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## SYLLABUS<sup>1</sup>

Welcome to BELLEVUE COLLEGE and this course! The study of business can be exciting, rewarding, enlightening, and fun! It is my goal with your help that this course be all of these and more.

<b>Course Number</b>	BA 200 (Hybrid)
<b>Course Title</b>	Business Law – Legal Foundations
<b>Course Credits</b>	5 Quarter Hours
<b>Term</b>	Winter 2011
<b>Term Dates</b>	January 3, 2012 – March 22, 2012 <sup>234</sup>
<b>Faculty</b>	Frank Hatstat, MBA, JD Faculty Chair, Business Management Program Chair, Marketing Management Program Chair, Student Academic Grievance Committee Office: L100 (Institute for Business and Information Technology (IBIT Temporary)) (425) 564-2485 Email: <a href="mailto:frank.hatstat@bellevuecollege.edu">frank.hatstat@bellevuecollege.edu</a>

### Course Description

Examines legal institutions and processes. Students examine law as a system of social thought and behavior and a framework for resolving rival claims. Other topics include legal reasoning and the interaction of law and business. *Prerequisite:* ENGL& 101 (prev ENGL 101) with a C- or better. Recommended 30 prior college credits.

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<sup>1</sup> © 2009-2012, Francis A. Hatstat, MBA, JD

<sup>2</sup> Bellevue College Academic Calendar: <http://bellevuecollege.edu/enrollment/calendar/holidays/1112.asp>  
See also the section below, "Academic Calendar"

<sup>3</sup> The answers to many of your administrative questions, i.e. when exams are scheduled, the academic calendar, registration information, tuition information, etc. can be found on the Bellevue College website: <http://bellevuecollege.edu/>

<sup>4</sup> All work except the Final Exam must be completed by the last day of class.

## Course Learning Outcomes

At the end of this course students will be able to:

1. Apply an analytical process to the core legal topics
2. Research and demonstrate effective legal analysis (Issue, Analysis, Rule and Conclusion) on cases or legal problems
3. Apply a preventive approach to potential legal problems
4. Identify an ethical issue and differentiate between ethical and unethical behavior
5. Develop a cohesive argument for a legal topic in writing and in oral presentation
6. Demonstrate familiarity with the court process
7. Demonstrate a knowledgeable consumer's understanding of legal services
8. Identify legal process and policy objectives.

To address the above learning outcomes we will focus on the following major Topic Areas which have been selected by faculty committee:

1. Ethics, Social Responsibility, and the Business Manager
2. White-Collar Crime and the Business Community
3. The Law of Contracts and Sales
4. Employment Discrimination
5. Laws Governing the Issuance and Trading of Securities
6. The Law of Torts; Product Liability Law
7. Intellectual Property

## Where Can I Find the Answers to All My Questions?

Where can I find answers to all my administrative questions? i.e. when are exams are scheduled? What is the academic calendar? When does the term end? Where do I find registration information? Where is the tuition information? How much does the exam count? What chapter are we in? When is the paper due? What do I need with me to take the exam? How much does the homework count? etc. can be found on the **Bellevue College website**: <http://bellevuecollege.edu/> and **this syllabus**.

Save your time, your classmates' time, and my time by looking for the answers to such questions here before taking class time on routine matters that you can easily answer yourself. I have created a table of contents to help you locate what you need rapidly.

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### Office Hours/Instructor Availability

I am available in my office, L100 (Temporary Institute for Business and Information Technology, IBIT Office) during the following times:

Tuesday and Thursday, 1:30PM – 3:00PM

I am available at other times by appointment either in person or via a telephone appointment. Additionally, I am also available via email, at your convenience 24 hours a day. I will generally respond to email within 24-48 hours, not including weekends. I am also generally available after class. If you drop by my office at other times, I most likely will not be there as I have a full meeting schedule for the College also. Asking others where I am will not help you. Send me an email (see below).

### Required Course Text

*The Legal Environment of Business, Text and Cases 8<sup>th</sup> Edition*, by Cross and Miller. Available at the Campus Bookstore.

### Other Required Materials

Scantron Answer Sheets for the Midterm and Final Examinations.

### Required Online Access

Access to MyBC (<http://myBCC.net>) is required. This resource is available to you as a student at Bellevue College. Computer resources are available on campus at the computer labs including the large computer lab in the N building. I will use this resource to deliver handout materials to you. I have hardcopy instructions on how to access course materials through MyBC for those that need them and will also demonstrate access during the first class. If you are unable to access the course materials online

directly, please advise us no later than the beginning of the second week of class. You can seek assistance in accessing MyBC through Bellevue College Computing Services, (<http://ac.bcc.ctc.edu/LabsInfo/ComputerLabs.aspx>) or in the computing lab in the N Building.

Since this course is a “hybrid” in which approximately 20% will be accomplished online, we will be using a variety of online resources.

### **Supplementary Materials**

Bellevue College Library: <http://www.bellevuecollege.edu/lmc/>

### **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.

- College Calendar - <http://bellevuecollege.edu/enrollment/calendar/holidays/1112.asp> This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.
- Enrollment Calendar - <http://bellevuecollege.edu/enrollment/calendar/deadlines/> On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.

### **Teaching and Learning Methods**

We will use a variety of teaching/learning methods to achieve the goals of this course, to keep things interesting, and to accommodate various learning styles. The methods may include:

Instructor presentation and lead discussion;  
Large group discussion and problem solving;  
Small group discussion and problem solving;  
Speakers (when available);  
Student presentations; and  
Video/ multimedia.

### **Roles**

Within the context of the above learning methods it is expected we will function in the following roles:

As your instructor, I will:

Work hard to help students succeed in the course;  
Share knowledge;  
Model skills and values;  
Provide feedback to students;  
Lead in course and class design;  
Lead in maintaining a positive, challenging learning environment; and  
Evaluate and grade students.

We expect students will:

Work hard to achieve the goals of the course;  
Assist us in making the course a more comprehensive learning environment  
Actively contribute to maintaining a positive, challenging learning environment;  
Share knowledge; and  
Cooperate and collaborate with other students.

### **Faculty Expectations**

A survey course, like this one, is an opportunity to both learn about a number of topics you may not be familiar with, and have some fun along the way. As you can see from above, I view my role as your instructor in a variety of ways i.e., facilitator, mentor, etc. In general, we should have some fun doing it. Come to class prepared, with your questions, and draw on what experiences I can share with you. Consider this an early step in developing both knowledge and skills that will serve you and you will use in the future.

### *Class Participation and Contribution*

True learning and the understanding that comes with it requires hard work, discipline, and commitment. It is not an easy task. I urge you to work regularly on our course. For a five credit course as this one is, I and Bellevue College expect you to spend an average of 10 hours-per-week outside of class studying which includes reading, preparing assignments, and analyzing, synthesizing, and intergrading the information of the course.<sup>5</sup>

Class participation improves your learning process and in my view is critical for this course. Through class participation, you have the opportunity to express yourself and your ideas. This process improves both your retention and your abilities to analyze and synthesize the information. Class participants are encouraged and will be rewarded for regular, thoughtful, and on point class participation.

Active participation in class discussions is an important element of a collegiate program; it is evaluated by instructors and is reflected in the assignment of course grades. Participation includes the quantity and quality of comments and class discussions, lively fellowship, positive contributions to group assignments, ability to respond to questions by classmates and the instructor and ability to work as a member of a group. Students are expected to synthesize, analyze, and integrate all reading assignments. It is obvious that consistent attendance and being on time is an essential ingredient of participation. See the comments below under "Attendance" for further guidance.

My goal is to have this class be interactive and to share information and insights with you and you with me. This goal is best achieved by expecting everyone to participate in the class and share your ideas and insights with the class. I will expect this of each of you.

### *Attendance*

It is important to be on time and attend class regularly. Excessive absences and tardiness disrupt the entire class. Material on the examinations will include information and analysis from our class sessions that is not necessarily included in the text. If you are not present when attendance is taken, you will not be marked as attending the class. You will need to see us directly after that class and will be marked late. That said, please do not hesitate to come to class if you are a few minutes late. Be courteous to your classmates, come in quietly, and take a seat near the door. I recognize that travel in the Seattle metropolitan area is unpredictable. Additionally, if you are ill (flu etc.) use your best judgment as whether to attend class or not attend class. If you are truly ill, please do not attend. If you are unable to attend, participate via engaging online.

### *Emails*

Emails are my preferred way of getting in contact with me outside of class or when we meet face to face outside of class or during my office hours. All emails to me need to include in the subject line, your class, i.e. BA 200, hour of the class, i.e. 12:30, your full name, and a brief subject, i.e. "absence". Emails sent without this information will not be readily identifiable and probably end up in a spam folder and being automatically deleted. Five (5) points will be deducted from your grade on an examination for each email without this information. Due to the threat of viruses, I do not open attachments.

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<sup>5</sup> Each student should evaluate this commitment in light of their work and personal commitments and make appropriate adjustments.

## *Preparation (General)*

In concert with the concept outlined above that, learning requires diligent effort and individual work. Read each chapter prior to class.<sup>6</sup> Consider the Review and Discussion Questions. As a MINIMUM, all students are EXPECTED to have READ and thought about the information provided in the assigned chapters BEFORE class commences! This is a professional responsibility to yourself and your classmates.

## Assignments

### Generally

All assignments will be completed in a professional manner and on time, unless prior arrangements have been made with me. Assignments are due within the first five (5) minutes of class and will be considered late if submitted after they have been collected in accordance with the policies listed below. All assignments must be word processed. All assignments are to be stapled in the upper left corner. This is your only assurance that your work will not become separated and graded as incomplete. Your work will not be accepted if it is not stapled together. All assignments must meet APA Format<sup>7</sup> standards with the following exceptions: (1) I prefer single spaced, and (2) the font must be black and Times New Roman or Ariel 10-point font. It is expected you will follow the requirements of the assignment memo. Please do not use any folders or binders.

*Memos:* In the business world it is expected that communications be professional. Keeping this in mind will help you better communicate with others, help others better understand your work, and reflect a higher quality of work and your seriousness about it. In the business world, memoranda or “memos” are used. An email is really a memo, although less formal.

All work submitted except the reports as outlined should be in memo format. A memo heading should be used which includes who the work is being presented to, your name, the date it is submitted (not just the due date), and a subject line which includes the assignment title, your class identifier and time. See the assignment memo attached as the last two pages of this syllabus for an example of a memo header and memo format.

Any deviation from these requirements will result in deductions (at minimum one full grade) from your assignment grade.

Bellevue College and I am concerned about the recent academic trend to cite to non-authoritative sources. While it is true that citation to scholarly work demonstrates appropriate collective reasoning and analysis, some sources are unreliable as lacking thorough editing and proper peer-review. Of note in this area is the website “Wikipedia.” While an excellent research tool, and jumping off point for many topics, materials from this site are not appropriate for academic citation.

All assignments will be completed in a professional manner and on time, unless prior arrangements have been made with me. Assignments are due within the first five (5) minutes of class and will be considered late if submitted after they have collected. All assignments are to be word processed.

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<sup>6</sup> This is critical in many classes. It is also your responsibility to others in the class to be prepared so as to demonstrate you value their time and attention. One of the things that most students want is a class that engages them or is “interesting”. If members of the class come to class prepared we can discuss the concepts, search out new and interesting examples as a group, and in general have an enjoyable learning experience. If class members come to class unprepared, there is little we can engage about and the classroom experience will evolve to the instructor lecturing and you listening. This is not what we want this course to be.

<sup>7</sup> Excellent APA Guides and assistance is available through the Bellevue College Writing Lab: <http://bellevuecollege.edu/writinglab/>

I classify assignments in two categories:

(1) Primary Assignments, i.e. those specified on this syllabus and in which an “Assignment Memo” is provided, e.g. Visit to the Court; and

(2) Daily assignments which become part of your class participation grade.

#### Primary Assignments

If you will be absent for that class you are expected to have the Primary Assignment submitted to me via an email attachment to me at the time the class starts. Email submissions avoid only the late penalty if a hard copy of your original email attachment and a copy of your email and my response to your email if you receive one is attached to your work and submitted at the next regularly scheduled class period you attend. All emails must have a readily identifiable subject line with the following: “BA 200, “your last name”, “the name of the assignment” or they will not be identified as work submitted which will result in a late penalty. . Late assignments if submitted after the due date or time will be discounted 10% for each day late up to 4 days late. Late assignments submitted later than 4 days of the due date will earn zero (0) points. These policies will be applied unless prior written approval for a late submission is obtained from the instructor. You must make this request in writing via email. Approval will not be unreasonably withheld but the request must be because of a substantial situation beyond the student’s control or option.

#### Daily Assignments

Daily Assignments are work assigned during class periods for completion and submission at the next or within the next few class periods. They are designed to be contemporaneous learning experiences and are closely tied to the material we are discussing in class. As such, these assignments will not be accepted late.

#### *Classroom Approach and Courtesy*

It is my expectation that since we are studying business, classroom behavior and activities should be business like. That does not mean we cannot have fun, it means that we should be professional.

In conjunction with our professional approach, cell phones and pagers should either be off or set to a quite (vibrate) mode. I recognize that many of us may have family and other responsibilities and that in the modern business world people are now often expected to be able to be reached nearly 24/7. If this is your situation, please disrupt the class as little as possible by making an unobtrusive exit out of the classroom before you answer your phone or page. Text messaging in class is not allowed. The learning environment is an important one and the focus, except for emergencies, should be on that task.

If you come late to class, please take a seat near the entry door so as to disrupt the class as little as possible.

The study of business often prompts discussions and debate. Please be courteous to all in the class by limiting sidebar discussion with your neighbors. I encourage you to interact with the class instead.

Be aware that inappropriate/disruptive classroom behaviors are violations of the Student Code of Conduct<sup>8</sup> 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.

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<sup>8</sup> [http://bellevuecollege.edu/policies/2/2050\\_Student\\_Code.asp](http://bellevuecollege.edu/policies/2/2050_Student_Code.asp)



## **Accommodation, Disability Resource Center, (DRC) (From the 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.

The DRC office is located in B 132 or you can call the 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 the DRC website for application information into the program and other helpful links at [www.bellevuecollege.edu/drc](http://www.bellevuecollege.edu/drc)

## **Inclement weather/emergencies**

Always use your judgment as weather may vary throughout the Puget Sound area. Check the school's website, listen to radio stations: KING, KIRO, KOMO, KVI, KRKO, KWUZ, KUBE or KPLZ or watch TV stations KIRO, KING, or KOMO. You can also subscribe to the College's automatic reporting system. Please see MyBCC for instructions.

<http://bellevuecollege.edu/news/announcements/default.asp#alerts>

## **Public Safety (From the Public Safety Department)**

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff 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. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

## **Additional Student Resources**

Bellevue College offers a wealth of resources for students in all aspects of their academic experience. I suggest you carefully consider the following while in this course.

1. Writing Lab: <http://bellevuecollege.edu/writinglab/> is available online, for drop in, and appointments. The offer assistance and instruction in effective writing
2. Computing Center: <http://ac.Bellevue College.ctc.edu/>
3. Tutoring Center: <http://bellevuecollege.edu/resources/tutoring/>
4. A full listing of resources is available at: <http://bellevuecollege.edu/resources/>

## **Evaluation and Grading**

It is important to all learners and to us that evaluations be guided by the following principles:

- Multiple (more than one evaluation.)
- Varied (different methods of evaluation.)
- Fair (clear directions and criteria.)

### *Grading System*

Criterion Referenced Grading will be used. I have described the learning outcomes of the course, my expectations, and the grading criteria in this syllabus and with you in class. How well you perform against that criteria will determine your grade.

More specifically, the Criterion Referenced Grading framework model is based on the curriculum, course, learning objectives, and assignments. By establishing absolute standards, grades are assigned by



comparing a learner's performance to a set of standards. Learners meeting the learning targets receive higher grades than those learners not meeting the targets. Grades are based and awarded for performance on participation in class and performance on written assignments. Because the Criterion Referenced Grading model compares individual student performance versus a standard, all students are assured they are being evaluated fairly and objectively.

### *Grading Weights*

Class Participation and contribution; and In-Class Team Projects	20 %
Mid-Term Examination	25 %
Court Visit	25 %
Final Exam	30 %
Total:	100 %

Your grade will be calculated in accordance with these grading weights. Note also that grading weights are distributed so that no one activity is overly or under weighted. Note also that the grading activities vary in character, i.e. oral presentations, exams, written memos, written reports, team work, etc. Thus, students are assured that multiple opportunities are provided for evaluation and varied opportunities for evaluation are provided.

### *Grading Scale*

The grading scale is prescribed by the college and is reproduced here for your reference.

<u>Grade</u>	<u>Percentages</u>	<u>Grade Points</u>
Outstanding Achievement		
A	95-100 %	4.0
A-	90-94 %	3.7
High Achievement		
B+	88-89%	3.3
B	83-87%	3.0
B-	80-82%	2.7
Satisfactory Achievement		
C+	78-79%	2.3
C	73-77%	2.0
C-	70-72%	1.7
Poor Achievement		
D+	66-69%	1.3
D	60-65%	1.0
Unsatisfactory Achievement		
F (Failure)	<60 %	0.0

### *Grading Criteria Guidelines*

The following is offered as a general guide to guide you in understanding the grading scale. This Bellevue College grading scale policy is available on MyBC.

“A” grades indicate “outstanding” achievement

- A 4.0 points per credit hour
- A- 3.7 points per credit hour

The “A” student

- demonstrates consistent mastery of learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course through application of critical and creative thinking skills;

- completes work assignments that consistently exceed requirements and that interpret and apply objectives in new, unique, or creative ways;
- demonstrates consistent leadership in class participation activities.

**“B” grades indicate “high” achievement**

- B+ 3.3 points per credit hour
- B 3.0 points per credit hour
- B- 2.7 points per credit hour

**The “B” student**

- demonstrates a high level of competence in learning outcomes for the course;
- demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills;
- completes work assignments that consistently meet most requirements;
- contributes regularly to class participation activities.

**“C” grades indicate “satisfactory” achievement:**

- C+ 2.3 points per credit hour
- C 2.0 points per credit hour
- C- 1.7 points per credit hour

**The “C” student**

- demonstrates a satisfactory level of competence in learning outcomes for the course;
- demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course;
- completes work assignments that satisfy minimum requirements for the course;
- satisfies minimum requirements for class participation activities.

**“D” grades indicate “poor” achievement:**

- D+ 1.3 points per credit hour
- D 1.0 point per credit hour

**The “D” student**

- demonstrates minimum competence in some learning outcomes for the course;
- completes work assignments that usually meet minimum requirements;
- contributes inconsistently or infrequently to class participation activities.

**“F” grades indicate “unsatisfactory” achievement:**

- F 0 points per credit hour

**The “F” student**

- cannot demonstrate competence in many or fundamental learning outcomes;
- submits work assignments that frequently do not meet minimum requirements, or does not complete the assigned work;
- does not satisfy minimum requirements for attendance or contribution to class activities.

*Class Participation and Contribution*

Class participation is described in detail above. It should be regular and thoughtful.

*Mid-Term Examination*

There will be a mid-term examination approximately half way through the course as scheduled below. The examination will be one hour in length and will cover the work to date. This will include material presented in our text, class discussions, and class lectures.

### *Court Visit*

You must arrange to visit any Superior Court proceeding involving testimony or oral argument, civil or criminal, on your own time. This may be a morning, afternoon or evening session. Stay for at least 2 hours. Prepare a 2-3 page paper, 10-point font, on your observations. Describe the case, and relate it to topics we have covered in the course, e.g., what civil or criminal procedure(s) did you observe, what evidence was presented, etc.? Compare what you have observed to TV shows on have covered both civil and criminal procedure to schedule your court visit.

### *Guidelines for the Final Examination*

The final examination will cover all work covered in the course. This will include material presented in our text, class discussions, class lectures, and videos. It will be scheduled in accordance with the final exam schedule available on MyBC at <http://bellevuecollege.edu/classes/exams/>

### **Academic Honesty and Integrity**

Academic honesty is the expected mode of behavior. Ethical behavior in business and academia is extraordinarily important and expected in the world today. All honesty violations will be treated seriously as prescribed by the college.

Bellevue College's policy quoted in part, "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 Community 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 Community 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."

Students are expected to conduct themselves with honor and integrity. If you choose to cheat and/or aid someone else in cheating, you violate a trust and jeopardize your future in this class. Cheating includes but is not limited to:

- Turning in assignments or papers or tests/quizzes that have been used in other classes, including a previous enrollment in this class by you or another person
- Copying answers on any written or practical exam/quiz
- Two or more different people working together on the same assignment and each person submitting the same or nearly identical work as their individual work
- Giving and/or receiving help during an exam/quiz
- Disk copying, purchasing/selling answers to any portion of the course
- Lack of reference for the source of cited information
- Disk or file copying, purchasing or selling answers to any portion of the course
- Copying information for written work and representing it as your writing

If you cheat, some or all of the following actions will be taken:

- You will receive a grade of zero on the assignment or exam. This item may not be resubmitted for credit or review.
- A report of the incident will be sent to the Dean of Students who may file a report in your record and/or take other disciplinary action. For a description of the process, see WAC 132H-120, available in the Student Body Government office.

If you are involved in more than one cheating incident in this class, you will be given an “F” grade for the course.

Plagiarism is perhaps the most common and misunderstood form of academic dishonesty. It involves the taking of ideas, writings, etc. from another and passing them off as one's own. Plagiarism includes using any source to complete academic assignments without proper acknowledgment of the source. THE INSTRUCTOR FOR THIS COURSE IS PARTICULARLY UNFORGIVING OF STUDENTS WHO INTENTIONALLY OR UNINTENTIONALLY PLAGIARIZE MATERIALS! A frequently misunderstood principle of attribution is that citation of a source makes a legal argument more persuasive, rather than less. Even paraphrased materials can be considered plagiarized if their source is not properly cited. An improper citation may result in a small reduction in grade, but an omitted citation may result in a failing grade for the assignment or the course along with other possible penalties from the college. Here is the only legal advice the instructor will directly give the students: DON'T!<sup>9</sup>

### **Commitment to Pluralism and Non-Discrimination**

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.

<http://bellevuecollege.edu/about/goals/inclusion.asp>

Bellevue College and I are committed to Bellevue College's [mission and goals](#). I ask that you embrace and honor this commitment.

### **How to Succeed in the Course, in Summary**

1. Attend all classes (except when you are ill)
2. Review and have the syllabus available in hardcopy
3. Read the text regularly and read the assigned work before class, consider this an ongoing assignment
4. Print all materials off the website including the syllabus and the assignment memos
5. Pay particular attention to the criteria that each assignment will be judged against, self assess whether you have addressed the assignment thoroughly
6. Review study materials and website made available by the publisher
7. Devote time and effort to the homework and other assignments. Grades generally reflect the effort a student has put into the assignment and the course
8. Study in groups
9. Start early on group projects. Coordinate your work between yourselves
10. Make good use of your instructor
11. Focus on the course in class

### **Notes on the Course Schedule<sup>10</sup>**

Since this is the first law course, we do have a significant amount of material to cover, and it is my intention to cover as much material as possible in the allotted time. To accomplish our goals, we may need to be flexible with the schedule, particularly with respect to the sequence of topics and time allotted. I may have to delay some topics and case discussions. I may move some forward. Please be prepared to be flexible with the schedule.

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<sup>9</sup> An excellent resource and guide as to plagiarism is The Little Book of Plagiarism, Richard A. Posner, (2007) Pantheon Books. Posner is a judge on the United States Seventh Circuit Court of Appeals and senior lecturer at the University of Chicago Law School. The book discusses the dimensions of plagiarism in the modern technological world.

<sup>10</sup> All test and assignment dates on this syllabus are tentative and subject to change upon notice given during class. The instructor may give additional assignments in class throughout the quarter. It is the student's responsibility to keep informed as to any announced assignments or schedule changes. If a student cannot attend a class, be sure to get any missed information from a classmate or contact the instructor.

WEEK	WEEK START DATE	TOPIC(S)	ASSIGNMENT(S)
1	Jan 3 <sup>rd</sup>	Business and Its Legal Environment ( Introduction to Law)  The Court System	Introductory Thoughts Goals of the Class and Course.  Read and Review the Syllabus  Complete Assignment 1, Survey  Cross & Miller (CM) Chapter 1  CM, Chapter 2
2	Jan 9 <sup>th</sup>	Alternate and Online Dispute Resolution  Ethics and Business Decision Making	CM, Chapter 3  CM, Chapter 4
3	Jan 16 <sup>th</sup>	Constitutional Law  Criminal Law and Cyber Crime	CM, Chapter 5  CM, Chapter 7
4	Jan 23 <sup>rd</sup>	Contract Formation  Contract Performance, Breach & Remedies	CM, Chapter 9 CM, Chapter 10  Review <u>for</u> Mid-Term Exam
5	Jan 30 <sup>th</sup>	Sales, Leases, and E-Contracts	CM, Chapter 11  <b>Due: Mid-Term Examination</b>
6	Feb 6 <sup>th</sup>	Employment Relationships  Employment Discrimination	Review <u>of</u> Mid-Term Exam  CM, Chapter 21 CM, Chapter 22
7	Feb 13 <sup>th</sup>	Investor Protection and Corporate Governance  Sarbanes-Oxley	<b>Due: Court Visit Assignment</b>  CM, Chapter 29  CM, Appendix E

8	Feb 20 <sup>th</sup>	Torts and Cyber Torts Strict Liability and Product Liability	CM, Chapter 12 CM, Chapter 13
9	Feb 27 <sup>th</sup>	Intellectual Property and Internet Law	CM, Chapter 14
10	Mar 5 <sup>th</sup>	Open Topic (Class Selection)	
11	Mar 12 <sup>th</sup>	Open Topic (Class Selection)	
12	Mar 19 <sup>th</sup>		<b>Due: Final Examination as scheduled by the college.</b>

Note: The schedule is a guideline for progress of the course. It is ambitious. Schedule changes may be necessary to adapt the course material to the substantive needs of the students.

### **Final Thoughts**

This course will be conducted at all times within the parameters of the policies of Bellevue Community College and all participants are expected to adhere to all Bellevue College policies.



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**To:** BA 200 Students

**From:** Frank Hatstat  
Faculty  
Chair, Business Management Program  
Chair, Marketing Management Program  
Chair, Student Academic Grievance Committee

**Date:** January 3, 2012

**Ref:** **Assignment Memo: Assignment #1 – Syllabus Review & Student Information Sheet**

This is your first assignment for the course. In general, all major assignments will have an "Assignment Memo" associated with them similar to this one. When an Assignment Memo is provided for an assignment, review it carefully and completely to insure you are responding to the assignment appropriately. The Assignment Memo will specify the specifics of the assignment and my expectations. It is your most authoritative guide to the grading parameters and expectations for the assignment. Items number 1 and 2 below are graded daily assignments.

- (1) Print out, review, and come to class on the second Monday meeting of the class with the syllabus. Put your name in the upper right hand corner. I will collect it. Content of the syllabus may be included as part of the midterm examination.

Note: 5 extra points on this assignment, so as to be ecologically friendly and also meet our needs to have a hard copy of the syllabus for quick reference, to those who can print two pages of the syllabus per side of an 8 ½ x 11 sheet of paper and on both sides of the page.

- (2) Complete the "Student Information Sheet" (please print) and return it to me next Monday.



## Student Information Sheet

BA 200  
Winter 2012

### Contact Information

Name: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

### Work Information:

Are you working? (Circle) Yes No

If yes, where do you work and how many hours per week do you work?

\_\_\_\_\_  
\_\_\_\_\_

### Academic Information:

Why are you attending Bellevue College? (Check all that apply)

- ☐ I want to transfer to a 4 year university
- ☐ I want to complete my Associates Degree (2 year) and get a better job
- ☐ I want to study business and management
- ☐ I want to study law in the future
- ☐ I am unsure of what we want to study and am trying some things out
- ☐ Somebody else wants me to go to school
- ☐ Other

How many quarters have you been at Bellevue College? \_\_\_\_\_

Major? Known or Considering \_\_\_\_\_

Degree you are seeking at Bellevue College \_\_\_\_\_

Ultimate degree you are seeking? \_\_\_\_\_

Graduation Date? \_\_\_\_\_

Courses you have taken: (name and number)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How would you rate your computer skills? (Circle)

Word:	Excellent	Good	Fair	Poor	None
PowerPoint:	Excellent	Good	Fair	Poor	None
Online Information Resources such as ProQuest, etc	Excellent	Good	Fair	Poor	None

Have you read and reviewed the syllabus? (Circle) Yes No