

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



**SAULT
COLLEGE**

COURSE OUTLINE

COURSE TITLE: Professional Work Ethics

CODE NO. : HOS221 **SEMESTER:** 4

PROGRAM: Culinary Management
Hospitality Management – Hotel and Resort

AUTHOR: PETER E GRAF M.B.A., C.M.C.

L1400; 759-2554 x2517; peter.graf@saultcollege.ca

DATE: May 2011 **PREVIOUS OUTLINE DATED:** May
2010
APPROVED: "Penny Perrier" June/11

		_____ CHAIR	_____ DATE
TOTAL CREDITS:	3		
HOURS/WEEK:	3		

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For additional information, please contact **Penny Perrier**, Chair
School of Business
(705) 759-2554, Ext.2754

I. COURSE DESCRIPTION:

This course will help the student to understand the importance of good professional work ethics. It will guide the student to identify basic ethical theories and reasons why high ethical standards within the industry are so important. In addition, this course will help the student to understand current world issues related to ethical behavior. This course will provide the student with a view and understanding of the impact of the social and cultural characteristics on workplace ethics. The student will gain an awareness of the need to be fully functional person and an understanding of themselves as an individual, his/her personal evolution, relationship with others, place in the work environment, achievements and problems.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. ***Demonstrate a basic understanding and appreciation of ethical principles.***

Potential Elements of the Performance:

- Discuss the importance and impacts of ethics and it's 10 ethical principles:
 1. Honesty
 2. Integrity
 3. Trustworthiness
 4. Loyalty
 5. Fairness
 6. Concern and Respect for others
 7. Commitment to excellence
 8. Leadership
 9. Reputation and Morale
 10. Accountability

2. ***Connect a basic understanding and appreciation of ethical principles to work within the hospitality industry.***

Potential Elements of the Performance:

- Translate the adoption of ethical principles to work within the Hospitality Industry
 1. Emergence of ethics in Quality

2. Morality
3. Empowering others
4. Sexual harassment
5. Equal opportunity
6. Corporate culture
7. Security
8. Marketing
9. Vendor relationships
10. Accounting
11. IT
12. Law
13. Labour relations
14. Competitiveness
15. Yield management
16. Social responsibility
17. Professionalism

3. ***Relate ethical principles to current events in the world.***

Potential Elements of the Performance:

- Extend understanding and appreciation of ethical principles to current global events.
 1. Current events such as the following examples:
 - Oil spills on ocean
 - Canada and its relationship to global warming
 - Olympics and demonstrations
 - Sexual abuse cases within certain church denomination

III. TOPICS:

Note: These topics sometimes overlap

- Ethics in the hospitality industry
- Emergence of Ethics in Quality
- Morality
- Ethically Empowering others to win (as of the 1990's)
- Sexual Harassment
- Equal opportunity
- Ethical corporate cultures
- Security
- Marketing
- Vendor relationships
- Accounting
- IT
- Law
- Labour relations
- Competition
- Yield management
- Social responsibility
- Professionalism
- Various current affairs related to ethics

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Handouts, and book to be determined

V. EVALUATION PROCESS/GRADING SYSTEM:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 - 59%	1.00
F (Fail)	49% or below	0.00

CR (Credit) Credit for diploma requirements has been awarded.

S	Satisfactory achievement in field placement or non-graded subject areas.
U	Unsatisfactory achievement in field placement or non-graded subject areas.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

Professor's Evaluation

2 Tests	40%
2 Projects	40%
Student Professionalism (Attendance, dress code, conduct)	
Discussions and Participation	20%
Total	100%

Assignments:

Since one of our goals is to assist students in the development of proper business habits, assignments will be treated as reports one would provide to an employer, i.e. in a timely and businesslike manner. Therefore, assignments will be due at the beginning of class and will be 100% complete. All work is to be word processed, properly formatted, assembled and stapled prior to handing in. No extension will be given unless a valid reason is provided and agreed to by the professor in advance.

Tests:

If a student is not able to write a test because of illness or a legitimate emergency, that student must contact the professor prior to the test or as soon as possible and provide an explanation which is acceptable to the professor. In cases where the student has contacted the professor and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the professor, the student will receive a mark of "0" on that test.

VI. SPECIAL NOTES:

Dress Code:

All students are required to wear their uniforms while in the Hospitality and Tourism Institute, both in and out of the classroom. This course also outside the Institute. **(Without proper uniform, classroom access will be denied)**

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.