

DESCRIPTION OF THE STUDY SUBJECT

Title

PROFESSIONAL ETHICS

Scope of the subject

Semester	Mode of studies	Structure*				Total number of hours	Number of credits	Group and type of subjects
		L	PS	C	S			
IV	Full-time	20	13	6	39	78	3	Elective subjects of college studies
VI	Part-time	12	6	21	39	78	3	

*L – lectures, PS – practical activities, seminars, LW – laboratory work, PR – practice, CP – course paper, C – consultations, S – self-study

Aim of the subject

To know norms of professional ethics and etiquette requirements in communication, collaboration, organization of socially responsible activities. To be able to apply professional ethics norms solving ethical problems.

Necessary background knowledge for studying the subject

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Content of the subject

Title of the topic and description of the content	Number of contact hours			S	Total number of hours
	L	PS	C		
1. The concept and theories of ethics. The concept of ethics and professional ethics. Professional principles and values. Theory of ethics.	4	2	1	2	9
2. Moral and social responsibility of the organisation. Moral and social responsibility of the organisation. The concept of social responsibility.	3	2	1	2	8
Test.	-	-	-	10	10
3. Problems of ethics. Ethical decision-making process. The concept of the problem of ethics. The analysis of the problem of ethics.	4	3	1	3	11
Case study.	-	-	-	3	3
4. Codes of ethics. Aims and structure of codes of ethics. The concept and objectives of the Code of Ethics. The form and content of codes of ethics. Administration of codes of ethics. Advantages and disadvantages of codes of ethics, their importance.	3	2	1	3	9
5. Organisation of business communication. Organisation of negotiations, meetings, conferences. Business etiquette. Requirements of business etiquette.	3	2	1	2	8
6. Ethics of negotiations. Motivation of unethical behaviour. Manifestation of unethical behaviour. Consequences of unethical behaviour.	3	2	1	4	10
Preparation and taking the exam				10	10
Total number of hours	20	13	6	39	78

Assessment of learning outcomes

Ten-point criteria-based assessment system as well as cumulative assessment using individual cumulative index (ICI) are applied. The overall grade is the sum of grades for intermediate accountings and examination (E) multiplied by weighted coefficients.
ICI = 0,2 T + 0,3 CA + 0,5 E, where T – test, CA – case analysis.

Recommended literature

Key literature						
No.	Year of publishing	Author(s) and title of the publication	Publishing house	Number of copies and/or internet link		
				ŠSC library	Other premises	Other libraries *
1.	2011	Palidaukaitė J. Valstybės tarnautojų etikos pagrindai	Technologija	3	-	3
2.	2010	Pruskus V., Briedis M. Etika	Technika	4	-	5

3.	2009, 2008, 2003	Misevičius V., Verslo etikos ir bendravimo organizavimo pagrindai	Technologija	14	-	15
Additional literature						
No.	Year of publishing	Author(s) and title of the publication			Publishing house and/or internet link	
1.	2014	Tricker, B.; Tricker, G. Business Ethics: A Stakeholder, Governance and Risk Approach			NY: Routledge	
3.	2011	Palidaskaitė, J. Etika valstybės tarnyboje			Technologija	
4.	2011	Palidaskaitė J. Retrospektyvus žvilgsnis į etikos problemas Lietuvos valstybės tarnyboje: naujos problemos, jų turinys ar raiškos formos? Politologija. Nr.4, p. 39–73.			VU Tarptautinių santykių ir politikos mokslų institutas	
5.	2011	Mažeikaitė A., Peleckis K. Verslo derybos (el. knyga)			VGTU	
6.	2010	Palidaskaitė J. Interesų konflikto reguliavimo praktika Lietuvoje: balansuojant ant privataus ir viešo intereso ribos. Politologija. Nr.1, p. 3-39.			VU Tarptautinių santykių ir politikos mokslų institutas	
7.	2010	Palidaskaitė J. Lietuvos viešojo sektoriaus etikos kodeksai ir jų tobulinimo galimybės. <i>Viešojo politika ir administravimas</i> . Nr.31. p. 21-34.			MRU, KTU	
Databases						
IBSS (International Bibliography of the Social Sciences) http://www.ibss.ac.uk						

* ŠAVB – Šiauliai Region Povilas Višinskis Public Library, ŠU – library of Šiauliai University

Required material resources and their short description

<ul style="list-style-type: none"> • Equipment (devices): a computer with Internet access, multimedia projector

The description prepared by:

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