

**Course: BA 200, Course: BA 200, summer 2012 (June 25 – August 9, 2012)**

**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*, 8<sup>th</sup> ed. South-Western/Cengage Learning.

**Course Description:**

This is a hands-on course combining readings, online discussions, and a variety of written 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:**

*It is important* 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, 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.

**Course Grading:**

Syllabus and Course Website Quiz: 20 points total

Research paper project: 50 points total (LMC tutorial 10 pts; paper & outline 40 pts)

Weekly Assignment Questions: 20 points per week

Mid-term exam: 50 points

Final exam: 50 points

Participation(Discussion Board postings): 20 points per week. Also, see policies below under “Participation” and Academic Dishonesty and Plagiarism.”

**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.

There is no negotiation of grades. If there is an error in the math, the instructor will make corrections. In all other circumstances, however, there will be no changes.

### **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* any other submission is considered received and be graded; *no other assignment will be considered received* and, thus, be graded, unless and until the student has first submitted correct responses to at least 15 of the 20 Quiz questions. Students may retake this quiz until they can get the 15/20 passing score, although no points will be given if the passing score is not achieved any later than midnight on **Sunday, July 1, 2012**. The Quiz will be considered submitted only after there is a submission to both 1) Turnitin.com (see information below) and 2) the Syllabus and Course Website Quiz submission link on the course website. Students should get a passing grade (15/20) on the Quiz as soon as possible in order to minimize late penalties on any other assignment that will accrue regardless of when the student achieves a passing score on the Quiz. 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.

### **Research Paper (50 points total):**

Download and print the pertinent documents from the “Research Paper” link on your course home page. The paper and its accompanying, formal outline, due in **Week 7**, is worth 40 points; and the Learning Materials Center (LMC) research tutorial completion, due in **Week 2**, is worth 10 points.

### **Weekly Written Assignments (20 points per week):**

Download and carefully study the Homework Submissions Procedures document from the “Getting Started” link on your course home page.

There are weekly assignments based on the readings assigned in the syllabus each week. The assignments require responses to questions that are attached to each week’s Assignments tab (e.g., “Week 1 Assignment” link under the “Assignments” tab).

From the first day of class, students should navigate and become familiar with all of the links on this course website. Your success, both on the Syllabus and Course Website Quiz, as well as in this course, depends on it!

### **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.

There are/will be detailed instructions on the exams and exam procedures under the “Exams” link on your course home page. At a minimum, please be sure to carefully study all materials pertaining to exams and exam procedures under the “Exams” link and make take note of any pertinent news appearing via Announcements, the Discussion Board, and/or email.

*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.*

### **Participation (20 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” document, available under the “Homework” link on your course home page). The strongest examples of student participation, giving rise to the full 20 points per week, often goes to students who log in 5 or more times each week and post 10-15 meaningful and 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 Board 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.

### **Turnitin.com:**

Submission of all graded work to both 1) the appropriate assignment submission link as well as to 2) Turnitin.com, which checks for plagiarism, is required for all graded assignments; no graded assignment will be accepted or graded without prior submission of the exact, same *document* to Turnitin.com. Enforcement of policies on academic honesty, etc. (below) will be based, in part, on the Turnitin.com reports for graded assignments.

Download and study all instructions pertaining to Turnitin.com from the Turnitin.com link on your course home page.

You must have your Turnitin.com account set up in time so that you can submit all Week 1 required work by **Sunday of Week 1**. Delays in setting up your Turnitin.com account for any reason whatsoever – including technical problems – do not excuse or waive late or any other course or College policies.

### **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. You remain responsible for any consequences flowing from any lost work.

Grades for all assignments will be posted in your MyGrades tab generally between 4 and 7 days **after** the preceding Sunday due date.

### **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 technical help online and/or on campus; your instructor is not the expert on technical issues.

### **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 me 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.*

*After midnight on Sunday of Week 5, no makeup work whatsoever will be accepted except under an “emergency” conforming to course policies.*

### **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:**

I will not grade partial assignments. I will grade only what you submit in its entirety, i.e., 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 the “Homework Submission Procedures” document, accessible via the “Getting Started” link on your course home page.

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

### **Late Assignments:**

Unless I indicate otherwise, all assignments are due by midnight 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 turns in her Week 2 Assignment on Tuesday of Week 3 even though the due date was on the preceding Sunday. The assignment is two calendar days late. The assignment, which would have received a “B,” becomes a “D” because of a two letter grade deduction for being two calendar days late. If she turns it in on Wednesday, it will be 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 receive some points at my 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 Wednesday of Week 5. I retain sole discretion, however, and may grant requests only on a case-by-case basis.

There must be a legitimate “emergency” before I consider a request for an Incomplete. 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.

### **Penalties for Non-Conformity with Course and/or College Guidelines:**

#### **PENALTIES:**

At a *minimum*, the schedule of penalties for any non-conformity with course and/or College policies is as follows:

Excessively high Turnitin score: 1<sup>st</sup> instance - 50% to 100% deduction. For a first instance only of an excessive score, if, at the *sole discretion of the instructor*, revision is permitted, no credit exceeding 50% of the original value of the assignment will be allowed. If there is a 2<sup>nd</sup> or additional instance of excessive score, there shall be 0 credit with no opportunity for makeup or revision under any circumstances.

If anything, including an excessive Turnitin score, implies the existence of academic dishonesty, the student may also receive additional penalties 1) that affect the overall Participation grade and/or 2) are in effect as described in this syllabus, including immediate referral for academic discipline.

Failure to submit assignment according to instructions: 1<sup>st</sup> instance – 25% deduction; 2<sup>nd</sup> instance – 50% deduction; 3<sup>rd</sup> or more instances – 0 credit/no revision/makeup.

All penalties apply separately; one or more penalties here or elsewhere may apply to any submission. Example: An assignment loses half credit for an excessive Turnitin score and loses another 25% due to incorrect submission procedure; result – the maximum score the assignment can receive if the assignment was originally worth 20 points is 5 points after the 75% reduction in grade.

Failure to sign up for or attend an exam session: there is no makeup, and the exam score will be 0.

Failure to abide by other guidelines pertaining to exams: at the instructor's sole discretion, a range of penalties may apply, including removal of opportunity to take the exam and/or a 0 on the exam.

Disruptive conduct that negatively affects the learning environment for others and/or the instructor: warning and mandatory 10 point deduction for the first instance

with or without notice and/or limited access to course access. 25 point mandatory, minimum deduction for the second instance with or without notice and/or referral for academic discipline and/or limited access to course access in addition to all other means available per course and College policies.

In all instances above, as well as under any other course or College policies, sole discretion about appropriate penalties rests with the instructor; the student understands and accepts that there is no negotiation with the instructor's decision thereupon.

In addition, at the instructor's sole discretion, regardless of whether it is a first offense or otherwise, the instructor may refer the incident to appropriate channels and/or take additional steps, which may result in one or more of the following: 1) suspension 2) expulsion 3) failing grade and/or 4) permanent notation on the student's academic transcripts. There may be additional penalties on a case-by-case basis.

### **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.

The DRC office is located in B132 or you can 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](http://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.

Depending on individual circumstances – during Week 1 ONLY – the instructor may, if the situation merits it, at the sole and exclusive discretion of the instructor, agree to accept 1) the Syllabus and Course Website Quiz and/or 2) the Week 1 assignment with a 50% point penalty as long as a resubmission – if explicitly provided by the instructor – precisely conforms to any and all stipulations required for any such resubmission.

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 submission(s) is(are) acceptable and/or waives any course or College policies.

### **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 consists of anything beyond a passing grade, i.e., a “D.”

### **COURSE OUTLINE:**

WEEK 1 (June 25- July 1)	<u>Introduction to the American Legal System (read text, Chapters 1 and 2); and</u> <u>The American Constitution and Constitutional Law (read text, Chapter 5)</u> Set up Turnitin.com account (instructions are available from the Turnitin.com link on your home page). Complete and submit your responses to the Syllabus and Course Website Quiz no later than <b>midnight on Sunday, July 1</b> to both 1) Turnitin.com and 2) the Syllabus and Course Website Quiz link on your Assignments tab from your course home page. Complete your responses to the Week 1 Assignment, available as an attachment from the Week 1 Assignment link under the Assignments tab on your course home page; copy and paste your response 1) into the Submission space to the Week 1 Assignment link and 2) to Turnitin.com; and post your comments on the Week 1 Assignment Comments link on the Discussion Board by <b>midnight on Sunday, July 1</b> . <b>DUE: Presentation topic approval via email to instructor by midnight on</b>
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**Sunday, July 1. This is not required, but it is highly recommended; failure to discuss your project with me ahead of time could mean that you will waste your time on an inappropriate research topic.**

WEEK 2  
(July 2-  
July 8)

Alternative Dispute Resolution; Administrative Agencies (read text, Chapters 3 and 6) and Law and Business Associations (read text, Chapters 17 (pp. 380-385; 388-392; 394-398); Chapter 18 (pp. 403-405; 407-414); Chapter 19 (pp. 417-425; 426-428; 429-434; 436-441))

Complete your responses to the Week 2 Assignment, available as an attachment from the Week 2 Assignment link under the Assignments tab on your course home page; copy and paste your response 1) into the Submission space to the Week 2 Assignment link and 2) to Turnitin.com; and post your comments on the Week 2 Assignment Comments link on the Discussion Board by **midnight on Sunday, July 8.**

**DUE: Complete the LMC Tutorial and email proof of completion to instructor no later than midnight on Sunday, July 8.**

**Dates for on-site, proctored exams** will be made available; procedures for off-campus proctored exams will be available under the **EXAMS** link on your home page. Deviations from exam dates – either on- or off-campus - will *not* be granted except under an “emergency” as defined in this syllabus.

**Students taking the exam off the BC campus:** follow proctored exam procedures under the **EXAMS** link on your home page; submit proctored exam requests no less than five days before your proposed exam date, which cannot be any later than the latest on-campus exam date. *In addition, you must have an approved testing center email the instructor at [mibrown@bellevuecollege.edu](mailto:mibrown@bellevuecollege.edu) in order to confirm your exam arrangements and the proctor's email address no later than 2 days prior to your proposed exam date.*

**Students taking exam on BC campus:** sign up for the on-site exam on the BC campus under the **EXAMS** link on your home page as soon as the electronic sign-up sheet is available there.

**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.**

**Exam study guide** will be available to students under the **EXAMS** link on the course home page several days prior to the on-campus exam dates.

WEEK 3  
(July 9-  
July 15)

Ethics, Social Responsibility, and the Business Manager; Securities (read text, Chapters 4 and 29); and Torts, Strict Liability, and Products Liability (read text, Chapters 12 and 13).

Complete your responses to the Week 3 Assignment, available as an attachment from the Week 3 Assignment link under the Assignments tab on your course home page; copy and paste your response 1) into the Submission space to the Week 3 Assignment link and 2) to Turnitin.com;

and post your comments on the Week 3 Assignment Comments link on the Discussion Board by **midnight on Sunday, July 15.**

WEEK 4  
(July 16-  
July 22)

Common Law of Contracts (read text, Chapters 9 and 10); and Sales (text, Chapter 11)

Complete your responses to the Week 4 Assignment, available as an attachment from the Week 4 Assignment link under the Assignments tab on your course home page; copy and paste your response 1) into the submission space to the Week 4 Assignment link and 2) to Turnitin.com; and post your comments on the Week 4 Assignment Comments link on the Discussion Board by **midnight on Sunday, July 22.**

WEEK 5  
(July 23-  
July 29)

Crime and the Business Community (read text, Chapter 7); and Intellectual Property and Internet Law (read text, Chapter 14)

Complete your responses to the Week 5 Assignment, available as an attachment from the Week 5 Assignment link under the Assignments tab on your course home page; copy and paste your response 1) into the Submission space to the Week 5 Assignment link and 2) to Turnitin.com; and post your comments on the Week 5 Assignment Comments link on the Discussion Board by **midnight on Sunday, July 29.**

**DUE: No qualifying makeup work will be accepted after midnight Sunday, July 29. No exceptions.**

**\*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 6  
(July 30-  
Aug. 5)

Employment and Discrimination (text, Chapters 20, 21 and 22; review Week 1 readings on Due Process and Equal Protection).

Complete your responses to the Week 6 Assignment, available as an attachment from the Week 6 Assignment link under the Assignments tab on your course home page; copy and paste your response 1) into the Submission space to the Week 6 Assignment link and 2) to Turnitin.com; and post your comments on the Week 6 Assignment Comments link on the Discussion Board by **midnight on Sunday, Aug. 5.**

**Dates for on-site, proctored exams** will be made available; procedures for off-campus proctored exams will be available under the **EXAMS** link on your home page. Deviations from exam dates – either on- or off-campus - will *not* be granted except under an “emergency” as defined in this syllabus and *only* under conditions specified by the instructor.

**Students taking the exam off the BC campus:** follow proctored exam procedures under the **EXAMS** link on your home page; submit proctored exam requests no less than five days before your proposed exam date, which cannot be any later than the latest on-campus exam date. *In addition, you must have an approved testing center email the instructor at [mibrown@bellevuecollege.edu](mailto:mibrown@bellevuecollege.edu) in order to confirm your exam arrangements and the proctor’s email address no later than 2 days prior to your proposed exam date.*

**Students taking exam on BC campus:** sign up for the on-site exam on the BC campus under the **EXAMS** link on your home page as soon as the electronic sign-up sheet is available there.

**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.**

**Exam study guide** will be available to students under the **EXAMS** link on the course home page several days prior to the on-campus exam dates.

*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 instructor receives them from the proctored exam coordinator.*

WEEK 7      **Final Projects**  
(Aug. 6-      Submit your 1) your research paper with 2) accompanying, formal outline (see  
Aug. 9)      Sample Outline) to a) Vista and b) Turnitin.com no later than **midnight**  
                 **on Wednesday, Aug. 8.**  
                 No Discussion Board postings are required this week.

\*\*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. There will be no negotiation of course 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 purely hypothetical. The student also understands that, under no circumstances does enrollment in this class give rise to an attorney-client relationship or privileged communications. Any divulging of confidential information by students shall be considered a waiver of any pertinent right to privacy and/or of confidentiality and/or of any claims to confidentiality.