



Become Exceptional

SYLLABUS¹

Welcome to Bellevue College and this course! The study of law can be exciting, rewarding, enlightening, and fun! It is my goal with your help that this course be all of these and more. Welcome! Res Ipsa Loquitor!²

Course Number	BUS& 201 (Formerly GB 202, renumbered under Common Course Numbering)
Course Title	Business Law ³
Course Credits	5 Quarter Hours
Term	Fall 2013
Item Number	4373
Term Dates	September 23, 2013 – December 11, 2013 ⁴⁵⁶
Faculty	Frank Hatstat, MBA, JD Faculty Chair, Business Management Program Chair, Marketing Management Program Chair, Student Academic Grievance Committee Office: A-255R (iBIT Offices) (425) 564-2485 Email: frank.hatstat@bellevuecollege.edu

Where Can I Find the Answers to All My Questions?

Where can I find answers to all my administrative questions? i.e. when are exams are scheduled? What is the academic calendar? When does the term end? Where do I find registration information? Where is the tuition information? How much does the exam count? What chapter are we in? When is the paper due? What do I need with me to take the exam? How much does the homework count? etc. can be found on the **Bellevue College website**: <http://bellevuecollege.edu/> and this syllabus.

¹ © 2004-2013, Francis A. Hatstat, MBA, JD

² What does this mean and what is its significance?

³ What does “law” mean to you?

⁴ Bellevue College Academic Calendar:

<http://www.bellevuecollege.edu/enrollment/calendar/holidays/1314.asp> See also the section below, “Academic Calendar”

⁵ The answers to many of your administrative questions, i.e. when exams are scheduled, the academic calendar, registration information, tuition information, etc. can be found on the Bellevue College website: <http://bellevuecollege.edu/>

⁶ All work including the Final Exam must be completed by the last day of the term.

37 Save your time, your classmates' time, and my time by looking for the answers to such questions here
 38 before taking class time on routine matters that you can easily answer yourself. I have created a table of
 39 contents to help you locate what you need rapidly.

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Course Description

Surveys laws applicable to business transactions. Students focus on law of contract sales, negotiable instruments, and agency.

Course Learning Outcomes and Course Content Outline

Course Outline:

- Introduction to law, sources of law and legal thinking
- Ethics and social responsibility in business
- Structure of the courts and alternative dispute resolution
- Basic civil procedure
- Introductory international law issues for U.S. consideration
- Constitutional authority to regulate business
- Intentional torts, negligence, strict liability and products liability
- Criminal law and business
- Real property and landlord/tenant law
- Extensive coverage of contracts: elements, analysis, performance, discharge, breach of contract, and contracts in cyber space
- Business organizations (sole proprietorship, partnerships, and corporations) law for small business
- Agency law
- Employment law
- Government regulation and business
- Intro to the UCC, Article 2: Sales and contracts

Learning Outcomes:

- Learn critical thinking processes.
- Become conversant with basic legal concepts and selected areas of law affecting business transactions.
- Understand and apply correctly legal terminology in the above areas.
- Recognize ethical issues in business, including their legal implications.
- Reason clearly, responsibly, and succinctly when faced with legal problems and questions.

Office Hours/Faculty Availability

I am available in my office during the following times:

Monday 2:00PM - 3:00PM
Tuesday 2:00PM - 3:30PM
Wednesday 2:00PM – 3:30PM
Thursday 2:00PM – 3:00PM

I am available at other times by appointment either in person or via a telephone appointment. Additionally, I am also available via email, at your convenience 24 hours a day. I will generally respond to email within 24-48 hours, not including weekends. I am also generally available after class. If you drop by my office at other times than those listed above, I most likely will not be there as I have a full meeting schedule for the College in addition to teaching other classes. Asking random others where I am will not help you. Come to my office during the above office hours or send me an email (see below).

Required Course Text

The Legal Environment of Business, Text and Cases 8th Edition, by Cross and Miller. Available at the Campus Bookstore.

Other Required Materials

Scantron Answer Sheets for the Midterms and Final Examination
Blue or Black ink pen for essay questions on exams
#2 Pencils

Required Online Access

Access to MyBC (<http://myBCC.net>) is required and will also give you access to our course Canvas site. This resource is available to you as a student at Bellevue College. Computer resources are available on campus at the computer labs including the large computer lab in the N building. Access to Bellevue College's "Canvas" (Learning Management System) is also required (<http://bc.instructure.com/>). I will use this resource to deliver handout materials to you. I will demonstrate access in class. If you are unable to access the course materials online directly, please advise me no later than the beginning of the second week of class. You can seek assistance through Bellevue College Computing Services, <http://depts.bellevuecollege.edu/ir/news/now-serving-personalized-tech-support-at-the-tech-cafe/> or in the computing lab in the N Building.

Supplementary Resources

1. Bellevue College Library: <http://bellevuecollege.edu/lmc/>
2. Bellevue College, Institute of Business and Information Technology (IBIT) website: <http://depts.bellevuecollege.edu/ibit/>
3. Business Management Website: <http://depts.bellevuecollege.edu/ibit/program/business-management>
4. Marketing Management Website: <http://depts.bellevuecollege.edu/ibit/program/marketing-management/>

Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- College Calendar - <http://bellevuecollege.edu/enrollment/calendar/holidays/1213.asp> This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.
- Enrollment Calendar - <http://bellevuecollege.edu/enrollment/calendar/deadlines/> On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.

Teaching and Learning Methods

We will use a variety of teaching/learning methods to achieve the goals of this course, to keep things interesting and to accommodate various learning styles. The methods may include:

Instructor presentation and lead discussion;

Large group discussion and problem solving;
Small group discussion and problem solving;
Speakers (when available);
Peer Learning;
Student presentations; and
Video/ multimedia.

Roles

Within the context of the above learning methods it is expected we will generally function in the following roles.

As your instructor, I will:

Work hard to help students succeed in the course;
Share knowledge and insights;
Model skills and values;
Provide feedback to students;
Lead in the course and class design;
Lead in maintaining a positive, challenging learning environment; and
Evaluate and grade students.

I expect students will:

Work hard to achieve the goals of the course;
Assist me in making the course a more comprehensive learning environment;
Actively contribute to maintaining a positive, challenging learning environment;
Share knowledge; and
Cooperate and collaborate with other students.

Faculty Expectations

A survey course, like this one, is an opportunity to both learn about a number of topics you may not be familiar with, and have some fun along the way. Business law can be one of the most interesting classes you will ever take! In general, we should have some fun doing it. As you can see from above, I view my role as your instructor in a variety of ways i.e., facilitator, mentor, etc. Come to class prepared, with your questions, and draw on what experiences I can share with you. Consider this an early step in developing both knowledge and skills that will serve you and you will use in the future.

Class Participation and Contribution

True learning and the understanding that comes with it requires hard work, discipline, and commitment. It is not an easy task. I urge you to work regularly on our course. For a five credit course as this one is, I expect you to spend an average of 2 hours outside of class for each hour in the classroom studying which includes reading, preparing assignments, and analyzing, synthesizing, and intergrading the information of the course.⁸

Class participation improves your learning process and in my view is critical for this course. Through class participation, you have the opportunity to express yourself and your ideas. This process improves both your retention and your abilities to analyze and synthesize the information. Class participants are encouraged and will be rewarded for regular, thoughtful, and on point class participation.

Class contribution is different than participation. Contribution is defined in Webster as - to play a significant part in bringing about an end or result. The results for this class are noted in the learning outcomes section

⁸ Each student should evaluate this commitment in light of their work and personal commitments and make appropriate adjustments.

and each student can contribute to the class result. The contribution can be achieved thru; asking questions, answering questions, commenting on class content, divergent and convergent discussions on any class and book topic.

Some anti-contribution items include late or no attendance and any other behavior that can be perceived as a class or student distraction.

Active participation in class discussions is an important element of a collegiate program; it is evaluated by instructors and is reflected in the assignment of course grades. Participation includes the quantity and quality of comments and class discussions, lively fellowship, positive contributions to group assignments, ability to respond to questions by classmates and the instructor and ability to work as a member of a group. Students are expected to synthesize, analyze, and integrate all reading assignments. It is obvious that consistent attendance and being on time is an essential ingredient of participation.

My goal is to have this class be interactive and to share information and insights with you and you with me. This goal is best achieved by expecting everyone to participate in the class and share your ideas and insights with the class. I will expect this of each of you.

Attendance

It is important to be on time and attend class regularly. Attendance is mandatory. Excessive absences and tardiness disrupt the entire class. Material on the examinations will include information and analysis from our class sessions that is not necessarily included in the text. If you are not present when attendance is taken, you will not be marked as attending the class. You will need to see me directly after that class and will be marked late. I will do this up to three (3) times for any one person. That said, please do not hesitate to come to class if you are a few minutes late. Be courteous to your classmates, come in quietly, and take a seat near the door. I recognize that travel in the Seattle metropolitan area is unpredictable. Additionally, if you are ill (flu etc.) use your best judgment as whether to attend class or not attend class. If you are truly ill, please do not attend. When you will not be attending class, please advise me via email.

Emails

Emails are my preferred way of getting in contact with me outside of class or we can meet face to face outside of class or during my office hours. All emails to me need to include in the subject line, your class, i.e. BUS&201, hour of the class, i.e. 12:30, your full name, and a brief subject, i.e. "absence". Emails sent without this information will not be readily identifiable and probably end up in a spam folder and automatically deleted. Five (5) points will be deducted from your grade on an examination for each email without this information. Due to the threat of viruses, generally I do not open attachments.

Preparation (General)

In concert with the concept outlined above that learning requires diligent effort and individual work. Read each reading assignment prior to class including all the cases.⁹ Consider the Questions and Case Problems at the end of the chapter. As a MINIMUM, all students are EXPECTED to have READ and

⁹ This is critical in many classes and especially so in a law class. It is also your responsibility to others in the class to be prepared so as to demonstrate you value their time and attention. One of the things that most students want is a class that engages them or is "interesting". If members of the class come to class prepared we can discuss the concepts, search out new and interesting examples as a group, and in general have an enjoyable learning experience. If class members come to class unprepared, there is little we can engage about and the classroom experience will evolve to the instructor lecturing and you listening. This is not what I want this course to be.

thought about the information provided in the assigned chapters BEFORE class commences! This is a professional responsibility to yourself and your classmates.

Assignments

Generally

All assignments will be completed in a professional manner and on time, unless prior arrangements have been made with me. Assignments are due within the first five (5) minutes of class and will be considered late if submitted after they have been collected in accordance with the policies listed below. All assignments must be word processed. All assignments are to be stapled in the upper left corner. This is your only assurance that your work will not become separated and graded as incomplete. Your work will not be accepted if it is not stapled together. All assignments must meet APA Format¹⁰ standards with the following exceptions: (1) I prefer single spaced, and (2) the font must be black and Times New Roman or Ariel, 10-point font. It is expected you will follow the requirements of the assignment memo. Please do not use any folders or binders.

Memos: In the business world it is expected that communications be professional. Keeping this in mind will help you better communicate with others, help others better understand your work, and reflect a higher quality of work and your seriousness about it. In the business world, memoranda or “memos” are used. An email is really a memo, although less formal.

All work submitted except the reports as outlined should be in memo format. A memo heading should be used which includes who the work is being presented to, your name, the date it is submitted (not just the due date), and a subject line which includes the assignment title, your class identifier and time. See the assignment memo attached as the last two pages of this syllabus for an example of a memo header and memo format.

Any deviation from these requirements will result in deductions (at minimum one full grade) from your assignment grade.

Bellevue College and I am concerned about the recent academic trend to cite to non-authoritative sources. While it is true that citation to scholarly work demonstrates appropriate collective reasoning and analysis, some sources are unreliable as lacking thorough editing and proper peer-review. Of note in this area is the website “Wikipedia.” While an excellent research tool, and jumping off point for many topics, materials from this site are not appropriate for academic citation.

All assignments will be completed in a professional manner and on time, unless prior arrangements have been made with me. Assignments are due within the first five (5) minutes of class and will be considered late if submitted after they have collected. All assignments are to be word processed.

I classify assignments in two categories:

(1) Primary Assignments, i.e. those specified on this syllabus and in which an “Assignment Memo” is provided, e.g. Current Business Law Topic Memo, etc.

(2) Daily assignments which become part of your class participation grade.

Primary Assignments

If you will be absent for that class you are expected to have the Primary Assignment submitted to me via an email attachment to me by the beginning of class time. Email submissions avoid only the late penalty

¹⁰ Excellent APA Guides and assistance is available through the Bellevue College Writing Lab:
<http://bellevuecollege.edu/writinglab/>

if a hard copy of your original email attachment and a copy of your email and my response to your email if you receive one is attached to your work and submitted at the next regularly scheduled class period you attend. All emails must have a readily identifiable subject line with the following: "BUS 201, "your last name", "the name of the assignment" or they will not be identified as work submitted which will result in a late penalty. . Late assignments if submitted after the due date or time will be discounted 10% for each day or part of each day late up to 4 days late. Late assignments submitted later than 4 days of the due date will earn zero (0) points. These policies will be applied unless prior written approval for a late submission is obtained from the instructor. You must make this request in writing via email. Approval will not be unreasonably withheld but the request must be because of a substantial situation beyond the student's control or option.

Daily Assignments

Daily Assignments are work assigned during class periods for completion and submission at the next or within the next few class periods. They are designed to be contemporaneous learning experiences and are closely tied to the material we are discussing in class. As such, these assignments will not be accepted late.

Classroom Approach and Courtesy

It is my expectation that since we are studying business, classroom behavior and activities should be business like. That does not mean we cannot have fun, it means that we should be professional.

In conjunction with our professional approach, cell phones and pagers should either be off or set to a quite (vibrate) mode. I recognize that many of us have family and other responsibilities that in the modern business world people now be expect to be able to reach us nearly 24/7. If this is your situation, please disrupt the class as little as possible by making an unobtrusive exit out of the classroom before you answer your phone or page. If your cell phone goes off during class, please see me after class. This is a requirement.

If you come late to class, please take a seat near the entry door so as to disrupt the class as little as possible.

The study of business law often prompts discussions and debate. Please be courteous to all in the class by limiting sidebar discussion with your neighbors. I encourage you to interact with the class instead. As part of the course requirements you are required to participate, i.e. speak up in class, so do so.

Be aware that inappropriate/disruptive classroom behaviors are violations of the Student Code of Conduct¹¹ at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, using computers during class for personal email, Facebook, etc. and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct.

Accommodation, Disability Resource Center, (DRC) (From the DRC)

The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact me as soon as possible.

¹¹ <http://bellevuecollege.edu/catalog/policies/studentcode.asp>

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

The DRC office is located in D 125 or you can call the reception desk at 425.564.2498. Deaf students can reach the DRC by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit the DRC website for application information into the program and other helpful links at www.bellevuecollege.edu/drc

Inclement weather/emergencies

Always use your judgment as weather may vary throughout the Puget Sound area. Check the school's website, listen to radio stations: KING, KIRO, KOMO, KVI, KRKO, KWUZ, KUBE or KPLZ or watch TV stations KIRO, KING, or KOMO. You can also subscribe to the College's automatic reporting system. Please see MyBCC for instructions.

<http://bellevuecollege.edu/news/announcements/default.asp#alertsystm>

Public Safety (From the Public Safety Department)

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

Additional Student Resources

Bellevue College offers a wealth of resources for students in all aspects of their academic experience. I suggest you carefully consider the following while in this course.

1. Institute of Business and Information Technology: <http://depts.bellevuecollege.edu/ibit/>
2. Business Management Program: <http://depts.bellevuecollege.edu/ibit/program/business-management/>
3. Marketing Management Program: <http://depts.bellevuecollege.edu/ibit/program/marketing-management/>
4. Writing Lab : <http://bellevuecollege.edu/writinglab/> is available online, for drop in, and appointments. The offer assistance and instruction in effective writing
5. Computing Center: <http://ac.bcc.ctc.edu/>
6. Tutoring Center: <http://bellevuecollege.edu/resources/tutoring/>
7. A full listing of resources is available at: <http://bellevuecollege.edu/resources/>

Evaluation and Grading

It is important to all learners that evaluations be guided by the following principles:

- Multiple (more than one evaluation)
- Varied (different methods of evaluation)
- Fair (clear directions and criteria)

Grading System

Criterion Referenced Grading will be used. I have described the learning outcomes of the course, my expectations, and the grading criteria. How well you perform against that criteria will determine your grade.

More specifically, the Criterion Referenced Grading framework model is based on the curriculum, course, and assignments. By establishing absolute standards, grades are assigned by comparing a learner's performance to a set of standards. Learners meeting the learning targets receive higher grades than those learners not meeting the targets. Grades are based and awarded for performance on participation in class and performance on written assignments. Because the Criterion Referenced Grading model compares individual student performance versus a standard, all students are assured they are being evaluated fairly and objectively.

Grading Weights

Class Attendance, Participation, Contribution, In-Class Team Work, and Case Leads	20 %
Current Business Law Topic or Visit to the Court	20 %
Mid-Term Examination #1	20 %
Mid-Term Examination #2	20 %
Case Problem Assignments (Written)	20 %
Final Exam, Examination #3 ¹²	20 %
Total	120 %
Total used for calculation of course grade	100 %

Your grade will be calculated in accordance with these grading weights. Note also that grading weights are distributed so that no one activity is overly or under weighted. Note also that the grading activities vary in character, i.e. oral presentations, exams, written memos, written reports, team work, etc. Thus, students are assured that multiple opportunities are provided for evaluation and varied opportunities for evaluation are provided.

Grading Scale

<u>Grade</u>	<u>Percentages</u>	<u>Grade Points</u>
Outstanding Achievement		
A	95-100 %	4.0
A-	90-94 %	3.7
High Achievement		
B+	88-89%	3.3
B	83-87%	3.0
B-	80-82%	2.7
Satisfactory Achievement		
C+	78-79%	2.3
C	73-77%	2.0
C-	70-72%	1.7
Poor Achievement		
D+	66-69%	1.3
D	60-65%	1.0
Unsatisfactory Achievement		
F (Failure)	<60 %	0.0

Grading Criteria Guidelines

¹² Two of the three exams will be used in the calculation of your grade. The final exam is mandatory. The highest grade of Exam #1 and Exam #2 will be used in calculating your grade. See also "Guidelines for the Final Examination".

The following is offered as a general guide to guide you in understanding the grading scale. This Bellevue College grading scale policy is available on MyBCC.

"A" grades indicate "outstanding" achievement

A 4.0 points per credit hour

A- 3.7 points per credit hour

The "A" student

- demonstrates consistent mastery of learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently exceed requirements and that interpret and apply objectives in new, unique, or creative ways;
- demonstrates consistent leadership in class participation activities.

"B" grades indicate "high" achievement

B+ 3.3 points per credit hour

B 3.0 points per credit hour

B- 2.7 points per credit hour

The "B" student

- demonstrates a high level of competence in learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently meet most requirements;
- contributes regularly to class participation activities.

"C" grades indicate "satisfactory" achievement:

C+ 2.3 points per credit hour

C 2.0 points per credit hour

C- 1.7 points per credit hour

The "C" student

- demonstrates a satisfactory level of competence in learning outcomes for the course;
- demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course;
- completes work assignments that satisfy minimum requirements for the course;
- satisfies minimum requirements for class participation activities.

"D" grades indicate "poor" achievement:

D+ 1.3 points per credit hour

D 1.0 point per credit hour

The "D" student

- demonstrates minimum competence in some learning outcomes for the course;
- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class participation activities.

"F" grades indicate "unsatisfactory" achievement:

F 0 points per credit hour

The "F" student

- cannot demonstrate competence in many or fundamental learning outcomes;
- submits work assignments that frequently do not meet minimum requirements, or does not complete the assigned work;

- does not satisfy minimum requirements for attendance or contribution to class activities.

Class Participation and Contribution

Class participation and contribution is described in detail above. It includes “Speed Law” group activities. It should be regular and thoughtful. This will also include taking the lead on case discussions in class. Cases may be assigned to individuals prior to the class they will be discussed.

Current Business Law Topic (CBLT) or Visit to the Court (VTTC)

The Current Business Law Topic will be a one-page memo summarizing an item of interest from a business periodical which is related to business law and your thoughts on the issues and concepts presented. A copy of the selected article must accompany the memo. Part of this assignment will be a short (5 minutes or less) presentation to the class with a brief PowerPoint presentation. I will be providing you a memo outlining the details of the assignment in week two (2).

OR

A student electing the VTTC assignment is required to go to a court and observe the court’s proceedings for at least one hour. You should not be a party to the proceedings of the court for this assignment. After you observe the court, you should reflect upon your experience and then draft a memo that summarizes the courtroom events you observed and your observations and reactions to them. You are encouraged to do this in groups and discuss your observations and reactions with your classmates. You will then develop a memo outlining your experiences, observations, and conclusions about your visit. I will be providing you a memo outlining the details of the assignment in week two (2).

Mid-Term Examinations

There will be two mid-term examinations spaced during the course as scheduled below. The examination will be one class hour in length and will cover the work to date. This will include material presented in our text, class discussions, class lectures, and videos.

Case Problem Assignments

You will be assigned selected questions from the course materials and resources. You will be expected to address them in a thoughtful manner in the form of a memo. These will be used as the basis for class discussion and must be completed prior to the class they are due. No makeup will be allowed for this activity.

Guidelines for the Final Examination

The Final Examination will be given in accordance with the BC Final Exam Schedule available on www.bellevuecollege.edu. The Final Examination will cover all work covered in the course. This will include material presented in our text, class discussions, class lectures, and videos.

Note as above, the grading for the course will be based on two of the three exams as per the following:

- (1) The Final Examination (Examination #3) is mandatory.
- (2) I will use the higher grade of Examination #1 and Examination #2 for the calculation of your final grade. The lower grade will be discarded. This will provide you an opportunity to better understand the expectations on the exams in a law class without being penalized.

Academic Honesty and Integrity

Academic honesty is the expected mode of behavior. Ethical behavior in business and academia is extraordinarily important and expected in the world today. All honesty violations will be treated seriously as prescribed by the college.

Bellevue College's policy quoted in part, "Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services."

Students are expected to conduct themselves with honor and integrity. If you choose to cheat and/or aid someone else in cheating, you violate a trust and jeopardize your future in this class. Cheating includes but is not limited to:

- Turning in assignments or papers or tests/quizzes that have been used in other classes, including a previous enrollment in this class by you or another person
- Copying answers on any written or practical exam/quiz
- Two or more different people working together on the same assignment and each person submitting the same or nearly identical work as their individual work
- Giving and/or receiving help during an exam/quiz
- Disk copying, purchasing/selling answers to any portion of the course
- Lack of reference for the source of cited information
- Disk or file copying, purchasing or selling answers to any portion of the course
- Copying information for written work and representing it as your writing

If you cheat, some or all of the following actions will be taken:

- You will receive a grade of zero on the assignment or exam. This item may not be resubmitted for credit or review.
- A report of the incident will be sent to the Dean of Students who may file a report in your record and/or take other disciplinary action. For a description of the process, see WAC 132H-120, available in the Student Body Government office.

If you are involved in more than one cheating incident in this class, you will be given an "F" grade for the course.

Plagiarism is perhaps the most common and misunderstood form of academic dishonesty. It involves the taking of ideas, writings, etc. from another and passing them off as one's own. Plagiarism includes using any source to complete academic assignments without proper acknowledgment of the source. THE INSTRUCTOR FOR THIS COURSE IS PARTICULARLY UNFORGIVING OF STUDENTS WHO INTENTIONALLY OR UNINTENTIONALLY PLAGIARIZE MATERIALS! A frequently misunderstood principle of attribution is that citation of a source makes a legal argument more persuasive, rather than less. Even paraphrased materials can be considered plagiarized if their source is not properly cited. An improper citation may result in a small reduction in grade, but an omitted citation may result in a failing

grade for the assignment or the course along with other possible penalties from the college. Here is the only legal advice the instructor will directly give the students: DON'T!¹³

Commitment to Pluralism and Non-Discrimination

Bellevue College and this instructor are committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

<http://bellevuecollege.edu/about/goals/inclusion.asp>

Bellevue College and I are committed to Bellevue College's [mission and goals](#). I ask that you embrace and honor this commitment.

Characteristics of Successful Students¹⁴

1. They attend classes regularly, and they are on time. If they miss a session, they feel obligated to let the instructor know why, and their excuses seem legitimate and reasonable. They get all assignments they missed and understand specifically what was covered in class.
2. They read and have the syllabus for the class available in hard copy and use it to determine answers to their questions concerning the course, exams, etc. before interrupting the class with such questions.
3. They demonstrate that they care about their grades and are willing to work to improve them. They do more than is required for each assignment. A strong effort is made to turn in all assigned work, even if it is not all brilliant. They seem driven to complete all work.
4. They speak up in class, even if their attempts are clumsy, difficult, and not smooth. They ask the questions that the instructor knows many in the class are bound to have, provided they are listening including questions about upcoming assignments and exams after checking the syllabus and handouts for such information.
5. They see the instructor before or after class about grades and comments made on their papers. Sometimes they just want to ask a question or make a comment relative to the class discussion. They never ask "did we do anything in class Monday?"
6. They turn in assignments that look neat and sharp. They take the time to produce a final product that looks good-- a reflection of a caring attitude and pride in their work.
7. They are attentive once class has begun. They don't chat with their friends about their weekends in group activities, or stare out windows. They don't text or read their email on their phone. They do not use their cell phones or have them ring in class. If they get a little bored, they find ways to remain involved and engaged in the class. In other words, they are polite and graceful, even if they get a little bored.

¹³ An excellent resource and guide as to plagiarism is [The Little Book of Plagiarism](#), Richard A. Posner, (2007) Pantheon Books. Posner is a judge on the United States Seventh Circuit Court of Appeals and senior lecturer at the University of Chicago Law School. The book discusses the dimensions of plagiarism in the modern technological world.

¹⁴ Thanks to Prof. Dick Stein at Johnson County Community College for many of these ideas as adapted by Frank Hatstat of Bellevue College.

8. In class discussion they are sensitive to others. They ask others for their opinions and listen while others speak. When they disagree they calmly and objectively state why and never belittle the speaker.
9. When they disagree with their grade or a class policy, they wait until they are alone with the instructor to discuss the issue. They never complain in class or compare grades with their friends.
10. The most successful students end up at the instructor's office at least once during the semester. They believe it is worthwhile to engage the instructor in meaningful conversation.
11. Although it should be obvious, they rarely come to class unprepared. They have the reading done before each class period and they come to class ready to hand in the assignments due that day. They take learning seriously.

How to Succeed in the Course, in Summary

1. Attend all classes
2. Review and have the syllabus available
3. Read the text materials before class, consider this an ongoing assignment. It is important to have the chapter and the cases read before the class in which they are discussed
4. Print all materials off the MyBC website including the syllabus and the assignment memos
5. Pay particular attention to the criteria that each assignment will be judged against, self assess whether you have addressed the assignment thoroughly and are following the Assignment Memo parameters
6. Review study materials and website made available by the publisher
7. Devote time and effort to the homework and other assignments. Grades generally reflect the effort a student has put into the assignment and the course
8. Study in groups
9. Make good use of your instructor
10. Focus on the course in class

Notes on the Course Schedule

Since this is a survey course, we do have a significant amount of material to cover so that you are sufficiently familiar with the course concepts for your future academic and professional work. It is my intention to cover as much material as possible in the allotted time. To accomplish our goals, we may need to be flexible with the schedule, particularly with respect to the sequence of topics and time allotted so please be prepared to be flexible with the schedule.

Course Schedule¹⁵

WEEK	WEEK START DATE	TOPIC(S)	ASSIGNMENT(S)
1	Sept 23, 2013	Business and Its Legal Environment (Introduction to Law) The Court System	Introductory Thoughts Goals of the Class and Course. Read and Review the Syllabus Complete Assignment 1, Survey Cross & Miller (CM) Chapter 1 CM, Chapter 2
2	Sept 30 th	Alternate and Online Dispute Resolution Ethics and Business Decision Making	CM, Chapter 3 CM, Chapter 4
3	Oct 7 th	Constitutional Law Criminal Law and Cyber Crime	CM, Chapter 5 CM, Chapter 7
4	Oct 14 th	International Law in the Global Economy Contract Formation	CM, Chapter 8 CM, Chapter 9 Review <u>for</u> Mid-Term Exam

¹⁵ All test and assignment dates on this syllabus are tentative and subject to change upon notice given during class. I may assign additional required assignments in class throughout the quarter. It is the student's responsibility to keep informed as to any announced assignments or schedule changes. If a student cannot attend a class, be sure to get any missed information from a classmate or contact me.

5	Oct 21 st	Contract Performance, Breach & Remedies Sales, Leases, and E-Contracts	Due: Mid-Term Examination #1 CM, Chapter 10 CM, Chapter 11
6	Oct 28 th	Torts and Cyber Torts Strict Liability and Product Liability	Review of <u>Mid-Term Exam</u> CM, Chapter 12 CM, Chapter 13
7	Nov 4 th	Sole Proprietorships, Franchises, and Partnerships Limited Liability Companies and Limited Partnerships Corporations	Due: Court Visit Assignment CM, Chapter 17 CM, Chapter 18 CM, Chapter 19
8	Nov 11 th	Agency Employment Relationships	Due: Mid-Term Examination #2 CM, Chapter 20 CM, Chapter 21
9	Nov 18 th	Employment Discrimination Real Property and Land Use Control	CM, Chapter 22 CM, Chapter 26
10	Nov 25 th	Antitrust and Monopoly	CM, Chapter 27
11	Dec 2 nd	Investor Protection and Corporate Governance Sarbanes-Oxley	CM, Chapter 29 CM, Appendix E
12	Dec 9 th		Due: Final Examination as scheduled by the college.

Note: The schedule is a guideline for progress of the course. It is ambitious. Schedule changes may be necessary to adapt the course material to the substantive needs of the students.

726 **Final Thoughts**

727

728 This course will be conducted at all times within the parameters of the policies of Bellevue College and all
729 participants are expected to adhere to all Bellevue College policies.



Become Exceptional

Assignment Memo

To: BUS& 201, Students

From: Frank Hatstat, MBA, JD
Faculty
Chair, Business Management Program
Chair, Marketing Management Program
Chair, Student Academic Grievance Committee

Date: September 23, 2013

Ref: **Assignment Memo: Assignment #1 – Syllabus Review**

This is your first assignment for the course. All major assignments will have an "Assignment Memo" associated with them similar to this one. However, this assignment is considered a "daily assignment" and will be graded as such. When an Assignment Memo is provided for an assignment, review it carefully and completely to insure you are responding to the assignment appropriately. The Assignment Memo will specify the specifics of the assignment and my expectations. It is your most authoritative guide to the grading parameters and expectations for the assignment.

- (1) Print out, review, and have available in class every day the syllabus for the course. Content of the syllabus may be included as part of the midterm examination.
- (2) After completing (1) above, email me and advise me you have completed the above and have read the syllabus. In the subject line of the email enter: BUS&201, "the hour of your class", "the item # of our class", Syllabus Review. In the body of the email put your first and last name. This is due at class time the first day of the second week of the term.