Unit of Study Guide: BUS2003 Sustainability and Ethics

Overview

Effective leaders must understand how the success of their organisations is intertwined with broader ethical and social issues. They must recognise that sustainable economic growth is not possible without considering the needs and demands of broader society. The purpose of this unit is to teach students some practical business skills: the ability to identify the ethical dimensions of business problems, the ability to make practical, reasoned decisions when faced with ethical dilemmas, and the ability to justify those decisions in language that is both clear and persuasive.

Managers need to understand the factors that drive business value when dealing with these concerns. Corporate social responsibility is good for business and focuses on how leaders can balance the needs of their organisations with their responsibilities to key constituencies. Focusing on the social, reputational, and environmental consequences of corporate activities, students will learn how to make difficult choices, promote responsible behaviour within their organisations, and understand the role personal values play in developing effective leadership skills.

Course(s)	Diploma of Business (DipBUS) Bachelor of Business (BBUS) Diploma of Business Information Systems (DipBIS) Bachelor of Business Information Systems (BBIS) Bachelor of Information Technology (BIT)
Credit Points	6 Credit points
Duration	12 weeks (10 teaching weeks; 1 study week; 1 final assessment week)
Level	Undergraduate Introductory
Student Workload	Students should expect to spend approximately 10 hours per week over 12 weeks (totalling approximately 120 hours) on learning activities for this unit.
Mode(s) of Delivery	On campus, Blended
Pre-Requisites	Completion of 24 Credit Points
Unit Coordinator	As per current timetable
Contact Information	Consultation: 1 hour scheduled session

Unit Learning Outcomes

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

ULO1 Demonstrate an understanding of ethics with a focus on business.
ULO2 Evaluate organisational values that support ethical decision making.
ULO3 Analyse implications of social and public pressure on ethical behaviour and sustainability in organisations.
ULO4 Identify and respond to ethical dilemmas that threaten organisations and individuals in the workplace.
ULO5 Apply key principles and strategies to promote corporate responsibility within an organisation and to broader audiences.

Weekly Schedule

Detailed information for each week's activities can be found in the unit's weekly modules in Canvas.

Week	Topic
Week 1	Introduction to Business Ethics and Sustainability
Week 2	Historical Insights into Business Ethics
Week 3	Identifying and Recognising Ethical Issues
Week 4	Corporate Social Responsibility and Stakeholders
Week 5	Corporate Governance
Week 6	Ethics of Consumption
Week 7	International Business and Globalisation
Week 8	Environmental Ethics and Sustainability
Week 9	Ethics in the Workplace
Week 10	Ethical Decision Making
Week 11	STUDY WEEK
Week 12	Final Exam

Assessments

1. All assessments are compulsory.
2. To pass the unit students must:
    - achieve a total of 50% or more of marks offered; and
    - pass all individual invigilated assessments; and
    - have attempted all assessments.

Where one or more of these requirements are not met, the Board of Examiners will consider a student's overall progress towards meeting the unit learning outcomes and any special circumstances before reaching a decision.

3. The Board of Examiners may grant a supplementary assessment where a student:
   - achieves a total of 45% or more; and
   - has passed all individual invigilated assessments in the unit; and
   - has attempted all assessments; and
   - has a recommendation for supplementary assessment by the Unit Coordinator and the Head of Discipline.

Where one or more of these requirements are not met, the Board of Examiners will consider a student's overall progress towards meeting the unit learning outcomes and any special circumstances before reaching a decision. Attendance and engagement in class will be considered.

4. APIC awards common result grades as set out in the Award of Grade Policy.
5. Detailed information for each assessment can be found on the Unit's Home Page and in the Assessment Brief.

Assessment Overview

Assessment Task	Type	Weight	Length	Due	ULOs Assessed
Assessment 1: Discussion Post Students will be given a small writing task related to the development of their own values and organisational values. This will be posted on the class discussion forum.	Individual	10%	500 words	Week 3	ULO-1 ULO-2
Assessment 2: Debate Students will undertake a debate on topics provided by the lecturer. After the debate, each group will submit their debate points in the form of a short report.	Group Invigilated	20%	25-30 minutes of debate per group 1500 words for group report	Week 5	ULO-1 ULO-3 ULO-4

Assessment 2: Case Study Student will be provided with a range of business ethics case studies to choose from and will use a range of research tools to prepare a response	Individual	30%	2000 words	Week 8	ULO-1 ULO-2 ULO-3 ULO-4 ULO-5
Assessment 3: Final Exam A range of short answer questions covering the key concepts of the subject and a short essay based on a case study.	Individual Invigilated	40%	2 hours	Week 12 Date TBC	ULO-1 ULO-2 ULO-3 ULO-4 ULO-5

Course Reserves

Course Reserve includes all required resources and reading material for the unit of study. You can access Course Reserve via APIC Library or via the Course Reserve link on the unit's homepage.

Prescribed text(s):

Shaw, WH, Barry, VE, Issa, T, Catley, B & Muntean, D 2020, *Moral Issues in Business,* 4th Asia-Pacific edn, Cengage Learning, South Melbourne.

Recommended Readings:

Dwyer, J 2019, *Communications for Business and the professions: Strategies and Skills*, 7th edn, Pearson Publishers, Australia.

Ferrell, OC, Fraedrich, J & Ferrell L 2019, *Business Ethics: Ethical Decision Making and Cases*, 12th edn, Cengage, Australia.

Schwartz, MS 2017, *Business Ethics: An Ethical Decision-Making Approach*, John Wiley & Sons, Incorporated, New York.

Wasieleski, DM, & Weber, J (eds) 2019, *Business Ethics*, Emerald Publishing Limited, Bingley.

Other Recommended Resources:

Journals

Business and Professional Communication Quarterly –
    https://www.businesscommunication.org/page/bcq
Business Ethics Quarterly (available through APIC library)
Ethics: An International Journal of Social, Political, and Legal Philosophy –

https://www.journals.uchicago.edu/toc/et/current

Kennedy Institute of Ethics Journal (available through APIC library)

       The Journal of Ethics: An International Philosophical Review -
       https://link.springer.com/journal/10892/volumes-and-issues

The Journal of Ethics and Social Philosophy - https://jesp.org/index.php/jesp

Other Resources

Business and Human Rights Resource Centre - https://www.business-humanrights.org/en/

Monash University – Language and Learning Online http://www.monash.edu.au/lls/llonline/

The Ethics Centre - https://ethics.org.au/

University of New England – Academic Literacy tutorials http://www.une.edu.au/tlc/alo/

Academic Integrity

Ethical conduct and academic integrity and honesty are fundamental to the mission of APIC and academic misconduct will not be tolerated by the College. It is the responsibility of every student to make sure that they understand what constitutes academic misconduct and to refrain from engaging in it. Please refer to APIC's Academic Integrity Policy for further details.

Other Important Information and Links

Special consideration	Late submission
If your academic work is impacted by significant documented illness, hardship, or other adverse circumstances beyond your control, you may make an application for Special Consideration. Please refer to the Assessment Policy for further details.	Penalties apply when work is submitted after the due date without approval. Please refer to the Assessment Policy for information about late submission.
Assessment appeals	**Award of grades**
If you are concerned about a mark you have received for an assessment or final grade, you may apply to formally appeal the grade. Please see the Assessment Policy for further details.	APIC awards common result grades, set out in the Award of Grade Policy.
Expectations of student conduct	**Study resources**
Students are expected to conduct themselves in a manner that is consistent with a safe and respectful study environment. More information can be found in the Student Code of Conduct.	APIC Library and Student Learning Support resources and services can be accessed via the Student Lounge or your Dashboard on the OLS (Canvas).

Student Services	Key dates
The Student Services team provides administrative support for students and handles enquiries about enrolment, timetables, important dates and submitting forms. More information can be found on the Student Services page on the OLS (Canvas).	Key dates through the academic year, including teaching periods, census, payment deadlines and exams can be found on the Academic Calendar section of the APIC website.

Changes and Updates to the Unit of Study Guide

This Unit of Study Guide may be updated and amended from time to time. Students will be notified of any changes to the unit via the Online Learning System (Canvas) space for the unit.

This Unit of Study Guide was last modified on 29th May 2023.