



Business Ethics & Management in a Global Context

SECTION I: Course Overview

UNH Course Number: BUS351

Subject Area: Business

Prerequisites: One introductory course in Ethics and/or Business & Management

Language of Instruction: English

Contact Hours: 45 hours

Recommended Credits: 3

COURSE DESCRIPTION

For decades now, news stories have brought to public attention countless social and ethical issues surrounding the operations of businesses. The latest wave of criticism began with the rash of scandals first uncovered in late 2001, when the Enron fraud was exposed. The Enron debacle was an ethical tsunami that redefined business's relationships with society and the global community. Since then, other corporate names have appeared in the news for allegedly committing violations of the public trust or for controversial corporate ethics, such as: Martha Stewart, Rite Aid, ImClone, HealthSouth, WorldCom, Global Crossing, Microsoft, Monsanto, Wal-Mart, Facebook, Tyco, Adelphia, and Boeing among many, many others. The global economic crisis that began in 2008 has added also banks, financial operators, and insurances to the list of ethically controversial business operators.

In general, companies must today grapple with highly complex and broad societal concerns that far exceed the pursuit of a satisfactory bottom-line - and do so in a highly interconnected, instantly informed, socially conscious environment. We shall be discussing the role of business in society, and whether business without ethics can be sustained in a world characterized by great economic uncertainty, dramatic levels of inequality both within and among countries, stratified and sometimes contradictory legal requirements, weak global institutions, and a rampant resource and environmental crisis.

Business Ethics raises questions about a host of widely diverse issues: corporate governance, executive behavior, accountability, and compensation, covert monopolies, delocalized production and outsourced labor, unmet or distorted health standards, the use of political action committees by business to influence the outcome of legislation the actual transparency of financial institutions - along with the macro-theme of the overall sustainability of current production and consumption patterns.

The course will apply fundamental concepts in ethical theory to business practice. It will begin with a focus on the notion of reputation. A good reputation emerges from the records of behaviors that companies and managers can offer. These behaviors must be decent and acceptable in at least three domains: the economical, the social, and the environmental. These are the dimensions of sustainability broadly understood. Consonant with these premises, the course relies throughout on stakeholder analysis, and then considers the responses that morally decent and ethically virtuous managers should give to stakeholders' claims. To assess such claims, the course selects real-life problematic cases and applies to them moral theories such as Consequentialism and Deontology, and most importantly Aristotle's Virtue Ethics as configured in his *Nicomachean Ethics*. Also of interest will be justifications and critiques of market Capitalism, economic rationality as opposed to moral reasonableness, property rights, the notion of externalities, and philosophical conceptions of responsibility. You will refer to a selected number of texts, independently research real-world business cases, analyze and give presentations on selected subsidiary readings, and engage in class discussions over specific topics. The final paper will be a critical

juxtaposition of Aristotle’s virtuous agent with two classics on leadership coming from two very different cultures: Machiavelli’s *The Prince* and Sun Tzu’s *The Art of War*.

LEARNING OBJECTIVES

Cognitive / Knowledge skills

- Categorize variables leading to a defined business ethics situation.
- Compare the more typical managerial decisions faced in similar contexts, focusing on those pertaining to arenas where ethical decisions are key determinants of the outcome.

Analytical / Critical Thinking Skills

- Properly identify cultural models and philosophical variables explaining the business decision.
- Quantify the impact of “ethical approaches”.

Affective & Behavioral / Attitudinal Skills

- Set realistic strategies under a well-defined context.
- Evaluate objectively and subjectively, the impact of the selected alternative strategy.

SECTION II: Instructor & Course Details

INSTRUCTOR DETAILS

NAME: Dr. Marcello Di Paola

CONTACT INFORMATION: marcellodipaola80@gmail.com

CLASS SCHEDULE:

TERM: Fall 2014

INSTRUCTIONAL FORMAT

This course will meet twice a week for 1 hour and 20 minutes, for a total of 28 class sessions.

The course is meant to stimulate active dialogue rather than merely promote the absorption of relevant concepts and theories. Typical class activities will therefore consist of a lecture by the instructor, always to be followed by a discussion of the main topics covered. All doubts you may have will be addressed by the instructor during class: for that to be possible, however, it is important that you effectively voice your doubts in class, and always do so in sharp, concise, and effective ways. The course touches on a vast number of conceptual as well as real-world issues. The instructor’s lectures will range as widely, and it will be your task to “connect the dots” – in itself a skill, relevant to both business practice and ethical theorizing.

SPECIAL ACCOMMODATIONS

If you require any special accommodations or have any special learning needs, please inform the instructor and submit a request using CEA’s ***Special Accommodations Form*** to the onsite CEA academic staff by the end of the first week of classes for full consideration. See Section III.B.CEA Policies below for additional details.

FORMS OF ASSESSMENT:

The instructor will use numerous and differentiated forms of assessment to calculate the final grade you receive for this course. For the record, these are listed and weighted below. The content, criteria and specific requirements for each assessment category will be explained in greater detail in class. Any questions about the requirements should be discussed directly with your faculty well in advance of the due date for each assignment.

FORMS OF ASSESSMENT		
WRITTEN	QUESTIONS	COMMENTS
10%	/	

MID-TERM 15%	EXAM	
GROUP 15%	PRESENTATIONS	
RESEARCH 25%	PAPER	
CLASS 10%	PARTICIPATION	
FINAL 25%	EXAM	

ASSESSMENT OVERVIEW

Written questions/comments (10%): A Facebook group will be created for this course. 12 hours before each class, you are required to post online one well-articulated question/comment (300-500 words) relating to the reading material assigned.

In order of complexity, the criteria used to measure the quality of written questions/comments include the following:

1. Relevance: Is the question/comment relevant to the discussion?
2. Evidence: Does the student support questions/comments well, using data gathered in this class?
3. Clarity: Is the question/comment clear, complete and concise?
4. Intellectual cleverness: does the question/comment shed additional light into the key variables determining the business ethics issue?
5. Adequacy: Is the question/comment pertinent and adequate to the subject matter?
6. Implications: does the analysis of the issue being raised broaden its scope to detect further implications conducive to a better definition of any of the existing models?

Group Presentation (15%): Predetermined groups of students will develop a PowerPoint presentation ranging from 12 to 15 slides, written in formal English and engaging with assigned as well as subsidiary readings. Satisfactory presentations require some outside research effort and include appropriate citations. Critical perspectives on materials discussed are required.

Research Paper (25%): You are required to write a 1500-word reflection paper on salient points of comparison between Aristotle's virtue ethics and Machiavelli's and Sun Tzu's advises to the leader. The paper will test your analytical, synthetic, and critical skills.

Mid-Term Exam (15%): This test is meant to ensure that the dense theoretical material covered in the first half of the course has been thoroughly absorbed and comprehended. The test will consist of 10 multiple choice questions.

Final Exam (25%): The final exam is designed to establish and communicate the progress the student has made towards meeting the course learning objectives listed above. It is designed to test the student's ability in three important areas of competency: the amount of information mastered; the accuracy in interpreting and discriminating information; the ability to categorize business ethics and management problems into conceptual models studied; and the ability to present pertinent and relevant information in an attractive, sharp, concise and effective manner and format.

Class Participation (10%): This grade will be calculated to reflect your participation in class discussions, your capacity to introduce ideas and thoughts dealing with the texts, your ability use language effectively, and to present your analysis in intellectual, constructive argumentation.

When determining your class participation grade, traditional criteria such as material preparation, completed reading before class, and collaborative group work are all evaluated. But it is the active, meaningful and informed verbal and written contribution that you make that is most important to your overall participation grade. Indeed, willingness to share views in classroom discussions and the insightfulness of your comments and questions about assigned readings will all be taken into account when evaluating your participation.

Additionally, it is important to demonstrate a positive and supportive attitude to the instructor and your classmates, and give full attention to class activities (i.e., cell-phones off, laptop for notes only, not sleeping or distracted, etc.). Whereas attendance and punctuality are expected and will not count positively towards the grade, laxity in these areas will have a negative effect. The instructor will use the following specific criteria when calculating your class participation grade:

Criteria for Assessing Class Participation	Grade
You make major and original contributions that spark discussion, offering both critical and analytical comments clearly based on readings and research and displaying a working knowledge of theoretical issues.	A+ (9.70–10.00)
You make significant contributions that demonstrate insight as well as knowledge of required readings and independent research.	A-/A (9.00–9.69)
You participate voluntarily and make useful contributions that are usually based upon some reflection and familiarity with required readings.	B/B+ (8.40–8.99)
You make voluntary but infrequent comments that generally reiterate the basic points of the required readings.	C+/B- (7.70–8.39)
You make limited comments only when prompted and do not initiate debate or show a clear awareness of the importance of the readings.	C (7.00–7.69)
You very rarely make comments and resist engagement with the subject, attending class having manifestly done little if any preparation.	D (6.00–6.99)
You make irrelevant and tangential comments disruptive to class discussion, a result of frequent absence and complete un-preparedness.	F (0–5.99)

CEA Grading Scale: Your grades will be calculated according to CEA’s standard grading scale, which is as follows:

CEA Grading Scale				
Letter Grade	Numerical Grade Low Range	Numerical Grade High Range	Percentage Range	Quality Points
A+	9.70	10.00	97.0 - 100%	4.00
A	9.40	9.69	94.0 - 96.9%	4.00
A-	9.00	9.39	90.0 – 93.9%	3.70
B+	8.70	8.99	87.0 – 89.9%	3.30
B	8.40	8.69	84.0 – 86.9%	3.00
B-	8.00	8.39	80.0 – 83.9%	2.70

C+	7.70	7.99	77.0 – 79.9%	2.30
C	7.00	7.69	70.0 – 76.9%	2.00
D	6.00	6.99	60.0 – 69.9%	1.00
F	0.00	5.99	0 - 59.9%	0.00
W	Withdrawal			0.00
INC	Incomplete			0.00

CEA ATTENDANCE POLICY

Every student is expected to attend all scheduled class sessions on time and be thoroughly prepared for the day’s class activities. In compliance with NEASC and UNH accreditation requirements, CEA instructors compile regular attendance records for every course and take these records into account when evaluating student participation and overall course performance. CEA tolerates reasonable, but limited absences not to exceed more than five contact hours of accumulated absences in any given course due to sickness, personal emergency, inevitable transport delay and other related impediments. No documentation is required for such absences, as CEA does not distinguish between excused or unexcused absences.

- In this course, the following attendance policy applies:
 - A maximum of three (3) days of accumulated absences due to sickness, personal emergency, inevitable transport delay and other related impediments will be tolerated.
 - Your final course grade will drop one full letter grade (e.g. A+ to B+) for missing any additional day of class, regardless of the reason for your absence.
 - If your absences exceed 5 days of class, you will automatically fail the course.

Late arrivals or early departures from class, sleeping or causing disruptions in class or during class activities can result in being marked absent from class. Furthermore, to comply with immigration and financial regulations, you must maintain full-time student status and attend at least 12 hours of class every week for the duration of the semester. Consequently, CEA will dismiss from all CEA courses, programs, activities and housing any student who fails to maintain satisfactory academic progress or full-time student status.

WORKLOAD EXPECTATIONS

In conformity with CEA policy, all students are expected to spend at least two hours of time on academic studies outside of, and in addition to, each hour of class time.

REQUIRED READINGS

Listed below are the required course textbooks and additional readings. These are required materials for the course and you are expected to complete readings as assigned each class period. You must have constant access to these resources for reading, highlighting and note-taking. It is required that you have unrestricted access to each. Access to additional sources required for certain class sessions may be provided in paper or electronic format consistent with applicable copyright legislation. In addition, the academic office compiles a bank of detailed information about the many libraries, documentation centers, research institutes and archival materials located in the host city and accessible to CEA students. You will be required to use these resources throughout your studies.

Required text:

Carroll and Buchholtz - Business and Society: Ethics and Stakeholder Management, 7th Edition 2008, pp. 968

Aristotle – The Nicomachean Ethics, Penguin Classics, 1953 rev. 2004, (pp. 328)

Recommended readings:

These readings are designed to help students in a more in-depth comprehension on some of the subjects and topics that will be dealt throughout the class sessions:

W. H. Shaw - Business Ethics: A Textbook with Cases, 7th edition 2007

FURTHER MATERIALS WILL BE DISTRIBUTED BY THE INSTRUCTOR

ADDITIONAL RESOURCES

UNH ONLINE LIBRARY

As part of this program, you are provided with direct access to additional resources and databases available through the online library of the University of New Haven. To access the online UNH library, go to <http://www.newhaven.edu/library/Services/CEA/> .

Students at CEA Study Abroad Centers have access to the several online research databases through the University of New Haven Library for the purposes of research. Access to these online databases is granted only during the time of enrollment, requires the use of a UNH ID number, which is issued individually to all Study Abroad Center students at the start of the semester. Access to the UNH Library is available through the *MyCEA Account*.

You must comply with UNH policies with regard to library usage. Policies can be found at: <http://www.newhaven.edu/library/general/Policies/>

Online Reference & Research Tools:

Business Ethics

<http://www.depaul.edu/ethics>

Institute for Business & Professional Ethics at DePaul University, Chicago

<http://www.pitt.edu/~ethics/>

International Business Forum

<http://www.us.kpmg.com/ethics/>

KPMG Business Ethics

<http://www.emory.edu/ETHICS/>

Center for Ethics in Public Policy and the Professions, Emory University.

<http://www.indiana.edu/~poynter/index.html>

The Poynter Center for the Study of Ethics and American Institutions, Indiana University.

<http://www.dartmouth.edu/%7Eethics/about.html>

The Institute for the Study of Applied and Professional Ethics.

<http://www.globalethics.org/>

Institute for Global Ethics

<http://www.josephsoninstitute.org/>

Josephson Institute for Ethics

<http://www.iit.edu/~csep/>

Center for the Study of Ethics in the Professions

<http://rider.wharton.upenn.edu/~ethics/>
Wharton Ethics Program

www.ghber.org
The Greater Houston Business Ethics Roundtable (GHBERT)

<http://www.ethicsweb.ca/resources/>
W. Maurice Young Centre for Applied Ethic

Computer and Information Ethics

<http://www.eff.org>
Electronic Frontier Foundation

<http://www.cpsr.org/>
Computer Professions for Social Responsibility

<http://www.wolfson.ox.ac.uk/~floridi/ie.htm>
Information Ethics Reading List and Webliography

<http://epic.org>
Electronic Privacy Information Center

<http://www.ethics.ubc.ca/resources/computer/inst.html>
Computer and Information Ethics Resources

Additional Sites

<http://www.scu.edu/Ethics>
Ethics in Organizations

COURSE CALENDAR

Course Title: Business Ethics & Management in a Global Context

Session	Topic	Activity	Student Assignment(s)
1	Business and Society	<p style="text-align: center;">Introduction to the Course</p> <ul style="list-style-type: none"> - Relevance of Business Ethics - Statement of expected results - Overview of study material 	<i>Business and Society: Ethics and Stakeholder Management</i> , Ch. 1, 2, 3, pp. 3-115
2	Justifications of Market Capitalism	Lecture & Discussion	A. Sen (1985). "The Moral Standing of the Market" <i>Social Philosophy and Policy</i> , 2, pp 1-19.
3	Critiques of Market Capitalism	Lecture & Discussion	http://plato.stanford.edu/entries/marx/
4	Reputation	Lecture & Discussion	D. B. Bromley (2002) "An Examination of Issues That Complicate the Concept of Reputation in Business Studies", <i>International Studies of Management & Organization</i> , Vol. 32, No. 3, Corporate Identity: Crossing the Rubicon, pp. 65-81
5	Reputation II	Lecture & Discussion	G. Stewart (2006) "Can Reputations be "Managed"?" <i>The Geneva Papers on Risk and Insurance. Issues and Practice</i> , Vol. 31, No. 3, Special Issue on Reputational Risk, pp. 480-499
6	Sustainability	Lecture & Discussion	E. D. Barbier & A. Markandya: <i>A New Blueprint for the Green Economy</i> , Chapter 3, pp. 36-53

Note: The instructor reserves the right to make changes or modification to this syllabus as needed

7	Sustainability, Business, and Reputation	Lecture & Discussion	E. D. Barbier & A. Markandya: <i>A New Blueprint for the Green Economy</i> , Chapter 7, pp. 135-164
8	<u>First Review Session</u>	Discussion on Students' Questions/Comments	M. Friedman (1970) "The Social Responsibility of Business Is to Increase Its Profits," <i>New York Times Magazine</i> (September
9	Moral Theories I: Consequentialism	Lecture & Discussion	M. Friedman (1970) "The Social Responsibility of Business Is to Increase Its Profits," <i>New York Times Magazine</i> (Sept. 13), pp. 122-125. http://plato.stanford.edu/entries/consequentialism/
10	Moral Theories II: Deontology	Lecture & Discussion	http://plato.stanford.edu/entries/ethics-deontological/ http://plato.stanford.edu/entries/rights/
11	Justice - Justice as Rightful Entitlement - Justice as Fairness	Lecture & Discussion	Excerpts from: J. Rawls - <i>A Theory of Justice</i> (Cambridge, MA: Harvard University Press, 1999 – orig. 1971): Chapter 1, 2, pp. 3-101 R. Nozick – <i>Anarchy, State, and Utopia</i> (New York: Basic Books, 1974): Chapter 7, pp. 149-231
12	Character and Virtues	Lecture & Discussion	Aristotle – <i>The Nicomachean Ethics</i> , Books 1 and 2:, pp. 3-65
13	Leadership and Ethics	Lecture & Discussion	pp. 27-39 Excerpts from Machiavelli's <i>The Prince</i> and Sun Tzu's <i>The Art of War</i>

14	Further Reflections on Leadership, Character, Virtues, and Reputation	Lecture & Discussion	In depth analysis of salient points in Aristotle, Machiavelli, and Sun Tzu (<u>prep for Research Paper</u>)
15	<u>MID TERM EXAM</u>		
16	Government Regulation	Lecture & Discussion <u>MID TERM EXAM FEEDBACK</u>	J. Kuzma “Biotechnology” <i>The Blackwell Companion to the Philosophy of Technology</i> P. Brey “Biomedical Engineering Ethics” <i>The Blackwell Companion to the Philosophy of Technology</i> <i>Business and Society: Ethics and Stakeholder Management</i> , Ch. 11, pp. 449-483
17	Globalized Business	Lecture & Discussion	<i>Business and Society: Ethics and Stakeholder Management</i> , Ch. 10, pp. 391-447 L. Wenar (2011) “Clean Trade in Natural Resources” <i>Philosophy and Public Affairs</i> , 25 (1): 27-39 http://wenar.info/EIA_Clean_Trade.pdf
18	Business and Technology	Lecture & Discussion	<i>Business and Society: Ethics and Stakeholder Management</i> , Ch. 9, pp. 347-391 O’Neill, M. (2006) “Genetic Information, Life Insurance, and Social Justice”, <i>The Monist</i> 89 (4): pp. D. Kaplan “Technology and Globalization” <i>The Blackwell Companion to the Philosophy of Technology</i> , pp. 325-328
19	Business and Technology II	Lecture & Discussion	P. Brey “Computer Ethics” <i>The Blackwell Companion to the Philosophy of Technology</i> , pp. 406-411 165-188) , pp. 523-531 , pp. 392-396

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20	Business and Health	Lecture & Discussion	<p>T. Pogge (2009) - "The Health Impact Fund and Its Justification by Appeal to Human Rights," in <i>Human Rights: Normative Requirements and Institutional Constraints</i>, special issue of the <i>Journal of Social Philosophy</i>, 40(4): 542-569.</p> <p>A. Meyer "Who Owns My Ideas About Your Body?" <i>The Ethics of Genetic Commerce</i>, Ch. 10, pp. 145-176</p> <p>O'Neill, M. (2006) "Genetic Information, Life Insurance, and Social Justice", <i>The Monist</i> 89 (4): 576-592</p>
21	Growth, Profit, and the Good Life	Lecture & Discussion	<p>R. Stiglitz, A. Sen, J.P. Fitoussi: <i>Report by the Commission on Measurement of Economic Performance and Social Progress</i>, Ch. 1, 2, 3 http://www.stiglitz-sen-fitoussi.fr/documents/rapport_anglais.pdf</p> <p><u>RESEARCH PAPER ADVANCED DRAFT DUE</u></p>
22	Business and Global Responsibilities: Philosophical Worries	Lecture & Discussion	<p>http://plato.stanford.edu/entries/collective-responsibility/</p>
23	Business and Global Responsibility: the case of Genetically Modified Crops	Lecture & Discussion	<p>R. Sandler – <i>Character and Environment</i>, Chapter 6, pp. 126-140</p> <p><u>RESEARCH PAPER FINAL DUES.</u> J. Gould (1992) "The Production, Marketing, and Consumption of Sexually Explicit Material in our Sexually Conflicted Society: A Public Policy Dilemma" <i>Journal of Public Policy and Marketing</i>, 11 (2): pp. 135-148</p> <p>R. Dworkin (1981): "Is There a Right to Pornography?" <i>The Oxford Journal of Legal Studies</i> Vol. 1 (2) http://www.jstor.org/stable/764457</p>

24	Second Review Session	Class Discussion	General Review of all readings (prep for Final Exam)
25	Group 1 Presentation	Presentation & Discussion	<i>Wal-Mart – Independent Research</i>
26	Group 3 Presentation	Presentation & Discussion	<i>British Petroleum – Independent Research</i>
27	Group 3 Presentation	Presentation and Discussion	<i>Facebook – Independent Research</i>
28	<u>FINAL EXAM</u>		

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SECTION III: CEA ACADEMIC POLICIES

CEA is committed to providing excellent educational opportunities to all students. The policies outlined in this section outline general expectations for CEA students. Please carefully review the relevant course policies outlined below to ensure your success in this course and during your time abroad.

Furthermore, as a participant in the CEA program, you are expected to review and understand all [CEA Student Policies](#), including the academic policies outlined on pages 19-23 of this document. CEA reserves the right to change, update, revise or amend existing policies and/or procedures at any time.

A. CLASS INSTRUCTOR POLICIES

PROFESSIONALISM AND COMMUNICATIONS: As a student, you are expected to maintain a professional, respectful and conscientious manner in the classroom with your instructors and fellow peers. Following class policies as outlined in the sections below set the general expectations for your behavior and performance in CEA classes.

You are expected to take your academic work seriously and engage actively in your classes while abroad. Advance preparations, completing your assignments, showing a focused and respectful attitude are expected of all CEA students. In addition, expressing effective interpersonal and cross-cultural communication is critical to your success. Demonstrating your effort to do the best work possible will be recognized, whereas unconstructive arguments about grades, policies, procedures, and/or trying to get out of doing required work will not be tolerated. Simply showing up for class or meeting minimum outlined criteria will not earn you an A in this class. Utilizing formal communications, properly addressing your faculty and staff, asking questions and expressing your views respectfully demonstrate your professionalism and cultural sensitivity.

ARRIVING LATE / DEPARTING EARLY FROM CLASS: Consistently arriving late or leaving class early is disruptive and shows a lack of respect for instructor and fellow students. For persistently missing class time, the instructor deducts percentage points from the overall participation grade as indicated earlier in the syllabus. Missing a significant portion of one of your classes may constitute a full day's absence. If you arrive late due to serious and unforeseen circumstances, or if you must leave class early due to illness or emergency, you must inform the instructor immediately. The instructor will determine if the amount of class time missed constitutes an absence.

SUBMITTING WORK: All formal written work you carry out in this course (research papers, projects, studies, etc.) must be submitted in electronic format. Your instructor may also require that you hand in a hard copy of your work in class. You should keep copies of your work until your academic records have been recorded at your home institution, which may take 3 – 12 months after the completion of your program. As a student, you are responsible for providing copies of your work in the event of grade appeals, credit transfer requirements, faculty requests, etc.

LATE HOMEWORK: Homework is due at the specified date and time stated by your instructor. Late homework may not be accepted and/or points may be deducted as a result. Typically, homework submitted several days after the deadline, with no previous discuss with your instructor will not be accepted. It is up to your instructor's discretion to determine penalties for homework submitted after the deadline.

EXTRA CREDIT: Individual student requests for extra credit are not permitted. Extra credit for students' who miss classes, quizzes, exams is not available in any circumstance. Typically, extra credit will not be awarded, however, in the special event your instructor determines extra credit is available for the class, it is up to his/her discretion on how and when to award opportunities for credit. Under no circumstance will extra credit exceed more than 5% of your overall course assessment.

MAKE-UP CLASSES: CEA reserves the right to schedule make-up classes in the event of an unforeseen or unavoidable schedule change. All students are expected to attend any make-up classes and the standard attendance policy will apply. Make-up classes may be scheduled outside of typical class hours, as necessary.

MISSING EXAMINATIONS: Examinations will not be rescheduled. Pre-arranged travel or anticipated absence does not constitute an emergency and requests for missing or rescheduling exams will not be granted.

USE OF CELL PHONES, LAPTOPS AND OTHER ELECTRONIC DEVICES: Always check with your faculty about acceptable usage of electronic devices in class. Devices may be used during class breaks and before/after official class times only. Students who create a disturbance or fail to pay attention in class due to electronic devices, will receive a warning and must immediately put devices away unless otherwise instructed by your professor. Inappropriate usage of your electronic devices or repeat warnings will result in a warning and may lead to a deduction in participation grades and/or class dismissal. Any students asked to leave class will be counted absent for the day.

Cell Phones: Use of a cell phone for phone calls, text messages, emails, or any other purposes during class is impolite, inappropriate and prohibited. Students are asked to show common courtesy to others in order to create a positive learning environment and eliminate distractions for everyone. Cell phones, tablets, watches and other electronic devices are to be turned off or silenced (do not set to vibrate) and placed in your purse, backpack, briefcase, etc. during class and any parts of the course including guest lectures, academic excursions, site visits and so on.

Laptops: Faculty determines whether laptops will be allowed in class. The use of a laptop may be limited to specific purposes including note taking, as allowed by special needs/academic accommodations, and/or at the discretion of the instructor. The use of a laptop is prohibited during all tests and quizzes, unless otherwise specified by your instructor. If you have any questions, check with your instructor.

ACTIVE LEARNING - ACADEMIC EXCURSIONS, FIELD TRIPS, SITE VISITS, GUEST LECTURES, ETC:

Students will have the opportunity to participate in a variety of experiential learning activities throughout the course. These activities may take place during regular class hours, or they may be scheduled outside class hours on occasion. Students should be mindful to arrive well prepared and on time for these activities and be engaged and respectful as it is a privilege to be invited to these visits and meet with local experts. Disrespectful behavior will result in a warning and/or dismissal from the activity and may result in a grade deduction or absence for the class period.

GRADE DISPUTES: Any questions about grades or grade dispute you encounter in this course must immediately be discussed with the instructor and resolved onsite before the last week of class. Only end-of-term assignments graded after the end of your program are subject to CEA's formal grade appeal procedure. For more information, see *CEA Academic Policies* at http://www.ceastudyabroad.com/docs/CEA_Policies.pdf.

B. GENERAL ACADEMIC POLICIES

COURSE REGISTRATION: It is your responsibility as a student to ensure that your course registration records are accurate for all enrolled courses throughout the semester. At the beginning of the semester and at the end of course registration, check your *MyCEA Account* to ensure you are properly enrolled in all of your desired courses. If a course is missing or an additional course is present, you must resolve with CEA academic staff immediately.

ADD/DROP POLICIES: Students may make changes to registration once onsite, as long as full-time student status is maintained (12 credit hours in the semester) and academic program requirements are maintained. All changes must be made at the start of each term during the designated Add/Drop Period, which concludes at the end of the first week of classes during a semester or on the second day of classes during summer programs. Some limitations may apply. You are responsible for notifying your home institution of any schedule changes.

COURSE WITHDRAWAL: Students wishing to withdraw from a course may do so until the Course Withdrawal Deadline, which is the end of the fourth week of classes in a semester or the end of the first week of classes in a summer program. Course withdrawal requests approved during this timeframe will appear as a "W" on the academic transcript. To request a withdrawal, you must complete the *Change of Course Petition Form* and submit to your local academic staff. You must also notify your instructor in writing of your intent to withdraw from the course. You must remain academically eligible as a full-time student. No tuition or course fee refunds will be granted for approved withdrawals.

MONITORING GRADES AND ATTENDANCE: You are responsible for monitoring your grades and attendance records throughout the course. Any questions or concerns should be discussed immediately with your instructor and/or local academic staff. Your grades and attendance records can be accessed via your *MyCEA Account* online at any time throughout the semester.

ACADEMIC INTEGRITY: CEA is an academic community based on the principles of honesty, trust, fairness, respect and responsibility. Academic integrity is a core value which ensures respect for the academic reputation of CEA, its students, faculty and staff. CEA expects that you will learn in an environment where you work independently in the pursuit of knowledge, conduct yourself in an honest and ethical manner and respect the intellectual work of your peers and faculty. Students, faculty and staff have a responsibility to be familiar with the definitions contained in, and adhere to, the CEA Academic Integrity Policy.

For the complete policies, please see the Academic Integrity Policy in its entirety by visiting http://www.ceastudyabroad.com/docs/GC_Academic_Integrity_Policy.pdf.

Violations of CEA's Academic Integrity Policy may result in serious consequences, including program dismissal. CEA also reserves the right to share information of such violations with your home institution.

SPECIAL ACCOMMODATIONS: CEA is supportive of students with the need for special accommodation(s) on its study abroad programs. In order to accommodate special requests, students must notify CEA in advance and provide documentation no later than one week from the start of classes. Students requesting special accommodation(s) must submit CEA's Special Accommodation(s) Form. CEA will review requests to determine what accommodation(s) can be granted. The extent to which accommodations can be provided depends on the nature of the accommodation needed, the general situation in the host country regarding accessibility and available services and costs of services. Late requests are subject to review, and CEA may not be able to provide accommodations. Retroactive requests for accommodations will not be considered. Additional details can be found: <http://www.ceaStudyAbroad.com/docs/CEA-DisabilityPolicy.pdf>

RELIGIOUS HOLIDAYS: CEA is sensitive to, and supportive of, the fact that faculty, staff and students constitute a rich mixture of religious and ethnic groups. CEA recognizes that many religious holidays merit or require absence from class. To strike a reasonable balance between accommodating religious observance and meeting academic needs and standards, CEA instructors will make reasonable accommodation when a student must miss a class, exam or other academic exercise because of a required religious observance, when the instructor/Academic Office is informed of the specific instance in need of accommodation within the first two weeks of the semester course, or by the end of the second class meeting of summer or short session. Students must submit any missed work in advance of the holiday and will be required to make up missed class time through alternate assignments to receive full credit for time out of class. Students must submit a written request for religious accommodations using **CEA's Religious Observance Request Form** in the timeline stated above for full consideration.

ACADEMIC ELIGIBILITY: You must remain academically eligible to participate in CEA classes. Factors determining eligibility are outlined in [CEA Student Policies](#), including: full-time status, satisfactory academic progress and complying with academic and attendance policies. Whether you plan to transfer letter grades back to your home institution or not, CEA expects that you will complete all graded assessment categories in each course in which you are enrolled. Failure to complete course requirements will result in grade penalties, and may lead to academic probation and/or program dismissal if you are unable to maintain satisfactory academic progress or full-time student status in your program.

EARLY PROGRAM DEPARTURE: CEA does not allow early program departures. Students departing the study abroad program prior to the end date remain subject to all course policies, including attendance. Assignments, presentations, examinations, or other work will not be rescheduled for voluntary early program departures. In the event of an emergency in which a student is unexpectedly unable to complete the program, students may submit a request for **Leave of Absence or Program Withdrawal** using the appropriate form for CEA review and approval. Contact CEA academic staff to request these forms.

COURSE AND INSTRUCTOR EVALUATIONS: Students will have the opportunity to evaluate both the class and the instructor at the conclusion of the course. Your constructive participation in the evaluation process is important and appreciated.

TRANSCRIPTS: CEA transcripts for this course will be available approximately 90 days from your program completion.

APPEALING A GRADE: Students who decide to appeal a course grade must do so within the **60-day period** following the end of your academic program (or, for academic year students, the end of the semester in which the

course was taken). Upon receiving course grades through the *MyCEA Account*, you may initiate the appeal process by filling out and submitting to Academics@ceastudyabroad.com and your onsite academic staff the CEA ***Grade Appeal Application Form***.

The grade appeal must concern an end-of-semester form of assessment calculated after the Program End date. It is your responsibility to address all interim grading issues directly with your instructor(s) while onsite. The appeal procedure and the grade re-evaluation it requires do not guarantee a change in grade and could result in an increase, no change, or decrease in the final grade. Any change is subject to a ruling by the course instructor, in consultation with the Academic Director, and must be based on the academic evidence provided by you to support the appeal. Keep in mind that you may need to submit copies of your work, emails to/from faculty if you are disputing a grade. We recommend keeping records of your work and communications for 3 – 12 months after program completion, until your academic records have been recorded at your home institution.

Upon receiving the results of the review and the decision of the instructor, CEA staff will inform you of the outcome of the appeal. Students who decide to submit a secondary appeal must submit a *Grade Appeal Review Petition* to the Department of Academic Affairs at Academics@ceastudyabroad.com within 15 days of being informed of the initial appeal decision. Secondary appeals will be reviewed by CEA's Academic Review Board. All decisions from the Academic Review Board are final.

A FULL LIST OF CEA POLICIES IS AVAILABLE ONLINE:

[HTTP://WWW.CEASTUDYABROAD.COM/DOCS/CEA_POLICIES.PDF](http://www.ceastudyabroad.com/docs/CEA_POLICIES.PDF)