



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION  
COURSE OUTLINE – FALL 2021**

**BA 2000 EC: CONTEMPORARY ISSUES IN BUSINESS - 3 (3-1-0) 60 HOURS FOR 15  
WEEKS**

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

**INSTRUCTOR:** Shawn DeGreeve                      **PHONE:** 780-539-2911  
**OFFICE:** C307    **E-MAIL:** sdegreeve@gprc.ab.ca  
**OFFICE HOURS:** Appointment Only. Preferred days are Tue, Wed, Thu 10:15am - 12:30

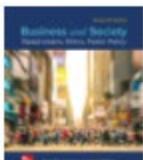
\*I can be contacted during my office hours through email or telephone. If you need to contact me outside of my office hours, email is preferred. I will respond to your email within one business day outside of office hours.

**\*All email correspondence must be sent from your GPRC student email account and must be professionally formatted** (i.e. subject line filled in, proper greeting, spelling and grammar check, etc...). Emails that do not follow the above requirements will not be responded to.

**CALENDAR DESCRIPTION:** Through a seminar approach, this course explores the many ethical dimensions of business and includes a major group project for which class time is allotted.

**PREREQUISITE(S)/COREQUISITE:** Business Administration Certificate or consent of instructor

**REQUIRED TEXT/RESOURCE MATERIALS:** Lawrence, A. & Weber, J. (2020). *Business and society: Stakeholders, ethics, public policy* (16th edition). McGraw-Hill Education. ISBN 9781260140453. Please note: this is an e-text, and also requires Connect access in order to fulfil the requirements of the course.



**All students must have online access to the online lessons and online quizzes. You must have an access code in order to gain access to the online resources.** It is the student's choice if they purchase a textbook with access code, or e-textbook with access code. If you have purchased a used book, you will have to purchase an access code separately.

**DELIVERY MODE(S):** Self-Study Online – This type of course will be offered online. There are no set class times and students attend remotely and asynchronously.

**COURSE OBJECTIVES:**

- To enhance research/observation skills
- To develop critical/creative thinking skills
- To gain an appreciation of ethical implications of business policy
- To garner an appreciation of globalization processes
- To improve presentation and facilitation skills
- To serve as a capstone marketing experience integrating knowledge from other courses and disciplines
- To experience a major project involving “real life” risks and opportunities
- To enhance project management skills
- To enhance team skills

**LEARNING OUTCOMES:**

- Demonstrate competency in critical thinking by effectively researching, debating and presenting the complexities of a number of business issues from a variety of perspectives
- Make a substantial organizational and strategic contribution to the development of the Business Conference
- Demonstrate effective teamwork skills through the organization of the Business Conference
- Demonstrate good writing and presentation skills

**TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

Analysis Paper	10%
Business Conference Project	25%
Connect Activities	15%
Discussion Responses	10%
Final Exam	30%
Quizzes	10%
<b>Total</b>	<b>100%</b>

- ✓ You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed assignment or exam. The weighting of each assessment activity is indicated in the chart above.

- **The final exam must be supervised by an approved proctor.** Please submit the name, number and email address of your proctor to me by Nov. 15<sup>th</sup>, 2021. **Please be advised that there may be an additional fee for an approved proctor. The final exam must be scheduled between December 13<sup>th</sup> – 17<sup>th</sup>.**

- If you are in the Grande Prairie area, it is recommended that your exam be taken at the testing center in Student Services at GPRC. **Contact Carolyn Goetjen-Pilgrim at (780) 539-2212 or CPilgrim@GPRC.ab.ca to book a time.**
- Calculators and approved translation devices are the only electronic devices allowed during the final examination. No programmable calculators will be allowed. Textbooks or notes will not be allowed in the examination area. Cell phone calculators may **not** be used in examinations.
- Completion marks on lessons are always recorded on the dashboard and visible for students. **To obtain the completion marks for the online lessons, the student must complete the lesson before the expiration of the pre-set due date.**
- Interactive scenes in the Lessons (within the pre-set due date) are locked for students to attempt correctly. Students will need to work through them and answer questions correctly to unlock them. Once a lesson is unlocked, they can freely go back and forth for practice.

### CONNECT Quizzes

- There are four quizzes dispersed throughout the semester (see CONNECT for dates. The quizzes will be marked immediately, and the student will receive their grade immediately.
- The highest grade on any lab attempt is recorded on the dashboard.
- **All quizzes must be completed before the expiration of the pre-set due date or the student will receive a mark of zero (0) for any missed labs.**
- Once the quiz has been started, you must complete the entire quiz within the 60-minute time limit. Logging off or losing the internet connection during the quiz will result in a grade based only on the proportion of the exam that has been completed. It is imperative that the student has a reliable internet connection when attempting an exam.
- The student will be given a maximum of two attempts at each chapter quiz.

### Exams

- ✓ Once the exams have been started, **you must complete the entire exam within the allotted time limit.** Logging off or losing the internet connection during the exam will result in a grade based only on the proportion of the exam that has been completed. It is imperative that the student has a reliable internet connection when attempting an exam.
- ✓ **There will only be one attempt on each exam.**
- ✓ The student will receive the mark 1 hour after the due date. No answers or solutions will be provided.

### **Final Exam (High Importance)**

- **The final exam must be supervised by an approved proctor.** Please submit the name, number and email address of your proctor to me by Nov. 15<sup>th</sup>, 2021. **Please be advised that there may be an additional fee for an approved proctor. The final exam must be scheduled between December 13<sup>th</sup> – 17<sup>th</sup>.**
- The final exam will be cumulative and will account for 30% of the final grade.

**GRADING CRITERIA:**

Please note that Universities will not accept your course for transfer credit **IF** your grade is **less than C-**. This means **DO NOT GET LESS THAN "C-" IF YOU ARE PLANNING TO TRANSFER TO UNIVERSITY.**

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

**COURSE SCHEDULE / TENTATIVE TIMELINE:**

Week	Chapter	Topic	To Do
1 – Sept 1-		Week #1: Introduction To Contemporary Issues In Business	
2 - Sept 6 -	1, 2	Managing Public Issues & Stakeholder Relationships	Quiz
3 - Sept 13 -	3, 4	Corporate Social Responsibility and Citizenship & Business In A Globalized World	Connect Activity
4 - Sept 20 -	7, 8	Business-Government Relations & Influencing the Political Environment	Quiz #1 Ch. 1-4
5 - Sept 27-	5,6	Ethics and Ethical Reasoning Managing Public Issues & Stakeholder Relationships	Discussion
6 - Oct 4 -	11	The Role of Technology	Quiz #2 Ch. 5-8 Analysis Paper
7 - Oct 11 -	Thanksgiving & Fall break	No Classes	

8 - Oct 18-	12	Regulating and Managing Technology	Discussion
9 - Oct 25-	9	Sustainable Development and Managing For Sustainability Global Business &	Quiz #3 Ch. 11&12
10 - Nov 1-	14, 15	Consumer Protection & Employees and The Corporation	Discussion
11 - Nov 8-	16, 19	Managing A Diverse Workforce & Managing the Public and The Corporate Reputation	Business Conference Project
12 - Nov 22-			Quiz #4 Ch 14-16 & 19
13 - Nov 29-		Presentation	Connect Activity
14 – Dec 6-		Presentation	Presentation
15 – Dec 13-		Presentation	Reflection
Exam – Dec 1-1			Final Exam

#### **STUDENT RESPONSIBILITIES:**

##### **Student Conduct**

As a student, it is your responsibility to read, understand and comply with the college's academic policies, which are reviewed regularly, updated and posted on our college website. If you have any questions regarding these policies, please contact Student Services.

##### **Academic Grievance**

If you feel the actions of an academic staff member are affecting your academic standing, you are encouraged to seek advice and follow the procedures detailed in the Student Academic Grievance Policy. All discussions regarding your concerns are bound by a code of professional ethics that demands confidentiality unless you specifically give permission in writing for the information to be shared.

Normally, you will be encouraged to approach the instructor to share your concern. If satisfaction is not achieved as a result of the discussion with the instructor, you are encouraged to carry the concern to the Chair of the Department. The Chair will normally meet with you and the instructor to facilitate a timely resolution to the issue. You may request the presence of an advocate at this stage or at any other stage in the grievance process.

If your concerns are not resolved by these informal processes, the Chair of the Department will ask you to prepare a written statement of the grievance which clearly indicates the outcome you expect, and the appropriate Academic Dean shall try to negotiate the resolution. This step normally moves your concern into the formal grievance processes. At this stage you will want to ensure that you have a complete copy of the Student Academic Grievance Policy.

Students have the right to fair and equitable procedures for resolving matters affecting academic standing. The Student Academic Grievance Policy is available on the College website at [www.gprc.ab.ca](http://www.gprc.ab.ca).

## Copyright

Students must obey the Canadian Copyright Act. If you require specific information about copyright, please consult the Library Digital Production Technician or the Library Reference person on duty. GPRC's policy and guidelines for academic use of copyright-protected works may be found on the Library website.

## Academic Dishonesty

The College expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat. Intellectual dishonesty undermines the quality of academic activity and accordingly, the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating. Penalties are levied according to the degree of the infraction. If you are unsure whether a particular course of action might constitute plagiarism, you are advised to consult with the instructor.

## STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

\*\*Note: all Academic and Administrative policies are available on the same page.

## Plagiarism

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

## Cheating

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as **speaking to other students or communicating with them under any circumstances whatsoever**
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so

- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- **Absolutely no examination materials may be removed from the examination room.** All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offenses, they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.

**Note: The [quizzes/midterm examination] for this course must be taken online with the use of CONNECT Lockdown Browser and CONNECT Monitor exam proctoring software. Students must download Lockdown Browser and CONNECT Monitor will automatically start with [quizzes/examinations] through CONNECT. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.**

Lockdown Browser and CONNECT Monitor requires Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smart phones, and other tablets are not supported. If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a College PC via the GPRC App -> On-campus Reservations.

The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that *"No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body."* In addition, S. 39 (4) states, *"A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."*

**If you are unable to complete your [quizzes/examinations] using the proctoring software, you may request a college computer for the online testing by contacting the GPRC Testing Centre by telephone at 780-539-2212 to arrange to write your exam.**