MGT 16: Personal Ethics at Work

SPRING 2021

WELCOME FROM PROFESSOR LINDENBERGER!

Welcome to MGT 16: Personal Ethics at Work! I'm excited to be your teacher and honored that you've enrolled in this course. I think you're going to learn some valuable things that'll not only enable you to enhance your grasp of ethics but will give you a good chance at navigating ethical issues in the workplace and being true to your ethical beliefs.

The world can be a dark place right now and the future can often seem bleak and hopeless. However, we are starting to see light at the end of this especially long tunnel. With perseverance, discipline, kindness and empathy, we'll emerge from the other end of the tunnel to find a better world where we can once again thrive.

I think we can create an incredible course together by making this a team effort. So, I ask you to give your all to this course. To that end, here are some ideas:

- If your time zone allows, attend the real-time classes.
- Leave your video on during class so we can get to know you better – try a virtual background if it'll make you feel more comfortable.
- Speak up when you have a question or an idea that you want to contribute - any contribution is a good one.
- Come to office hours and get to know me and your tutors, Delaney and Lydia.

In return, I promise you that I'll dedicate myself to making this class valuable, entertaining, interesting and engaging. Every week, I'll ask you (anonymously) how I'm doing so you can tell me if I'm fulfilling my promise or not. If not, I'll work even harder. I'll always be professional, but I'll also try to keep things light so we can enjoy the course and the material we're learning. Most of all, I plan to practice kindness and empathy. Will you join me in this commitment? Your buy-in is critical to our success together.

The rest of the syllabus gives you important details about the course. Please make sure to read and understand it and let me know if you have any questions.

I'm excited about our first class together on Monday, March 29 at 12:30 p.m. Pacific!

GENERAL INFORMATION

PROFESSOR: Wade Lindenberger, CPA (Inactive), MAcc

EMAIL: wlindenberger@ucsd.edu

REAL-TIME (CLASS) MEETING INFORMATION:

Zoom URL: https://ucsd.zoom.us/j/99686484420

Regular Meeting Day/Time: Mondays and Wednesdays 12:30 p.m. to 1:50 p.m. Pacific on Zoom

OFFICE HOURS – PROFESSOR LINDENBERGER:

Zoom URL: https://ucsd.zoom.us/j/94193877595

Regular Meeting Day/Time: Tuesday 1:00 p.m. to 2:00 p.m. Pacific on Zoom

IMPORTANT: If you can't make my regularly scheduled office hours, never fear! All you need to do is contact me and we can schedule a Zoom call separately.

PRE-QUIZ STUDY SESSIONS

Zoom URL: https://ucsd.zoom.us/j/97800459668

Meeting Day/Time: Beginning Thursday, April 8, every other Thursday 1:00 p.m. to 2:00 p.m. Pacific on Zoom

TUTOR: Delaney Whittet

EMAIL: dwhittet@ucsd.edu

OFFICE HOURS – DELANEY WHITTET

Zoom URL: TBD

Regular Meeting Day/Time: TBD

TUTOR: Lydia Kim

EMAIL: lhk004@ucsd.edu

OFFICE HOURS – LYDIA KIM

Zoom URL: TBD

Regular Meeting Day/Time: TBD

ACADEMIC ADVISORS - RADY UNDERGRADUATE PROGRAMS: Anju Stringer, Christina Durbin

EMAIL: undergrad@rady.ucsd.edu

ONLINE ADVISING: Submit your inquiry through the Virtual Advising Center (vac.ucsd.edu) or to undergrad@rady.ucsd.edu (Extension Students Only)

DESCRIPTION AND OVERALL OBJECTIVE

We may think we have a good understanding of ethics, but do we really? It is fairly simple to look up and memorize the definition of ethics, but does that make it personal? Until we form a good working definition of ethics that we understand and develop a workable road map to apply that definition in our lives, ethics will remain a word on a page, theoretical and ephemeral. Beyond that, how does a company set its own ethics and how does our own personal ethical standard relate to that company? To adhere to personal ethics at work, it is important for us to answer those questions.

In this course, you will develop or refine your personal definition of ethics that is useful and practical. You will learn to use the Ethical GPS to identify and evaluate ethical issues and make informed, quality decisions about how to address them. Once you are comfortable with the personal side of the ethics, you will learn about company ethics programs, including codes of conduct and ethics. You will learn how to determine whether your ethical standards match the standards of a company. Finally, you will become familiar with approaches and tools to determine whether a company is ethical. This will enable you to pick the right company for your career and, once chosen, monitor the ongoing ethical performance of that company.

LEARNING OBJECTIVES

1. Develop a useful and practical definition of ethics
2. Learn and understand the Ethical GPS
3. Learn how to apply the Ethical GPS to real-world situations
4. Understand corporate ethics programs and how the code of conduct and ethics fits into these programs
5. Become familiar with techniques and approaches for evaluating the ethical performance of a company

TECHNOLOGY TOOLS, RESOURCES AND OTHER MATERIALS

CANVAS

Canvas will be the central digital space for the class. Resources available within Canvas include instructional videos, scheduled sessions, assignments, and announcements.

- **How to access Canvas:** Visit https://canvas.ucsd.edu/ and login with your UC San Diego account.

- **Canvas Mobile Apps:** Canvas provides a mobile app for students
  o iOS: https://community.canvaslms.com/docs/DOC-9867
  o Android: https://community.canvaslms.com/docs/DOC-9811

- **Canvas Documentation for Students:** https://community.canvaslms.com/docs/DOC-10701
  o Key Tips and Techniques:
    ▪ Canvas Calendar (including adding Canvas to your personal calendar)
    ▪ Setting personal notification preferences
    ▪ Viewing grades
    ▪ Canvas Groups

ZOOM:

Zoom allows for video, audio, and screen sharing between participants. In this course, Zoom will be used for instructional sessions, team meetings, office hours, and individual meetings.

- **How to access Zoom:**
  o Through Canvas: Simply click on the Zoom LTI Pro link on your menu and choose the meeting you wish to join
  o Through a Browser: https://ucsd.zoom.us/
  o Download the Zoom Client for Meetings: https://ucsd.zoom.us/download

  IMPORTANT: Please make sure to use your **official** UCSD email address to access Zoom. You won't be able to access Zoom if you don't.

- **Zoom Mobile Apps:**
  o **iOS:** https://apps.apple.com/us/app/id546505307
  o **Google Play:** https://play.google.com/store/apps/details?id=us.zoom.videomeetings

- **Tech Support for Zoom:**
  o UC San Diego Resources
    ▪ Quick Start Guide: https://blink.ucsd.edu/technology/file-sharing/zoom/guide/quick.html
    ▪ User Guide: https://blink.ucsd.edu/technology/file-sharing/zoom/guide/index.html
    ▪ Zoom Guides: https://edtech.ucsd.edu/education-continuity-tools-and-resources/zoom-guides.html
  o Zoom Help Center: https://support.zoom.us/
    ▪ Rady School of Management Virtual Backgrounds: https://blog.rady.ucsd.edu/index.php/2020/04/rady-school-backgrounds-for-video-conferencing/
    ▪ UC San Diego Virtual Backgrounds: https://blink.ucsd.edu/technology/file-sharing/zoom/guide/backgrounds.html

Zoom Ground Rules

Discussion Guidelines	Community Guidelines
• Keep yourself on mute to minimize background noise	• Check your emotional response to the technology/circumstances
• Send questions to the chat first	• Model the kind of interactions you want students to have
• "Raise hand" before interjecting	• Be mindful of your interaction style
• Be respectful and kind	• Contribute mindfully
• Be open to new ideas	• Don't be afraid of silence
• Be thoughtful in sharing your ideas	• Try not to multitask - turn off other technologies if you can
• Avoid all-caps typing	

TEXTBOOK (REQUIRED, BUT VERY INEXPENSIVE):

• *The (Honest) Truth About Dishonesty* by Ariely, 2012, 2013 (ISBN 978-0-06-218361-3) (any format, used or new) (my appreciation to Professor Campbell for recommending this book)

OTHER:

• Ethics Resource Guide: http://ucsd.libguides.com/busethics (provides further information about business ethics topics)

SCHEDULE (live class dates are in **BOLD**)

Date	Class Topic & Activities	Assignments and Assessments
3/29	Introduction to Course	
3/31	Introduction to Ethics: Why Are Ethics Important? Your Personal Ethics Definition Introduction to Ethics GPS Introduction to Giving Voice to Values	Behavioral Lab Project due on 12/4 at 11:59 p.m.
4/5	Simple Model of Rational Crime Basic Ethics Definitions Ends vs. Means Discussion	Read Chapter 1 "Ripped from the Headlines" #1 due on 4/16 at 11:59 p.m. Autobiographical Ethics project due on 5/7 at 11:59 p.m.
4/7	Giving Voice to Values – Pillar 1 Corporate Structure and Ethics Programs Real World Ethics Situations	
4/8	Pre-Quiz Study Session (Optional) from 1:00 p.m. to 2:00 p.m.	
4/12	Fun with the Fudge Factor Real World Ethical Situations	Read Chapter 2
4/13		Quiz on Textbook Chapters 1 and 2, Ethics Definitions and Ethical GPS available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas
4/14	Giving Voice to Values – Pillar 2 Real World Ethical Situations	

4/15		Check-In Questions on Ethics Definitions and Ethical GPS available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas
4/16		"Ripped from the Headlines" #1 due at 11:59 p.m. Pacific in Canvas "Ripped from the Headlines" #2 due on 4/30 at 11:59 p.m.
4/19	Blinded by Our Own Motivations Autobiographical Ethics Project Workshop Real World Ethical Situations	Read Chapter 3
4/21	Giving Voice to Values – Pillar 3 Ethical Situations in Our COVID-19 World	
4/22	Pre-Quiz Study Session (Optional) **NOTE:** This session will be recorded, not live, and the recording will be uploaded to Canvas.	
4/23		
4/26	Why We Blow It When We're Tired Real World Ethical Situations	Read Chapter 4
4/27		Quiz on Chapters 3 and 4, Ethics Definitions and Ethical GPS available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas
4/28	Giving Voice to Values – Pillar 4 Real World Ethical Situations	
4/29		Check-In Questions on Ethics Definitions and Ethical GPS available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas

4/30		"Ripped from the Headlines" #2 due at 11:59 p.m. Pacific in Canvas "Ripped from the Headlines" #3 due on 5/14 at 11:59 p.m.
5/3	Cheating Ourselves Where We've Been and Where We're Going Introduction to Corporate Ethics Programs and Codes of Conduct and Ethics	Read Chapter 6
5/5	Creativity and Dishonesty: We Are All Storytellers Spotlight on Corporate Ethics Programs and Codes of Conduct and Ethics Real World Evaluation of Company Ethical Performance	Read Chapter 7
5/6	Pre-Quiz Study Session (Optional) from 1:00 p.m. to 2:00 p.m.	
5/7		Autobiographical Ethics project due at 11:59 p.m. Corporate Ethics project due on 6/4 at 11:59 p.m.
5/10	Giving Voice to Values – Pillar 5 Spotlight on Corporate Ethics Programs and Codes of Conduct and Ethics Real World Evaluation of Company Ethical Performance	
5/11		Quiz on Chapter 6, Ethics Definitions and Ethical GPS available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas

5/12	Giving Voice to Values – Pillar 6 Spotlight on Corporate Ethics Programs and Codes of Conduct and Ethics Real World Evaluation of Company Ethical Performance	
5/13		Check-In Questions on Ethics Definitions and Ethical GPS available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas
5/14		"Ripped from the Headlines" #3 due at 11:59 p.m. Pacific in Canvas
5/17	Cheating as an Infection: How We Catch the Dishonesty Germ Spotlight on Corporate Ethics Programs and Codes of Conduct and Ethics Real World Evaluation of Company Ethical Performance	Read Chapter 8
5/19	A Semioptimistic Ending: People Don't Cheat Enough! Spotlight on Corporate Ethics Programs and Codes of Conduct and Ethics Real World Evaluation of Company Ethical Performance	Read Chapter 10
5/20	Pre-Quiz Study Session (Optional) from 1:00 p.m. to 2:00 p.m.	
5/24	Giving Voice to Values – Pillar 7 Spotlight on Corporate Ethics Programs and Codes of Conduct and Ethics	

	Real World Evaluation of Company Ethical Performance	
5/25		Quiz on Chapters 7 and 8 and Corporate Ethics available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas
5/26	Spotlight on Corporate Ethics Programs and Codes of Conduct and Ethics Real World Evaluation of Company Ethical Performance	
5/27		Check-In Questions on Corporate Ethics available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas
5/31	**MEMORIAL DAY HOLIDAY – NO CLASS!**	
6/2	Spotlight on Corporate Ethics Programs and Codes of Conduct and Ethics Real World Evaluation of Company Ethical Performance Final Reflections	
6/3	Pre-Quiz Study Session (Optional) from 1:00 p.m. to 2:00 p.m.	
6/4		Behavioral Lab project due at 11:59 p.m. Corporate Ethics project due at 11:59 p.m.
6/9		Quiz on Chapter 10 and Corporate Ethics available from 12:00 a.m. to 11:59 p.m. Pacific in Canvas

ASSIGNMENTS AND ASSESSMENTS

Assignments

Reading

I'll post in Canvas all reading materials in the form of PowerPoints presentations and supplemental articles. As part of your preparation, I'll expect you to complete all assigned reading before the class in which I'll discuss the related topic.

"Ripped from the Headlines"

During the quarter, you'll identify interesting ethics news in the world of business and submit it as a PowerPoint presentation or a video. You'll complete three of these assignments.

Autobiographical Ethics Project

During the second week of class, I'll assign you an autobiographical ethics project that'll require you to describe an ethical situation you have faced in your personal life and analyze it according to the Ethical GPS. I'll post specific instructions on Canvas during the second week of class.

NOTE: I would like to express my appreciation to Tricia Bertram Gallant, Ph.D., UCSD Academic Integrity Office, for providing me with this idea.

Corporate Ethics Project

Approximately midway through the course, I'll assign you a project that'll require you to evaluate the ethics program and ethical performance of a company of interest to you. I'll post specific instructions on Canvas shortly after the midterm.

Rady Behavioral Lab

Part of your grade is based on participation in an experiment offered by the Rady School Research Participant Pool. Each experiment will take up to one hour. If new to lab participation, to register for an account and to receive additional information about upcoming lab studies, visit http://radyclasscredit.sona-systems.com and click "Request Account." When you register, you'll be assigned a unique ID – you'll need to provide this ID each time you participate in a study. Make sure to keep track of it!

If you've served as a participant before, you'll need to update which classes you're registered for to receive credit. Log in to your account here: http://radyclasscredit.sona-systems.com and go to the "My Profile "page. There's an option near the bottom of the page to "Change Courses." Questions about lab studies can be directed to RadyClassCredit@ucsd.edu. Studies, all of which are virtual, will begin shortly after the quarter begins. Find more details on the lab website: https://rady.ucsd.edu/centers/behavioral-lab/participants/.

Assessments

Check-In Questions

Each week, I'll give you check-in questions to see how you're doing with the most critical concepts in the course. Each instance of our check-in questions will be worth 1.25 points. See the Schedule above for specific days when I'll assign these check-in questions. You'll actually answer these questions as follows:

- You'll answer the questions in Canvas.
- You'll have a 24-hour window to complete the questions, between 12:00 a.m. Pacific and 11:59 p.m. Pacific (for example, between 12:00 a.m. and 11:59 p.m. on April 15)
- Questions will be open book, open note.
- Once you start answering the questions in Canvas, you'll have a time limit to complete your answers.
- You'll not be able to pause the questions once you start.
- If you miss a check-in question instance, I'll not allow a makeup.

Quizzes

During the course, I'll give you five quizzes. Each instance of our quizzes will be worth 5 points. Since we'll not have a midterm or final exam, these quizzes will have questions comparable in difficulty to exam questions but on a smaller scale. See the Schedule above for specific days when I'll assign these quizzes, as well as the chapters covered in each quiz. In addition, see the Schedule for the Zoom review sessions I'll hold before each quiz. You'll actually answer these quiz questions as follows:

- You'll answer the questions in Canvas.
- You'll have a 24-hour window to complete the questions, between 12:00 a.m. Pacific and 11:59 p.m. Pacific (for example, between 12:00 a.m. and 11:59 p.m. on April 13)
- Questions will be open book, open note.
- Once you start answering the questions in Canvas, you'll have a time limit to complete your answers.
- You'll not be able to pause the questions once you start.
- At the end of the session, you'll be allowed to drop your lowest quiz score.
- Given the fact that you'll be allowed to drop your lowest quiz score, if you miss a check-in question instance, I'll not allow a makeup.

GRADING

Description	Points
Assignments:	
"In the News" (3 @ 5 points each)	15
Autobiographical Ethics Project	25
Corporate Ethics Project	25
Rady Behavioral Lab (2 @ 5 points each)	10
Subtotal – Assignments	**75**
Assessments:	
Check-In Questions	5
Quizzes	20
Subtotal - Assessments	**25**
TOTAL	**100**

NOTE: Please see below for the late policy with regard to each of the above:

- **Assignments:** Although we prefer that you turn in assignments on the official due date and time, I'll provide you with a one-day grace period to turn in assignments in case you have extenuating circumstances. After the first day, I'll assess a 50% penalty for a late submission. After the second day, I'll give the assignment a "0". For example, if the project is due on April 16, you'll be assessed no penalty if you turn in the assignment on April 17, a 50% penalty if you turn in the assignment on April 18 and a "0" if your turn in the assignment on April 19. Because this is a generous policy, I'll not provide exceptions.
- **Assessments:** Because you are given a 24-hour window to complete assessments and, in the case of quizzes, you are allowed to drop your lowest score, if you don't complete an assessment during the 24-hour window it is available on Canvas, I'll give you a "0" for that assessment and I'll not provide exceptions

Final course grade distribution is as follows:

A	>= 94	**C+**	77-80
A-	90-94	**C**	74-77
B+	87-90	**C-**	70-74
B	84-87	**D**	60-70
B-	80-84	**F**	< 60

APPENDIX A: COPYRIGHT OF COURSE MATERIALS

Please carefully read the following information about copyright of course materials:

1. My lectures and course materials, including PowerPoint presentations, tests, outlines, and similar materials, are protected by U.S. copyright law and by University policy. I am the exclusive owner of the copyright in those materials I create. You may take notes and make copies of course materials for your own use. You may also share those materials with another student who is enrolled in or auditing this course.
2. You may not reproduce, distribute or display (post/upload) lecture notes or recordings or course materials in any other way — whether or not a fee is charged — without my express prior written consent. You also may not allow others to do so.
3. If you do so, you may be subject to student conduct proceedings under the UC San Diego Student Code of Conduct.
4. Similarly, you own the copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I'll ask for your written permission.

APPENDIX B: ACADEMIC INTEGRITY

Academic Integrity is expected of everyone at UCSD. This means that you must be honest, fair, responsible, respectful and trustworthy in all of your actions. Lying, cheating or any other forms of dishonesty will not be tolerated because they undermine learning and the University's ability to certify your knowledge and abilities. Thus, any attempt to get, or help another get, a grade by cheating, lying or dishonesty will be reported to the Academic Integrity Office and will result in sanctions. Sanctions can include an F in this class and suspension or dismissal from the University. So, think carefully before you act and ask yourself the following questions:

5. Is my action honest, fair, respectful, responsible and trustworthy?
6. Is my action authorized by the instructor?

If you are unsure, don't ask a friend – ask your instructor, instructional assistant (TA or tutor) or the Academic Integrity Office.

(Source: Tricia Bertram Gallant, Ph.D., UCSD Academic Integrity Office, 2017)

The complete UCSD Policy on Integrity of Scholarship can be viewed at:

http://academicintegrity.ucsd.edu/process/policy.html

You are expected to read the UCSD Policy on Integrity of Scholarship and act in accordance with the Policy.

For additional information about UCSD's Academic Integrity program, please go to this link:

http://academicintegrity.ucsd.edu

APPENDIX C: STUDENTS WITH DISABILITIES

If you have a disability or special need and requires an accommodation to have equal access to the classroom, you must register with the Office for Students with Disabilities (OSD). The OSD will determine what accommodations may be made and provide the necessary documentation to present to me.

You must present the OSD letter of certification and OSD accommodation recommendation to me to initiate the request for accommodation in classes, examinations, or other academic program activities. **No accommodations can be implemented retroactively.**

Please visit http://osd.ucsd.edu/about/index.html for further information or contact the Office for Students with Disabilities at (858) 534-4382 or osd@ucsd.edu.

APPENDIX D: TITLE IX TEXT- OFFICE FOR THE PREVENTION OF HARASSMENT & DISCRIMINATION

The Office for the Prevention of Harassment & Discrimination (OPHD) provides assistance to students, faculty, and staff regarding reports of bias, harassment, and discrimination. OPHD is the UC San Diego Title IX office. Title IX of the Education Amendments of 1972 is the federal law that prohibits sex discrimination in educational institutions that are recipients of federal funds. You have the right to an educational environment that is free from harassment and discrimination.

You have options for reporting incidents of sexual violence and sexual harassment. Sexual violence includes sexual assault, dating violence, domestic violence, and stalking. Information about reporting options may be obtained at OPHD at (858) 534-8298, ophd@ucsd.edu or http://ophd.ucsd.edu. You may receive confidential assistance at CARE at the Sexual Assault Resource Center at (858) 534-5793, sarc@ucsd.edu or http://care.ucsd.edu or Counseling and Psychological Services (CAPS) at (858) 534-3755 or http://caps.ucsd.edu.

You may feel more comfortable discussing their particular concern with a trusted employee. This may be a Rady student affairs staff member, a department Chair, a faculty member or other University official. These individuals have an obligation to report incidents of sexual violence and sexual harassment to OPHD. This does not necessarily mean that a formal complaint will be filed.
If you find yourself in an uncomfortable situation, ask for help. The Rady School of Management is committed to upholding University policies regarding nondiscrimination, sexual violence and sexual harassment.