

**BUS 201, Business Law, Sec. C, Item #5456**

**Spring, 2018 (April 2 – June 15, 2018)**

**Office: C-207A**

**Office Hours: Office Hours: MW 9:30-10:15 a.m.; TTh 2:45 – 4:00 p.m.; and by appointment**

**Class dates/times: TTh 12:30 - 2:40 p.m.**

**Location: L220**

**Instructor Name and Credentials: Michael S. Brown, esq., Ph.D., J.D., M.A.**

**Email Address: [mibrown@bellevuecollege.edu](mailto:mibrown@bellevuecollege.edu)\***

\*Please see the section below on Netiquette

### **Course Materials:**

Required:

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

Optional/recommended:

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

### **Course Description:**

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.

### **Course Outcomes:**

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.

### **How Outcomes Will be Met:**

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 “BUS 201, Week 2 Quiz,” 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- 90-92; 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	
Website Quiz	15 points
Research project:	130 points total
Journal:	100 points total
Weekly quizzes:	10 points each
Mid-term exam	50 points
Final exam	50 points
Participation	Please see policies under “Participation”
Court Visit	25 points
Extra Credit	Variable (please see details elsewhere)

“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 “minimum”; 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.

**Recommendations:**

This instructor heavily weighs writing skills. Except under extraordinary circumstances, this instructor is highly unlikely to honor a request for a recommendation unless the student has consistently demonstrated “A” level writing ability in all written assessments in this class.

**Exams (50 points each):**

There are two exams: 1) a mid-term exam (50 points) and 2) a final exam (50 points). We will have both 1) a study guide and 2) a review session before the exams.

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 on Canvas.

**Research Paper Project (130 points total):**

This project consists of several parts: 1) LMC research tutorial (10 points); 2) topic proposal (ungraded); 3) a presentation (a) oral (20 points) and b) written (50 points); and 4) the final paper (50 points).

Additional, detailed guidelines will be distributed on Canvas.

**Journal (100 points total):**

The Journal consists of writing two entries, every week, subjectively reflecting upon specific, explicitly identified 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 your writing skills. The average length should be around 1/3 to 1/2 page. Each entry must have a date; if there is no date, there is no credit for the entry(ies).

**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. Detailed guidelines will be distributed under the Announcements tab on Canvas.

### **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 instructors 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.

### **Lecture Slides:**

Lecture slides will not be available to students. Many years of teaching experience have indicated a direct correlation between the availability of lecture slides and absences. There is just as clear a correlation between absences and poor grades. If you miss class, regardless of the reason, it is up to you to get caught up, e.g., by borrowing class notes from one of your peers; this is *the student’s responsibility, not the instructor’s.*

### **Keeping Track of Your Work:**

You must save all of your work and keep track of it for your own records. 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.

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:**

Technical problems – including either those related to unfamiliarity with the course web-site 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. Among the ways to get technical help are those at <https://bellevuecollege.teamdynamix.com/TDClient/Home/> .

### **Late Assignments:**

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

### **Assignment Submission Guidelines:**

Unless otherwise indicated, all written assignments must be submitted by the due date and time 1) to Canvas/Vericite **and** 2) in print copy. An assignment is treated as submitted when **both** 1) the Canvas/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 Canvas/Vericite submission is to check

for plagiarism. The print copy is for grading; only the print copy is acceptable for grading. Additional, detailed instructions may be distributed.

In general, *no electronic submission of any kind will be accepted for grading*. The only acceptable submission method for *grading* is in paper copy. No exceptions.

No partially completed assignments will be accepted or graded. Nor will any assignment that is incorrect be accepted. Only submissions that are complete **and** correct will be graded. Minimal penalties are rejection and/or 0 points; maximum credit is 50% of the original point value, *if the instructor provides an opportunity to revise and resubmit the assignment*. Except as otherwise provided in course and/or College policies, all penalties for missing due dates and/or other requirements will still apply.

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 complete and correct print copy *in hand* on the due date, it is received; if not, it is NOT received, period.

Additional, specific guidelines concerning assignment submissions may be distributed.

### **Writing Proficiency:**

The instructor will grade you on grammar, punctuation, spelling, and all other aspects of writing on 1) the Court Visit Assignment 2) the written portion of the Presentation and 3) the final draft of the Research Paper Project. If you have problems with writing, I strongly recommend that you explore various means for correcting them. One handy reference tool for catching the most common problems in writing is Diana Hacker's *A Writer's Reference*. 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 if the writing is not competent. The fact that another instructor 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 have me critique one or more drafts to prior to grading. Caveats: 1) any such review of a draft provides *no guarantee what-*

*soever of any particular grade on any particular assignment 2) any draft needs to be reviewed only during an in-person office appointment, not submitted electronically, and 3) occur 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.*

### **Makeups:**

Any makeup of an exam must satisfy the following requirements: a request must 1) be via email 2) specify the date, time, and place of the exam and 3) be confirmed in all respects by the instructor in writing no later than 48 hours prior to the proposed makeup exam date. No makeup is permissible without instructor confirmation of all details.

All other policies in this syllabus, including those on mixups, 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 in Week 10. 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 *consider* only official documentation on dated and signed letterhead hard copy. All such documentation must include a) legible name of the document’s signer b) legible contact information 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:**

There is no eligibility for a grade of Incomplete unless you have finished at least 90% of all course work up to the time that you make the request. The request must be in writing and have your name, course name/number, and a detailed explanation concerning why you will not be able to finish the remaining work. You must make the request no later than **Wednesday of Week 9**. The instructor retains sole discretion, however, and will grant requests only on a case-by-case basis and with appropriate documentation.

There must be a legitimate “emergency” before the instructor may, at her/his sole discretion, agree to grant a request for an Incomplete. However, there must be ample, written, documented proof of the emergency. You must attach the documentation to your written request for the Incomplete (see the section above about acceptable documentation for makeup requests). All supporting documentation must explicitly identify the date(s) of the “emergency”; if there are no dates and/or the date(s) do not match the date(s) of the “emergency,” no exception may be granted.

Hardship and Medical Withdrawals are granted only in exceptional circumstances. In addition to other syllabus policies, there may be other requirements including, at a minimum, supporting, official documentation. *However, there are no guarantees, and the instructor retains discretion about the grant of such withdrawals.*

### **Student Code of Conduct and Academic Integrity:**

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one’s own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/ pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct.

### **Additional Examples of Student Conduct Code Violations:**

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.

### **Penalties:**

The 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 5) failing grade and/or 6) 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.**

### **Etiquette for Exams:**

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

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 45 minutes after the exam session has begun.

### **Not following Instructions:**

There is a minimum 50% deduction for any assignment for not following instructions (either written or announced in class. In either case, absence from class or anything else not constituting an "emergency" as defined in course policies is not an excuse). The 50% deduction is in addition to any late penalties.

### **Classroom Learning Atmosphere:**

### **Instructor's Expectations**

The instructor's expectations are that students abide by all course and college policies as indicated in the syllabus and any other pronouncements thereof.



## **Accessibility**

Is 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. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can

make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

## **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.

[Affirmation of Inclusion](https://www.bellevuecollege.edu/inclusion/) (<https://www.bellevuecollege.edu/inclusion/>)

## **Religious Holidays**

Students who expect to miss classes, examinations, or any other assignments because of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean.

Policy 2950 Accommodations for Reasons of Faith or Conscience (<http://www.bellevuecollege.edu/policies/id-2950p-2/>).

## **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: Equal Opportunity (<http://www.bellevuecollege.edu/equal/>).

## **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 and more information can be found at: Title IX (<http://www.bellevuecollege.edu/titleix>).

If you have any concerns, you may report to: Report Concerns (<https://www.bellevuecollege.edu/reportconcerns/>).

## **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. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [asn@bellevuecollege.edu](mailto:asn@bellevuecollege.edu) or (425) 564-2764. ASN is located in the Library Media Center in D-125: [www.bellevuecollege.edu/autismspectrumnavigators/](http://www.bellevuecollege.edu/autismspectrumnavigators/).

The DRC office is located in B-132 or you can call our reception desk at (425) 564-2498. Deaf students can reach us 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/](http://www.bellevuecollege.edu/drc/).”

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

### **COURSE OUTLINE:**

- WEEK 1**      Introduction to the American legal system (read text, Chapters 1 and 2).  
(April 3, 5)      Tuesday, April 3, first class meeting
- WEEK 2**      The American constitution and constitutional law (read text, Chapter 5).  
(April 10,      Lecture; discussion  
April 12)      **DUE: Syllabus & Course Website Quiz, Thursday, April 12**  
                 **DUE: Week 2 Quiz, Thursday, April 12**  
                 **DUE: Court Visit Consent Form, Thursday, April 12**
- WEEK 3**      Alternative dispute resolution; administrative agencies (read text, Chapters 3  
(April 17,      and 6).  
April 19)      Lecture; discussion  
                 **DUE: Research Project: Proof of completion of LMC Tutorial, Thursday,**  
                 **April 19**  
                 **DUE: Research Paper Project: Topic Proposal (oral or print, ungraded),**  
                 **January, April 19**  
                 **DUE: Week 3 Quiz, Thursday, April 19**
- WEEK 4**      Law and business associations (read text, Chapters 17 (pp. 380-5; 388-392; 394-  
(April 24,      398); Chapter 18 (p. 403; pp. 404-5; 407-12; 413-414); Chapter 19 (pp.  
April 26)      417-25; 426-8; 429-34; 436-441).  
                 Lecture; discussion  
                 **Mid-Term Exam Study guide distributed 5-7 days before exam date**  
                 **DUE: Week 4 Quiz, Thursday, April 26**
- WEEK 5**      Ethics, social responsibility, and the business manager; securities (read text,  
(May 1,      Chapters 4 and 29).  
May 3)      Lecture; discussion; **Tuesday, May 1, practice exam** (in-class, optional, un-  
                 graded)  
                 **DUE: Mid-term exam, Thursday, May 3**
- WEEK 6**      Torts, strict liability, and products liability (read text, Chapters 12 and 13).  
(May 8,      Lecture; discussion  
May 10)      **DUE: Week 6 Quiz, Thursday, May 10**
- WEEK 7**      Common law of contracts (read text, Chapters 9 and 10).  
(May 15      Lecture; discussion  
May 17)      **DUE: Tuesday, May 15, oral presentations, half the people in class;**  
                 **Thursday, May 17, oral presentations, everyone else in class;**  
                 **Thursday, May 17, Written Presentation from everyone**  
                 **DUE: Week 7 Quiz, Thursday, May 17**

<b>WEEK 8</b> (May 22, May 24)	<u>Sales (read text, Chapter 11; review Week 7 materials on sales and contracts).</u> Lecture; discussion <b>DUE: Week 8 Quiz, Thursday, May 24</b>
<b>WEEK 9</b> (May 29, May 31)	<u>Crime and business; international community (read text, Chapters 7 and 8).</u> Lecture; discussion; Court Visit Assignment discussion, <b>Monday, May 31</b> <b>DUE: Court Visit Assignment, Thursday, May 31</b> <b>DUE: Week 9 Quiz, Thursday, May 31</b>
<b>WEEK 10</b> (June 5, June 7)	<u>Intellectual property; internet law (read text, Chapter 14).</u> Lecture; discussion <b>DUE: Last day to submit any extra credit write-ups, Thursday, June 7</b> <b>DUE: Last day to complete and/or submit any preapproved makeup assignment(s), Thursday, June 7</b> <b>DUE: Completed, final Research Paper, Thursday, June 7</b> <b>DUE: Week 10 Quiz, Thursday, June 7</b>
<b>WEEK 11</b> (June 12, June 14)	<u>Employment law and discrimination (text, Chapters 21 and 22; review Week 2 materials on constitutional law – due process and equal protection).</u> Lecture; discussion <b>DUE: Journal, Thursday, June 14</b> <b>Final exam: Thursday, June 14, 11:30 a.m. – 1:20 p.m.</b> (official date, published at <a href="https://www.bellevuecollege.edu/courses/exams/">https://www.bellevuecollege.edu/courses/exams/</a> )

\*This syllabus represents the proposed plan for this term. 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. 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. Continuing enrollment in this course constitutes understanding of and agreement to abide by these, as well as all other, 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.

\*\*The instructor will not provide legal advice. The student also understands that, under no circumstances does enrollment in this class give rise to an attorney-client relationship or privileged communications. Any divulging of confidential information by students shall be considered, except under educational privacy laws, a waiver of any pertinent right to privacy and/or of confidentiality and/or of any claims to confidentiality.