assignments within the allowable timeframe (see Penalties section).

If you cannot complete an assignment or sit a test or examination, refer to [www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat).

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**

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://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.

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APPENDIX A



School of Management

MGMT 321

Request for re-examination of assessed work

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

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

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

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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: \_\_\_\_\_