

BUS 201, Business Law, Sec. OAS, Item #5453

Fall, 2017 (January 2 – March 22, 2019)

Office: C-207A;

Office Hours: 10:30 a.m. – 12:30 p.m. MW and by appointment

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

Email Address: mibrown@bellevuecollege.edu

Course Materials:

Miller, Roger LeRoy. *Business Law Today*, 11th ed. Cengage Learning.

DO NOT PURCHASE THE TEXT THROUGH A THIRD-PARTY VENDOR WITHOUT FIRST CONTACTING THE INSTRUCTOR; ONLY NEW COPIES WILL CONTAIN THE LOGIN CODE FOR ACCESSING PUBLISHER MATERIALS.

Optional/recommended:

Hacker, Diana. *A Pocket Style Manual*. 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.

You should be ready for both 1) a lot of *competent* writing and 2) *following instructions precisely*, especially since we have no in-person class meetings and you will have to read and follow instructions on your own. Both are *critical* to your final course grade. I try to make myself available to any student who needs help or asks questions. Other than scheduling constraints, I don't believe that I have ever not seen a student who has asked for help. Don't end up being the one did not ask for help until *after* you get bad grades and then need something to point your finger at; if you need help, it is available, and there is no shortage of opportunities to ask questions and/or to get help from me, as well as from myriad other resources available to students. It is *your* responsibility, not anyone else's, to make use of these opportunities.

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 We Will Meet Outcomes:

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:

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.

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 and requirements.

GRADE	POINTS	PERCENTAGE
A	4.0	92-100
A-	3.7	90-91
B+	3.3	88-89
B	3.0	82-87
B-	2.7	80-81
C+	2.3	78-79
C	2.0	72-77
C-	1.7	70-71
D+	1.3	68-69
D	1.0	62-67

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: 150 points total

Court Visit Assignment: 25 points

Mid-term exam: 50 points

Final exam: 50 points

Participation: 20 points per week. Also, see policies below under “Participation” and “Student Code of Conduct” (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 minimum 75% passing score. All students must complete the Quiz by 11:59 p.m. on **the due date indicated in the syllabus and on Canvas** 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 (150 points total):

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

Court Visit Assignment (25 points):

Download and carefully study the “Court Visit Assignment” document, along with the “Consent Form,” under the Getting Started page.

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 guides, as well as exam session information, will become available under Announcements and/or the Exams link.

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 (20 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 each and every week. The first posting for the week must be a detailed, comprehensive reply to one or more of the Discussion Board prompts (i.e., questions) for that week. You will not be able to see or reply to anyone else’s posting(s) until you first post your answer to the prompt(s).

After you have made your first posting for the week, you must post on at least two additional days for the rest of the week, making your minimum participation for that week posting on *at least* three separate days. After you post your reply to the prompt(s) for the week, you are free to either post either original thoughts or to reply to others’ postings. In all postings, however, you must refer to specific legal concepts, theories, etc., and discuss them in whatever manner you wish, including expressing your opinions on them (there are no “right” or “wrong” opinions).

In terms of grading, the strongest examples of student participation, giving rise to the full 20 points per week, often goes to students who, in addition to providing comprehensive

and detailed answers to prompts, 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. *Please keep in mind that posting on “at least” three separate days represents the minimum expectation, which results in a minimum grade (e.g., “D” or “C-”).*

The instructor will generally not directly participate in Discussion Board postings. Instead, the instructor will post detailed, written feedback on your participation in the comments box in your grade book for a given week’s Discussion Board. If you have questions for the instructor, please follow the guidelines under “Netiquette” (herein above).

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.

Publisher Videos:

Under each weekly module, there will be links to short videos provided by the publisher of our textbook. You will not be able to access the videos unless you have purchased your book from the Bellevue College bookstore or directly from the publisher; if you purchase your book from anyone else, you will not get the access code that you need to view the videos. However, the videos are not required, and they are not graded. They are available exclusively for pedagogical reasons, i.e., for learning purposes. The videos may or may not be useful to you. For those of you who might benefit from watching videos present our course materials in a modality different from just reading, they could be useful. However, there have been thousands of BUS 201 students who have done excellent work and received top grades without watching the videos. Therefore, watching the videos is entirely up to your own decision about whether or not they help you.

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

The online 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. 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 or (425) 564-2764. ASN is located in the Library Media Center in D-125: 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/.”

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).

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 strong skills in all graded work in this class. Although perfect English writing skills are not a prerequisite to requesting and receiving a strong recommendation, *evidence of effort* to improve writing skills is required (e.g., evidence that you have visited and learned from writing tutors and/or the instructor; evidence that your writing skills have improved over the quarter, etc.). There is no shortage

of opportunities and resources to address writing skills. If you wish to move forward, you are the only one and only in charge of your own success.

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 for most assignments).

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. Among the ways to get technical help are those at <https://bellevuecollege.teamdynamix.com/TDClient/Home/> . You can also call Information Technology Services at (425) 564-HELP.

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 **60 - 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 privilege and an additional learning opportunity, if and when such opportunity exists, review of and comments on drafts are *not* guarantees of a particular grade or anything else. If at all possible, I strongly recommend an office appointment for review of drafts (this is a requirement for *all* of my on-site BUS 201 sections).

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 and/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.

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. Do not take a chance: I have read and graded tens of thousands of assignments for two decades, and it is actually pretty easy for me to discover cheating. If you need help, I am among the most available teachers; get help the RIGHT way, NOT by cheating. DO NOT become my next student who gets an “F” from me for cheating.

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.

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 “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.

COURSE OUTLINE:

WEEK 1

(Jan. 2 -
Jan. 6)

Introduction to the American Legal System

Read text, Ch. 1 (entire); Ch. 3, Sec.3-1 through Sec. 3-5; Week 1 Lecture

Notes under Week 1 Module; watch Week 1 Module (optional) Engage video. Complete and submit your responses to the Syllabus and Course Website Quiz no later than 11:59 p.m. on Friday, Jan. 4 to the Syllabus and Course Website Quiz link under this week's Module.

Post a self-introduction of yourself under this week's Module by 11:59 p.m. on Friday, Jan. 4.

Post your comments on the Week 1 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, Jan. 6.

WEEK 2

(Jan. 7 -
Jan. 13)

The American Constitution and Constitutional Law

Read text, Ch 2 (entire); review Ch. 3, Sec. 3-3(b); read Week 2 Lecture

Notes under Week 2 Module; watch Week 2 (optional) Engage video.

Post your comments on the Week 2 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, Jan. 13.

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., Friday, Jan. 11. Download the off-campus proctored exams request form, available under the Getting Started page, and send it to me via the Canvas messaging/Inbox system no later than 11:59 p.m. on Friday, 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 me well in advance of the Jan. 11 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, nor 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. 13.

WEEK 3

(Jan. 14 -
Jan. 20)

Alternative Dispute Resolution; Administrative Agencies

Read text, Ch. 3, Sec. 3-6; Ch 37 (entire); read Week 3 Lecture Notes

under Week 3 Module; watch Week 3 (optional) Engage video.

Post your comments on the Week 3 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, Jan. 20.

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

DUE: Research Paper Project: Topic Approval by 11:59 p.m. on Sunday, Jan. 20. This is not required, but it is highly recommended; failure to discuss your project with the instructor ahead of time could mean that you will waste your time on an inappropriate research topic. You may message the instructor via the internal messaging system with your proposal. Make sure that you follow the guidelines under the *Tips on How to Select a Topic* document under the Getting Started Page. Please message the instructor via Canvas to discuss your idea(s).

DUE: Court Visit Assignment Consent Form. Complete all information and upload to the Court Visit Assignment Consent Form by 11:59 p.m. on Sunday, Jan. 20.

WEEK 4

(Jan. 21 -
Jan. 27)

Law and Business Associations

Read text, Ch. 27, Sec. 27-2; Ch. 30 (entire); Ch. 31 (entire); Ch. 32, Sec. 32-1 through Sec. 32-3; Ch 33, Sec. 33-1 through Sec. 33-3; watch Week 4 (optional) Engage video.

Post your comments on the Week 4 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, Jan. 27.

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 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.

WEEK 5

(Jan. 28 -
Feb. 3)

Ethics, Social Responsibility, and the Business Manager; Securities

Read text, Ch. 9, Sec. 9-1 through 9-3(c); Ch. 34, Sec. 34-2; Ch. 36 (entire); watch Week 5 (optional) Engage video.

Post your comments on the Week 5 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, Feb. 3.

WEEK 6

(Feb. 4 -
Feb. 10)

Torts, Strict Liability, and Products Liability

Read text, Ch. 4 (entire); Ch 5, Sec. 5-2(a) and Sec. 5-2(b) Week 6 Lecture Notes under Week 6 Module; watch Week 6 (optional) Engage video.

Post your comments on the Week 6 Assignment Comments link under this week's Module by 11:59 p.m. on Sunday, Feb. 10.

WEEK 7

(Feb. 11 -
Feb. 17)

Common Law of Contracts

Read text, Ch. 10, Sec. 10-1 through 10-4; Ch. 11 (entire); Ch. 12, Sec. 12-1 and Sec. 12-5; Ch. 13, Sec. 13-1 and Sec. 13-2; Week 7 Lecture Notes under Week 7 Module; watch Week 7 (optional) Engage video.

Post your comments on the Week 7 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, Feb. 17.

DUE: Research Paper Project: Presentation (submit your Presentation to the Presentation submission link under this week's Module by 11:59 p.m. on Sunday, Feb. 17.

WEEK 8

(Feb. 18 -
Feb. 24)

Common Law of Contracts (continued); Sales and the UCC

Read text, Ch. 14 (entire); Ch. 16, Sec. 16-4; Ch. 20 (entire); Ch. 22, Sec. 22-3(b) through Sec. 22-4(c); review Week 8 Lecture Notes; watch Week 8 (optional) Engage video.

Post your comments on the Week 8 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, Feb. 24.

WEEK 9

(Feb. 25 -
Mar. 3)

Criminal Law, Criminal Procedure, and Business

Read text, Ch 8 (entire); review Ch. 36 (entire); read Week 9 Lecture Notes under Week 9 Module; there is no (optional) Engage video for this week.

Post your comments on the Week 9 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, Nov. 18.

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. 3.

WEEK 10

(Mar. 4 -
Mar. 10)

Intellectual Property

Read text, Ch. 6 (entire); Ch 19, Sec. 19-1(b); Watch Week 10 (optional) Engage video.

Post your comments on the Week 10 Assignment Comments link on this week's Module by 11:59 p.m. on Sunday, Nov. 25).

Exam study guide will be posted on Announcements no later than 5-7 days prior to the earliest announced, on-campus exam date.

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. 10.

DUE: Any and all *preapproved* makeups are due no later than 11:59 p.m. on Sunday, Mar. 10. Please see policies herein above and/or elsewhere for details.

DUE: Last opportunity to submit an extra credit opportunity no later than 11:59 p.m. on Sunday, Mar. 10.

WEEK 11

(Mar. 11 -
Mar. 17)

Employment and Discrimination

Read Ch. 27, Sec. 27-5 and 27-6; Ch. 28, Sec. 28-1; Ch. 29 (entire); read Week 11 Lecture Notes under Week 11 Module; review Ch. 2, Sec. 2-3; watch Week 11 (optional) Engage video.

Post your comments on the Week 11 Assignment Comments link on this Module by 11:59 p.m. on Sunday, Mar. 17.

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, nor 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. Please note that the final exam for some online business courses, including this one, may occur this week rather than during the regular final exam period for on-site classes. Please plan accordingly, as there will be no opportunity for making up a missed exam.**

WEEK 12

(Mar. 18-
Mar. 22)

Final Exam Week (on-site classes ONLY)

There are no additional readings or Discussion Board postings this week; on-site classes take their final exams this week.

Please note that the final exam for some online business courses, including this one, may occur this week rather than during the regular final exam period for on-site classes. Please plan accordingly, as there will be no opportunity for making up a missed exam. Exact exam dates will be announced via email as soon as the information becomes available to the instructor.

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.*

The instructor will not provide legal advice. The student understands that any comments on legal issues are understood to be purely hypothetical. 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 otherwise provided under FERPA and/or other educational privacy laws, a waiver of any pertinent right to privacy and/or of confidentiality and/or of any claims to confidentiality.