



**Junior
Achievement**
of Upstate South Carolina



empowering young people to
own their economic success

Junior Achievement of Upstate SC

6th Annual JA Business Ethics Program

Thursday, December 8, 2016

USC Upstate Campus Life Center Ballroom, Spartanburg, SC

“Ethics in the Workplace: Hired or Fired?”

INFORMATION FOR HIGH SCHOOLS

- 1) Letter to Superintendents, Principals, and Teachers

- 2) Memo of Understanding between JA of Upstate SC and participating school
Deadline: Friday, October 21 by email or fax

- 3) Ethics Essay Contest Topics and Questions
Deadline: Tuesday, November 1 by email

- 4) Ethics Essay Contest Instructions and Guidelines

- 5) Resources for Students and Teachers

- 6) Ethics Essay Criteria and Content Guidelines

- 7) Ethics Essay Grading Rubric

Dear Educators:

We are writing to invite and encourage your school's participation in the **6th Annual JA Ethics Program**. Your students can be involved in an experiential learning opportunity that will prepare them to be ethical members of our community. Partners in this program include Junior Achievement of Upstate South Carolina, USC Upstate, Spartanburg Methodist College, Spartanburg and Greenville County high schools, and Milliken & Company, named one of the world's most ethical companies. The area of focus this year is "**Ethics in the Workplace: Hired or Fired?**"

Program includes:

- Essay competition open to all high school students in Greenville, Spartanburg, Anderson, Pickens and Oconee counties (*details, guidelines, and resources attached*). Questions focus on work ethic vs. peer pressure, teamwork and culture vs. bullying, and use of social media in the workplace.
- Luncheon at USC Upstate's Campus Life Center Ballroom for participating students, educators, business leaders, and interested members of the community
- Panel presentation of local experts in the field of workplace readiness skills.
- Intergenerational roundtable discussions on the impact of ethics in the workplace and in life.
- Winning essay writers will be recognized at the luncheon and receive a cash prize of \$100 each.
- 2nd and 3rd place essay winners will each be recognized at the luncheon and receive certificates and cash prizes of \$25 and \$15 dollars respectively.

Luncheon Details:

Date: **Thursday, December 8, 2016** from 11:30 am to 1:00 pm
Location: **USC Upstate**, Campus Life Center Ballroom
Attendees 10-15 participating students from each school (no charge)
1 teacher, principal, superintendent of each participating high school (no charge)
Community sponsors
Individual Guests (\$20 per person)

Expected outcomes for students:

- Understanding of the role of ethics in their lives
- Experience at a young age using ethical judgment and an effective decision-making process to render a decision and justification
- Introduction to business and community role models
- Appreciation of the value and application of language arts and strong communication skills
- Practice in engaging appropriately and personally with potential employers
- Opportunity to positively and personally present to the community the talents of your high school students
- Opportunity for school and individual recognition

Timeline:

10/21 Email or fax Memorandum of Understanding to JA Office
11/1 Deadline to email essays to JA Office
11/21 JA of Upstate SC to notify schools of winning entries
11/29 Deadline to RSVP student and chaperone names for luncheon

To Participate:

To participate in this program, email or fax a signed copy of the attached "Memo of Understanding" between Junior Achievement and your school.

Questions?

Contact Susan Spencer (susan.spencer@ja.org), 864-312-6419 (o) or 864-419-5586 (c)

We look forward to working with your students to create a memorable and lasting experience.

Sincerely,

Junior Achievement of Upstate SC, Business Ethics Committee

Kym Easter, *Community Volunteer*
Kara Ferguson, *USC Upstate*
Tammy Harrison, *First Citizens Bank*
Tracy Kramer, *North Greenville University*
Lisa Lanz, *COSTCO*

Lydia Shirley, *HomeTrust Bank*
Connie Lanzl, *JA of Upstate SC*
Heidi Payne, *JA of Upstate SC*
Susan Spencer, *JA of Upstate SC*

2016 JA Ethics Luncheon

**Memo of Understanding Between
Junior Achievement of Upstate SC and Participating Schools**

RE: Requirements for participation in the 2016 Junior Achievement of Upstate SC Ethics Luncheon

Please return no later than 10/21 by email or fax: susan.spencer@ja.org or 864-244-4208.

By signing this document **Junior Achievement** commits to the following:

1. To provide each school with seats at the luncheon free of charge for 10-15 participating students (depending on school size), one teacher/chaperone, one principal or principal's designee;
2. To provide each school with additional seats for students and/or staff at a cost of \$20 per person and depending on availability;
3. To submit essays from each school to the Business Ethics Essay Contest Selection Committee for selection of the essay from each topic that best exemplifies the process of ethical decision making;
4. To provide the media sponsor(s) with necessary information about the essay contest winners for publication of excerpts of the student essays and photos;
5. To provide winning students with awards and recognition at the event;
6. To provide support to each designated school liaison.

By signing this document each **Participating High School** commits to the following:

1. To administer the essay contest to the students in a way that is most beneficial for its students;
2. To select the designated number of student and faculty attendees for the luncheon (one chaperone per ten students please) based on the criteria that are most beneficial for its students;
3. To ensure that every student attending the luncheon participated in the essay contest;
4. To submit essays in each of the topics your students choose to write about by **Tuesday, November 1 at 5:00 pm**. Essays must be sent via email in MSWord, **500 word maximum**, no minimum.
5. To email or fax **names of all student and staff attendees for the luncheon by Tuesday, November 29**.
6. To provide transportation for all participating students and school staff. **(If this precludes the possibility of a school's participating, please contact the JA office: 864-244-4017.)**

By signing this Memo of Understanding, the representatives agree to the commitments described above:

Junior Achievement Representative: _____ Date: ___/___/___

Authorized School Representative: _____ Position _____

Name of School: _____ Date: ___/___/___

School Liaison for this program: _____ Position _____

Email: _____ Cell Phone: _____

Please return no later than 10/21 by email or fax: susan.spencer@ja.org or 864-244-4208.

ESSAY QUESTIONS: *Ethics in the Workplace: Hired or Fired?*

Topic #1: **The Reward of the Eager Beaver**

You start work at a cable company. You have been well trained and know what you're doing. You are given a list of eight home connection requests for each day of work. You find the work easy and usually finish your assignments three hours early, before the end of the scheduled work day. You notice that the other installers come back to the shop precisely at the end of the scheduled work day. The oldest, most seasoned installer approaches you at the end of your first week. He tells you, "Look, you need to pace yourself better. You see these other guys?" he says pointing to the other drivers walking into the building. "They're much older than you. They're married and have children. They can't work as fast as you. In fact, your speed is making us all look bad. When we have extra time between work assignments, we park in the shade behind malls and read the paper until the next scheduled appointment. You need to learn to do the same." His tone is a bit threatening.

QUESTION #1: What is your responsibility to your employer? What would you do in this situation and why?

Related questions and issues to consider incorporating into the decision-making and the essay:

Should a worker compromise his work ethic to peer pressure in order to be accepted? If you want to provide for yourself and your family, can you afford to risk meeting that responsibility by "telling" on your co-workers? How do you assess the consequences personally and professionally?

Topic #2: **The Attack of the Herd of Bullies**

You work in an office setting with many others. One of the best workers in the department is a large, gregarious fellow who many consider to be a bit of a "dork." You notice that recently he has become much quieter. Your co-workers seem to gather in groups laughing at something secret. You overhear one of the groups talking about the latest rumor they spread on Twitter about "the dork." Another tells what she posted on Facebook about him. They go on to laugh at him, hoping he'll soon leave the company. Later, you walk into the breakroom and see him sitting in the corner, his hands over his face.

QUESTION #2: As an employee, what is your responsibility to uphold the culture of the company? What would you do in this situation and why?

Related questions and issues to consider incorporating into the decision-making and the essay:

Should you offer comfort to your co-worker? Should you confront those who are harassing him? Should you report the behaviors to your supervisor? Assess the consequences to the bullied co-worker, those who are harassing him, your company, and yourself.

Topic #3: **Who Owns Your Cell Phone?**

You've just been hired for a job that could lead to the type of career that you've been planning for. After two-weeks on the job, you get called into your supervisor's office. She tells you that although your work is satisfactory, she has noticed that you are always checking your phone for messages and sending Snapchats of yourself at work. She explains that these breaks, while very short in duration, result in a loss of concentration, and the cumulative downtime is causing a detrimental impact on your productivity. Furthermore, she states that each time you use your phone, you are conducting personal business on company-paid time. Ultimately, she asks that you leave your phone in your desk and check it only during planned breaks in your day. You have not seen a cell phone use policy in the employee handbook.

QUESTION #3: Is the supervisor's position unreasonable?

Related questions and issues to consider incorporating into the decision-making and the essay:

Do you think the company "owns" your time and attention during your working hours? Can a phone create such a distraction that it leads to a loss of productivity in the workplace? Does or should a company have the right to limit access to something as personal as a phone? Are there valid reasons to check your phone fairly frequently? In what way does personal phone use violate company policies that prohibit conducting personal business when the company is paying for your time and attention? Should you look for a job in a company that has less restrictive policies? Is there a compromise position?

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"Ethics in the Workplace: Hired or Fired?"
DUE DATE FOR ESSAYS: Tuesday, November 1, 2016 @ 5:00 p.m.

Ethics Essay Contest Instructions and Guidelines

1. Each school can determine which students are asked to participate. Suggested classes include English, Business, Economics, Government, Public Speaking, Debate, and Journalism.
2. Each participating student must write an essay on **ONE** of the topics.
3. 500 words maximum, no minimum, formatted in Microsoft Word.
4. Each school will determine the internal due date for the essays.
5. Each school may send a **maximum of 15 essays with at least one essay in each topic.**
6. Each school is responsible for selecting at least one essay responding to each question.
7. **Each school is responsible for emailing the selected essays in each topic to the Junior Achievement Office on or before Tuesday, November 1, 2016 @ 5:00 p.m.** Email to susan.spencer@ja.org.

Additional Information:

- Essays will be screened initially by a committee of JA representatives. The top 20-30 essays overall will be submitted to a panel of judges from educational, staffing, HR and other businesses in the Upstate. The judges will select 1st, 2nd, and 3rd place essays on each topic based on the following criteria: content, thought process leading to the conclusion, validity of arguments, demonstration of understanding of the difference between opinion and ethical decision-making.
- **In addition to the contest winners, each school can select 10-15 students who wrote essays to attend the luncheon.** The basis for this selection is left to each school. It is our hope that those selected will benefit from this opportunity to attend an event on a college campus, interact with community leaders, and gain a greater knowledge of medicine and ethics.
- Contest winners will be announced to educators prior to the event.
- Excerpts from the winning essays and information about the winning students will be published in a local media source and on the JA website.

Questions? Contact susan.spencer@ja.org or 864-244-4017.

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Resources for Students and Teachers

Definition of Ethics:

The discipline dealing with what is good and bad and with moral obligation; a set of moral principles; a guiding philosophy. (*Merriam-Webster Dictionary*)

Enclosures re Ethics Contest for Students and Teachers:

1. Ethics Essay Instructions and Guidelines
2. Ethics Essay Grading Rubric (*a document that also serves as a student outline/guide*)

Note: There are numerous models and frameworks for ethical decision-making. Participating schools have the autonomy to use another ethical decision-making model if they choose.

Supplemental materials to be sent to participating teachers:

"Decisions, Decisions...A Toolbox Approach"

(*PowerPoint slides detailing the Rutland Ethics Toolbox Approach and decision framework; emailed separately to participating schools upon receipt of Memorandum of Understanding*)

Suggested Additional Resources:

Bully in the Workplace

[Bullying in the Workplace FAQs](#)

[What workers need to know about bullying and harassment](#)

Cell Phone Use in the Workplace

[Cell Phone Use Policy example](#)

[Cell Phone Use Policy template](#)

[Pros and Cons of developing policies for cell phone use](#)

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Ethics Essay Criteria and Content Guidelines

Selection Criteria

Winning essays will be selected on the basis of the following criteria:

- Content
- Clarity of thought process leading to the conclusion
- Validity of arguments
- Demonstration of understanding of the difference between opinion and ethical decision-making

Guidelines for Essay Content and Order

Choose one of the ethical topics provided. The following guidelines may be used to develop the content of your essay:

- Define ethics.
- Why is ethics-based decision making important?
- Describe the ethical issue you chose.
- Describe all of the stakeholders in this decision (who would be affected by it).
- Consider the issue from this perspective: "What will do the most good for the most people?" (Weigh the benefits versus the cost).
- Consider the issue from this perspective: "Is each individual involved being treated as he/she deserves to be treated?" (Is every individual valued and respected?)
- Consider the issue from this perspective: "What would my hero do?"
- Based on the ethical considerations, state the arguments **in favor** of this issue.
- Based on the ethical considerations, state the arguments **against** this issue.
- Now that you have looked at the issue through different lenses and considered both sides of the issue, state your personal opinion and include why you have come to this conclusion

Formatting Requirements

- **Include student's name, school, grade, teacher, and Question # at the top**
- Microsoft Word
- 500 word maximum
- Include clear headings for any sections
- Neatness and professionalism: Overall appearance counts!

JA of Upstate SC Ethics Essay Contest: “Ethics in Finance: Everybody’s Responsibility?”

Name _____ Your chosen issue _____ Due on _____

Comments	Requirements	Ideal 3 points	Good 2 points	Needs Work 1 point	Not evident 0
	Identifies a genuine ethical conundrum (an issue with at least two defensible points of view)	Chooses a “sticky” question with no clear cut answer	Chooses a situation with no easy answer	Chooses a situation where “right” and “wrong” seem evident	Does not identify an ethical issue
	Describes more than one point of view fairly and accurately	Describes each point of view in a way that the side being described would be content	Describes more than one point of view (but may favor one in ways that don’t seem warranted)	Identifies more than one point of view but clearly leans to one side	Identifies only one point of view
	Identifies more than one possible, defensible course of action	Creatively explores multiple points of view	Explores more than one course of action	Identifies only one “doable” course of action	Does not identify any possible actions
	Identifies potential consequences	Looks at both long-and short term consequences and weighs costs and benefits to various stakeholders	Weighs costs and benefits to more than one stakeholder	Looks at costs and benefits	Does not address consequences
	Uses at least one system, schema, or set of priorities that can be used to choose the best course of action*	Weighs the issue using multiple approaches or points of view to choose a course of action	Uses at least one identifiable approach or point of view to choose a course of action	Chooses a course of action with no identifiable reasons or poorly articulated reasons	Does not choose a course of action
	Selects and defends his or her choice	Explains why, given the details of the problem, his or her choice is a correct one, and what the “tradeoffs” will be	Explains how he or she made his or her decision	Makes a decision but does not explain or defend it	Does not make a decision

Suggestions for approaches include asking: “What would do the most good for the most people?” “What do my moral principles tell me to do?” “What would my hero do?” “What would I want my family to read about me in the newspaper?” or “What decision would help me to get closer to being the person I truly want to be?”

