

**School of Management**

**MGMT 321 ORGANISATIONS AND ETHICS**

Trimester 1, 2016

**COURSE OUTLINE**

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**COURSE COORDINATOR & LECTURER**

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**TUTORS**

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**ADMINISTRATOR**

**Misa Ito**

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**UNDERGRADUATE PROGRAMME MANAGER**

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**Trimester Dates**

Teaching Period: Monday 29<sup>th</sup> February – Friday 3<sup>rd</sup> June

Study Period: Monday 6<sup>th</sup> June – Thursday 9<sup>th</sup> June

Examination Period: Friday 10<sup>th</sup> June – Wednesday 29<sup>th</sup> June (inclusive)

**Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before Friday 11<sup>th</sup> March 2016.
2. The standard last date for withdrawal from this course is Friday 13<sup>th</sup> May 2016. 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: Friday 12.40pm – 2.30pm Rutherford House RHLT2

## **Introduction**

This course is about ethical issues and organisations. It takes 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 you 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 Delivery**

The aim of this course is to create an environment where you can talk openly about ethical issues, feeling free to explore a range of ideas in dialogue with others, and to develop your own position on ethical issues. The success of the course will be determined by the extent you are willing to engage with the course content. The lectures will be a mixture of content delivered by the lecturer and class discussions on cases introduced during the lectures. Tutorials will be heavily focused on the two internal assignments, with the tutors taking you through steps to plan and complete these. Tutorials are also an opportunity to review the content delivered in lectures.

## **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**

On successful completion of the course, you should be able to:

1. Identify and analyse reciprocal relationships between organisational behaviour and wider social issues
2. Identify, debate and apply ethical principles in organisational behaviour
3. Identify, describe and defend your 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.

## **Expected Workload**

A total of 150 hours of work is expected from students in this course. This consists of 24 hours of lectures, 5 hours of tutorials, and a further 121 hours spent reading, preparing assignments and studying for the final examination.

## **Course Readings**

The **required** text book for this course is: Gibson, K. (2007). *Ethics and business: an introduction*. New York: Cambridge University Press.

Some further readings will be assigned throughout the course. Details will be posted on Blackboard.

## Course Schedule

<b>Week starting</b>	<b>Lecture date</b>	<b>Topic</b>	<b>Textbook Reading</b>	<b>Tutorial?</b>	<b>Internal Assessment</b>
Feb 29	March 4	Course Information, Ethics and capitalism	Ch 1, 3	No	
March 7	March 11	Ethical theory	Ch 2	No	
March 14	March 18	Rights <i>Case: Sea slaves</i>	Ch 6	Yes	
March 21	No Lecture			Yes - For students in Mon-Wed tutorials only	
March 28	April 1	Responsibility <i>Case: Sea slaves</i>	Ch 5	Yes - For students in Thurs-Fri tutorials only	
April 4	April 8	Autonomy <i>Case: Tobacco industry</i>	Ch 7	No	
April 11	April 15	Responsibility and Autonomy <i>Case: Ethical consumption</i>	Ch 5 & 7	Yes	
April 18	April 22	Rights <i>Case: Gender equality</i>	Ch 6	No	<b>Short essay due 3pm Thursday April 21</b>
<b>Mid-Trimester Break</b>					
May 2	May 6	Rights <i>Case: Animal rights</i>	Ch 6	Yes	
May 9	May 13	Beneficence <i>Case: Corporate social responsibility</i>	Ch 8	Yes	
May 16	May 20	<i>Integrating Case: Dairying</i>	To be advised	No	
May 23	May 27	<i>Integrating Case: Climate change</i>	To be advised	No	<b>Ethical case study essay due 3pm Thursday May 26</b>
May 30	June 3	Course Review and Exam Preparation		No	
<b>Study leave and exam period</b>					



## 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	1,2,3,4	15%	3pm Thursday April 21
2	Ethical case study essay	1,2,3,4,5	35%	3pm Thursday May 26
3	Final examination	1,2,3,4,5	50%	Held during Examination Period: Friday 10 <sup>th</sup> June – Wednesday 29 <sup>th</sup> June (inclusive)
	<b>TOTAL</b>		<b>100%</b>	

## 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

Due: Thursday April 21 2016, 3pm

Weight: 15%

Word Limit: 1000 words (+/10%)

The objective of this assignment is to develop an ethical perspective by identifying and discussing your own ethical approach.

*Write a short essay in which you:*

- 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 and 3.

Paragraph style answers are expected and appropriate referencing is required.

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**

Due: Thursday May 26, 3pm

Weight: 35%

Word Limit: 2500 words (+/10%)

The objective of this assignment is to develop your critical and creative thinking about organisations and ethics by researching and writing an ethical case study.

*Write an essay in which you:*

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, drawing on relevant ethical principles presented in the course and argue for your preferred option.*

You may choose your own issue or draw on one covered in class. You might also choose to develop the issue you covered in Assignment 1. The case study chosen could illustrate ethical issues in a 'positive' or 'negative' way, or a combination of the two. Your specific case study must not be one covered in class.

Questions to guide you in covering the key points, and choosing a suitable issue and case study, will be provided and discussed in Tutorials 4 and 5.

Paragraph style answers are expected and appropriate referencing is required.

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, drawing on relevant ethical principles presented in the course.
- d) An ability to communicate clearly in writing: demonstrating correctness, clarity, and organisation and appropriate referencing.

### **Assignment Word Limits**

The ability to write in an economical style is a valuable skill and therefore word limits should be strictly adhered to. +/- 10% is acceptable, but assignments outside of this range will be penalised. **The word limit is inclusive of tables, figures and appendices but exclusive of the list of references.**

## **Submitting 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.

Your assignments should be dropped in the **MGMT 321 Box (Number 26), Level 1 Railway**, in hard copy form by the due time on the due date.

Assignments received after the due time will be deemed to be late, and must be handed to the School of Management 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.

You must keep an electronic copy of your work archived in case the original assignment goes missing. Failure to do so will jeopardise any claim by you that your work was submitted in the rare cases where your work goes astray.

## **Final examination**

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 10<sup>th</sup> June – Wednesday 29<sup>th</sup> June (inclusive). 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)

The exam is worth 50% of the marks available for this course. The exam will be closed book and will be 2 hours in duration.

Further information about the exam will be made available during the course and will be posted on Blackboard.

## **Tutorials**

Tutorials are a vital component of this course. Tutorials will be heavily focused on the two internal assignments, with the tutors taking you through steps to plan and complete these. Tutorials are also an opportunity to review the content delivered in lectures and to discuss your ideas with other students.

Tutorial signup is done through the online programme; 'MyAllocator'. You should already have been notified by email about your sign-up to a tutorial. Go to the signup website at: <https://student-sa.victoria.ac.nz> and enter your SCS username and password to log into the system. Click on MGMT321 and follow the instructions. If you have not been able to sign up by the end of the first week of the course please contact the Undergraduate Programme Manager, [garry.tansley@vuw.ac.nz](mailto:garry.tansley@vuw.ac.nz).

### **Tutorial 1: Week beginning March 14**

Come to the tutorial having thought about what **issue** you may want to explore for Assignment 1, why it is important to you, and what **key facts** you think should be included.

### **Tutorial 2: Week beginning March 21**

Read Chapter 2 of the textbook and consider what **ethical principles** you will be using in your assignment. Be prepared to discuss this at the tutorial.

### **Tutorial 3: Week beginning April 11**

With the first assignment due soon, this is your final opportunity to ask questions about Assignment 1, as well as to discuss course content that is relevant to your assignment.

### **Tutorial 4: Week beginning May 2**

This tutorial is focused on preparing you to complete Assignment 2. Come to the tutorial prepared to discuss the ethical issue that you will investigate, in the form of your **research question** and having thought about the **key facts** of the case and how you will go about researching these.

### **Tutorial 5: Week beginning May 9**

This is your final opportunity to get guidance on completing Assignment 2. Come to the tutorial prepared to discuss the ethical approach you will use to analyse your case study – **the ethical principles**. Also come prepared to present for feedback your key arguments – **what do you think should happen and why?**

### **Penalties**

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**. 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 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 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.
- (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 **MGMT administrator – Misa Ito**, 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 **MGMT administrator – Misa Ito** 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.

### **Remarking**

Application for remarks must be made within 14 days after the assignments or marks are made available.

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. 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. Write 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.

Allow a minimum of 5 days for remarks 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.

### **Student feedback**

Students in 2015 agreed that the way MGMT 321 was organised, and preparing for the assessments, helped them to learn. They were encouraged to think critically, stimulated to learn more and developed their communication skills. The amount of work was about right. They valued what they learnt, and overall rated the course as very good. Therefore, the course will be offered in a similar way for 2016, with the exception that there will be a new course co-ordinator and lecturer, Dr Todd Bridgman. Associate Professor Deborah Jones, who has co-ordinated and lectured the course in previous years is on research and study leave.

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)

### **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**

Any additional information or information on changes will be conveyed to students via the MGMT 321 Blackboard site, and urgent messages via email to all class members' student email addresses.

### **Email Contact**

Students wishing to contact staff by email should adhere to the following instructions: Include the **Course Code**, your **Name**, your **Student ID** and the **Topic** in the subject area of the email, e.g. MGMT321\_Smith\_Pauline\_3000223344\_Ass1 Query.

### **Link to general information**

For general information about course-related matters, go to

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

Please take particular note of the information of academic integrity and plagiarism. **Plagiarism is prohibited at VUW and is taken very seriously.** If you are unsure what it means or how to avoid it, follow the link above.

### **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>	Tutorial No/Tutor's name
<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: \_\_\_\_\_