

BUS 201, Business Law, Sec. OAS, Item #5457

Winter, 2017 (January 3 – March 23, 2017)

Office and Office Hours: C-207A; Daily 1:30 – 2:30 p.m.; and by appointment

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.

Lecture Notes (accessible via Modules in Canvas).

Optional/recommended:

Hacker, Diana. *A Writer's Reference*. Boston: Bedford/St. Martin's (any edition within last 10 years).

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 the instructor other than through Inbox, the internal course messaging system in Canvas. The instructor receives dozens of emails in her/his regular BC email, and s/he does not want to risk losing one of your messages if you try to message her/him outside of the regular, course messaging system in Canvas.

If you do email the instructor on her/his regular BC email system ***as a last resort only*** due to an inability to communicate with the instructor 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 the instructor 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 the instructor – as well as you – delays. Also, if you do not receive a reply from the instructor within 24 hours (longer on weekends/holidays), it could mean that, for whatever reason, the instructor did not receive your email. In this case, please feel free to keep sending the instructor the email until you do get a response from her/him. Strict adherence to these guidelines is critical, as the instructor often receives 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.

Please DO NOT try to communicate with the instructor via the Comments box in your grade book. Canvas does not send any notification to the instructor if a student leaves a message there, so it will likely be a week – or even several weeks – before the instructor sees the message. Instead, please adhere to all guidelines on communications so as not to cause yourself delays or misunderstandings.

Grading Scale:

A 93-100; A- 90-93; 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 and are not negotiable.

Students must complete all assignments in sequence. **Example:** a student has not completed all modules prior to the mid-term exam; she may not take the mid-term exam until she has completed all preceding modules.

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 of 75% or higher on this 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)

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

This quiz is the only quiz in this class. However, it is not only worth 20 points, but your understanding of the syllabus and your familiarity with the course website will likely affect your success in this class. Consequently, all students are required to take this quiz and receive a grade of no less than 15 out of 20 *before* they may submit any other assignments. Students may retake this quiz as many times as they wish (the submission link allows multiple submissions) until they can get the 15/20 passing score. All students must complete the Quiz by 11:59 p.m. on **Friday of Week 1** and submit it according to all instructions. Students should get a passing grade (15/20) on the Quiz as soon as possible 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 required deadlines, resulting in late submission of and/or late posting of the grade for the Quiz (grading is not automated; grading of the Quiz will take 24-48 hours), does not excuse or waive late policies on any other assignment, e.g., Week 1 assignment that is submitted late as a result. *All consequences arising from any problem submitting or receiving a passing score on the Quiz are the student's sole responsibility.* Please keep in mind that students who have trouble on the Quiz, which tests their knowledge of course policies and procedures, almost always have additional difficulties later; problems in Week 1 are strong indicators of problems with more basic issues such as time management skills required in taking a challenging online class.

The Quiz is accessible via the Getting Started page.

Research Paper Project (100 points total):

Please download and study the applicable documents on the Research Paper Project from the Getting Started page.

Vericite:

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

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

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

Download and study the “Vericite 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 under the Assignments tab no later than 11:59 p.m. on **Sunday of Week 9**.

Exams (50 points each):

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

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

No student who has not completed all required, assigned work prior to an exam may sign up for or take the exam.

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

Please note that additional information on the exams, including the study guide(s) (if any), as well as exam session information, may be available under Announcements and/or the Exams link.

There are/will be additional detailed instructions on the exams and exam procedures as 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 exam period(s) 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; it will not be granted.*

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 Getting Started 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 method is to contact the instructor via the Canvas Inbox, 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 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 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).

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*. 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.*

Under no circumstances – even if otherwise approved based on a documented “emergency” – will any makeups be accepted after Sunday of Week 10. Having makeups and other loose ends come in at the last minute causes substantial delays in grading, as well as significant risks to students that graded work may get lost.

Writing Proficiency:

The instructor will grade you on grammar, punctuation, spelling, and all other aspects of writing. If you have problems with writing, The instructor strongly recommends 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; an older edition may cost you only \$.01 plus shipping of \$3.99 for a grand total of around \$4.00). 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 guarantee about the grade the paper will receive in *this* class.

I will make myself available to help students, on an individual basis, on basic writing skills. However, I *will not* be serving as a general proofreader. Students interested in receiving individualized lessons on writing skills should contact me as early as possible during the quarter since such skills will affect all written assignments. Individualized help is especially appropriate for ESL students. However, the instructor also encourages those who already possess basic writing skills and wish to polish the skills they already have to explore advanced writing techniques. Caveat: individualized help is absolutely *not* a guarantee whatsoever of a particular grade whatsoever.

Drafts: Those who would like me to review a draft of an assessment (written assignments, exam essays, etc.) prior to the due date may submit one or more drafts to me for comment prior to grading. Caveats: 1) any such review of a draft provides no guarantee whatsoever of any particular grade on any particular assignment and 2) any draft needs to be submitted to and received by me no later than 48-72 hours before the due date, and due dates still apply *regardless of whether a) I have had enough time to review your draft and return it to you or b) whether you have had time to incorporate comments into your final version of the assignment before the due date*; reviews of drafts is intended to be a learning opportunity, if and when such opportunity exists, and it is *not* a guarantee of a particular grade or anything else.

Assignment Submission Guidelines:

The instructor will not grade partial assignments. The instructor will grade only what you submit in its entirety, i.e., the assignment must be complete 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 otherwise does not conform to course or College policies, 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” will not waive any requirements or waive penalties for late or other non-conforming submissions (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 Vericite scores, incorrect submission procedures, etc.

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 Tuesday of Week 10 even though the due date was on the previous Sunday. 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.” Any assignment submitted more than four days past the required deadline will receive 0 credit in the absence of an “emergency.”

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 10**. *The instructor retains sole discretion about whether to grant a request for an Incomplete. A history of uncooperative conduct and/or non-conformity with policies is a likely basis for denial of such a request.*

There must be a legitimate “emergency” before a request for an Incomplete is considered. There must be ample, written, 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 explicitly identify the date(s) of the 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. Students are solely responsible for any consequences arising from inactivity during the first week an/or being involuntarily dropped. Success in the first week is almost always an indicator of success in the remainder of the course.

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, 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.

*The above is not a complete list; any act of dishonesty may result in pursuit of additional course and/or College policies.

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. There must also be reasonable notice to the instructor for any accommodations requests. In general, what constitutes “reasonable” notice in this class is at least one week in advance of execution of such accommodation(s).

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:

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

“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 “min-

imum”; i.e., “minimum” shall not give rise to any inference that conformity with minimum standards consists of anything beyond a barely passing grade, e.g., a “D”; minimum effort *does not* mean maximum points.

COURSE OUTLINE:

WEEK 1 Introduction to the American legal system (read text, Chapters 1 and 2; and Week 1 Lecture Notes under Week 1 Module).
(Jan. 3 - Jan. 8)

Complete and submit your responses to the Syllabus and Course Website Quiz no later than 11:59 p.m. on Friday, Jan. 6 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, Jan. 8.

WEEK 2 The American Constitution and constitutional law (read text, Chapter 5; and Week 2 Lecture Notes under Week 2 Module).
(Jan. 9 - Jan. 15)

Post your comments on the Week 1 Assignment Comments link under this week’s Module by 11:59 p.m. on Sunday, Jan. 15.

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, Jan. 11. Download the off-campus proctored exams request form, available under the Getting Started page, and send it to the instructor via the Canvas messaging/inbox system no later than 11:59 p.m. on Wednesday, Jan. 11. In order to safeguard yourself against the possibility that your first choice of an exam center/proctor is not approved by the deadline, please investigate your choices at the earliest opportunity and download, complete, and send the form to the instructor well in advance of the Sept. 28 deadline. 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 student receives an exception that is not available to everyone else.

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 received a passing score on the Quiz.

DUE: Complete the online Research Paper Project: 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, Jan. 15.

DUE: Completed and signed Consent Form for the Court Visit Assignment. Although there is no qualitative substitute for doing this self-guided field trip in person, an alternative, web-based court assignment is available. If you are planning on doing this assignment in person, you must complete, sign, and submit the Consent Form by 11:59 p.m. on Sunday, Jan. 15.

WEEK 3
(Jan. 16 -
Jan. 22)

Alternative Dispute Resolution; Administrative Agencies (read text, Chapters 3 and 6; and Week 3 Lecture Notes under Week 3 Module).

Post your comments on the Week 3 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, Jan. 22.

Exam study guide will be posted on Announcements no later than 4-5 days prior to the earliest announced exam date.

Extra Credit (up to 5 points). "Twilight: Los Angeles 1992" event, Wednesday, Jan. 18, Carlson Theatre on BC campus, 12:30 p.m. 250-word, good faith/effort description of your experience at the event. Submit to the link for this event no later than 11:59 p.m. on Sunday, Jan. 29th (detailed information on this event will be provided on Announcements).

DUE: Research Paper Project topic approval by 11:59 p.m. on Sunday, Jan. 22. This is not required, but it is highly recommended; failure to discuss your project with the instructor ahead of time could mean that you could waste your time on an inappropriate research topic. Please message the instructor via Inbox on Canvas to discuss your idea(s); there is no Canvas submission upload link for your topic proposal. Make sure that you follow the guidelines in the *Tips on How to Select a Topic* document under the Getting Started Page so as to avoid delays in receiving feedback from the instructor.

WEEK 4
(Jan. 23 -
Jan. 29)

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)).

Post your comments on the Week 4 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, Jan. 29.

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.

No student who has not passed the Syllabus and Course Website Quiz may sign up for, nor take, an exam until and unless s/he has received a passing score on the Quiz.

DUE: Take the mid-term exam on the date that you signed up for but no later than the last, officially-announced exam date.

DUE: Extra Credit (up to 5 points) write-up on "Twilight" event, no later than 11:59 p.m. Sunday, Jan. 29.

WEEK 5
(Jan. 30 -
Feb. 5)

Ethics, Social Responsibility, and the Business Manager; Securities (read text, Chapters 4 and 29).

Post your comments on the Week 5 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, Feb. 5.

WEEK 6
(Feb. 6 -
Feb. 12)

Torts, Strict Liability, and Products Liability (read text, Chapters 12 and 13; and Week 6 Lecture Notes under Week 6 Module).

Post your comments on the Week 6 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, Feb. 12.

Extra Credit (up to 5 points). “Terrance Hayes: A State of Becoming . . .” event, Tuesday, Feb. 7, 11:30 a.m., in D-106 on BC campus. 250-word, good faith/effort description of your experience at the event. Submit to the link for this event no later than 11:59 p.m. on Sunday, Feb. 19 (detailed information on this event will be provided on Announcements).

DUE: Presentation of your Research Paper Project (submit your Presentation to the Presentation submission link under this week’s Module by 11:59 p.m. on Sunday, Feb. 12.

WEEK 7
(Feb. 13 -
Feb. 19)

Common Law of Contracts (read text, Chapters 9 and 10; and Week 7 Lecture Notes under Week 7 Module).

Post your comments on the Week 7 Assignment Comments link on this week’s Module by 11:59 p.m. on Sunday, Feb. 19.

DUE: Extra Credit (up to 5 points) write-up on Terrance Hayes event, no later than 11:59 p.m. Sunday, Feb. 19.

WEEK 8
(Feb. 20 -
Feb. 26)

Sales (text, Chapter 11); review Week 7 materials on common law of contracts.

Post your comments on the Week 8 Assignment Comments link on this week’s Module by 11:59 p.m. on Sunday, Feb. 26.

Extra Credit (up to 5 points). “The New Jim Crow” event, Thursday, Feb. 23, 12:30 p.m., in C-120 on BC campus. 250-word, good faith/effort description of your experience at the event. Submit to the link for this event no later than 11:59 p.m. on Sunday, Mar. 5 (detailed information on this event will be provided on Announcements).

WEEK 9
(Feb. 27 -
Mar. 5)

Crime and business; international community (read text, Chapters 7 and 8; and Week 9 Lecture Notes under Week 9 Module).

Post your comments on the Week 9 Assignment Comments link on this week’s Module by 11:59 p.m. on Sunday, Mar. 5.

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, Mar. 5.

DUE: Extra Credit (up to 5 points) write-up on “The New Jim Crow” extra credit event, no later than 11:59 p.m. Sunday, Mar. 5.

WEEK 10
(Mar. 6 -
Mar. 12)

Intellectual Property and Internet Law (read text, Chapter 14).

Post your comments on the Week 10 Assignment Comments link on this week’s Module by 11:59 p.m. on Sunday, Mar 12).

DUE: Research Paper Project: Final Paper (submit to the “Research Paper” link under this week’s Module by 11:59 p.m. on Sunday, Mar. 12.

DUE: Any and all *preapproved* makeups are due no later than 11:59 p.m. on Sunday, Mar. 12. Please see policies herein above and/or elsewhere for details.

WEEK 11
(Mar. 13 -
Mar. 19)

Employment and Discrimination (text, Chapters 21 and 22; review Week 2 readings).

Post your comments on the Week 11 Assignment Comments link on this Module by 11:59 p.m. on Friday, Mar. 19

Exam study guide will be posted on Announcements no later than 4-5 days prior to the earliest announced exam date.

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.

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 received a passing score on the Quiz.

***There are no early or late exam dates. No student receives an exception that is not available to everyone else.**

WEEK 12
(Mar. 20 -
Mar. 23)

Final Exam Week (there are no additional required readings or assignments)

There are no required assessments in our class this week as some online classes, including this one, complete final exams according to the final exam schedule for online classes a week ahead of on-site sections of this class. *Please plan accordingly, as there will be **no opportunity for making up a missed exam**. Exams will be administered according to information available on the syllabus, Announcements, and/or other course and College policies and/or guidelines.*

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. *Unless you have an "emergency," please do not ask for exceptions; they will not be granted. Granting you, but no one else, an exception is unfair to your classmates.*