



BUS&201 – BUSINESS LAW
SUMMER 2016 COURSE SYLLABUS

Instructor: Shana Chung
Class Time/Place: Mon/Wed 6:00 pm – 9:50 pm, C-165
E-mail: [Please use Canvas Mail](#). If you do not receive a response within 48 hours, I may not have received your message. Please send another message, or see me in class or my office. If Canvas is unavailable, you may contact me via email: shana.chung@bellevuecollege.edu
Phone: 425-564-2527
Office location: C207-B
Office Hours: Wed 5:30 pm to 6:00 pm and by appointment

COURSE INFORMATION

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. Prerequisite: ENGL 201, ENGL& 235, ENGL 271 or ENGL 272 with a C or better. Recommended: 30 prior college credits.

BOOKS AND MATERIALS REQUIRED

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

COURSE OUTCOMES

After completing this class, students should:

- 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.

HOW OUTCOMES WILL BE MET

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 below.

ASSESSMENTS

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 below).

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) 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 below).

Writing Assignments: Students will complete three written assignments: 1) one individually written Article Analyses paper, and 2) two Timed Writing assignments.

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 VeriCite anti-plagiarism software--no later than the beginning of the class period on the day the assignment is due.

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 timed writing exercises individually and/or in groups.

WRITING PROFICIENCY

I will grade you on grammar, punctuation, spelling and all other aspects of writing on 1) your Article Analyses Paper, Timed Writings, and practice final exam. If you are not confident about your writing abilities, I strongly recommend that you visit the Writing Lab for help.

SUBMISSION PROTOCOL

All online quizzes must be submitted on Canvas by the specified due date and time (usually 11:59 PM Sunday). The Article Analyses paper must be submitted on Canvas no later than the beginning of the class period on the day it is due. The Timed Writing assignments must be uploaded to Canvas by the end of the class period. Other forms of 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.

LATE POLICY

Unless expressly described in this Syllabus, 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.

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.

GRADING

Your grade will be based upon a total of 470 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
Quizzes	110
Midterm exam	100
Article Analyses Paper	50
Presentation	10
Timed Writing Assignments	50
Final Exam	100
Total	470

Percent	Letter	GPA
92 - 100%	A	4
90 - 91	A-	3.7
88 - 89	B+	3.3
82 - 87	B	3.0
80 - 81	B-	2.7
78 - 79	C+	2.3
72 - 77	C	2.0
70 - 71	C-	1.7
68 - 69	D+	1.3
62 - 67	D	1.0
Below 62	F	0

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.

HELP WITH CANVAS

This course relies heavily on resources available in the Canvas course site. Information on Canvas, including helpful tutorials, may be found [here](#).

CLASSROOM LEARNING ATMOSPHERE

INSTRUCTOR'S EXPECTATIONS

In order to succeed, students will need to

- Study at least 10 hours per week outside of class (reading, homework, papers)
- Read the textbook and preview the slides before class; review them after class
- Attend each class and actively participate
- Turn off cell phones and laptops during class
- Complete assessments and assignments as scheduled
- Start early on both papers
- Make use of tutors in the Writing Lab, D-204 (Academic Success Center)

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.

POLICY ON USE OF 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 below for information regarding the Disability Resource Center.

OTHER INFORMATION

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 Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

RELIGIOUS HOLIDAYS

Students who expect to miss classes, examinations, or any other assignments as a consequence of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term.

Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

COLLEGE ANTI-DISCRIMINATION STATEMENT

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

For further information and contacts, please consult [College Anti-Discrimination Statements](#).

SOCIAL SCIENCES DIVISION PROCEDURES AND GUIDELINES

*Cheating, Stealing and Plagiarizing**

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: 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 probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services.

Incomplete

If a student fails to complete all the required work for a course, an instructor may assign the grade of Incomplete ("I"). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an "F").

F Grade

Students who fail a course will receive a letter grade of "F."

Final Examination Schedule

The Social Science Division will adhere to the final examination schedule as stated in the BC Schedule. Final examinations will be held at the end of each quarter at fixed times. Instructors will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

Withdrawal From Class

College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

Hardship Withdrawal

Instructors may assign the grade of "HW" (hardship withdrawal) at their discretion in the event that a student cannot complete the coursework due to extreme and exceptional circumstances. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

Students Who Require Disability Accommodations:

Students with disabilities who have accommodation needs are encouraged to meet with the Disability Resource Centre (DRC) office located in B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. Students who require accommodation in class should review the DRC accommodation letter with each instructor during the first week of the quarter.

Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Resource Centre, and review those needs with the instructor as well.

Distribution of Grades

Grades will not be posted in the Social Science Division or in faculty offices, and secretaries will not give out grades. Students should access their grades through the BC Web site.

Return of Papers and Tests

Paper and/or Scantron score sheet returns will be arranged in the following ways ONLY: by mail, if student supplies the instructor with stamped, self-addressed envelope (with appropriate postage); or by the instructor designating a time and place whereby the student may retrieve his/her papers. Unclaimed papers and/or Scantron score sheets must be kept by the instructor for a minimum of sixty (60) instructional days following the end of the quarter.

*If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110), the Dean of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, 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 Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: [Student Code](#)

CONFIDENTIALITY AND MANDATORY REPORTING

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that may impact someone on campus with the Title IX Coordinator. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2441 and more information can be found at www.bellevuecollege.edu/titleix/.

BELLEVUE COLLEGE E-MAIL AND ACCESS TO MYBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to:

[Create Email](#)

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Technology Help Desk](#)

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 us 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.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [Autism Spectrum Navigators](#) Email and phone number is on the web page. ASN is located in the Library Media Center in D125.

The DRC office is located in B132 or you can call our reception desk at 425.564.2498. Deaf students can reach us by Skype: the address is **DRCatBC** (NOTE: There is no @ sign...it is actually **DRCatBC**). Please visit our website at [Disability Resource Center](#) for application information into our program and other helpful links.

ACCESSIBILITY

The online elements of this course are designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

PUBLIC SAFETY AND EMERGENCIES

Public Safety is located in the K building and can be reached at **425-564-2400** (easy to remember because it's the only office on campus open 24 hours a day—2400). Among other things, Public Safety serves as our Parking Permits, Lost and Found, and Emergency Notification center. Please ensure you are signed up to receive alerts through our campus alerting system by registering at [RAVE Alert Registration](#)

If you work late and are uneasy about going to your car, Public Safety will escort you to your vehicle. To coordinate this, please phone ahead and let Public Safety know when and where you will need an escort.

Please familiarize yourself with the emergency postings by the door of every classroom and know where to go in the event of an evacuation. Your instructor will be asked if anyone might still be in the building, so check in before you do anything else. Emergency responders will search for anyone unaccounted for.

If a major emergency occurs, please follow these three rules:

- 1) Take directions from those in charge of the response** -We all need to be working together.
- 2) Do not get in your car and leave campus (unless directed to)** - Doing so will clog streets and prevent emergency vehicles from entering the scene. Instead, follow directions from those in charge.
- 3) In an emergency, call 911 first, then Public Safety.**

Please do not hesitate to call Public Safety if you have safety questions or concerns at any time. You may also visit the [Public Safety](#) web page for answers to your questions.

FINAL EXAM SCHEDULE

The final examination for this course will be on Wednesday, August 10, during the regularly scheduled class time. The Social Sciences Division directs instructors to adhere to Bellevue College's [Final Exam Schedule](#), and "not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination." Please see above for more information regarding the Division's statement on final examinations.

ACADEMIC CALENDAR

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- [Enrollment Calendar](#) On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- [College Calendar](#) This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

COURSE CALENDAR

The course calendar is attached and also in the Canvas course site. Please note that dates are subject to change.

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. See the [Business Transfer Website](#).

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.