

Course Title: Business Law – Legal Foundations
BA 200, sec. B, Item #5507
Fall, 2011 (April 2 – June 15, 2012)
Classroom: R303
Class days/times: TTh 8:30-10:20 a.m.; F 9:30-10:15 a.m.
Office: C-207A
Office Hours: TTh 10:30-11:30 a.m.
Instructor Name and Credentials: Michael S. Brown, esq., Ph.D., J.D.
Email 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 Packet (available from BA-200 course website)(hereinafter “CP Wk xx” with “Wk xx” representing Week number corresponding to the *Course Packet*).

Course documents (miscellaneous), posted on the BA-200 course website.

Optional/recommended:

Hacker, Diana. *A Writer's Reference*. Boston: Bedford/St. Martin's (latest edition).

Course Description:

This is a hands-on course combining readings, lectures, discussions, and small and large group activities during class times. We will look at theories about the legal system, statutes, and case law. We will also learn formal analytical techniques by critically reading and briefing case law. Among the various substantive areas of law that we will critically examine are contracts, torts, criminal law, criminal procedure, constitutional law, and employment law.

Netiquette:

It is critical that you include in the subject line of all e-mails you send to me 1) an identification of both the class and the matter to which the note pertains (example: NOT “question”; BUT “BA 200, Quiz, Week 4,”etc.). Not knowing what it 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 e-mail. In this case, please feel free to send the same note to me again to make sure that I am aware that you are trying to contact me. Strict adherence to these guidelines is critical, as I often receive dozens of e-mails in a single day, and your e-mail will easily become invisible if you do not identify it according to these rules. You are responsible for confirming receipt of any e-mail. 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.

There is no negotiation of grades.

Course Grading:

Research paper:	100 points total
Mid-term exam	50 points
Final exam	50 points
Weekly quizzes	10 points each
Journal	100 points
Participation	Please see policies under "Participation"
Court Visit	25 points
LMC Tutorial	10 points

Exams (50 points each):

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. We will have a study guide prior to the mid-term exam. There may also be a study guide for the final exam, subject to policies under the Business Transfer Program. *There is no flexibility on exam dates.*

Weekly Quizzes (10 points each):

Except for exam days, there will be a quiz during the last class session of the week. 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 have come to class, taken notes, and otherwise abided by 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 homework, they will be very challenging.

Journal (100 points total):

The Journal consists mainly of keeping yourself organized. The Journal includes separate sections: 1) all lecture notes 2) all class discussion notes 3) all film notes 4) all presentation notes 5) all returned, graded work and 6) reflections in a 3-ring binder. The first 5 parts are things you should be doing anyway; you do not have to do anything beyond attending class and keeping track of everything you have done.

The 6th part, the reflections, requires that you react, in a free-form, subjective manner, upon what we have studied during the current week. A strong reflection entry is between 1/3 and 1 page in length (typed or handwritten). The entry is not simply a log of what we have done; instead, it is your subjective reaction, i.e., what you think about the topic we have studied for that week.

The grading criteria for the journal are: 1) complete set of all 6 of the foregoing parts 2) clear organization of each of the 6 parts 3) dates on everything and 4) depth and sophistication of thought in the reflections portion.

Do not lose your journal! If you lose it (lost or stolen) and cannot submit it, you will get a 0 and lose 100 points outright!

Court Visit Assignment (25 points total):

You will submit an informal paper describing your visit to witness a series of hearings. Detailed guidelines will be on the course website.

Research Paper Project (100 points total):

This project consists of several parts: 1) setup of your Turnitin.com account during **Week 2** (ungraded) 2) topic proposal (ungraded) and LMC research tutorial (10 points) during **Week 3** 3) a presentation (a) oral (10 points) and b) written (40 points) during **Week 4** and 4) the final paper (40 points) in **Week 10**.

Please note that no written assignment will be accepted without the submission of the exact, same document by the due date to Turnitin.com.

Additional, detailed guidelines will be available on the course website.

Participation (variable):

“Participation” consists of point deductions for conduct that detracts from the classroom learning environment and/or from academic integrity. There are no additional points for the participation component of the grade, but there may be deductions in accordance with the section on “penalties” in this syllabus, along with any other applicable course and/or College policies.

Keeping Track of Your Work:

You must save all of your work and keep track of it for your own records. If you cannot submit all or part of an assignment because of an accidental loss, etc., this will not excuse a late or missing assignment; if I don’t have it, I can’t grade it.

Turnitin.com:

All students will set up their own Turnitin.com account by Friday of **Week 2**. All written assignments must be submitted by the due date and time 1) to Turnitin.com and 2) in hard copy. Additional, detailed instructions will be available on the course website.

Technical problems:

Technical problems – including computer-related, printer-related, etc. – do not excuse late submissions. If you are experiencing technical difficulties, the resource to consult is the Help Desk or other formal sources dedicated to dealing with such issues.

Late Assignments:

Unless I indicate otherwise, all assignments are due no later than class time. 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 Monday even though the due date was the previous Friday. It is three calendar days late. The paper, which would otherwise have received an “A,” becomes a “D” after the three letter grade deduction for being late three calendar days. If she turns it in on Tuesday, it is four days late and the grade becomes an “F” (although a grade of an F may re-

sult, depending on whether it is a good faith effort, it may still receive some points at the instructor's discretion).

Assignment Submission Guidelines:

I will not accept assignment through e-mail. I am willing to go over drafts of written assignments prior to submission, but only in face-to-face, in-person office appointments.

I will not grade partial assignments. You may not submit an assignment in separate pieces. If you turn in an assignment in more than one piece, I will accept and grade only the first piece, and I will not consider any additional pieces of the assignment for a grade.

Writing Proficiency:

I will grade you on grammar, punctuation, spelling, and all other aspects of writing on 1) the Court Visit Assignment 2) the written portion of the Presentation and 3) the final draft of the Research Paper Project. 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*. I will also make my "Writing Tips" available to everyone before the due dates of the Research Paper Project. When I receive your papers, I will assume that you have carefully studied the "Writing Tips" and will grade down for problems in writing. 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.

Makeups:

You are entitled to miss any two weekly quizzes (except the syllabus quiz) without having to give any kind of reason whatsoever. If you miss any more than two quizzes, however, there are no makeups.

No makeup exams are permissible except according to course policies, e.g., if there is an emergency. Any exam makeup must occur no later than a Friday two weeks after the regular exam date. A request for a makeup exam must 1) be via email 2) specify the date, time, and place of the exam and 3) be confirmed in all respects by the instructor in writing no later than 48 hours prior to the proposed makeup exam date. It is the student's responsibility, not the instructor's, to follow up on all necessary steps and to confirm all arrangements.

Under no circumstances will any makeups be permissible after Friday of **Week 10**.

All other policies in this syllabus, including those on mixups, confusion, and "emergencies," apply.

Emergencies:

There may, at the sole discretion of the instructor, be exceptions on due dates and other class work for a legitimate “emergency.” An “emergency” is a documented death in the family, physical or mental incapacitation, and/or work-related conflict. *Nothing else* is an “emergency” within the meaning of this syllabus.

You must document any “emergency.” I will accept only official documentation on dated and signed letterhead hard copy. All such documentation must include a) legible name of the document’s signer b) legible contact information and c) identify you as the person affected by the “emergency.” The documentation must specifically identify the date(s) of the emergency and precisely match up with any missing work and/or absence(s). This paragraph notwithstanding, there are no promises or guarantees, and the instructor retains complete discretion.

Incompletes, Hardship Withdrawals, Medical Withdrawals:

There is no eligibility for a grade of Incomplete unless you have finished at least 90% of all course work up to 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 no later than Wednesday of **Week 9**. I retain sole discretion, however, and will grant requests only on a case-by-case basis and with appropriate documentation.

There must be a legitimate medical or family emergency before I will grant a request for an Incomplete. However, there must be ample, written, documented proof of the emergency. You must attach the documentation to your written request for the Incomplete (see the section above about acceptable documentation for makeup requests).

Hardship and Medical Withdrawals are granted only in exceptional circumstances. In addition to other syllabus policies, there may be other requirements including, at a minimum, supporting, official documentation as described under course policies on makeups and emergencies. However, there are no guarantees, and the instructor retains discretion on such matters.

Extra Credit:

There is no extra credit in this class unless otherwise announced.

Academic Dishonesty and Plagiarism:

PENALTIES:

Please see section on penalties for non-conforming assignments below.

In addition, at the instructor’s discretion and whether or not it is a first offense, 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) an academic “hold” on your record, preventing you from enrolling in future terms 5) failing grade and/or 6) permanent notation on the student’s academic transcripts. There may be addi-

tional penalties on a case-by-case basis. **Do not risk your academic and professional career by cheating!**

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 and/or 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: 1st 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 2nd 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) without opportunity for resubmission or revision 2) that affect the overall Participation grade and/or 3) are in effect as described in this syllabus, including immediate referral for academic discipline.

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

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 show 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 for the instructor: mandatory 10 point deduction for the first instance with or without notice. 25 point mandatory, minimum deduction for the second instance with or without notice and/or referral for academic discipline and/or limited access to the classroom, in addition to all other applicable disciplinary measures per course and/or College policies.

Absence from class and/or otherwise failing to be current with course policies disseminated in any manner – including during class time – does not waive course policies, including those on penalties for non-conformity.

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.

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.

Etiquette for Quizzes and Exams:

There must be at least one seat between you and the next person during all quizzes and exams; and I may, furthermore, rearrange seating at any time at my discretion. During quizzes and exams, *all* desk space needs to be completely clear of *anything* except your exam and a pen or pencil. There is complete silence.

Special accommodations:

Please make note of the following statement:

“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 accommo-

dations 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

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 an individual basis for students who are earning a “C” or below at the time that they request a tutor. Please see me as soon as possible if you are interested in working with a tutor.

COURSE OUTLINE:

WEEK 1 (April 2- April 6)	<u>Introduction to the American legal system (read CP Wk 1; text, Chs. 1 & 2)</u> Tuesday: Lecture Thursday: Discussion; pick up your free, 3-ring Journal binder from C-207, Business Transfer Program Study Center Friday: No class meeting (instructor at conference), but set up your Journal and complete your first reflections for the Journal
WEEK 2 (April 9- April 13)	<u>The American constitution and constitutional law (read CP Wk 2; text, Ch.5)</u> Tuesday: Lecture Thursday: Lecture/Discussion Friday: Discussion; Quizzes on 1) syllabus and 2) Week 2 materials; DUE: setup of your Turnitin.com account (no credit/poins, but no assign- ment will be accepted unless there is a correct, corresponding, and timely Turnitin.com submission)
WEEK 3 (April 16- April 20)	<u>Alternative dispute resolution; administrative agencies (read CP Wk 3; text, Chs. 3 & 6).</u> Tuesday: Lecture Thursday: Lecture/Discussion Friday: Discussion; Quiz; DUE: 1) research topic proposal (optional, un- graded) 2) proof of completion of LMC Tutorial (10 points)

WEEK 4 (April 23- April 27)	<u>Law and business associations (read text, Ch. 17 (pp. 380-5; 388-392; 394-398); Ch. 18 (p. 403; pp. 404-5; 407-12; 413-414); Ch. 19 (pp. 417-25; 426-8; 429-34; 436-441).</u> Tuesday: Lecture Thursday: DUE: Presentations 1) oral 2) written a) in hard copy and b) to Turnitin.com Friday: Discussion; Quiz; distribution of mid-term exam study guide
WEEK 5 (April 30- May 4)	<u>Ethics, social responsibility, and the business manager; securities (read CP Wk 5; text, Chs. 4 & 29).</u> Tuesday: Lecture; Practice exam (in-class, optional, ungraded) Thursday: Lecture/Discussion Friday: Mid-term exam
WEEK 6 (May 7- May 11)	<u>Torts, strict liability, and products liability (read CP Wk 6; text, Chs. 12 & 13).</u> Tuesday: Lecture Thursday: Lecture/Discussion Friday: Discussion; Quiz
WEEK 7 (May 14- May 18)	<u>Common law of contracts (read CP Wk 7; text, Chs. 9 & 10).</u> Tuesday: Lecture Thursday: Lecture/Discussion Friday: Discussion; Quiz
WEEK 8 (May 21 - May 25)	<u>Sales (read text, Ch.11; review Week 7 materials on sales and contracts).</u> Tuesday: Lecture Thursday: Lecture/Discussion Friday: Discussion; Quiz
WEEK 9 (May 28- June 1)	<u>Crime and the business community (read CP Wk 9; text, Ch.7).</u> Tuesday: Lecture Thursday: Lecture/Discussion Friday: Quiz
WEEK 10 (June 4- June 8)	<u>Intellectual property; internet law (read CP Wk 10; text, Ch.14).</u> Tuesday: Lecture Thursday: Lecture/Discussion Friday: Discussion; Quiz; DUE: research paper 1) in hard copy and 2) to Turnitin.com; last day for any makeups (assuming that an opportunity for makeup is permissible under course policies); distribution of final exam study guide if available
WEEK 11 (June 11- June 15)	<u>Employment law and discrimination (read CP Wk 11; text, Chs. 21 & 22)</u> Tuesday: Lecture Wednesday (June 13): FINAL EXAM SESSION, 7:30-9:20 a.m.; DUE: Journal when you walk in for the exam; any later submission will be counted as at least one day late. Friday (June 15): Spring quarter ends

NOTES:

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