BUSINESS LAW AND ETHICS
TEAM DECISION MAKING EVENT

PARTICIPANT INSTRUCTIONS

- The event will be presented to you through your reading of the 21st Century Skills, Performance Indicators and Case Study Situation. You will have up to 30 minutes to review this information and prepare your presentation. You may make notes to use during your presentation.
- You will have up to 15 minutes to make your presentation to the judge (you may have more than one judge). All members of the team must participate in the presentation, as well as answer any questions.
- You will be evaluated on how well you demonstrate the 21st Century Skills and meet the performance indicators of this event.
- Turn in all of your notes and event materials when you have completed the event.

21st CENTURY SKILLS

- Critical Thinking – Reason effectively and use systems thinking.
- Problem Solving – Make judgments and decisions and solve problems.
- Communication and Collaboration – Communicate clearly and show evidence of collaboration.
- Creativity and Innovation – Show evidence of creativity.

PERFORMANCE INDICATORS

- Explain the role of ethics in human resources management.
- Explain the concept of competition.
- Describe the nature of ethics.
- Explain reasons for ethical dilemmas.
- Recognize and respond to ethical dilemmas.
- Explain ethical considerations in providing information.
- Assess long-term value and impact of actions on others.
CASE STUDY SITUATION

You are to assume the roles of the general manager and the human resources manager at MUSIC LOVERS, a studio that offers private lessons in various instruments and vocal training. The owner (judge) wants you to discuss ethical implications and make a final decision regarding an applicant.

MUSIC LOVERS is located in a mid-sized town that has one other music studio, IN TUNE. The owner of MUSIC LOVERS (judge) and the owner of IN TUNE have a professionally courteous relationship and will sometimes combine for student music performances at community events.

The owner of MUSIC LOVERS (judge) interviewed an applicant for a much-needed piano instructor. Upon introduction, the owner (judge) was surprised to find the applicant was a revered teacher at IN TUNE. According to the applicant’s resume, the applicant has been employed at IN TUNE for close to 15 years and is the most popular, talented and requested piano teacher.

During the interview, the owner (judge) asked the applicant why they wanted to leave IN TUNE. The applicant responded by saying it was a messy situation and they could start at MUSIC LOVERS immediately and would be more than happy to bring their clients from IN TUNE over to MUSIC LOVERS. The applicant also asked the owner (judge) not to contact anybody at IN TUNE for a reference, as the applicant has not informed IN TUNE about the intention to leave.

The owner (judge) has asked your team to identify red flags that could be deemed unethical. The owner (judge) also wants you to decide whether or not to contact the owner of IN TUNE for more information and what information should be shared and not shared. You must also determine how hiring the applicant could positively affect MUSIC LOVERS and also the potential risks to MUSIC LOVERS.

You will present your analysis and recommendation to the owner (judge) in a meeting to take place in the owner’s (judge’s) office. The owner (judge) will begin the meeting by greeting you and asking to hear your ideas. After you have presented your ideas and have answered the owner’s (judge’s) questions, the owner (judge) will conclude the meeting by thanking you for your work.
JUDGE INSTRUCTIONS

DIRECTIONS, PROCEDURES AND JUDGE ROLE

In preparation for this event, you should review the following information with your event manager and other judges:

1. Participant Instructions, 21st Century Skills and Performance Indicators
2. Case Study Situation
3. Judge Characterization
   Allow the participants to present their ideas without interruption, unless you are asked to respond. Participants may conduct a slightly different type of meeting and/or discussion with you each time; however, it is important that the information you provide and the questions you ask be uniform for every participant team.
4. Judge Evaluation Instructions and Judge Evaluation Form
   Please use a critical and consistent eye in rating each participant team.

JUDGE CHARACTERIZATION

You are to assume the role of the owner at MUSIC LOVERS, a studio that offers private lessons in various instruments and vocal training. You want the general manager and the human resources manager (participant team) to discuss ethical implications and make a final decision regarding an applicant.

MUSIC LOVERS is located in a mid-sized town that has one other music studio, IN TUNE. The owner of IN TUNE and you have a professionally courteous relationship and will sometimes combine for student music performances at community events.

You interviewed an applicant for a much-needed piano instructor. Upon introduction, you were surprised to find the applicant was a revered teacher at IN TUNE. According to the applicant’s resume, the applicant has been employed at IN TUNE for close to 15 years and is the most popular, talented and requested piano teacher.

During the interview, you asked the applicant why they wanted to leave IN TUNE. The applicant responded by saying it was a messy situation and they could start at MUSIC LOVERS immediately and would be more than happy to bring their clients from IN TUNE over to MUSIC LOVERS. The applicant also asked you not to contact anybody at IN TUNE for a reference, as the applicant has not informed IN TUNE about the intention to leave.

You have asked the general manager and the human resources manager (participant team) to identify red flags that could be deemed unethical. You also want the general manager and the human resources manager (participant team) to decide whether or not to contact the owner of IN TUNE for more information and what information should be shared and not shared. The general
manager and the human resources manager (participant team) must also determine how hiring the applicant could positively affect MUSIC LOVERS and also the potential risks to MUSIC LOVERS.

The participants will present information to you in a role-play to take place in your office. You will begin the role-play by greeting the participants and asking to hear about their ideas.

During the course of the role-play, you are to ask the following questions of each participant:

1. Are there any issues you feel are illegal, or just unethical?
2. If we hire the applicant or don’t hire the applicant, what more should we communicate to them?

Once the general manager and the human resources manager (participant team) have presented information and answered your questions, you will conclude the role-play by thanking the general manager and the human resources manager (participant team) for the work.

You are not to make any comments after the event is over except to thank the participant.
EVALUATION INSTRUCTIONS

The participants are to be evaluated on their ability to perform the specific performance indicators stated on the cover sheet of this event and restated on the Judge’s Evaluation Form. Although you may see other performance indicators demonstrated by the participants, those listed in the Performance Indicators section are the critical ones you are measuring for this particular event. The maximum score for the evaluation is 100 points. The presentation will be weighted twice (2 times) the value of the exam scores.

Evaluation Form Interpretation

The evaluation levels listed below and the evaluation rating procedures should be discussed thoroughly with your event director and the other judges to ensure complete and common understanding for judging consistency.

<table>
<thead>
<tr>
<th>Level of Evaluation</th>
<th>Interpretation Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds Expectations</td>
<td>Participants demonstrated the performance indicator in an extremely professional manner; greatly exceeds business standards; would rank in the top 10% of business personnel performing this performance indicator.</td>
</tr>
<tr>
<td>Meets Expectations</td>
<td>Participants demonstrated the performance indicator in an acceptable and effective manner; meets at least minimal business standards; there would be no need for additional formalized training at this time; would rank in the 70-89th percentile of business personnel performing this performance indicator.</td>
</tr>
<tr>
<td>Below Expectations</td>
<td>Participants demonstrated the performance indicator with limited effectiveness; performance generally fell below minimal business standards; additional training would be required to improve knowledge, attitude and/or skills; would rank in the 50-69th percentile of business personnel performing this performance indicator.</td>
</tr>
<tr>
<td>Little/No Value</td>
<td>Participants demonstrated the performance indicator with little or no effectiveness; a great deal of formal training would be needed immediately; perhaps the participants should seek other employment; would rank in the 0-49th percentile of business personnel performing this performance indicator.</td>
</tr>
</tbody>
</table>
**JUDGE’S EVALUATION FORM**

**DISTRICT EVENT**

**INSTRUCTIONAL AREA:** Emotional Intelligence

<table>
<thead>
<tr>
<th>Did the participant team:</th>
<th>Little/No Value</th>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Judged Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERFORMANCE INDICATORS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1. Explain the role of ethics in human resources management?</td>
<td>0-1-2-3</td>
<td>4-5-6</td>
<td>7-8</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td>2. Explain the concept of competition?</td>
<td>0-1-2-3</td>
<td>4-5-6</td>
<td>7-8</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td>3. Describe the nature of ethics?</td>
<td>0-1-2-3</td>
<td>4-5-6</td>
<td>7-8</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td>4. Explain reasons for ethical dilemmas?</td>
<td>0-1-2-3</td>
<td>4-5-6</td>
<td>7-8</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td>5. Recognize and respond to ethical dilemmas?</td>
<td>0-1-2-3</td>
<td>4-5-6</td>
<td>7-8</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td>6. Explain ethical considerations in providing information?</td>
<td>0-1-2-3</td>
<td>4-5-6</td>
<td>7-8</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td>7. Assess long-term value and impact of actions on others?</td>
<td>0-1-2-3</td>
<td>4-5-6</td>
<td>7-8</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td><strong>21st CENTURY SKILLS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>8. Reason effectively and use systems thinking?</td>
<td>0-1</td>
<td>2-3</td>
<td>4</td>
<td>5-6</td>
<td></td>
</tr>
<tr>
<td>9. Make judgments and decisions, and solve problems?</td>
<td>0-1</td>
<td>2-3</td>
<td>4</td>
<td>5-6</td>
<td></td>
</tr>
<tr>
<td>10. Communicate clearly and show evidence of collaboration?</td>
<td>0-1</td>
<td>2-3</td>
<td>4</td>
<td>5-6</td>
<td></td>
</tr>
<tr>
<td>11. Show evidence of creativity?</td>
<td>0-1</td>
<td>2-3</td>
<td>4</td>
<td>5-6</td>
<td></td>
</tr>
<tr>
<td>12. Overall impression and responses to the judge’s questions</td>
<td>0-1</td>
<td>2-3</td>
<td>4</td>
<td>5-6</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SCORE**