

BUS 201: Business Law

Sec. A, Item #5453, Spring 2018 Syllabus

Instructor: Beta ("Bebe") Bales, esq.; J.D., LL.M.
E-mail: b.bales@bellevuecollege.edu
Office Location: C-207B
Office Hours: Tuesday 10:25-11:15am or Th/F by appointment (see below)
Class Days/Times/Location: T/Th 8:30-10:20am & F 9:30-10:20am in C208

Course Information: Description & Outcomes

This course surveys laws applicable to business transactions. Students focus on law of contract sales, negotiable instruments, and agency. Prerequisite: ENGL 201, ENGL& 235, ENGL 271 or ENGL 272 with a C or better. Recommended: 30 prior college credits.

After completing this class, students should be able to:

- Learn critical thinking processes.
- Become conversant with basic legal concepts and selected areas of law affecting business transactions.
- Understand and apply correctly legal terminology in the above areas.
- Recognize ethical issues in business, including their legal implications.
- Reason clearly, responsibly, and succinctly when faced with legal problems and questions.

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, regulations, and case law. Among the topics are contracts, torts, criminal law, criminal procedure, and constitutional law.

Course Materials

Required:

Cross, Frank B., and Roger LeRoy Miller. *The Legal Environment of Business: Text and Cases*, 8th ed. South-Western/Cengage Learning.

Optional/recommended:

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

Communication

In general, please **only** contact the instructor via her official Bellevue College email (b.bales@bellevuecollege.edu). Be sure to include "BUS 201" in the subject heading to ensure your email is not overlooked. **Allow 24-48 hours for an email response.** If, after 48 hours, you have not received an email response, please email the instructor again in case your message was lost.

Note: this means that emailing the instructor the night before an exam likely means you will not receive a response before the exam. Failure to follow this procedure may risk losing your message.

Office Hours

I hold weekly drop-in office hours as described above. Office hours are your first and best resource to obtain assistance with course information, content, and assignments. I also do my best to make myself available to you outside of office hours should you be unable to attend during that time. If you would like to meet outside of office hours, please send me an email in advance following the communication instructions above to schedule an appointment.

Grading

College Grading Policy

Bellevue College utilizes a consistent, published letter grading system to reflect the student's achievements. Please refer to the College Grading Policy for specific information.

Grading Scale

A 93-100; A- 90-92; B+ 87-89; B 83-86; B- 80-82; C+ 77-79; C 73-76; C- 70-72; D+ 67-69; D 60-66; F 0-59.

Grades are final upon recording in the absence of a mathematical error. Grades are not negotiable. Grades will be posted on Canvas. Please check your grades regularly.

Course Grading

Syllabus and Course Quiz	15 points
Research Project	140 points total
Journal	50 points total
Quizzes	5 points each
Midterm Examination	50 points
Final Examination	50 points
Court Visit	25 points
Participation	Participation in classroom discussions is required. Please see policies under "Participation" for additional considerations.

“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. 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**.

Exams (50 points each)

There are two exams: (1) a mid-term exam (50 points) and (2) a final exam (50 points). Unless you have a doctor’s note, no one will be permitted to leave the exam session once s/he has begun her/his exam any earlier than 60 minutes after the exam session has begun.

Court Visit Assignment (25 points total)

You will submit an informal paper describing your visit to a series of criminal prosecutions. The instructor will distribute detailed guidelines.

Research Paper Project (140 points total)

This project consists of several parts: (1) LMC research tutorial (10 points); (2) topic proposal (10 points); (3) presentations (a) oral (20 points) and (b) written (50 points); and (4) the final paper (50 points). Additional, detailed guidelines will be distributed.

Journal (50 points total)

The Journal consists of writing one entry per week subjectively reflecting upon specific legal concepts that we have studied for the week. The purposes include: reflecting upon and reinforcing what you have learned during the week, and practicing and improving writing skills.

Extra Credit

This instructor does not offer extra credit *unless and until* the Business Transfer Program makes an official announcement pertaining thereto. Students are to understand that extra credit, even if available, is not a substitute for, nor is it intended, to make up for deficiencies in regularly-assigned coursework. Please also be sure to thoroughly familiarize yourself with all course policies, including requirements for exceptions. Having an unsatisfactory grade is not an excuse for gaining extra credit opportunities.

Participation (variable)

“Participation” consists of point deductions for conduct that detracts from the classroom learning environment and/or from academic integrity. Such conduct includes, but is not limited to conduct that has the effect of causing demoralization or otherwise detracting from a positive class environment, at the instructor’s sole discretion. At the instructor’s discretion, there may/may not be a warning and point deductions immediately thereafter of no less than 5 point increments, in addition to any and all other remedies under applicable course and Bellevue College policies.

Attendance will be recorded on a daily basis.

Class Policies

Keeping Track of Your Work

You are solely responsible for keeping track of your own work. Grades will appear on Canvas and it is your responsibility to check your grades on a regular basis so that you can avoid any surprises. As mentioned above, **grades are final upon recording and non-negotiable**. The instructor recommends saving all your course work until the term has ended.

Submission Problems

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

Assignment Submission Guidelines

For this on-site course, there is a mandatory two-fold method of submission that must be strictly followed. All written assignments must be submitted by the due date and time (1) to Vericite **and** (2) in print copy.

An assignment is treated as submitted when **both** (1) the Vericite submission **and** the (2) print copy are submitted according to all due dates and guidelines. **If one is submitted but the other not, the assignment will not be treated as being submitted**.

The Vericite submission is **solely** to check for plagiarism. The print copy is **solely** for grading purposes. **Only the print copy is acceptable for grading. No electronic submission of any kind will be accepted for grading purposes**.

Additional, detailed submission instructions for Veracite will be distributed.

I will not grade partial assignments. I will grade only what you submit in its entirety, i.e., the assignment must be complete at the time of submission. You may not submit it in separate pieces. Without prior announcement or notice, any written assignment may be reviewed via Vericite, an anti-plagiarism application; and academic honesty guidelines may come into play at the instructor's sole discretion.

Print copies of assignment submissions are considered submitted when the print copy is delivered to (1) the instructor in person or (2) the instructor's official mailbox (NOT personal office) in the Social Sciences Division office in D-110 with a date stamp.

No other submission method whatsoever, including, but not necessarily limited to, timely electronic submission or documentation for date stamp purposes with a subsequent, print submission, is acceptable.

If I have the print copy in hand at the beginning of class on the due date, it is received; if not, it is NOT received, period. Additional, specific guidelines concerning assignment submissions may be distributed.

Late Assignments

Unless indicated otherwise, all assignments are ***due no later than the start of class time***. At any point thereafter, there is a minimum ***full letter grade deduction per calendar day*** that an assignment is late. Example: A student turns in her paper on Friday even though the due date was the previous Wednesday. It is two calendar days late. The paper, which would otherwise have received a “B” becomes a “D” after the two-letter grade deduction for being late two calendar days. If she turns it in on Monday of the following week, it is five days late, one day too late for an “F” grade.

To avoid further penalties for a late assignment, assignments submitted past the due date should be submitted to the instructor’s official mailbox (NOT personal mailbox) in the Social Sciences Division Office in D-110 with an official date stamp. The official date stamp will determine the total grade deduction for late submission.

Writing Proficiency

Writing proficiency is an essential component of the Business Transfer Program at Bellevue College and is required for acceptance into the various business baccalaureate programs. Therefore, students will be graded on grammar, punctuation, spelling, and all aspects of writing on (1) the Court Visit Assignment, (2) the Written Presentation, and (3) The Final Draft of the Research Paper Project.

If have difficulty with writing, whether you are an ESL or native English speaker, I **strongly** recommend that you seek assistance from the on-campus Writing Lab and other resources available to you including but not limited to Diana Hacker’s *A Writer’s Reference* as well as spell and/or grammar check.

The On-Campus Writing Lab is available to students as follows:

Academic Success Center
Main Campus, Room D204
(425) 564-2200
asc@bellevuecollege.edu

Hours: Monday – Thursday: 8:00am – 8:00pm; Friday: 8:00am – 3:30pm
Saturday – Sunday: 11:00am – 4:00pm

Assignment Drafts

The instructor will not read or proofread assignment drafts for the sole purposes of grade feedback. I am happy to give specific feedback as requested or to answer specific questions

related to assignments and drafts. You may seek assistance in office hours, by appointment, or via email, as time allows and no later than 48-72 hours before an assignment due date.

Makeups

Any makeup of an exam must satisfy the following requirements: A request must (1) be made in writing 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. No makeup is permissible without instructor confirmation of all details.

All other policies in this syllabus, including those on submission and technical problems, confusion, and “emergencies,” apply.

*Under **no circumstances** – even if otherwise approved based on a documented “emergency” – will a makeup of any kind be accepted after the last class meeting. At the instructor’s discretion, approved makeups may be accepted for grading after the end of the quarter. Receiving a hodgepodge of makeups and other loose ends near final exams causes substantial delays in grading, as well as significant risks to students that graded work may get lost.*

Emergencies

There are exceptions to 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.” The instructor will only consider 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 (c) identification of the period of the “emergency” and (d) identification of you as the person affected by the “emergency.” The documentation must be submitted accordingly. This paragraph notwithstanding, there are no promises or guarantees, and the instructor retains complete discretion.

Incompletes, Hardship, Withdrawals, Medical Withdrawals

Incompletes, hardships, and all withdrawals are granted only in exceptional circumstances and are subject to supporting, official documentation. Requests must be made in writing and are made on a case-by-case basis at the instructor’s discretion. There are no guarantees.

College Policies

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.

We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.

College Anti-Discrimination Statement

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.

Confidentiality and Mandatory Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2641.

Student Code of Conduct and Academic Integrity

Inappropriate/disruptive classroom behavior is a violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation.

Academic Integrity

All academic assignments are to be the work of the individual student. Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication will not be tolerated. Without prior announcement or notice, all written assignments may be reviewed via Vericite, an anti-plagiarism application; and penalties may come into play at the instructor's sole discretion.

Penalty for first violation: 0 on the assignment without possibility of makeup on that assignment. Depending on the severity of the act of the academic dishonesty, additional course and/or College policies pertaining to academic dishonesty may also take place.

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 (4) a failing grade and/or (5) permanent notation on the student's academic transcripts. There may be additional penalties on a case-by-case basis. **Do not risk your academic and professional career by cheating.**

Special Accommodations

Accessibility

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

Disability Resource Center

Please review the mission statement from the Disability Resource Center:

"The Disability Resource Center (DRC) is dedicated to service excellence in the provision of comprehensive and flexible accommodation plans, working with students, instructors, staff, administration and community contacts to ensure the successful academic endeavors and goals of qualified Bellevue College students with disabilities.

The DRC works in innovative ways to provide teaching and learning opportunities to college staff, faculty members and community partners to remove barriers to access and help further the understanding, support and success of the students we serve. We contribute to the disability justice movement, centered in a social justice model of disability, and work to incorporate concepts of universal design into all aspects of the Bellevue College environment.

The DRC helps students develop the critical skills necessary to achieve success, promoting self-advocacy, and seeks to better integrate people with disabilities—through structural, curricular, and attitudinal changes — into the overall pluralistic fabric of the college and community."

If you are a student who has a disability or learning challenge, you are encouraged to contact the DRC as soon as possible to discuss any accommodations that may support your success in this class. Please note that accommodations do not apply retroactively, so please plan accordingly.

The DRC Office is available to students as follows:

Office Location: B132; Testing Location: B142

Voice: (425) 564-2498; TTY: (425) 564-4110; Fax: (425) 564-4138

Skype for ASL users: DRCatBC; Email: drc@bellevuecollege.edu

Course Outline

Week 1 (4/2-4/6)	Introduction to the American Legal System Read: Chapters 1 & 2
Week 2 (4/9-4/13)	The U.S. Constitution & Constitutional Law Read: Chapter 5 DUE: Syllabus & Course Quiz, Tuesday 4/10 DUE: Research Project LMC Tutorial Completion, Friday 4/13
Week 3 (4/16-4/20)	Alternative Dispute Resolution; Administrative Agencies Read: Chapters 3 & 6 DUE: Research Project Paper Topic Proposal, Friday 4/20
Week 4 (4/23-4/27)	Law & Business Associations Read: Chapters 17, 18, & 19 DUE: Court Visit Assignment Consent Form, Friday 4/27
Week 5 (4/30-5/4)	Ethics, Social Responsibility, and the Business Manager; Securities Read: Chapters 4 & 29 MID-TERM EXAM, THURSDAY, 5/3 IN CLASS
Week 6 (5/7-5/11)	Torts, Strict Liability, Products Liability Read: Chapters 12 & 13 No Assignments Due
Week 7 (5/14-5/18)	Common Law of Contracts Read: Chapters 9 & 10 DUE: Oral Presentations, Tuesday, 5/15 DUE: Oral Presentations, Thursday, 5/17 DUE: Written Presentations, Friday, 5/18
Week 8 (5/21-5/25)	Contracts, con't; Sales Read: Chapter 11 No Assignments Due
Week 9 (5/28-6/1)	Crime and Business; International Community Read: Chapters 7 & 8 DUE: Court Visit Assignment, Friday 6/1
Week 10 (6/4-6/8)	Intellectual Property, Internet Law; Employment Law and Discrimination Read: Chapter 14; Chapters 21 & 22 DUE: Final Research Paper, Friday 6/8

Week 11
(6/11-6/15)

Review

DUE: Completed Journal, Tuesday, 6/12

Last Day to Submit Pre-Approved Makeup Work, Tuesday, 6/12

FINAL EXAM, THURSDAY 6/14, 7:30-9:20AM

This schedule may be modified as needed. Students are responsible for inquiring about any changes in the event of an absence.

Continuing enrollment in this course constitutes understanding of and agreement to abide by these, as well as all other, course and/or College policies. Failure to read, understand, and/or to clarify any dissemination of course information required by this syllabus and/or course guidelines and/or College policies will not excuse and/or waive enforcement of such course and/or College policies. Please do not ask for exceptions—they will not be granted. Applying different policies to individual students on a case-by-case basis is unfair to your classmates.