

Course: Bus 201, summer 2016 (June 27 – August 11, 2016)
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 ***as a last resort only*** due to an inability to communicate with me via the Canvas course messaging 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 or loss. 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 or receive credit until you achieve a passing score on the quiz*)
Research Paper Project: 110 points total
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 Tutorial: 10 points

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

This quiz is the only quiz in this class. However, the quiz is not only worth 20 points, but your understanding of all course policies and your familiarity with the course website *will* affect your success in this class. Consequently, all students are required to take this quiz and receive a grade of no less than 75% correct *before* they may submit any other assignment. Students may retake this quiz until they achieve the minimum passing score, although point deductions for late submission, etc. will apply. All students must submit the quiz **as soon as possible** and absolutely no later than 11:59 p.m. on **Sunday of Week 1** to the Syllabus and Course Website Quiz submission link on Canvas.

Students are required to achieve the passing score as soon as possible also 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 **and/or late posting of the grade** for the quiz, does not excuse or waive late policies on any other assignment in Week 1 or thereafter.

The quiz is accessible via the Getting Started page.

Research Paper Project (110 points total):

This Project is a “laddered” or “scaffolded” assignment, i.e., you will complete this Project in several separate stages, leading to the completion of a final research paper. The various parts consist of 1) an online library research (Library Media Center/LMC) tutorial (10 points) 2) the topic proposal (ungraded) 3) a written presentation/outline/annotated bibliography (50 points) and 4) the final research paper (50 points).

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

Turnitin.com:

Turnitin is the standard plagiarism checker used in the Business Transfer Program, and all Program courses using written assignments are required to enforce policies consistent with Turnitin.

Our course is set up so that any submission of a written assignment is automatically screened by Turnitin.com.

Enforcement of policies on academic dishonesty, etc. (below) will be based, in part, on the Turnitin.com reports for graded assignments.

Download and study the “Turnitin.com Instructions for Students” 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 no later than 11:59 p.m. on **Aug. 2.**

Exams (50 points each):

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

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

No student who has not passed the Syllabus and Course Website Quiz may sign up for or take an exam until and unless s/he has satisfied all requirements pertaining to the quiz.

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

Please note that additional information on the exams, including the study guide(s), as well as exam session information, will become available on Announcements and/or the Assignments/Exams tab. Updates will be posted on Announcements when the information becomes available to the instructor.

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.*

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” document, available on your course home 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 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. Additional examples of “disruptive conduct” appear in the Participation document.

In general, the instructor will not provide individualized feedback on student postings directly on the Discussions links; feedback on student postings, as on other graded work, will appear in the student’s grade book.

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 grade book on Canvas between **4 and 7 days following the late submission due date (i.e., 4-7 days after the Thursday following the preceding Sunday on-time due date).**

Comments and feedback will be accessible by clicking on an icon corresponding to a given assignment in your grade book on Canvas. If you have trouble locating the feedback, please contact the technical help desk immediately.

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 or compliance with any other course or College policies.* 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, online, via telephone, or on 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; there are no promises or guarantees for makeups.*

Writing Proficiency:

You will be graded 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* (any edition within the last ten years). 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 and correct at the time of submission and be submitted in a timely manner to the correct assignment submission link on Canvas. **If a submission is not complete or correct, it will *not* be accepted, and it will *not* be graded.**

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 or any other deviation from course or College policies (see below).

All assignments must conform to all course and/or College policies, as well as 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.com scores, incorrect submission procedures, etc. By continuing enrollment in this course, the student acknowledges understanding and acceptance of such course and College policies.

Late Assignments:

Unless indicated 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 turns in her Court Visit Assignment on a Tuesday after the Sunday due date. 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 is three days late, and the grade becomes an "F."

Incompletes:

There is no eligibility for a grade of Incomplete unless you have finished at least 75% 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. There are no promises or guarantees.

There must be a legitimate “emergency” before a request for an Incomplete is considered. There must be ample, written, and 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. Please see Definitions (below) concerning what constitutes an “emergency.”

Withdrawals:

You must begin work in this class from the first day of class. Under Bellevue College’s new enrollment policies, failure to be active in class during the first week of the quarter can result in you being dropped from class at the instructor’s discretion. If there are students on a waitlist, they will automatically be enrolled to take your space in class, and you may not be able to get back in. Students are solely responsible for any consequences arising from inactivity and being involuntarily dropped.

Hardship withdrawals are typically based on documented medical emergencies. Hardship withdrawals are not intended to be given out simply because a student has not completed work. Any request for such a withdrawal must satisfy all requirements for an “emergency,” as defined in the syllabus (please see “Definitions,” below), and be documented as required under course policies.

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 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 and/or satisfies other requirements established by the tutoring center. Please contact the tutoring center as soon as possible if you are interested in working with a tutor.

Not following Instructions:

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

The initial absence or imposition of a partial penalty or no penalty for incorrect submission(s) in any instance shall not give rise to any inference that no penalty(ies) will ever apply; that if no penalty had been applied initially, that full credit will remain; 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.

Definitions:

“Minimum.” 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 satisfaction of “minimum” expectations consists of anything beyond a minimum passing grade, e.g., a “D”; minimum effort does not mean maximum points.

“Emergency.” Death or impending death in the family; physical incapacitation.

COURSE OUTLINE:

- WEEK 1**
(June 27 - July 3)
- Introduction to the American Legal System (read text, Chapters 1 and 2; read Lecture Notes on Canvas).
- Complete and submit your responses to the Syllabus and Course Website Quiz **AS SOON AS POSSIBLE** (prerequisite score of 15/20 or more) but no later than 11:59 p.m. on Sunday, **July 3** 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 3**.
- WEEK 2**
(July 4 - July 10)
- The American Constitution and Constitutional Law (read text, Chapter 5; read Lecture Notes on Canvas).
- Post your comments on the Week 2 Assignment Comments link under this week’s Module by 11:59 p.m. on Sunday, **July 10**.
- Alternative Dispute Resolution; Administrative Agencies (read text, Chapters 3 and 6; read Lecture Notes on Canvas).
- Post your comments on the Week 2 Assignment Comments link under this week’s Module by 11:59 p.m. on Sunday, **July 10**.
- 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., Wednesday, July 6. 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 one receives an exception not available to everyone else.**
- DUE: Presentation topic approval by 11:59 p.m. on Sunday, July 10. 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.**
- 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 10.**

WEEK 3 (July 11 - July 17)	<p><u>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; there are no Canvas Lecture Notes this week).</u></p> <p>Post your comments on the Week 3 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, July 17.</p> <p><u>Ethics, Social Responsibility, and the Business Manager; Securities (read text, Chapters 4 and 29; there are no Canvas Lecture Notes).</u></p> <p>Post your comments on the Week 3 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, July 17.</p> <p>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.</p> <p>DUE: Take the mid-term exam on the date that you signed up for but no later than the last, officially-announced exam date.</p>
WEEK 4 (July 18 - July 24)	<p><u>Common Law of Contracts (read text, Chapters 9 and 10; read Lecture Notes on Canvas).</u></p> <p>Post your comments on the Week 4 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, July 24.</p> <p><u>Sales (read text, Chapter 11; also, review this week's materials on common law of contracts).</u></p> <p>Post your comments on the Week 4 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, July 24.</p> <p>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 24).</p>
WEEK 5 (July 25 - July 31)	<p><u>Torts, Strict Liability, and Products Liability (read text, Chapters 12 and 13; read Lecture Notes on Canvas).</u></p> <p>Post your comments on the Week 5 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, July 31.</p> <p><u>Crime and business; international community (read text, Chapters 7 and 8; read Lecture Notes on Canvas).</u></p> <p>Post your comments on the Week 5 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, July 31.</p> <p>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, July 31.</p>
WEEK 6 (Aug. 1 - Aug. 7)	<p><u>Intellectual Property and Internet Law (read text, Chapter 14).</u></p> <p>Post your comments on the Week 6 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, Aug. 7.</p> <p><u>Employment and Discrimination (text, Chapters 21 and 22; read Lecture Notes on Canvas; review Week 2 readings, including Week 2 Lecture Notes, on Canvas).</u></p>

Post your comments on the Week 11 Assignment Comments link on this Module by 11:59 p.m. on Sunday, **Aug. 7.**

DUE: Last day for submitting anything that satisfies guidelines on pre-approved makeups based on “emergency” situations as defined in course policies.

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.**

WEEK 7
(Aug. 8-
Aug. 11)

There are no readings or required discussion board postings this week.

DUE: FINAL DRAFT OF RESEARCH PROJECT PAPER, 11:59 P.M. AUG. 11.

*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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