

Course: Bus 201, summer 2014 (July 1 – August 14, 2014)
Course Title: Business Law – Legal Foundations
Office Hours: By appointment
Instructor Name and Credentials: Michael S. Brown, esq., Ph.D., J.D.
E-mail Address: mibrown@bellevuecollege.edu

Course Materials:

Required:

Cross, Frank B., and Roger LeRoy Miller. *The Legal Environment of Business: Text and Cases*, 8th ed. South-Western/Cengage Learning.

Course Description:

This is a hands-on course combining readings, online discussions, and various graded assignments. There are also two exams: a mid-term exam and a final exam.

We will examine theories about the legal system, statutes, and case law. Among the topics are contracts, torts, criminal law, criminal procedure, and constitutional law.

Netiquette:

In general during the current quarter, please do not email me other than via the internal course messaging system on Canvas. I receive dozens of emails in my regular BC email, and I do not want to risk losing one of your messages to me if you try to contact me outside of our regular, course messaging system.

If you do email me on my regular BC email system, though, please keep the following in mind. *It is critical* that you include in the subject line of all emails you send to me 1) an identification of the matter to which the note pertains (example: NOT “question”; BUT “Week 1 Assignment Comments,” etc.) Not knowing what the email is about or what information it contains will only cause me – as well as you – delays. Also, if you do not receive a reply from me within 24 hours (longer on weekends/holidays), it could mean that, for whatever reason, I did not receive your email. In this case, please feel free to keep sending me the email until you do get a response from me. Strict adherence to these guidelines is critical, as I often receive dozens of emails in a single day, and your email will easily become invisible if you do not identify it according to these rules. You are responsible for confirming receipt of any email. Consequences for any glitches resulting from not following these or any other instructions are your responsibility.

Grading Scale:

A 93-100; A- 90-92; B+ 87-89; B 83-86; B- 80-82; C+ 77-79; C 73-76; C- 70-72; D+ 67-69; D 60-66; F 0-59.

Grades are final upon recording in the absence of a mathematical error. Grades are not negotiable.

Course Grading:

Syllabus and Course Website Quiz: 20 points *total (no other work will be accepted until receive passing score on this Quiz)*
Research project: 60 points total
Weekly Assignments Comments: 10 points/week
Court Visit Assignment: 25 points
Mid-term exam: 50 points
Final exam: 50 points
Participation: 10 points per week. Also, see policies below under “Participation” and “Academic Dishonesty and Plagiarism” (below)
Library and Media Material Center (LMC) Tutorial: 10 points

Quiz on Syllabus and Course Website (20 points total):

This quiz is the only quiz in this class. However, it is not only worth 20 points, but your understanding of the syllabus and your familiarity with the course website will likely affect your success in this class. Consequently, all students are required to take this quiz and receive a grade of no less than 15 out of 20 *before* they may submit any other assignments. Students may retake this quiz until they can get the 15/20 passing score. All students must complete the quiz by 11:59 p.m. on **Sunday of Week 1** and submit it to the Syllabus and Course Website Quiz submission link under the Week 1 Module. Students should get a passing grade (15/20) on the Quiz as soon as possible in order to avoid any late penalties that may affect their ability to submit any other assignments on time. Failure to get a passing score on the Quiz within the above deadlines, resulting in late submission of and/or late posting of the grade for the Quiz, *does not excuse or waive late policies* on any other assignment, e.g. Week 1 Assignment Comments, which must also be completed in all respects by 11:59 p.m. on **Sunday of Week 1**.

The Quiz is accessible via the Getting Started page.

Research Project (60 points total):

Download the applicable documents and guidelines from the Getting Started page.

Turnitin:

Turnitin is the standard plagiarism checker used in the Business Transfer Program.

Please download and carefully study the “Turnitin Instructions” document from the Getting Started Page.

Court Visit Assignment (25 points):

Download and carefully study the “Court Visit Assignment” document under the Getting Started page. Submit it to the “Court Visit Assignment” submission link under the Week 8 Module no later than 11:59 p.m. on **Sunday of Week 5**.

Exams (50 points each):

There is a mid-term exam and a final exam. Each exam is worth 50 points.

Proctored exams are required for all online courses. The exams take place either 1) on scheduled dates and times on the BC campus or 2) through a professional testing center approved by the course instructor.

Please download and study all documents pertaining to the exams via the Getting Started page.

Please note that additional information on the exams, including the study guide(s) (if any), as well as exam session information, may be available under Announcements and/or the Exams link.

The additional detailed instructions on the exams and exam procedures will be distributed to the students when/after the instructor receives updates.

Please note that exam dates for online classes, including this one, do not necessarily follow exam dates, including those for the final exam, in other, on-site classes and may take place prior to the beginning of the final exam period for on-site classes. Please plan accordingly.

Except for an “emergency” as defined in this syllabus, there will be no changes to exam dates, either prior to or following the regularly scheduled exam dates. Making exceptions in the absence of an “emergency” as defined in this syllabus is unfair to other students, so *please do not ask; it will not be granted.*

Extra Credit (variable):

There could be extra credit opportunities available. However, the opportunities are dependent upon what, if any, extra credit opportunities are announced by the Business Transfer Program and are not under the direct sponsorship of the instructor for this section of BUS 201. If the Program announces extra credit events, the instructor will pass on the information to students in this class via the Announcements tab. The precise number of extra credit points, however remains under the sole discretion of this instructor.

Participation (10 points per week):

At a minimum, students must 1) log in to the course website on three (3) different days each week and, in addition 2) post three (3) meaningful comments (i.e., not something like, “I agree,” “I disagree,” etc. and nothing else), pertaining to that week’s assignments, on the discussion board each week (see detailed instructions in the “Participation Guidelines” document, available from the Getting Started page. The strongest examples of student participation, giving rise to the full 10 points per week, often goes to students who log in 5 or more times each week and post 10-15 substantive comments each and every week with incisive analyses going well beyond rote repetition of course content.

Your participation grade will also depend on your overall contribution to class. This generally means contributing in a positive manner to everyone’s learning experience. Disruptive and/or unprofessional conduct may result in point deductions from the overall Participation grade.

“Disruptive conduct” may include discussion postings that are inaccurate, misleading, or disrespectful. If students have an issue that they would like to communicate to the instructor, the proper forum is email to the instructor, not a posting on the discussion board, where such communications are likely to distract other students and/or detract from overall class morale. Additional examples of “disruptive conduct” appear in the Participation document (available under the “Homework” link via on your course home page).

Keeping Track of Your Work:

You must save all of your work at least in duplicate or triplicate and keep track of it for your own records. Please keep track of your work also on Canvas, where grade infor-

mation is readily available. You remain responsible for any consequences flowing from any lost work.

Grades for all assignments will be posted in your grade book between 4 and 7 days following the due date. **Example:** a student timely posts her Week 2 Assignment Comments on the discussion board on Sunday at the end of Week 2. Her grade will be posted near the end of Week 3 between Friday and Sunday.

Technical problems:

Technical problems – including either those related to unfamiliarity with the course website or those that are computer-related, printer-related, etc. – *do not excuse late submissions*. If you are experiencing technical difficulties, the resources to consult include the online tutorials available from your home page, as well as the student technical help people, either online or on your campus.

Makeups:

You may make up a missed graded work without penalty only if you have an “emergency” as defined in this syllabus (below) and document it on letterhead paper or other official document from a legitimate source, e.g., doctor, official, employer, or college personnel; and it must have the preparer’s signature and current contact information. This written documentation must 1) be submitted in writing to the instructor no later than 7 calendar days prior to your proposed makeup submission date (with some form of receipt showing the submission date of your request or other written proof of date of the request under all applicable guidelines in this syllabus, e.g., for email communications) and 2) accompany your written request to do the makeup. In addition, whether you can do the makeup may also depend upon whether there is a proctored time available (if the makeup is of an exam). All documentation submitted in support of a makeup request must specifically identify the dates of the “emergency” and correspond to the due date(s) of the missing graded work. If it is logistically impracticable to administer a makeup session (lack of proctor, lack of exam space (if an exam, etc.), or other, similar circumstances, there may be no makeup notwithstanding any other, contrary policy(ies) pertaining to makeups. *All final decisions pertaining to the granting of makeups are up to the discretion of the instructor.*

Writing Proficiency:

I will grade you on grammar, punctuation, spelling, and all other aspects of writing. If you have problems with writing, I strongly recommend that you explore various means for correcting them. One handy reference tool for catching the most common problems in writing is Diana Hacker’s *A Writer’s Reference*. If you have Spell Check and/or Grammar Check in your version of Word, *turn them on and use them consistently*. A paper that is an “A” in content may still receive a grade in the “C” range, for example, if the writing style is not competent. The fact that another professor in another class gives a paper a particular grade and/or does not penalize it for writing errors is no indication about the grade the paper will receive in this class.

Assignment Submission Guidelines:

No partial assignment will be graded; in order to receive a grade, the assignment must be complete at the time of submission.

Unfamiliarity with the course website, technical problems, or anything else other than circumstances qualifying as an “emergency” as defined in this syllabus will not waive penalties for late submissions (see below).

All assignments must conform to all course and/or College policies, as well as to the “Homework Submission Procedures” document for this course (available from the Getting Started page).

Please be sure to review course policies on penalties for late submissions, excessive Turnitin scores, incorrect submission procedures, etc

Late Assignments:

Unless I indicate otherwise, all assignments are due by **11:59 p.m. on Sunday**. At any point thereafter, there is a minimum, one grade deduction for each calendar day that the assignment is late. **Example:** A student submits an assignment on Tuesday after the previous Sunday due date. The assignment is two calendar days late. The assignment, which might have been a “B,” turns into a “D” because of a two letter grade deduction for being two calendar days late. If she turns it in on Wednesday, it is three days late, and the grade becomes an “F” (although a grade of an F may result, depending on whether it is a good faith effort, it may still receive some points at the instructor’s sole discretion).

Incompletes:

There is no eligibility for a grade of Incomplete unless you have finished at least 90% of all course work up at the time that you make the request. The request must be in writing and have your name, course name/number, and a detailed explanation concerning why you will not be able to finish the remaining work. You must make the request by **the last day (Sunday) of Week 6**. The instructor retains sole discretion concerning whether to deny or grant any such request.

There must be a legitimate “emergency” before a request for an Incomplete is considered. There must be ample, written, documented proof of the emergency, subject to the instructor’s approval. You must attach the documentation to your written request for the Incomplete (see the section above about acceptable documentation for makeup requests). All supporting documentation must pertain to the period of the emergency.

Emergency:

Death or impending death in the family; physical incapacitation.

Academic Dishonesty and Plagiarism:

DEFINITION OF ACADEMIC DISHONESTY:

All academic assignments are to be the work of the individual student. The following are some examples of dishonesty or unethical behavior:

Using another person's words, ideas, or results without giving proper credit to that person; giving the impression that it is the student's own work.

Any form of cheating on examinations.

Altering academic or clinical records.

Falsifying information for any assignments.

Partly or wholly completing an assignment(s) partially or wholly completed by another person or source.

Copying work or written text from a student, the internet, or any document without giving due credit to the source of the information in a manner making it clear that you are not the sole creator of the work.

Overreliance on direct quotations in any written work and/or any other form of writing submitted with little evidence of originality.

Special accommodations:

Please make note of the following statement provided by the Disability Resource Center (DRC):

“The Disability Resource Center serves students with a wide array of learning challenges and disabilities. Please visit the DRC if you have any questions about classroom accommodations, whether you are a student or a faculty member.

If you are a student who has a disability or a 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 the DRC staff as soon as possible.

You may also call our reception desk at 425-564-2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

Remember if you are someone who has either an apparent or non apparent disability and 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.”

Please also note that accommodations in this class do not apply retroactively, so please plan accordingly.

Tutoring:

Tutors may be available on a case-by-case, provided that the student is achieving an overall grade of a “C” or below. Please contact me as soon as possible if you are interested in working with a tutor. Please note that there may also be online tutors available

for off-campus students; please visit links pertaining to online help from your course home page.

Not following Instructions:

Other than as otherwise stipulated in this syllabus, assignments not following instructions will be rejected and not receive credit.

The absence or imposition of a partial penalty for incorrect submission(s) in any instance shall not give rise to any inference that no penalty(ies) will ever apply or that the non-conforming assessment(s) is(are) acceptable and/or waives any course or College policies.

Please download and carefully study the “Non-conforming Assessments” document under the Getting Started page.

Failure to abide by instructions pertaining to, or during, exams, may be grounds for a score of 0 on the exam.

Definitions:

Where applicable, the use of the term “minimum” in any guideline pertaining to requirements shall conform to the common, dictionary definition of the term “minimum”; i.e., “minimum” shall not give rise to any inference that conformity with minimum standards consists of anything beyond a barely passing grade, e.g. a “D”; minimum effort does not mean maximum points.

COURSE OUTLINE:

- WEEK 1**
(July 1 -
July 6)
- Introduction to the American Legal System (read text, Chapters 1 and 2)
Complete and submit your responses to the Syllabus and Course Website Quiz no later than 11:59 p.m. on Sunday, **July 6** to the Syllabus and Course Website Quiz link under this week's Module.
Post your comments on the Week 1 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, **July 6**.
- DUE: Presentation topic approval by 11:59 p.m. on Sunday, July 6. This is not required, but it is highly recommended; failure to discuss your project with the instructor ahead of time could mean that you will waste your time on an inappropriate research topic. You may message the instructor via the internal messaging system with your proposal. Make sure that you follow the guidelines under the "Tips on How to Select a Topic" document under the Getting Started Page.**
- WEEK 2**
(July 7 -
July 13)
- The American Constitution and Constitutional Law (read text, Chapter 5).
Post your comments on the Week 2 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, **July 13**.
- Alternative Dispute Resolution; Administrative Agencies (read text, Chapters 3 and 6).
Post your comments on the Week 2 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, **July 13**.
- DUE: Complete the online LMC Tutorial and submit the proof of completion page to the "LMC Tutorial" submission link under this week's Module no later than 11:59 p.m. on Sunday, July 13.**
- DUE: For those planning on taking the mid-term exam off the BC campus only: all requirements for arrangements for off-campus, proctored mid-term exams must be completed by 11:59 p.m. on the 10th day of the quarter, i.e., Thursday, July 10. See the off-campus proctored exams request form, available under the Getting Started page. Non-conformity, including non-conformity due to confusion or unintentional misunderstandings, with ANY portion of applicable guidelines WILL result in denial of opportunity to take the mid-term exam and a 0 grade on the exam.**
- *There are no early or late exam dates not available to the entire class. No student receives an exception that is not available to everyone else.**
- WEEK 3**
(July 14 -
July 20)
- Law and Business Associations (read text, Chapters 17 (pp. 380-5; 388-392; 394-398); Chapter 18 (p. 403; pp. 404-5; 407-12; 413-414); Chapter 19 (pp. 417-25; 426-8; 429-34; 436-441).
Post your comments on the Week 3 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, **July 20**.
- Ethics, Social Responsibility, and the Business Manager; Securities (read text, Chapters 4 and 29).
Post your comments on the Week 3 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, **July 20**.
- DUE: Sign up for the on-site, scheduled, proctored exam (applies only to those taking the exam on the BC campus; if you are not taking the exam on campus, please follow all other applicable instructions on the syllabus and elsewhere). The electronic signup sheets will be**

available several days prior to the first announced, on-campus exam date.

DUE: Take the mid-term exam on the date that you signed up for but no later than the last, officially-announced exam date.

WEEK 4
(July 21 -
July 27)

Common Law of Contracts (read text, Chapters 9 and 10).

Post your comments on the Week 4 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, **July 27**.

Sales (read text, Chapter 11); also, review this week's materials on common law of contracts

Post your comments on the Week 4 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, **July 27**.

DUE: **Presentation of your Research Project (submit your Presentation to the Presentation submission link under this week's Module by 11:59 p.m. on Sunday, July 27).**

WEEK 5
(July 28 -
Aug. 3)

Torts, Strict Liability, and Products Liability (read text, Chapters 12 and 13).

Post your comments on the Week 5 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, **Aug. 3**.

Crime and business; international community (read text, Chapters 7 and 8).

Post your comments on the Week 5 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, **Aug. 3**.

DUE: **Court Visit Assignment – submit to the Court Visit Assignment submission link under this week's Module no later than 11:59 p.m. on Sunday, Aug. 3.**

WEEK 6
(Aug. 4 -
Aug. 10)

Intellectual Property and Internet Law (read text, Chapter 14).

Post your comments on the Week 6 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, **Aug. 10**.

Employment and Discrimination (text, Chapter 22; review Week 2 materials).

Post your comments on the Week 11 Assignment Comments link on this Module by 11:59 p.m. on Sunday, **Aug. 10**.

DUE: **Last day for any makeup work that satisfies guidelines on makeups. Nothing will be accepted after 11:59 p.m. Sunday, Aug. 10.**

DUE: **Sign up for the on-site, scheduled, proctored exam (applies only to those taking the exam on the BC campus). The electronic signup sheets will be available several days prior to the first announced, on-campus exam date.**

DUE: **Take the final exam on the date that you signed up for but no later than the last, officially-announced exam date.**

***There are no early or late exam dates. No student receives an exception that is not available to everyone else.**

Please note that the final exam for some online business courses, including this one, may occur this week rather than during the regular final exam period for on-site classes. Please plan accordingly, as there will be no opportunity for making up a missed exam. Exact exam dates will be announced via email as soon as the information becomes available to the instructor.

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*This syllabus represents the proposed plan for this term. However, there may be changes according to unexpected circumstances, and students are responsible for inquiring about any updates in the event of their absence from class when any changes are announced.

**Students will be assumed to have read, studied, and agreed to any and all policies, guidelines, and/or the like 1) pertaining to this course and/or the College and/or 2) disseminated via announcements, emails, and/or any other means of course communication. Failure to read, understand, and/or to clarify any such dissemination of course information required by this syllabus and/or course guidelines and/or College policies will not excuse and/or waive enforcement of course and/or College policies.

***Continuing enrollment in this course constitutes understanding of and agreement to abide by these, as well as all other, course and/or College policies. Please do not ask for exceptions; they will not be granted. Applying different policies to individual students on a case-by-case basis is unfair to all other students.

****The instructor will not provide legal advice. The student understands that any comments on legal issues are understood to be non-privileged and non-confidential.

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