

**University of Waterloo
Department of Philosophy
PHIL 215/ARBUS 202
Business and Professional Ethics
Winter 2019**

The Faculty of Arts and your instructors acknowledge that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes six miles on each side of the Grand River. For more information on why we make this acknowledgement, please see <https://uwaterloo.ca/arts/about-arts/territorial-acknowledgement>.

Instructor and TA Information

Section 001

Classtime: 6:30-9:20W, STC0050
Instructor: Gregory Andres
Email: ggandres@uwaterloo.ca

Section 002

Classtime: 08:30-9:50TTH, HH1101
Instructor: Vanessa Lam
Email: vanessa.lam@uwaterloo.ca

Section 003

Classtime: 08:30-9:50TTH, RCH302
Instructor: Dylon McChesney
Email: dmcchesney@uwaterloo.ca

Section 004 (St. Jerome's)

Classtime: 10:00-11:20TTH, SJ2 1002
Instructor: Andrew Stumpf
Email: adhstump@uwaterloo.ca

TA information can be found on the course site in LEARN.

Course Description

This course is an introduction to professional and business ethics. Ethics, broadly speaking, is the branch of philosophy that seeks to analyze principles of conduct that govern human activity. We are (in part) economic animals who trade with each other in the hopes of making ourselves better off. And insofar as our actions affect the well-being of others, what we do falls under the purview of ethics. In the context of this course we will look specifically at ethical issues and principles of conduct that are relevant to professionals and business people. Topics

include: fundamentals of moral and political theory, ethical decision-making, professional responsibility, corporate social responsibility, and equality, among other things.

Like many other courses in philosophy, this series of lectures, readings, and discussions will deal with a critical analysis of many and varied views regarding life, existence, values, religious belief, *etc.* Further, some content will portray violence, show nudity, or use coarse language. Those who might find such content or analyses uncomfortable or offensive should be aware of this. Engaging in fruitful philosophical discussion requires you to cultivate both a spirit of charitable, civil collegiality and an ability to engage with disturbing, distasteful, and difficult ideas.

Course Goals and Learning Outcomes

Upon completion of this course, students should be able to:

- A. Explain the fundamentals of moral theory. (*Readings, lectures, projects, tests.*)
- B. Assess the strengths and weaknesses of different moral theories. (*Readings, lectures, projects, tests.*)
Agree to the importance of ethical reasoning in business and professional contexts. (*Readings, lectures, projects, tests.*)
- C. Identify ethical problems in complex professional and business related situations. (*Lectures, projects, tests.*)
- D. Apply ethical concepts to particular business and professional situations. (*Lectures, projects, tests.*)
- E. Evaluate alternative, ethically relevant, choices and defend a plausible course of action. (*Lectures, projects, tests.*)
- F. Explain the roles of professional codes of conduct and codes of ethics in real world contexts. (*Readings, lectures, projects, tests.*)
- G. Identify prominent ethical issues in different professions, as these can differ slightly from the business world. (*Readings, lectures, projects, tests.*)
- H. Evaluate arguments for logical and factual strength. (*Lectures, projects, tests.*)

Required Text and Equipment

- ***With A Clear Conscience. Top Hat, 2018 (mandatory).***
The textbook is accessed online through the tophat.com website or App (Top Hat Lecture). The authors, editors, and senior editor are (or were) affiliated with the Department of Philosophy here at the University of Waterloo. In compliance with University Policy 73, no instructor of ARBUS202/PHIL215 is benefitting from their students purchasing access to the online text.
- ***iClicker student remote (mandatory, any version).***
The iClicker classroom response system helps your instructor gauge your understanding, lets you express your opinions anonymously, and indicates your participation in classroom activities. You must register your iClicker through the link in LEARN (not the iClicker.com website!) in order to earn participation points. iClicker's internet-based polling is not available for this course.
- ***Internet access to Waterloo LEARN (mandatory). Accessible from workstations on campus.***
Waterloo LEARN is the University's instance of the D2L Brightspace learning management system. The syllabus, citation guide, assessments, and links to other

readings and administrative items are on LEARN. You will also submit most of your assessments through LEARN.

Readings Available through LEARN

- **Mathieu Doucet, “The Proper Use of Sources in Philosophy.”**
This also sets out the citation style you must use for this course.
- **University of Waterloo Office of Academic Integrity. Academic Integrity: Basic Information.**
uwaterloo.ca/academic-integrity/basic-info
- **University of Waterloo Secretariat & Office of General Counsel. Policy 33—Ethical Behaviour. June 30, 2010.**
uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-33
- **University of Waterloo Secretariat & Office of General Counsel. Policy 71—Student Discipline. September 13, 2010.**
uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-71

Course Requirements and Assessments

Assessment	Date of Evaluation	Weighting
Unlock quiz	January 21, before 11:55 PM	0% (2 A&P points if passed on first attempt before 11:55 PM on January 21) Required to access course content in LEARN, including dropboxes
Skill development projects	<ol style="list-style-type: none"> 1. January 25* 2. February 8* 3. March 1* 4. March 15* 5. March 29* *Before 11:55 PM	15% (5 x 3% each)
Online test 1	February 1 before 11:55 PM	5%
Online test 2	March 8 before 11:55 PM	10%
Online test 3	April 5 before 11:55 PM	15%
Final project	April 12 before 11:55 PM	35%
Attendance & Participation	Earned throughout the semester. See LEARN for details.	20%

Note well: The submission deadline visible in LEARN is the time it starts flagging items as late. You must complete submissions to LEARN *before* the time shown. 11:54:59 PM is on time; 11:55:00 is not. The timestamp from LEARN is taken as authoritative.

Final Grade Calculation

Each component's contribution to the final grade is calculated to the nearest tenth of a mark. The sum of the component grades is rounded to the nearest whole number and assigned as the final course grade. Grades ending in a 9 are not bumped up; in particular, **an earned grade of 49 will not be adjusted to 50.**

Expected Workload

You are expected to spend about 120 hours on the course throughout the term. This is an estimate of how much time each of the learning activities should take. Actual times will vary depending on each student's ability and degree of engagement.

Course Outline

Week	Dates	Topic	Assessment	Readings
1	January 7-11	Introduction and basic concepts	Unlock quiz	Chapter 1, Policies 33 and 71, citation guide, syllabus
2	January 14-18	Moral theories		Chapter 2
3	January 21-25	Ethical Decision Making	Skill dev. project 1	Chapter 3
4	January 28-February 1	Corporate social responsibility	Online test 1	Chapter 4
5	February 4-8	Equality & Discrimination	Skill dev. project 2	Chapter 5
6	February 11-15	Social Action Problems		Chapter 6
	February 18-22	Study Days		
7	February 25-March 1	Markets & the Environment	Skill dev. project 3	Chapter 7
8	March 4-8	Advertising	Online test 2	Chapter 8
9	March 11-15	Governance	Skill dev. project 4	Chapter 9
10	March 18-22	Strategic Negotiations		Chapter 10
11	March 25-29	Whistle-blowing and Codes of Ethics	Skill dev. project 5	Chapter 11

12	April 1-5	Wrap-up	Online test 3	Chapter 12
X	April 12	Exam Period	Final project	

This schedule is subject to small adjustments, depending on how the course progresses.

Assignment Policies

Psychological research has shown that knowing who submitted an assignment affects how it is graded. This is an implicit bias on the part of the grader, and not intentional or malicious in any way. To minimize the effect of this bias, please do not leave your name visible on any assignment or test. Instead, use your student ID number on all work you submit. Your instructor and LEARN can figure out whose work it is on that basis.

Assignments that are not submitted through LEARN and do not have a student ID number on them will not be graded. Assignments that are uploaded to LEARN must be in either .doc, .docx, or .pdf format. **Any other format will not be accepted and will receive a mark of 0** (including Pages documents, .odt documents, .rtf documents, etc.). Most word processors can export .pdf files.

You are responsible for keeping backup copies of any work in progress. If your computer crashes, taking your only copy of an assignment with it, then your instructor will fully agree that you have a problem, but not one that merits accommodation. Use an external storage device or a cloud-based service.

Your instructor expects all written work to be your own, not copied from a classmate, purchased, or cobbled together from a thesaurus and Google search results. Any material—including ideas and paraphrases—that you use from sources must be cited in place and included in a works-cited list. See the citation guide in LEARN for details. Failure to do so may be an academic offence. All suspected cases of academic misconduct will be reported to the appropriate associate dean.

If you are dissatisfied with the grade or feedback on any assignment or test, you have the right to request an informal reassessment or further explanation. Read and follow the Informal Grade Appeal process described in LEARN. Your instructor will know if you have read the instructions fully. Appeals that do not follow this process will be ignored without a response.

Late and Missed Work

In many business transactions time is of the essence, and failure to meet deadlines comes with consequences. In that spirit, there are performance penalties for late work in this course:

Assessment Type	Late Penalty
Skill development projects	Late submissions will receive feedback but will not receive a grade.
Online tests	No late submissions will be accepted. Saved responses will be automatically submitted when the test ends.

Assessment Type	Late Penalty
Final project	10% per day, assessed at the beginning of each 24-hour period. Submissions more than 5 days late will not be accepted.

Missed assessments receive a grade of zero and may not be made up.

If you know that you cannot submit an assessment or write a test when it is due, download and complete the Alternative Arrangement Request form from LEARN. All requests must be accompanied by documentation of sufficient evidence and weight (a University of Waterloo [Verification of Illness form](#), an obituary, a police report, a letter from [AccessAbility Services](#) or [Counselling Services](#), etc.) to support the request. Submit your request and documentation to the “Alternative Arrangement Requests” dropbox in LEARN. Ideally, accommodation should be requested at least 48 hours in advance of the submission time, but can be requested for up to 48 hours after the submission time. Be aware that personal travel, workload from employment or other courses, and forgetfulness are not grounds for alternative arrangements. **Approval is not automatic**; do not assume that you have an alternative arrangement until your instructor has replied. You will receive the decision through the dropbox submission feedback mechanism.

Unlock Quiz (Readiness Assessment)

All students must read Policy 33, Policy 71, the citation guide, and the course syllabus. Students will then take a short quiz to test their understanding of the material. The quiz is hosted in LEARN. Links to the quiz are posted in the News Feed. Successful completion of the quiz will unlock all content in LEARN. Content will not be unlocked otherwise. Students who do not pass the quiz must petition the instructor in person. The result of this quiz does not contribute to the final course grade, though it will not be possible to pass the course without completing this quiz.

Information on Plagiarism Detection

Text-matching software (Turnitin) will be used to screen assignments in this course. This is being done to verify that use of all materials and sources in assignments is documented. Students will be given an option if they do not want to have their assignment screened by Turnitin. In the first week of the term, details will be provided about arrangements and alternatives for the use of Turnitin in this course.

Though submissions to Turnitin from UWaterloo are stored on a server in Canada, foreign agencies may still demand access to them. Students who have privacy or security concerns may wish to choose an alternative to Turnitin.

A high similarity score from Turnitin is not necessarily evidence of plagiarism, nor is a low score a guarantee against it. Most matches are benign (that is, they’re enclosed in quotation marks and cited, or the citation itself matches one in another document). Each match is reviewed and assessed individually.

Students will be able to view one originality report from Turnitin before submitting a final version of their written assessments. This report will be available in the assessment’s corresponding draft dropbox. The final copy of the assessment must be submitted to the

assessment's corresponding final dropbox. Assessments not submitted to the appropriate final dropbox will receive a mark of 0.

Copyright notice

All lecture material is protected by copyright. The instructors acknowledge that copyrighted material from others is used under a fair dealing claim for educational purposes, and will attempt to give attribution for all copyrighted material used in the lectures. The instructors hold copyright on the lecture presentations and all other material created for the course (including assignments and study resources). **You may not redistribute course material to anyone outside of your specific section.** Redistribution to other students or to academic support websites is not permitted under fair dealing, and is a violation of academic integrity.

Attendance and Participation Policies

While attendance in class is not strictly required, participation in lectures is tracked and contributes to your final grade. Material covered in the lecture but not in the readings is fair game for any assessments. If you miss a class, you can assume you have missed something important; you are responsible for getting notes from a classmate. Neither the instructor nor the teaching assistant(s) will re-teach the lecture.

You are responsible for bringing a registered, working iClicker to class. You must check (and if necessary, set) the operating frequency for the iClicker each time you turn it on. As participation points are awarded automatically, **there is no accommodation** for iClickers that are forgotten, tuned to the incorrect frequency, or otherwise non-responsive (discharged battery or some other fault). If your iClicker is not working (and the batteries are still good), or the identification number has worn off, please visit the bookstore for help.

You must register your iClicker using the link provided in LEARN (and not the iClicker.com site that will charge you more money) in order to receive credit for participation. If you are having difficulty registering your iClicker, please contact learnhelp@uwaterloo.ca (preferred), or contact your instructor. Note that you will not see iClicker points until the list of registered clickers has been downloaded.

Your iClicker identifies you for this course. You can share a iClicker with your friends, but only if they are not in the same course section as you are. **You may not operate a iClicker for a classmate.** This is considered impersonation of another student, and is an academic offence that may result in suspension for both students.

Special note for co-op students: There is enough flexibility with the participation points that missing a small number of lectures for interviews will not affect your grade. If you have an interview that conflicts with the midterm, final exam, or other mandatory course component, follow the instructions on the Co-operative Education website concerning [interview conflicts](#).

Email Policy

If you need to reach your instructor or a teaching assistant outside of class time or an office hour, please send an email **from your (edu.)uwaterloo.ca address**. If you use another address your email may be filtered out and not get a response. Email messages from students are expected to conform to professional workplace standards. If you do not know what this means, please ask.

Your instructor and teaching assistant(s) will read student email once per business day; more often only if the rare opportunity arises. We will make every effort to respond to email sent from your uwaterloo.ca address and received before 4:30 PM on a university business day by the evening of the next business day (so if you send an email Friday evening, you may not get a response until Monday evening).

Cross-listed Course

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

Academic Integrity

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility. See the [UWaterloo Academic Integrity webpage](#) and the [Arts Academic Integrity webpage](#) for more information.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (*e.g.*, plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71 - Student Discipline](#). For typical penalties check [Guidelines for the Assessment of Penalties](#).

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances](#), Section 4. When in doubt, please be certain to contact the department’s administrative assistant who will provide further assistance.

Appeals: A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 - Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72 - Student Appeals](#).

Accommodation for Students with Disabilities

Note for students with disabilities: The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (1401), collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.

The Writing and Communication Centre

The Writing and Communication Centre (WCC) works with students as they develop their ideas, draft, and revise. Writing and communication specialists offer one-on-one support in planning assignments, synthesizing and citing research, organizing papers and reports, designing presentations and e-portfolios, and revising for clarity and coherence.

You can make multiple appointments throughout the term, or you can drop in at the Library for quick questions or feedback. To book a 25- or 50-minute appointment and to see drop-in hours, visit uwaterloo.ca/wcc. Group appointments for team-based projects, presentations, and papers are also available.

Please note that communication specialists guide you to see your work as readers would. They can teach you revising skills and strategies, but will not change or correct your work for you.

Mental Health Support

On Campus

- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 xt 32655
- **MATES**: one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service: located across the creek from Student Life Centre

Off campus, 24/7

- **Good2Talk**: Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-4300 ext. 6880
- **Here 24/7**: Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- **OK2BME**: set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213.

Full details can be found online at the Faculty of ARTS [website](#).

Download [UWaterloo and regional mental health resources \(PDF\)](#).

Download the [WatSafe app](#) to your phone to quickly access mental health support information.