
BUSINESS ETHICS AND CSR in Fall 2020 (BA3012)

Course Code	BA3012	Professor(s)	Robert Earhart
Prerequisites	None	Office Number	G-3A02
Class Schedule	T: 16:20-19:45 in C-104	Office Hours	Tuesday 14.00-15.00 Wednesday 11.00-12.00 or by appointment rearhart@aup.edu
Credits	4	Email	rearhart@aup.edu
Semester	Fall 2020	Office Tel. Ext.	Please use email

Course Description

This is a special co-enrolled course with the graduate-level course (BA5012 – Ethics, Management & Theory). This course fulfils the requirements of BA3012, but is taught at the level of a graduate course. Only qualified undergraduate students may enrol in the course by permission.

The course explores the issues of management, meaning and ethics that arise from as organizations operate in a globalized and inter-connected economy. By applying the tools of theory, ethical analysis, and personal reflection to a variety of real-life case studies, we cover several cross-cutting thematic areas, including ethics and the individual, theories of ethics, mission-based organizations, sustainability, managerialism, as well as consumer issues, marketing, and public relations. We examine these topics using both conventional and critical approaches.

This course offers students insights into theoretical and pragmatic approaches as a starting point for further exploration into conventional and critical management studies covered in the degree program. We will work with concepts grounded in Object Oriented Ontology (O.O.O.), Complexity Theory and Ethical to gain insights into how theory can be applied to business problems and ethical problems. We will also consider how theory can help us understand, explain and mitigate management and organizational difficulties while appreciating the limitations of theoretical approaches.

Within this framework, topical areas are explored within the context of business sustainability, mission-based management (NGOs) and corporate social responsibility. These various perspectives will include such topics as climate change, environmental protection, human rights, political involvement by business, corruption, sweatshop labour, the export of hazardous products, deceptive marketing practices, bribery, whistleblowing, social justice and discrimination, corporate governance, human trafficking, cross-cultural differences, greenwashing and consumerism.

The format of the course will be a series of interactive seminars. Student preparation prior to each course meeting is expected, and participation during class is required. Most of the material is international and cross-cultural in nature and you, as a student, are encouraged to share your own cultural perspectives and experiences as part of the course.

At the outset, students should be aware that this course takes an extremely critical approach to sustainability and corporate social responsibility. As ethicists, we will be questioning these frameworks. Good intentions and platitudes are nice in principle, but we will be exploring whether or not these normative practices live up to the rhetoric and literature offered in the conventional ethical and societal discourse of management. We will examine alternative approaches and frameworks and evaluate their effectiveness and ethical substance. The goal is to help students navigate management and policy rhetoric and understand the consequences and complexity of the resulting practices.

By the end of the course, students should have developed an organized, personally reflective approach to management and personal decision-making that can offer guidance when confronting difficult personal and professional ethical dilemmas in the future, as well as develop a clear set of frameworks for further academic work in the management master's program.

Due to the Covid-19 pandemic, there are several new models I am using in terms of how the course is going to be structured, delivered, and assessed; however, the learning objectives and materials covered will remain consistent with the course level and it is my hope that the quality of the overall student learning experience will be as good, or better, as the typical course model.

Course Learning Outcomes

Understand and apply various philosophical, conceptual, and pragmatic approaches to ethical decision making in a variety of business and organizational contexts.

Evaluate the main psychological, social, and personal components and explanations of unethical behavior.

Integrate the concept and diverse applications of Corporate Social Responsibility and Sustainability into management decision making. and Corporate Philanthropy.

Analyze the general ethical issues faced by businesses, government and NGO's in various industries and fields of professional practice.

Effectively evaluate and navigate ethical dilemmas in a thoughtful and systematic way.

Be able to facilitate meaningful group discussions on business ethics and other related topics.

You will be able to engage in the writing practices and culture of your chosen major, adding to the skills you acquired in the Research, Interpretation, and Writing classes to develop a personal, authentic disciplinary voice.

General Education

This course meets the Global Liberal Arts Core Curriculum (GLACC) requirements of Integrative Inquiry for the Global Explorer for non-business majors. Non-business majors can register for the course without meeting the course pre-requisites by permission.

Course Outline

This is a rough outline of our weekly activities. **Please refer to the course dashboard document on MS Teams**, which is regularly updated with our latest schedule in real time and offers information on preparation and logistics for each course session, as these are likely to change as we move through the semester.

September

Week I – 23rd – 25th

Preparation week, please complete the following in advance of our first course meeting:

- Review course syllabus
- Read SAGE Ch. 1 & 2
- Read Jones Ch. 1 & 2
- Read Case Apple and Its Suppliers
- Read Harman Part I

Week II – 28th – 2nd

- Introduction to Business Ethics: Foundations of Ethics
- Against Business Ethics
- Case: A Costly Train Journey A & B (in class)
- Case: Apple and Its Suppliers (in class)
- Introduction to an "Ontology of Management"

September 30th – last day to drop/add courses online

October

Week III – 5th – 9th

- Introduction to Ethics: Theories of Ethics
- Consequences, Intentions, Virtues
- Symbiosis and Management Theory
- Set Groups MT

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- Case: Apple and Its Suppliers (in class)
 - Assignment Overview: Volkswagen Case (for 13 October)

Week IV – 12th – 16th

- Case: Dieselgate - Volkswagen Group
- Ethics of Management (Part I)
- Society & Politics, Indirect Relations
- Hyperobjects Intro & Part I(a) / What are Hyperobjects? - Viscosity
- Assignment Overview: Biovail & Goldman Sachs (for 20 October)

Week V – 19th – 23rd

- Case: Vodafone in Egypt: National Crises
- Hyperobjects Part I(c) / Phasing-Interobjectivity
- Organizational Ethics (Part I & II)
- The Meaning of Ethics
- Family Businesses
- Midterm Study Guide (Handout in Class)

Week VI – 26th – 30th

- Case: Vodafone in Egypt: National Crises
- Hyperobjects Part I(c) / Phasing-Interobjectivity
- Organizational Ethics (Part I & II)
- The Meaning of Ethics
- Family Businesses
- Midterm Study Guide (Handout in Class)

October 28th, Mid-semester

November

Week VII – 2nd – 6th

- Case: Kitchen Best Corruption & Cross-Boarder Trading
- Hyperobjects Part II(a) / The End of the World-Hypocrisies
- Denying Ethics: Bureaucracy
- Denying Ethics: Global Capital
- Reset Groups
- MIDTERM EXAM OPENS

Week VIII – 9th- 13th

- Case: International Lobbying and the Dow Chemical Company
- Hyperobjects Part II(b) / The End of the World-Hypocrisies

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- Case: IKEA in India
 - Child Labor and Responsible Consumers
 - Cross-Cultural Ethics and the Child Labor Problem

November 11th to 13t, fall break (no classes)

Week VIII – 16th- 20th

- Hyperobjects Part II(c) / Hypocrisies-The Age of Assymetry
- Case: Sanlu's Melamine-Tainted Milk Crisis in China
- The Contaminated Milk Affair
- Institutional Forces CSR Behavior of the Chinese Food Industry
- Case: Suicides at France Telecom
- A Capitalism that Kills: Workplace Suicides at France Télécom
- A case study of the Foxconn suicides: An international perspective
- Case: Mental Health Services for Survivors of Sexual Violence Congo
- Final Cases -Set Final Case Groups - Overview and Bidding

November 16th, Mid-semester grades due

Week IX – 23rd – 27th

- Case: Mental Health Services for Survivors of Sexual Violence Congo
- Beyond the hype? The response to sexual violence in the Congo
- Undoing Research on Sexual Violence in Eastern DRC
- Sexual violence and biased military interventions in civil conflict
- Case: Enron-Innovation Corrupted
- Business Ethics Today

November 27th, last day to withdraw from a course

last day to choose credit/no credit option

Week X - 30th – 4th

- Case: The Fukushima Nuclear Disaster
- Issues of disaster justice affecting the Fukushima nuclear catastrophe
- Fukushima: The myth of safety, the reality of geoscience
- Management & Film: Organizational Culture (Part I)
- Case: Enron-Innovation Corrupted
- Ethics of Sustainability in Practice
- Final Cases & Final Essays - Review

December

Week XI – 7th – 11th

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- Case: BP and the Gulf of Mexico Oil Spill
 - Final Cases & Final Essays -Review
 - Ethics of Sustainability in Practice
 - Conclusion: For Business Ethics
 - Course Conclusion

December 11th, last day of classes,

December 12th - 15th, reading days

December 16th – 22th, Final Exam

January 4nd, all grades due

Textbooks

Title	Author	Publisher	ISBN	Required
Object-Oriented Ontology: A New Theory of Everything	Harman, Graham	Penguin UK	9780241269152	No
For Business Ethics	Campbell Jones, Martin Parker, Rene ten Bos	Routledge, 2005	9780415311359	Yes
Hyperobjects: Philosophy and Ecology after the End of the World	Morton, Timothy	University of Minnesota Press	9780816689231	Yes
Immaterialism	Harman, Graham	Polity Press 2016	9781509500970	Yes

Attendance Policy

Given the current situation, I have adjusted the course attendance policy is more flexible than my usual policy. While, students are expected to attend all course sessions if possible, I recognize that this might not be possible due to social distancing, travel issues and sanitary measures.

If you indicate with the registrar that you will be attending in person, then I will expect you to attend in person. If you are signed up to be remote, then I will expect you to attend remotely

online through MS Teams. Due to the need for me to plan and prepare our course activities in advance, willy-nilly switching from one to the other will not be allowed. However, there are some very important exceptions to this: (1) Late arriving students due to travel problems and quarantine requirements will be allowed to switch from remote to in-person, and (2) students that are feeling ill or unwell with symptoms consistent with Covid-19 - otherwise, switching will not be possible for other reasons, otherwise the logistics of the course will be very difficult. I encourage you to follow the updates and rules issued by the university, as the health guidelines and regulatory situation may change during the semester.

Our live synchronous course sessions will start on time, and students are expected to be prepared when class commences. If you are unable to come to the in-person session, then you are expected to attend online through the MS Teams system. In the case of emergency situations, such as a possible Covid-19 infection, I will authorize a students to miss one or more course sessions, however the expectation is that all students will review the course recordings and observe all other commitments in terms of deliverables and deadlines.

To receive approval for an excused absence, meaning that you will not be able to attend class remotely or in-person, the student should take the following steps:

- Contact me immediately by e-mail to notify your absence.
- Inform your group if you are responsible for a presentation that day in class and be sure that another group member can cover your role. If you have critical materials, be sure your group has received those materials from you.
- Ask a friend or a member of your group to collect any handouts during the missed session and to brief you on the activities and discussion that took place during your absence, as well as the assignments required for the following session.
- Supply a doctor's note or some other form of documentation to justify an excused absence.
- Multiple absences may be referred to the Student Affairs office for approval. Significant absences, even if excused, will have a negative impact on your mastery of the course material and, as a consequence, on your final grade. Hence, it is in your best interests to never miss course meetings unless it is a true emergency.

Attendance will be taken in the first ten minutes of the course. Attendance may be taken verbally or through a sign-in sheet. If a sign-in sheet is used, it is the student's responsibility to sign in. Please avoid disturbing the class by arriving late and leaving early. Students logged into the MS Teams system and attending the course remotely will have their attendance recorded automatically. Please avoid unnecessary departures while the course is in session.

Missing a paper deadline or group presentation will result in a failing grade for that item. Attendance is extremely important in the calculation of final grades in multiple ways: mastery of the material, participation, group assignments and cases, and the attendance grade itself.

As this is a graduate level course, there may be job interviews and other professional obligations that may interfere with your schedule. Please discuss this with me in advance and we can figure out an acceptable solution. Please be sure to organize your professional

obligations appropriately to account for our regular course meeting time. I am unable to accommodate more than an occasional professional time conflict.

Please be sure to review the university policies regarding attendance and academic integrity.

AUP ATTENDANCE POLICY:

Students studying at The American University of Paris are expected to attend ALL scheduled classes, and in case of absence, should contact their professors to explain the situation. It is the student's responsibility to be aware of any specific attendance policy that a faculty member might have set in the course syllabus. Academic Affairs will excuse an absence for students' participation in study trips related to their courses.

Covid-19 temporary amendments:

Students studying at The American University of Paris are still expected to attend ALL scheduled classes. Due to the Covid-19 pandemic, students will have the option of attending classes remotely when special circumstances apply. For example when students are placed under quarantine by the French authorities or by their doctor, or when students present symptoms of Covid-19 and are directed, by their doctor or the AUP Health Office, to remain home. It is still the student's responsibility to be aware of any specific attendance policy that their professor might have set in the course syllabus. In particular, Students attending remotely from distant Time Zones should check with their professors about the specific attendance policy for remote learners.

Attendance at all exams is mandatory.

IN ALL CASES OF MISSED COURSE MEETINGS, THE RESPONSIBILITY FOR COMMUNICATION WITH THE PROFESSOR, AND FOR ARRANGING TO MAKE UP MISSED WORK, RESTS SOLELY WITH THE STUDENT.

Whether an absence is excused or not is ALWAYS up to the discretion of the professor or the department. Unexcused absences can result in a low or failing participation grade. In the case of excessive absences, it is up to the professor or the department to decide if the student will receive an "F" for the course. An instructor may recommend that a student withdraw, if absences have made it impossible to continue in the course at a satisfactory level.

Students must be mindful of this policy when making their travel arrangements, and *especially during the Drop/Add and Exam Periods.*

Grading Policy

Student Performance will be evaluated based on the following factors:

Class Participation

Based on attendance and participation with group presentations, discussions and in-class projects, as well as group peer evaluations.

Midterm Assignment: The midterm assignment will cover readings, lectures and class discussions up to and including the first five course sessions in a short essay format. The assignment will be submitted online through the Blackboard system.

Group Presentations

After the first course, students will be assigned to groups of three-four students. Groups will be reassigned at various points throughout the course. The group presentations are based on case studies available through purchase from Harvard Business Publishing. Group presentation grades are allocated equally to each member of the group, however group peer evaluations may result in different final scores for individual group members. If a student is absent without an authorization, that student will not receive a score for their group's presentation. Those with excused absences must submit a letter signed by their group that validates their specific contributions to the presentation. Groups will also be asked to facilitate the discussions based on their presentations, and the quality of that facilitation will also be assessed and be a part of this graded item.

Midterm Exam

The midterm exam will include short essay questions and a short case study. In order to preserve our precious class time for discussion and skill-building, the midterm exam will be a timed assessment, offered on-line through the Blackboard system, to be completed between the fifth and sixth course sessions. The exam will be open-book and open notes; however, it is highly recommended that you prepare prior to taking the exam. Past evidence indicates that not studying for the exam because it is open book means that you are highly unlikely to finish it, or have good responses even if you do finish.

Final Group Assignment / Case Debate

Student groups will be asked to complete an ethical analysis and a reflection on a specific case. The exam cases and expectations will be discussed a few weeks following the midterm. Depending on the course dynamics, this may take the form of written assignment that is presented during the final exam period or a group case debate.

Final Assignment

Students will be asked to complete a detailed ethical analysis and reflection that broadly

addresses what we have covered during the course. The paper topic will be discussed during the final month of the course and there will time in class dedicated to discussing the criteria. I will also offer you an several opportunities to get feedback on your envisioned approach and ideas.

Grade Allocation

Final grades will be weighted based on performance within the various factors as follows. These calculations may be adjusted slightly as we progress through the semester:

Class Participation	10%
Case Presentations (and group evaluations)	20%
Midterm Assignment	10%
Midterm Exam	20%
Final Essay	30%
Final Group Case Assignment	10%

Grading Scale

Excellent	Good	Satisfactory	Passing	Unsatisfactory
100-95 A (4.0)	89-87 B+ (3.4)	86-84 B (3.0)	79-77 C+ (2.4)	73-70 C- (1.7)
90-94 A- (3.7)		83-80 B- (2.7)	76-74 C (2.0)	69-67 D+ (1.3)
				66-64 D (1.0)
				60-63 D- (0.7)
				Under 60 F (0)

All graduate students must maintain a cumulative grade point average of 3.00 to be in good academic standing at the University. Students with a GPA less than 3.00 will be placed on probation. A student receiving a grade of "C-" or lower will be required to retake the course. Graduate students are allowed only two grades of "C+" or lower during their program.

Other

COURSE STRUCTURE:

Due to the on-going and unpredictable nature of the Covid-19 pandemic, the course has been structured to allow for in-person courses combined with remote online options for students that are unable to attend in person due to travel restrictions or the need to quarantine. Likewise, the typical structure of this course has also been adjusted to allow us to meet our learning objectives through several possible routes should other disruptions or contingencies come into play during the semester. Much of the content to meet our course objectives will occur outside

of our weekly course meeting time. There will be five delivery formats of our course:

1. In-Class/Online Synchronous: a course meeting that will take place in-person, with students unable to attend in person joining online during scheduled course period.
2. Online Synchronous: a course meeting scheduled online without an in-person course meeting (this will happen if there is a lockdown and we need to continue our courses in an online only format).
3. Online Asynchronous: course material delivered outside of the regular course meetings within a scheduled time range. This may come into play more regularly as we move into more case-driven materials after the midterm.
4. Independent Preparation: reading, study and preparation for course meetings, group work, and assessments I am including preparation units so that all students (remote or in person) can plan their schedules accordingly.
5. OL Group Meeting: an independent video or audio meeting held by student groups completing a project together. I may join some of these meetings to help facilitate discussions and to assist in the project preparations or to offer instruction or discussion in small groups specific to the assignment at hand.

The first two weeks of the course will be In-Class/Online Synchronous so that we can layout the ground rules of how we will work together. After that, depending on our consensus, some of the lectures may be offered as online asynchronous options. During the second course, after we set working groups, we will also evaluate the preferences of registered students relating to how to best deliver some of the other course materials according to these delivery formats. As contingencies emerge, we will revisit this planning and adjust as needed. **Look out for announcements and please refer to our course outline, which will be updated regularly and posted on our course site in MS Teams. It is best if you see our course outline as a living object.**

As there will be students participating in the course through MS Teams, at the beginning of each course session, I will be asking for student volunteers to fill the following roles:

1. A student to monitor the chat window in Teams if there are relevant comments or questions to the discussion that we are having.
2. A student to monitor Teams for raised hands if a student participating online would like to contribute or raise a question.
3. A student to operate the camera for online students and lecture capture.

Students are strongly encouraged to bring their laptops to class and login to Teams during our course discussion to contribute to the chat and interact directly with students online. Please see the additional course policies at the end of this syllabus regarding remote learning etiquette and expectations if you are attending the course remotely.

CORE THEMES:

In addition to the theories and concepts of business ethics and corporate social responsibility that we will cover in the course, several crosscutting themes will also be included to provide a

solid intellectual context for interdisciplinary understanding and real-world examples. These themes are incorporated into the course as lectures, case studies, articles, films and in-class activities. Additional themes may be proposed by students, as a result, there may be a difference in topics covered each semester the course is offered. Some of the themes for this course will include:

- Climate Change
- Corruption
- Environmental Protection and Degradation
- Consumerism and Consumer Society
- Finance and Financial Reporting
- Multinational Corporate Behavior
- Microfinance
- Surveillance and Individual Rights
- Organizational Ethics
- Child and Sweatshop Labor
- Whistleblowing
- Kickbacks
- Family Businesses
- Role of Change Agents in Organizations
- Corporate Social Responsibility
- Greenwashing

ASSIGNMENTS:

Various question sets and presentations are assigned throughout the course, to be completed in student groups or on an individual basis.

Essays

To ensure that you have a strong understanding of key business ethics and corporate social responsibility concepts, occasionally essays will be assigned from the course reader, handouts or films that we watch during the course. These must be completed on an individual basis and writing must represent your own work. Please adhere to the minimum required response length and use an 11 or 12 point font. **These assignments must be submitted via Safe Assign in .doc, .rtf or .pdf format by the listed deadline.** Please bring a printed copy with you to class for reference or discussion. Please do not forget to include your name on your assignments.

Individual assignments must be your own work. Please cite using APA (preferred) or MLA citation style. This is graduate school, and an ethics course, so you should fully understand the ethical dimensions and consequences of plagiarism (or submitting work that has been done by others as your own). Such practices will result in immediate failure of the course and an immediate referral to the Academic Integrity Committee and Academic Affairs.

Individual Assignment Submission Guidelines:

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- Include your name (on the top of the first page) as well as page numbers. For group assignments, all group member names and the group number should be included.
Papers missing names will not be graded.
 - Format the document using an 11-point font (or larger), double spacing is preferred but not required.

1. Electronic Files

- Should be saved as an MS Word, RTF or PDF document if submitting the files by email.
- The file name should start with student's last name, first initial, section, and assignment number. Any file with the wrong file name and/or format will not be graded. For example, the fourth assignment completed by John Smith in Section A in MS Word would be named as: Smith J-4.doc
- Unless otherwise noted in class, assignments will be due before class commences. Late assignments will be marked down one full grade for day it is late.
- Due to the spam filtering system at AUP, please use your AUP e-mail account to send assignments. It is your responsibility to verify whether or not your assignments have been received on the course attendance sheet that is handed around each class.

Group Presentations

A number of group case presentations are required throughout the course. Your group will have to decide upon the best strategy to address the problems presented in these cases:

- Some presentations will be allocated to groups after they are set, others will be completed by all of the groups. You will choose your own groups during the second course meeting and we will have a bidding process for the cases. Each group will be responsible for leading discussions on two of the cases. Some groups will be asked to prepare specific examples or position statements on cases other groups are presenting.
- Cases are generally prepared and delivered in class. However, given the current situation, we may do these online either synchronously through MS Teams or Asynchronously through recorded presentations that you can complete during an online group meeting. We will discuss these possibilities in the first week of the course.
- All students in the group must be involved in the presentation and in facilitating the subsequent discussion.
- *For in person or synchronous presentations:* All groups must submit their presentations and discussion materials (in summary format or their power point slides) by email or to the course MS Teams site at least 30 minutes before the course where it is due. (See Assignment Submission Guidelines). **Cases must be accompanied by a full outline of your case analysis or PowerPoint slides and/or presentation materials.**
- *For asynchronous presentations:* All groups should submit their recorded case presentation to the course site on MS Teams by the deadline. All students are expected to review these prior to the subsequent in-person/synchronous course meeting so that we may discuss and debate the findings.
- You may choose whether or not to use PowerPoint for your presentations. You are strongly encouraged to use some sort of visual materials (slides, handouts, or posters)

to support your efforts and to help organize the discussion.

- If you are absent during your group's presentation or have not contributed to the development and presentation of the case, you will not receive credit for the presentation. Please refer to the absence policy. Generally, it is expected that each group member will speak during the presentation, however if your group has organized yourselves differently, please discuss this with me before your presentation is submitted.
- If your group is called to present or submit a case and fails to do so, the group will not receive any credit for the presentation. The only exception will be if a majority of the group members have an approved absence in advance or an emergency absence approval from the Student Affairs Office, in which case alternative arrangement will be made.

Since you will be expected to work with groups of people with different skill sets and capabilities throughout your professional lives, it is good practice to discuss how to organize yourselves, who will work on which aspects of the cases, and who will prepare the presentations. A well organized and functional group will drastically reduce the overall workload for individual students and provide a truly enhanced learning opportunity. Indeed, part of your learning about management will come from your experiences working with your groups. Group members are expected to contribute an equal amount to the overall effort throughout the course, although specific contributions may be different. Also, please keep in mind that both the high-achieving and under-performing group members will be revealed during the peer evaluation process. By the end of the course, we all know when someone has been free-riding on the group work through the semester.

COURSE POLICIES:

1. **Social Distancing:** All of us are expected to follow the university policies around sanitation, hygiene and social distancing during this semester. This includes wearing masks while present on campus and in the classroom, keeping your hands clean before touching anything in a public area, coughing and sneezing into your arm, and immediately reporting any symptoms or signs of illness. This is not only our course policy, but a critical and highly tangible expression of the Ethics of Care.
2. **Laptops & Mobile Phones:** Laptops and mobile phones should only be used during class for in-class projects, relevant e-books, or communication with offsite students. Please refrain from computer or mobile phone use that is not related to the course proceedings. Students who are routinely observed to be using laptops and mobile phones for purposes unrelated to the course tend to perform quite poorly, so please exercise good judgement with your use of technology during class.
3. **Communication:** We will use Blackboard and MS Teams for this course. Students are expected to check these sites, as well as their AUP email during the course for updates. All assignments will be posted on these course sites as well as course reader materials and other resources. If you must reach me, please contact me via email for an appointment or visit during my office hours.
4. **Remote Learning Etiquette:** As we will have a blended course this semester of remote and in-person learning, please be sure to observe the following:
5. **Assignments:** Students are expected to turn in all course assignments on time. Late

submissions will not be accepted unless prior arrangements are made or the process for emergencies is strictly followed. Assignments will be marked down 10% for being late for each day where the assignment still has not been submitted, making the highest possible grade a 'A-' after missing the first day, a 'B-' for the second day, etc. It is the student's responsibility to make sure assignments that are sent electronically have been received and that the attachments can be opened. Unsuccessful assignment submission due to an error must be rectified immediately when brought to the student's attention.

6. **Food and Drinks:** Students may drink beverages in class if they are in containers that can be completely sealed. Please do not consume any other food or beverages in the classroom.
7. **Professional Behavior:** Students are expected to behave in a professional manner at all times during the course. Disruptive behavior or simple cases of academic dishonesty on assignments or exams will result in a failing grade for the assignment or exam in question. More severe cases of academic dishonesty, such as plagiarism, cheating or harassment will result in disciplinary actions up to, and including, immediate failure of the course and referral to other disciplinary bodies of the University. You are expected to uphold professional standards at all times while you are in the university program.
8. **Other Policies:** For all other policies and procedures, students are bound by the University's general policies and procedures. Copies of the University policies on absences and academic dishonesty were given to each student at registration. Students are responsible for adhering to these policies.