

BUS&201(C) and (F) – BUSINESS LAW – LEGAL FOUNDATIONS
Bellevue College-Business Administration-Transfer Course
Spring 2014

Lecturer: Shana Chung, JD MPH
Class meets: BUS&201(C) MW 12:30 p.m.-2:40 p.m., R304
BUS&201(F) MW 5:30 p.m.-7:40 p.m., A206
Office hours: Wednesdays 3:00 p.m. to 5:00 p.m. and 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.
- b. Scantron sheets, pen and pencil for exams.

2. Recommended: (1) *Law Dictionary for Nonlawyers*, by Daniel Oran (West/Thomson Learning, 4th ed., 2000), and (2) *A Writer's Reference*, by Diana Hacker (Boston: Bedford/St. Martin's, 2012).

3. 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.

4. 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.

5. Contacting me: Please feel free to see me during office hours. 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 24 hours, it may mean I did not receive your message, so please send another.

- 6. 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.

- 7. 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.
- 8. 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 (50 points) and 2) a final exam (50 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 exam 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). BRING A SCANTRON SHEET, A #2 PENCIL AND A PEN TO CLASS FOR EXAMS.

9. **Weekly 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. 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 Weekly Quizzes, except in the case of a documented, verifiable emergency (see # 16, below).
10. **Article Analyses:** Two of the written assignments will be analyses of articles. For the first assignment, find a recent news article that is topically related to the subjects we will cover in Weeks 1 through 4. 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. For the second assignment, you will analyze two recent news articles that are topically related to the subjects we will cover in Weeks 5 through 8. Recommended sources of articles: New York Times, Wall St. Journal, or the Seattle Times. You will make a short (no more than 5 minutes) presentation to the class on one of your analyses. You must submit both article assignments to Turnitin.com and also submit a paper copy to me at the beginning of the class periods in which they are due.
11. **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 to Turnitin.com and also submit a paper copy to me at the beginning of the class period on the day it is due.
12. **Extra Credit:** Throughout the course, there will be several opportunities for extra credit. They will be announced in class and posted on Canvas.
13. **Course Grading:** Your grade will be based upon a total of 375 points. Your grade will be calculated based on points earned and then converted to the letter grading scale as described below. Note that the grading activities vary in character and provide students with multiple opportunities and modalities for evaluation.

Turnitin.com	5 points
Attendance and participation:	50 points
Weekly Quizzes	100 points
Midterm exam	50 points
Article Analyses:	
Analysis 1	30 points
Analysis 2	40 points
Presentation	10 points
Court Visit Assignment	40 points
Final Exam	50 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

14. 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 two Article Analyses. If you are not confident about your writing abilities, I strongly recommend that you visit the Writing Lab for help.

15. Submission protocol: You must set up your own Turnitin.com account by Wednesday of Week 2 (5 points). All written assignments must be submitted by the due date and time to 1) Turnitin.com and 2) to me in hard copy, at 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.

16. 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.

17. 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.

18. Accommodations – Message from 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 possible.

The DRC office has been temporarily located in the library. You may also call the reception desk at 425-564-2498 (deaf students may 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.”

19. Academic Dishonesty and Integrity: Students must do their own work, and must do so in accordance with Bellevue College policies. “Cheating, stealing and plagiarizing (using the ideas or words of another as one’s own without crediting the source) . . . are violations of the Student Code of Conduct.” Cheating, stealing or plagiarizing jeopardizes your future in this class and at the College. Prohibited acts include but are not limited to:

- a. Turning in assignments or papers that have been used in other classes, including a previous enrollment in this class by you or another person;
- b. Copying answers on any quizzes or exams;
- c. Giving or receiving help during any quiz or exam;
- d. Purchasing or selling notes or answers to any portion of the course;
- e. Taking notes, exams, books or other personal property of others without their permission;

- f. Presenting the words, ideas and/or work of others as if they are an individual's own work. Including parts of published works without giving credit where it is due.

If you cheat, steal or plagiarize, 1) you will receive a grade of "0" on the assignment or exam, and the item may not be resubmitted for credit or review, and 2) the instructor may refer the incident to the Dean of Students and you may be subject to disciplinary action in accordance with Bellevue College policies, which action may include suspension, expulsion or other penalties. ***Do not risk your academic and professional career by cheating.*** If you are involved in more than one cheating incident in this class, you will be given an "F" grade for the course.

20. 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>
April 7	Monday: Introductions, lecture, discussion, writing prompt (ungraded)
April 9	Wednesday: Lecture, discussion, quiz on week 1 materials
Week 2	<u>The American constitution and constitutional law (read text, Chapter 5)</u>
April 14	Monday: Lecture, discussion
April 16	Wednesday: Lecture, discussion, quiz. DUE: set up of your Turnitin.com account
Week 3	<u>Alternative dispute resolution; administrative agencies (read text, Chapters 3 and 6)</u>
April 21	Monday: Lecture, discussion
April 23	Wednesday: Lecture, discussion, quiz.
Week 4	<u>Law and business associations (read text, Chapters 17, 18 and 19)</u>
April 28	Monday: Lecture, discussion, signups for Article Analysis presentation
April 30	Wednesday: Lecture, discussion, presentations, quiz. DUE at beginning of class: article summary and analysis a) in paper copy AND b) to Turnitin.com
Week 5	<u>Ethics, social responsibility, and the business manager; securities (read text, Chapters 4 and 29)</u>
May 5	Monday: Lecture, discussion, presentations
May 7	Wednesday: Movie: Smartest Guys in the Room, quiz
Week 6	<u>Midterm; Torts (read text, Chapters 12 and 13)</u>
May 12	Monday: Midterm exam
May 14	Wednesday: Lecture, discussion, quiz
Week 7	<u>Contracts and Sales (read text, Chapters 9, 10 and 11)</u>
May 19	Monday: Lecture, discussion, presentations
May 21	Wednesday: Lecture, discussion, presentations, quiz
Week 8	<u>Criminal law (read text, Chapters 7 and 8)</u>
May 26	Monday: Lecture, discussion, presentations
May 28	Wednesday: Lecture, discussion, Law & Order episode, quiz. DUE at beginning of class: Summary of two (2) articles and analysis a) in paper copy AND b) to Turnitin.com
Week 9	<u>Begin Employment Law and Discrimination (read text, Chapter 22)</u>
June 2	Monday: Holiday
June 4	Wednesday: Lecture, discussion, presentations, quiz. Last day for any makeups.

Week 10	<u>Employment Law and discrimination continued; Intellectual Property (read text, Chapter 14)</u>
June 9	Monday: Lecture, discussion, presentations. Due at beginning of class: Court Visit Assignment a) in paper copy AND b) to Turnitin.com
June 11	Wednesday: Lecture, discussion, presentations, quiz
Week 11	<u>Intellectual property (read text, Chapter 14)</u>
June 16	Monday: Lecture, discussion, review, quiz
June 18	Wednesday: Final exam