

BUS&201(B) – BUSINESS LAW – LEGAL FOUNDATIONS
Bellevue College-Business Administration-Transfer Course
Summer 2014

Lecturer: Shana Chung, JD MPH
Class meets: BUS&201(B) MW 6:00 p.m. - 9:45 p.m., C165

Office hours: By appointment
Office: C-207
Contact: Via Canvas

1. Required Materials:

- a. Text: *The Legal Environment of Business*, by Cross & Miller. Available at the Campus Bookstore and on-line through various textbook sites.

2. Course 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.

3. Course Description: This course introduces fundamental legal concepts and principles underlying the American legal system. We will examine theories about the legal system, statutes and case law. Among the various substantive areas of law that we will study are constitutional law, contracts, torts, criminal law, employment law and intellectual property law. This course combines readings, lectures, discussions, presentations and videos. This course will also include several writing assignments.

4. Contacting me: Please feel free to make an appointment to see me in my office, which is located in the Business Administration Transfer Office, C-207. The Business Transfer Program faculty are required to use Canvas for other communications, i.e., in lieu of email. If you send me a message through Canvas, please include in the subject line a description such as "Quiz," "Article Analysis," etc. If you do not receive a reply from me within 48 hours, it may mean I did not receive your message, so please send another.

5. Attendance and Participation: In order to succeed in this course, you must prepare for and attend all classes. Preparation includes reading the assigned material prior to

class. The assessments (quizzes and exams) will include material from our class sessions that are not necessarily included in the text. I will take attendance at the beginning of each class period. If you are not present when attendance is taken, I will mark you as absent. If you arrive late, you must see me after class on the same day in order for me to change the “absent” to “tardy.”

Active participation in and contribution to discussions and small group activities are fundamental to your learning and will be reflected in your course grade.

6. **Policy on Electronic Devices:** You are not permitted to use laptops, cell phones, pagers or similar devices during class. Please turn all such devices off or set to silent while in class. You may not record lectures or discussion.
7. **Classroom Behaviors:** Please be on time to class, both for the sake of your own learning and also so as not to distract your classmates. If you must arrive late or leave while class is in session, please take a seat near the door and also attempt to disrupt the class as little as possible while entering and/or exiting.

I endeavor to foster a classroom environment in which we feel free to express opinions and ask questions. Inappropriate/disruptive classroom behaviors violate the Student Code of Conduct. Examples of unacceptable behavior include: 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 disciplinary action.

Bellevue College is 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.

8. **Exams:** There are two exams: 1) a mid-term exam (75 points) and 2) a final exam (75 points). Each exam consists of 1) a multiple choice portion and 2) an essay portion. They will cover materials from the book, lectures, and films. Materials from the book will be covered even if we have not discussed it in class. The exams will be in-class, and closed-book. We will have both 1) a study guide and 2) a practice questions several days before the exams. There must be at least one seat between you and the next student during all quizzes and exams; I may rearrange seating at any time at my discretion. During exams, all desk space needs to be completely clear of anything except your exam and a pen or pencil. There is complete silence during all quizzes and exams. No make-up exams will be allowed unless you have a documented, verifiable emergency (see #16, below).

- 8. Quizzes:** There will be a quiz on the last day that we cover any topic. The quiz will cover everything for that week up to and including the day of the quiz. In the Summer Quarter, there may be more than one quiz during the week. The quizzes consist of 10 multiple choice questions. As long as you actively listened in class, taken notes and otherwise followed the syllabus, you should do well. The quizzes are designed to be easy, and there are no trick questions. If you do not come to class and/or do course work, they will be very challenging. I will drop the lowest quiz score from your grade. Makeups are not allowed for Quizzes, except in the case of a documented, verifiable emergency (see # 16, below).
- 9. Article Analysis:** One of the written assignments will be an analysis of two newspaper articles. You must find a recent news article (published within the last two months) that is topically related to the subjects we will cover in class. Summarize the points of the article, demonstrate how the article connects to as many laws, policies, or cases that we have studied, and formulate an opinion about them. Recommended sources of articles: New York Times, Wall St. Journal, Seattle Times, or the Washington Post. You will make a short presentation to the class on your paper. You must submit the article assignments on Canvas -- which will be enabled with Turnitin--no later than the beginning of the class period on the day the assignment is due.
- 10. Court Visit Assignment:** On your own time, you must visit an actual court proceeding, stay for at least two hours, and write a paper on your observations. Attach a copy of the court schedule indicating the proceeding you observed. Additional instructions will be posted on Canvas. You must submit both the Court Visit Assignment and copy of the court schedule on Canvas -- which will be enabled with Turnitin -- no later than the beginning of the class period on the day it is due.
- 11. Course Grading:** Your grade will be based upon a total of 360 points. Your final grade for the course will be calculated based on points earned and then converted to a letter grading scale (A, B, C, etc.). I reserve the right to determine the final grading scale after all of the points have been earned. Nevertheless, the final course grading scale will look approximately as it does below. Note that the grading activities vary in character and provide students with multiple opportunities and modalities for evaluation.

Canvas/Turnitin.com	5 points
Attendance and participation:	25 points
Weekly Quizzes	100 points
Midterm exam	75 points
Article Analyses:	
Paper	30 points
Presentation	10 points
Court Visit Assignment	40 points
Final Exam	75 points

GRADE	POINTS	PERCENTAGE
A	4.0	92-100
A-	3.7	90-91
B+	3.3	88-89
B	3.0	82-87
B-	2.7	80-81
C+	2.3	78-79
C	2.0	72-77
C-	1.7	70-71
D+	1.3	68-69
D	1.0	62-67
F	0.0	BELOW 62

12. Writing Proficiency: I will grade you on grammar, punctuation, spelling and all other aspects of writing on 1) the Court Visit Assignment and 2) your Article Analysis. If you are not confident about your writing abilities, I strongly recommend that you visit the Writing Lab for help.

13. Submission protocol: All written assignments must be submitted by the due date and time on Canvas, no later than the beginning of class. Electronic submissions, e.g., via email attachment, are not acceptable. Technical problems – including computer-related, printer-related, etc. – do not excuse late submissions. Please consult the Help Desk for assistance with such issues.

14. Late Assignments: All assignments are due at the beginning of class and will be collected when attendance is taken. At any point thereafter, there is a minimum one grade deduction. There is also a one grade deduction for each calendar day that an assignment is late. Example: A student turns in her paper on Wednesday, even though the due date was the previous Monday. It is two calendar days late. The paper, which would otherwise have received a “B,” becomes a “D” after the two-letter grade deduction for being late two calendar days. If she turns it in on Friday, it is three days late and the grade becomes an “F.” At the sole discretion of the instructor, the paper may still seem receive some points depending on whether it reflects the student’s good faith effort.

15. Emergencies: There are exceptions on due dates and other class work for documented emergencies, which include death in the family, physical or mental incapacitation, or other extraordinary circumstance. I will accept official documentation on dated and signed letterhead hard copy, provided it includes legible contact information, identification of the period of emergency, identification of you as the person affected by the emergency, and is verifiable.

16. Accommodations – Message from the Disability Resource Center (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 DRC as soon as possible.

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 B 132 or you can call at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Application information and other helpful links at www.bellevuecollege.edu/drc

17. Academic Integrity: Cheating includes, but is not limited to, copying answers on exams, glancing at nearby exams, turning in assignments or papers that have been used in other classes, and giving or receiving help during an exam. Cheating includes, but is not limited to, purchasing or selling notes, assignments or examination materials.

Stealing includes, but is not limited to, taking the text, notes, exams, library books or other personal property of others without their permission.

Plagiarism is presenting the words, ideas, and/or work of others as if it is an individual's own work. It includes, but is not limited to, using other's papers as one's own and including parts of published works without giving credit where credit is due.

If you choose to cheat, steal or plagiarize, the following actions will be taken: You will receive a zero for the assignment. You may receive a failing grade for the course. If you choose to cheat, steal or plagiarize, the following actions will be taken: You will receive a zero for the assignment. You may receive a failing grade for the course.

18. Code of Honor: By being a student in this course you acknowledge that you are a part of a learning community at Bellevue College that is committed to the highest academic standards. As a part of this community, you pledge to uphold the fundamental standards of honesty, respect, and integrity, and accept the responsibility to encourage others to adhere to these standards.

19. Affirmation of Inclusion: Bellevue College is 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 BCC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

20. Public Safety: The Bellevue College (BC) Public Safety 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. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/> for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency.

21. Declare your Business Major: If you intend to and have not already done so, declare your business major. Make sure you have consulted with an advisor and laid out your courses. **Business Transfer Website:**
<http://bellevuecollege.edu/business/transfer/default.htm>

22. About the Syllabus: Bus& 201 is a broad survey course and the course schedule is ambitious. The syllabus represents the proposed plan for this term. We may need to be flexible with the schedule, particularly with respect to the sequence of topics and time allotted for each. Students are responsible for inquiring about any updates in the event of their absence from class when any changes are announced.

Week 1	<u>Introduction to the American legal system (read text, Chapters 1 and 2)</u>
July 2	Introductions, lecture, discussion, writing prompt (ungraded)
Week 2	<u>The American constitution and constitutional law (read text, Chapter 5)</u>
July 7	Monday: Lecture, discussion, quiz on Week 1. DUE: Submit "What I Learned" on Canvas, using Turnitin. Quiz on Week 1.
July 9	<u>Alternative dispute resolution; administrative agencies (read text, Chapters 3 and 6)</u>
	Lecture, discussion. Quiz
Week 3	<u>Law and business associations (read text, Chapters 17, 18 and 19)</u>
July 14	Lecture, discussion. Quiz
July 16	Lecture, discussion, Quiz.
Week 4	<u>Ethics, social responsibility, and the business manager; securities (read text, Chapters 4 and 29)</u>
July 21	Lecture, discussion. DUE at beginning of class: article summary and analysis must be submitted on Canvas.
July 23	Movie: Smartest Guys in the Room. Quiz
Week 5	
July 28	<u>Torts (read text, Chapters 12 and 13)</u>
	Midterm. Lecture, discussion
July 30	<u>Contracts and Sales (read text, Chapters 9, 10 and 11)</u>
	Lecture, discussion, quiz
Week 6	
August 4	<u>Criminal law (read text, Chapters 7 and 8)</u>
	Quiz, Lecture, discussion, Law & Order episode. DUE at beginning of class: Court Visit Assignment
August 6	<u>Employment Law and Discrimination (read text, Chapter 21 and 22)</u>
	Quiz, lecture, discussion
Week 7	<u>Intellectual property (read text, Chapter 14)</u>
August 11	Lecture, discussion
August 13	Quiz, lecture, discussion, review
August 14	<u>Final Exam</u>