

BUS& 201 – BUSINESS LAW
Bellevue College-Business Administration-Transfer Course
Winter 2015

Lecturer: Shana Chung, JD MPH
Class meets: T/Th 10:30 PM – 12:20 PM, C208
T/Th 12:30 PM – 2:20 PM, C165
Office hours: Thursdays 9:45 a.m. – 10:30 a.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.

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. Communication: Please feel free to visit me during my office hours or 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 rather than email for written communication. 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.

Students are responsible for: (a) checking Canvas daily, including the Home page, Messages, Announcements, Modules, and Grades, and (b) inquiring about any updates in the event of their absence from class when any changes are announced.

- 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. For example, a student who attends all classes but does not actively participate on a regular basis will not earn maximum “Attendance and Participation” points. See also Paragraph 12, below.

- 6. Policy on Electronic Devices:** Except as expressly allowed under a Letter of Accommodations, 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. Students who use prohibited electronic devices during class will lose Attendance and Participation points. You may not record lectures or discussion. See Paragraph 17 for information regarding the Disability Resource Center.
- 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 (100 points) and 2) a final exam (100 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 exams. No make-up exams will be allowed unless you have a documented, verifiable emergency (see Paragraph 16, below).
- 9. Quizzes:** There will be a quiz after the last day that we cover any topic. Quizzes may be online or in class. The quiz will cover everything for that week up to and including the day of the quiz. In some weeks, there may be more than one quiz. The quizzes consist of multiple choice and/or true-false questions. As long as you actively listen in class, take notes and otherwise follow 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 not do other course work, they will be very challenging. Makeups are not allowed for Quizzes, except in the case of a documented, verifiable emergency (see Paragraph 16, below).
- 10. Article Analyses:** One of the written assignments will be an analysis of two *newspaper* articles. You must find two recent news article (*published within the last six months*) that are topically related to the subjects we will cover in class. Summarize the points of the articles, demonstrate how the articles connect 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 assignment on Canvas -- which will be enabled with Turnitin--no later than the beginning of the class period on the day the assignment is due.
- 11. Timed Writing Assignments:** We will learn the “IRAC” (Issue, Rule, Analysis, Conclusion) method of identifying and analyzing legal issues. We will practice this method in class and then students will have several individual and/or group timed writing exercises.
- 12. Course Grading:** Your grade will be based upon a total of 480 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. If you have a question about your grade, you must contact me via Canvas within 72 hours after the grade is posted (including the final course grade), and we will arrange to meet in person to discuss the grade.

Attendance and participation:	50 points
Quizzes	110 points
Midterm exam	100 points
Article Analyses:	
Paper	50 points
Presentation	10 points
Timed Writing Assignments	60 points
Final Exam	100 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

- 13. Writing Proficiency:** I will grade you on grammar, punctuation, spelling and all other aspects of writing on 1) the timed writing assignments and 2) your Article Analyses. If you are not confident about your writing abilities, I strongly recommend that you visit the Writing Lab for help.
- 14. Submission protocol:** All online quizzes must be submitted on Canvas by the specified due date and time (usually 11:59 PM Sunday). Written assignments must be submitted no later than the beginning of the class period on the day they are due. 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.
- 15. Late Assignments:** Unless expressly described in Canvas, all written assignments are due at the beginning of class. 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.

16. 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.

17. 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

18. 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.

- 19. 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.
- 20. 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.
- 21. 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.
- 22. 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>
- 23. 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. The schedule for this class is hereby incorporated into the Syllabus by reference.

Week 1	<u>Introduction to the American legal system (read text, Chapters 1 and 2)</u>
5-Jan	Tuesday: Introductions, lecture, discussion, writing prompt (ungraded)
7-Jan	Thursday: Lecture, discussion
Week 2	<u>The American constitution and constitutional law (read text, Chapter 5)</u>
12-Jan	Tuesday: Lecture, discussion
14-Jan	Thursday: Lecture, discussion
Week 3	<u>Alternative dispute resolution; administrative agencies (read text, Chapters 3 and 6)</u>
19-Jan	Tuesday: Lecture, discussion
21-Jan	Thursday: Lecture, discussion, Timed Writing assignment
Week 4	<u>Law and business associations (read text, Chapters 17 and 19, skim Ch 18)</u>
26-Jan	Tuesday: Lecture, discussion
28-Jan	Thursday: Lecture, discussion,
Week 5	<u>Ethics, social responsibility, and the business manager; securities (read text, Chs 4 & 29)</u>
2-Feb	Tuesday: No School
4-Feb	Thursday: Lecture, discussion, DUE at beginning of class: Submit 2 newspaper articles to Canvas
Week 6	<u>Midterm</u>
9-Feb	Tuesday: Midterm exam
11-Feb	Thursday: No Class - Read Torts (read text, Chapters 12 and 13)
Week 7	<u>Torts (read text, Chs 12 and 13)</u>
16-Feb	Tuesday: Lecture, discussion. DUE at beginning of class: Article Analysis paper must be submitted on Canvas
18-Feb	Thursday: Lecture, discussion, presentations.
Week 8	<u>Contracts (read text, Chs 9 and 10)</u>
23-Feb	Tuesday: Lecture, discussion, presentations
25-Feb	Thursday: Lecture, discussion, presentations
Week 9	<u>Criminal law (read text, Chapters 7 and 8)</u>
1-Mar	Tuesday: Lecture, discussion, presentations. Timed Writing assignment
3-Mar	Thursday: Lecture, discussion, presentations
Week 10	<u>Employment Law and Discrimination (read text, Chapter 21 and 22)</u>
8-Mar	No Class
10-Mar	Thursday: Lecture, discussion, presentations
Week 11	<u>Intellectual property (read text, Chapter 14)</u>
15-Mar	Tuesday: Lecture, discussion, review. Practice Final
17-Mar	Thursday: Review
Final Exam	<u>Thursday, March 23</u>