

**OGLALA LAKOTA COLLEGE**  
**COURSE SYLLABUS & ADMINISTRATION**  
**Spring 2013**  
**Rebuilding the Lakota Nation through Education**  
**Wounspe Ihuniyan Hci Lakota Oyate Kin Akta Ic'icakagapi Kte lo**

**Name of Course:** Ethics in the Workplace

**Course Number:** CS 103

**Department:** Applied Science Department

**Credit Hours:** Three (yamni)

**Location:** Pejuta Haka College Center

**Time & Day:** Monday 1-4

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**Office Hours:** One hour before class or  
as arranged.

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**Course Description (Waunspe Oyakapi):**

**Prerequisites:** None

**Required Text and Materials:** Human Relations Principles and Practices, Seventh Edition, Barry L. Reece and Foundations In Personal Finance by Dave Ramsey.

**Course Goal:** This course is designed to help students to become aware of ethical issues in everyday life and in the workplace. Students will be encouraged to think carefully when a difficult ethical issue arises and to make a mature and logical decision. This course also provides an introduction to personal financial responsibility.

**Learning Objectives (Wounspe Taku Unspepi Kte Kin He Le E):** Upon completion of this course students will be able to:

- Explain the nature, purpose and importance of human relations.
- Identify and explain the barriers to communication and identify ways to improve personal communication.
- Explain the personal benefits of developing a strong sense of character.
- Explain how employees' attitudes affect the success of a company.
- Explain the importance of a professional presence and a good first impression.
- Explain the importance of workforce diversity.
- Identify key elements of conflict resolution.
- Demonstrate an understanding of personal financial responsibility.
- Demonstrate strong critical thinking skills.

**Assessment:** Students will be assessed on their ability to demonstrate an understanding of terminology related to ethical issues and through critical thinking skills. This will be done with weekly homework, exams, and a term paper.

**Instructional Methodology:** This course will be taught using the lecture discussion format. Discussion is of particular importance in this course because strengthening critical thinking skills is a prime objective.

**Course Rationale** The purpose of this course is to provide the student information about personal ethics and how they impact success both personally and on the job. It is designed to strengthen critical thinking skills so that when a student is faced with an ethical dilemma they will be equipped to face the challenge and make the correct decision. There is also a strong emphasis on relationships both personal and professional.

**Homework:** Each student should expect to spend two (nunpa) to three (yamni) hours out of class on reading and homework assignments each week, for every hour of class time (each credit hour), in order to perform satisfactorily. Therefore, if a course is three (yamni) credit hours you should spend approximately six (sakpe) hours outside of the course room on required readings and homework. However, every student differs in their individual skills, educational background, experience, capability and personal goals; so the amount of time you must dedicate to out of class work can vary significantly from this national average.

**Reading Load:** Reading will include approximately one (wanji) to two (nunpa) chapters per week, plus handouts and homework as assigned.

**Type & Amount of Writing Load:** Writing will consist of weekly homework, exams, and a 3 to 5 page term paper.

**Lakota Perspective Provided Through:** This course stresses **Wolakotakiciapi** of “learning Lakota ways of life in the community”. This course is based on the values of mutual respect and generosity (woohola na wochantognakapi), seeking to advance each individual’s knowledge through their continuing hard work (fortitude- wowalitake) and willingness to learn new information and viewpoints, as well as to demonstrate it, by speaking in front of the group (bravery-woohitike); all undertaken in an environment of complete truthfulness, trust, integrity and humility. We will do this by embracing the teaching of our ancestors as we learn new ways. (Waunspe wicakiyapi ki iglutanyan ihani unpi kun hena itan waunspe tokeca uha ayin kte.)

**Evaluation and Grading:** Homework will consist of end of chapter questions and case studies. A 3-5 page term paper will be due the 12<sup>th</sup> week. All assignments will incorporate critical thinking.

Homework:

End of chapter exercises-Matching/essay/critical thinking 50%

Term Paper Analysis of an ethical issue See attached Rubric 25%

Exams -Multiple choice/essay/case studies 25%

A = Superior Quality Work = Demonstrated concept mastery by scoring 90% or better.

B = Good Quality Work = Demonstrated concept mastery by scoring 80-89%.

C = Satisfactory Quality Work = Demonstrated concept mastery by scoring 70-79%.

D = Marginal Quality Work = Demonstrated weak concept mastery by scoring 60-69%

F = Demonstrated concept mastery below the acceptable mark of 59%, which is well below what may be required in the business world.

W = Withdrawal = A student may withdraw from a course by filling out a Drop Card to be recorded by the Registrar. The student must sign this form if you drop yourself. A Drop Card may/can be filled out and signed by a counselor/instructor for lack of attendance.

**College Policy on Grading and Change of Grades:**

[http://www.olg.edu/~wwhitedress/studentservices/Docs/OLC\\_Handbook.pdf](http://www.olg.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf) see page 9 and 10

**Course Requirements, Expectations or Students:** Because OLC offers classes in three-hour blocks once per week, (for everyone's travel convenience), if you are absent from one OLC class session, it's like missing three classes at another college. (See student handbook).

- Unannounced quizzes and graded in-class exercises may be given; content can include any course material assigned, up to and including the current session.
- Your homework assignments must be turned in on the dates due to get full credit.
- You are expected to participate in class discussion; this provides evidence of your interest in and preparation for the class. It also helps gauge the effectiveness of the instruction and everyone's level of comprehension of the material presented. Most importantly, fellow class members benefit from your opinions and insights; in addition, the questions you ask may be about the same topic with which other students are having difficulty, so by helping yourself you also help them.
- If the Instructor is not present at the beginning of the class, and the College Center Staff has not heard from the Instructor, you should wait at least 30 minutes past the normal start-time and then if the Instructor has still not arrived, you may leave.

### **Attendance and Tardiness**

[http://www.oll.edu/~wwhitedress/student-services/Docs/OLC\\_Handbook.pdf](http://www.oll.edu/~wwhitedress/student-services/Docs/OLC_Handbook.pdf) see page 8

### **Policies on Academic Honesty**

[http://www.oll.edu/~wwhitedress/student-services/Docs/OLC\\_Handbook.pdf](http://www.oll.edu/~wwhitedress/student-services/Docs/OLC_Handbook.pdf) see page 43

### **Standards of Conduct Policy**

[http://www.oll.edu/~wwhitedress/student-services/Docs/OLC\\_Handbook.pdf](http://www.oll.edu/~wwhitedress/student-services/Docs/OLC_Handbook.pdf) see page 38

### **ADA Policy**

[http://www.oll.edu/~wwhitedress/student-services/Docs/OLC\\_Handbook.pdf](http://www.oll.edu/~wwhitedress/student-services/Docs/OLC_Handbook.pdf) see page 37

### **Electronic Information Resources Acceptable Use Guidelines**

[http://www.oll.edu/~wwhitedress/student-services/Docs/OLC\\_Handbook.pdf](http://www.oll.edu/~wwhitedress/student-services/Docs/OLC_Handbook.pdf) see page 41

### **Suggestions to the Student:**

Please read the specific chapter(s) of text and other supplemental materials assigned, and complete all homework before each class. If you have trouble with any assignment, or have questions on concepts or terminology, be sure to make a note of them during the week as you study. With these notes, you will be able to recall any specific problem area, so we can discuss and clarify it during class; or, if desired, privately during my Office Hours. If you have a disability that interferes with your ability to learn please contact the OLC Coordinator of Support services at 455-6040.

If you begin to have problems with course work, do not allow them to accumulate. See a College Center Counselor, contact Student Services for the help of a Tutor and/or see me right away (during class breaks or Office Hours.) Feel free to call me at my office or home. Resolve issues before they become serious or your progress in class begins to fall behind the other students. Delays and procrastination in addressing problems can only make them worse and your full recovery from them more difficult. Tutors may be available, who can coach you and provide much more personalized help learning the subject matter; but to be effective, you must get help early – don't wait until the last few weeks of the semester.

If you must miss a class, turn in your homework to the Applied Science Department Administrative Assistant before the class session you will miss. Upon return to class find out from me, or other students, exactly what was covered in the session missed, and arrange to make-up any assigned work (outside normal class time). Usually classes will only be canceled due to extremely bad weather; check with the Applied Science Department or College Center Office an hour or two before the scheduled start time, if there is a question.

You will be treated with respect, as an adult and the individual you are, at all times; however, this also means that you have the ultimate responsibility for the quality of your education and for the degree of your own success. I

will make every effort to present course material in an interesting and relevant manner. I request your assistance, and feedback, if you observe things in my presentation style or the class' format, which I can change, that will make learning the subject matter easier for a majority of class members.

### TOPICAL CONTENT

<i>Date</i>	<i>Objectives by Chapter</i>	<i>Assignments</i>
Oko Wanci Week One	Introduction, Review Syllabus Human Relations Text Chapter 1 Introduction to Human Relations The nature purpose and importance of human relations. The forces influencing behavior at work. Human relations benefits to you.	Complete Key terms Try Your Hand # 3 You Play the Role Reaching the Summit
Oko Nunpa Week Two	Foundations of Personal Finance Text. Chapter 1 Savings Three basic reasons to save money Identify benefits of having an emergency fund Compound interest	Complete video exercises Complete case studies on page 23.
Oko Yamni Week Three	Human Relations Text Chapter 2 Improving Interpersonal Communications The communication process Communication filters Improve personal communication Communicating via technology	Complete Key terms Reaching the Summit Self-Assessment Exercise
Oko Topa Week Four	Foundations of Personal Finance Text. Chapter 2 Budgets Why people do not budget and why budgets may fail Benefits of a budget Design and apply a zero based budget	Complete video exercises Prepare a budget for a month Complete case studies on page 53
Oko Zaptan Week Five	Human Relations Text Chapter 4 Personal Values Influence Ethical Choices How personal values are formed Personal values and ethical choices Corporate Values and ethical choices	Define Key Terms Try your hand #1 Complete Reaching the Summit Complete Self-Assessment Exercise
Oko Sakpe Week Six	Human Relations Text Chapter 5 Attitudes Can Shape Your Life How attitudes are formed Attitudes valued by employers How to change attitudes	Define Key Terms Try Your Hand # 3 Reaching the Summit Self-assessment Exercise
Oko Sakowin Week Seven	Foundations of Personal Finance Text. Chapter 3 Debt History and evolution of Credit Reasons to avoid debt Reducing debt Compare and contrast credit cards and debit cards	Complete all exercises Complete case studies on page 73
Oko Saglogan Week Eight	Midterm	Have draft of term paper to be turned in week 8.
Oko Nopcinyunka Week Nine	Human Relations Text Chapter 6 Developing a Professional Presence The importance of making a good first impression The image you project	Define Key Terms Complete Reaching the Summit Complete Self-assessment Exercise

	Selecting your career apparel Etiquette	
Oko Wikcemna Week Ten	Foundations of Personal Finance Text. Chapter 4 College Student Essential The role of money in choosing a career DISC personality profile Effective job search tools Financial principles to teach children	Complete all exercises Complete Case Studies on page 97
Oko Ake Wanci Week Eleven	Human Relations Text Chapter 7 Valuing Work Force Diversity Prejudiced Attitudes The many forms of discrimination The economics of valuing diversity	Define Key Terms Try Your Hand #2 Reaching the Summit Complete Self-assessment Exercises
Oko Ake Nunpa Week Twelve	Foundations of Personal Finance Text. Chapter 5 Family, Friends, and Philanthropy General differences between men and women as it relates to money. The nerd and the free spirit and how they approach the budgeting process	Complete all exercises Complete Case Studies on page 109
Oko Ake Yamni Week Thirteen	Human Relations Text Chapter 8 Resolving Conflict and Achieving Emotional Balance Finding the root cause of conflict. Negotiate effectively Conflict resolution process Emotional balance	Define Key Terms Try Your Hand #3 Complete Reaching the Summit Complete Self-assessment Exercise
Oko Ake Topa Week Fourteen	Human Relations Text Chapter 9 A Life Plan for Effective Human Relations Achieving balance in a chaotic world Developing a healthy lifestyle The goal setting process	Define Key Terms Complete Try Your hand #2 Complete Reaching the Summit Complete Self-assessment Exercise
Oko Ake Zaptan Week Fifteen	Final	

**Disclaimer:** Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make changes in course content or instructional techniques without notice or obligation. Students will be informed of any such changes. Additional student rights and responsibilities are outlined in the Student Handbook. [http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC\\_Handbook.pdf](http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf)