



# BUSL204

## Business Ethics and Risk Management

S2 Day 2017

*Dept of Accounting & Corporate Governance*

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## General Information

Unit convenor and teaching staff

Unit Convenor

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E4A 342

Refer unit webpage

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Refer unit webpage

Credit points

3

Prerequisites

18cp at 100 level or above

Corequisites

Co-badged status

Unit description

This unit is designed to present students with an understanding and wide appreciation of business ethics and risk management. A variety of ethical perspectives and topics are covered such as sweatshops, the environment and whistleblowing. Students are encouraged to discuss different ethical positions and to explore their own topics utilising the theoretical frameworks provided in this unit. By completing the unit, students will be equipped to engage with the ethical and risk management issues crucial to their future success.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

A good general knowledge of the major issues in contemporary business ethics and risk management.

A sound understanding of the major ethical theories that inform the literature.

An ability to relate ethical theories to relevant case studies and current events.

The ability to develop one's own view or perspective, through consideration and analysis of the views and arguments presented in the unit, and the ability to present views with clarity and rigour.

## Assessment Tasks

| Name                               | Weighting | Hurdle | Due                           |
|------------------------------------|-----------|--------|-------------------------------|
| <u>Weekly Tutorial Assignments</u> | 20%       | No     | 9am Tuesdays                  |
| <u>Participation</u>               | 10%       | No     | Ongoing                       |
| <u>Case study Essay</u>            | 20%       | No     | 4/10/17                       |
| <u>Final Examination</u>           | 50%       | No     | University Examination Period |

### Weekly Tutorial Assignments

Due: **9am Tuesdays**

Weighting: **20%**

#### Submission

Assignments must be submitted on iLearn by 9am each Tuesday. Students should also bring a copy of their assignments to class. Four (4) assignments will be marked at random. One assignment will be marked in the first 4 weeks of the session to provide students with early feedback on their performance.

#### Estimated student workload

Students are expected to spend approximately 6 hours per week reviewing prescribed readings and preparing their weekly assignment.

#### Marking criteria

During the semester **four assignments will be collected at random and marked out of five.**

The assessment criteria for tutorial assignments is as follows:

0/5 – Assignment is incomplete. One or more questions have not been attempted.

1/5 – Assignment is incomplete. All questions have been attempted, but some sub-parts of

questions have not been addressed.

2/5 – All questions have been attempted but some answers are incorrect and / or superficial.

3/5 – All questions have been attempted and are substantially correct.

4/5 – All questions have been attempted and the student has answered questions in detail and has included their own opinions and/or analysis where appropriate.

5/5 - All questions have been attempted and in addition to providing their own analysis the student has related appropriate questions to other materials either in the unit or in the wider context. For example the student has related the question to a previous reading referred to a current event / media article.

Note that students submitting the same or similar tutorial assignments to others in the unit risk disciplinary action. Students must also ensure that they do not inadvertently plagiarise material from textbooks or other readings. Copying material verbatim from the textbook or readings is also a form of plagiarism.

Deliverables

Written assignment.

Preparation instructions

Assignment questions will be posted on the unit webpage.

**Assignments should be no more than two pages in length (excluding references and a cover page).**

On the front page of each weekly assignment that you submit include the following:

- your student name
- your student number
- the following statement: "This assignment is my own work"

**Files uploaded to iLearn should be in the following format Surname\_StudentID\_week#.**

Extensions and Penalties

No extensions will be granted. Students who have not completed the task by the due date will be awarded a mark of 0 for the task, except for cases in which an Application for Disruption of Studies is made and approved (in accordance with the relevant policies and procedures).

On successful completion you will be able to:

- A good general knowledge of the major issues in contemporary business ethics and risk management.
- A sound understanding of the major ethical theories that inform the literature.
- An ability to relate ethical theories to relevant case studies and current events.
- The ability to develop one's own view or perspective, through consideration and analysis

of the views and arguments presented in the unit, and the ability to present views with clarity and rigour.

## Participation

Due: **Ongoing**

Weighting: **10%**

### Submission

Active perception is expected of BUSL 204 students as discussion is an essential part of developing ethical sensitivity and skill. Tutorials should be used by students to test their understanding of the unit in an environment where immediate feedback is available from the convenor and students should be well prepared. Students should be engaged with the issues relevant to the seminar and be involved in tutorial activities, particularly, responding to, and asking, questions – being active is an important aspect of both study and professional practice and tutorials will be of more benefit to all students if each individual is willing to participate.

### Estimated student workload

Students are expected to spend approximately 30 minutes reviewing their weekly assignments before attending class.

### Marking criteria

Ongoing participation (out of 10):

0/10 – No participation - No substantial contribution to class discussions

1-4/10 - Limited participation - for example, occasionally contributing to class discussions

5-8/10 – Good participation – for example, regularly contributing to class discussions

9-10/10 – Excellent participation – for example, regularly contributing to class discussions and sharing relevant examples from current media or personal experience

The mark for participation includes the aspect of attendance in that students who do not attend obviously do not participate and this will be reflected in their mark but participation is more than mere attendance. Examples of conduct that may indicate participation include: preparing for class, reading appropriate material, being prepared to contribute to discussion of tutorial questions; listening to other students' contributions; bringing relevant materials (including assignments) to class; asking questions relevant to the material being discussed; responding to questions or requests and displaying an understanding of the relevant examples and concepts; forming and expressing an opinion in relation to the issues arising from the material being discussed; being engaged in the progress of the seminar and following the seminar discussion.

### Deliverables

Peer and class discussion.

### Preparation instructions

Reviewing weekly assignment before attending class.

## Extension and Penalties

A specific penalty applies where a student misses tutorials unless a Disruption to Studies application is approved. For example if a student attends less than 50% of the allotted tutorials the total available mark for tutorial participation will be reduced by 50%.

On successful completion you will be able to:

- A sound understanding of the major ethical theories that inform the literature.
- An ability to relate ethical theories to relevant case studies and current events.
- The ability to develop one's own view or perspective, through consideration and analysis of the views and arguments presented in the unit, and the ability to present views with clarity and rigour.

## Case study Essay

Due: **4/10/17**

Weighting: **20%**

Submission

**The proposed case study essay is to be submitted via iLearn by 5pm Wednesday, 4th October.**

Questions will be available on iLearn by Wednesday 6th of September.

Estimated student workload

Students are expected to spend approximately 15-20 hours on the case study essay.

Marking criteria

Detailed marking criteria will be provided on the unit webpage.

Deliverables

One essay of 1500-2000 words (**maximum**), excluding references.

Preparation instructions

Detailed instructions will be provided on the unit webpage.

Extensions and Penalties

Late topic submissions and written assignments will be accepted up to 72 hours after the submission deadline. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission - 20% penalty). This penalty does not apply for cases in which an application for Disruption to Studies is made and approved. Failure to present at the assigned presentation time will result in zero marks for the oral component unless an application for Disruption to Studies is made and approved.

On successful completion you will be able to:

- A sound understanding of the major ethical theories that inform the literature.
- An ability to relate ethical theories to relevant case studies and current events.
- The ability to develop one's own view or perspective, through consideration and analysis of the views and arguments presented in the unit, and the ability to present views with clarity and rigour.

## Final Examination

Due: **University Examination Period**

Weighting: **50%**

Examination conditions

The final examination will be of two hours duration (plus ten minutes reading time). Calculators and dictionaries will not be permitted.

What is required to complete the unit satisfactorily

All topics will be examinable. A final examination is included as an assessment task for this unit to provide assurance that:

- i) the product belongs to the student and
- ii) the student has attained the knowledge and skills tested in the exam.

On successful completion you will be able to:

- A good general knowledge of the major issues in contemporary business ethics and risk management.
- A sound understanding of the major ethical theories that inform the literature.
- An ability to relate ethical theories to relevant case studies and current events.
- The ability to develop one's own view or perspective, through consideration and analysis of the views and arguments presented in the unit, and the ability to present views with clarity and rigour.

## Delivery and Resources

### Classes

BUSL204 will be presented via lectures and tutorials. After week 1, **all lectures will be online**. Tutorials of 1.5 hours will operate throughout the semester. The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>.

### Lectures

Video lectures will be available from iLearn.

## **Tutorials**

Tutorials begin in Week 2 and are based on the previous week's lecture topic. Tutorial activities for each week will be released on iLearn in the week prior to the respective tutorial and will include short answer questions and/or case studies. Students are required to download these questions and prepare their answers before they attend their tutorial. See Weekly Tutorial Assignments above.

## **Prizes**

Prizes for this unit are detailed on the following website:

[http://www.businessandconomics.mq.edu.au/undergraduate\\_degrees/prizes\\_scholarships](http://www.businessandconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships)

## **Required and Recommended Texts and/or Materials**

The prescribed text for this unit is:

Joseph DesJardins *An Introduction to Business Ethics* (5<sup>th</sup> Edition), (McGraw-Hill, New York, 2014)

The following text may also be helpful to students that wish to deepen their understanding of business and professional ethics:

Grace, D. & Cohen, S., *Business Ethics* (5<sup>th</sup> edition), (Oxford University Press, Melbourne, 2013).

## **Technology Used and Required**

### **iLearn**

To access the unit's online website on iLearn, students need to navigate to the following website <http://ilearn.mq.edu.au>.

As iLearn will be used extensively in this subject, students need to ensure that you access this website on a regular basis by using your university username/password details. Lecture notes should be downloaded from the website mentioned above and should be brought to the lectures. Always check the website for important information as this is our main way of communicating with you.

### **E-Reserve**

Extra readings and references will be placed on a link on iLearn, known as e-Reserve. Students' tutorial questions and lecture content may be based on material and resources located at [this link](#). Students need to download all relevant information to complete their tutorial questions and their learning objectives.

## **Requirements to satisfactorily complete the unit**

Satisfactory completion of BUSL 204 is an overall passing grade. There is no requirement to



achieve a passing grade in each individual assessment component, including the final exam. However, since each assessment component contributes to the overall learning outcomes of the unit, students are expected to complete each assessment task in order to maximise their educational experience.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy [http://mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

Assessment Policy [http://mq.edu.au/policy/docs/assessment/policy\\_2016.html](http://mq.edu.au/policy/docs/assessment/policy_2016.html)

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public [http://www.mq.edu.au/policy/docs/complaint\\_management/procedure.html](http://www.mq.edu.au/policy/docs/complaint_management/procedure.html)

Disruption to Studies Policy (in effect until Dec 4th, 2017): [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html)

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student\\_conduct/](https://students.mq.edu.au/support/student_conduct/)

## Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au).

## Academic Honesty

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way

- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at [http://www.mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://www.mq.edu.au/policy/docs/academic_honesty/policy.html)

## Grades

Macquarie University uses the following grades in coursework units of study:

- HD - High Distinction
- D - Distinction
- CR - Credit
- P - Pass
- F - Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:

<http://www.mq.edu.au/policy/docs/grading/policy.html>

## Grading Appeals and Final Examination Script Viewing

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

[http://www.businessandeconomics.mq.edu.au/new\\_and\\_current\\_students/undergraduate\\_current\\_students/how\\_do\\_i/grade\\_appeals/](http://www.businessandeconomics.mq.edu.au/new_and_current_students/undergraduate_current_students/how_do_i/grade_appeals/)

### Supplementary Examination

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period. Please note that the supplementary examination will be of the same format as the final examination.

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)

- [Ask a Learning Adviser](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

## Graduate Capabilities

### Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

### Learning outcomes

- An ability to relate ethical theories to relevant case studies and current events.
- The ability to develop one's own view or perspective, through consideration and analysis of the views and arguments presented in the unit, and the ability to present views with clarity and rigour.

### Assessment tasks

- Weekly Tutorial Assignments
- Case study Essay
- Final Examination

## Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able

to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

## **Learning outcomes**

- A good general knowledge of the major issues in contemporary business ethics and risk management.
- A sound understanding of the major ethical theories that inform the literature.

## **Assessment tasks**

- Weekly Tutorial Assignments
- Participation
- Case study Essay
- Final Examination

## **Critical, Analytical and Integrative Thinking**

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

## **Learning outcomes**

- An ability to relate ethical theories to relevant case studies and current events.
- The ability to develop one's own view or perspective, through consideration and analysis of the views and arguments presented in the unit, and the ability to present views with clarity and rigour.

## **Assessment tasks**

- Weekly Tutorial Assignments
- Participation
- Case study Essay
- Final Examination

## **Engaged and Ethical Local and Global citizens**

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded,

sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

## **Learning outcomes**

- A good general knowledge of the major issues in contemporary business ethics and risk management.
- A sound understanding of the major ethical theories that inform the literature.
- An ability to relate ethical theories to relevant case studies and current events.
- The ability to develop one's own view or perspective, through consideration and analysis of the views and arguments presented in the unit, and the ability to present views with clarity and rigour.

## **Assessment tasks**

- Weekly Tutorial Assignments
- Participation
- Case study Essay
- Final Examination

## **Changes from Previous Offering**

BUSL 204 has been updated to reflect feedback from prior years and recent developments in business ethics and risk management. Assessment has been slightly modified - the requirement to conduct a case study with both a written and oral component has been replaced by an individual case study essay.

## **Research and practice**

BUSL 204 makes extensive use of contemporary research in business ethics, including research by Dr Dale Tweedie the Unit Convenor and Assoc. Prof. James Hazelton a unit lecturer. The unit also examines contemporary practices in business ethics and requires students to examine a contemporary business ethics issue as their essay topic.