

Syllabus may be subject to change intermittently considering the calendar and rhythm of the course.

Bus& 201 Section C, Fall2019 Syllabus

Professor: Ciarelle Jimenez Valdez, J.D., Esq.

Spring class day and times: M,W 5:30 – 7:40 pm (room C208) | **Office hours:** M,W 10:00 am – 11 am (and/or by appointment [C207])

Created 8/21/2019

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Bus& 201 Section C, Item 5452 Syllabus

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Fall 2019 class days and times: M,W 5:30 – 7:40 pm (room C208)

Office hours: M,W 10:00 am – 11 am (or by appointment [C207], please RSVP ahead of time for office hours)

Professor Contact: via Canvas Inbox

Text: Roger LeRoy Miller, *Business Law Today* (11th edition, ISBN numbers as follows

Loose-leaf is

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Make sure you receive your Cengage online code by 14 days from enrollment onto Cengage for Business Law).

This syllabus represents the proposed plan for this term and may be subject to change. 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. 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.

TIMELINE

Week 1

Dates 9/16 and 9/18

Topic Introduction in the legal system

Reading Chapter 1

Due Cengage: Brief Hypotheticals (BH) 1.1
(online, MindTap)

Syllabus Quiz (in class)

Notes

Week 2

Dates 9/23 and 9/25

Topic The Constitution, its Amendments and Constitutional Law

Reading Chapter 2

Due Cengage: Blueprint (BP) 2.1, BH 2.1 (online, MindTap)

Weekly Quiz (online, Canvas)

Notes

Week 3

Dates 9/30

Topic Alternative Dispute Resolution (ADR), Administrative Agencies and Administrative Law

Reading Chapter 3
parts of Chapter 37

Due Cengage: BP 3.1, Worksheet (WS) 3.3, 37.1, and 37.2 (online, MindTap)
Weekly Quiz (online, Canvas)

Notes NO LECTURE ON WEDNESDAY, 10/2

Week 4

Dates 10/7 and 10/9

Topic Business Entities, and Corporate Law

Reading Chapter 30
parts of Chapter 31, Sections 31(1)(f) through 31-5(b)
parts of Chapter 32, Sections 32-1 through 32-3
parts of Chapter 33, Sections 33-1 through 33-3(a)

Due Cengage: BH 30.1, 36.1; W.S. 31.1, 31.3 (online, MindTap)

Weekly Quiz (online, Canvas)

Notes

Week 5

Dates 10/14 and 10/16

Topic Ethics, Social Responsibility, and the Business Manager

Reading Chapter 36
parts of Ch 34 (section 34.2)

Due Cengage: BH 36.1, WS 34.2 and 34.1 (online, MindTap)
Weekly Quiz (online, Canvas)

Notes GUEST SPEAKER: Franchise Owner and Sales Broker from Midas, and Ocean Trawler Yachts

First Week of XC Presentations:

MIDTERM STUDY GUIDE IS RELEASED

Week 6

Dates 10/21 and 10/23

Topic Tort Law, Product and Strict Liability

Reading Chapter 4

Due Cengage: BP 4.1, W.S. 4.2, 4.3 (online, MindTap)

Weekly Quiz (online, Canvas)

Notes (Monday) XC Presentations:

MIDTERM

Week 7

Dates 10/28 and 10/30

Topic Contract Creation and Contract Law 1

Reading part of Chapter 10, Sections 10-1 to 10-4

Chapter 11

part of Chapter 12, Sections 1 and 12-5

part of Chapter 13, Section

Due Cengage: BH 13.1, WS 10.1, 11.1, 12.1, 12.2 (online, MindTap)

Weekly Quiz (online, Canvas)

Notes XC Presentations:

Week 8

Dates	11/4 and 11/6
Topic	Performance, Breach, Remedies and Contract Law 2
Reading	part of Chapter 14, Sections 14-1 to 14-3 part of Chapter 16, Section 16-4 Chapter 20 part of Chapter 22, Sections 22-1 to 22-4
Due	Cengage: WS 14.2, 16.1, 20.1, 20.2, 22.1, 22.2 (online, MindTap) Weekly Quiz (online, Canvas)
Notes	XC Presentations:

Week	9
Dates	11/11 and 11/13
Topic	Criminal Law
Reading	Chapter 8 review Chapter 36 material from <i>Week 5</i>
Due	Cengage: BP 8.1, WS 8.1(online, MindTap) Weekly Quiz (online, Canvas)
Notes	XC Presentations:

Week 10

Dates 11/18 and 11/20

Topic Intellectual Property Law

Reading Chapter 6
part of Chapter 19, Section 19-1

Due Cengage: WS 6.1, 6.2, 7.1, 7.2 (online, MindTap)
Weekly Quiz (online, Canvas)

Notes XC Presentations:

Week 11

Dates 11/25 and 11/27

Topic Employment Law including Employment Discrimination

Reading review Chapter 2, Section 2-3 material from *Week 2*
parts of Chapter 27, Sections 27-5 to 27.6
parts of Chapter 28, Section 28-1
Chapter 29

Due Cengage: BH 29.1, WS 2.3, 27.2, 28.1 (online, MindTap)
Weekly Quiz (online, Canvas)

Notes Last week for XC Presentations:

Week 12

Dates 11/25 and 11/27

Topic Review of Contract Law, Criminal Law, Tort Law (day one)
Review of Employment Law, and Intellectual Property Law (day two)

Reading review reading from Weeks 7 and 8 (chapters 4, 10, 11, 12, 13, 14, 16, 20 and 22)
review reading from Week 9 (chapters 8 and 36)
review reading from Weeks 11 and Week 10 (chapters 2, 6, 19, 27, 28, and 29)

Due

Notes FINAL STUDY GUIDE IS RELEASED

Week 13

Dates 12/2 and 12/4 (*Grades Released 12/8*)

Topic End of Quarter / Before Final Class Potluck (day one)
Final (day two)

Reading review reading from Weeks 7 through 11, class and lectures notes

Due POTLUCK ASSIGNMENTS

Last name begins is A-F: bring a side dish or appetizer

Last name begins with H-M: bring water/non-alcoholic drinks to share including cups

Last name begins with N-Z: bring dessert

Volunteers: paper plates, napkins, cups and utensils

Notes FINAL

ASSIGNMENTS

Unless I indicate otherwise, all assignments are due no later than class time via hard (paper) copy and a VeriCite submission. 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.

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 we don't have it, I can't grade it.

Worksheets from Cengage online via our Canvas site 1 point each

Throughout the quarter, in accordance to our timeline, there will be worksheets that will go towards you final grade. Anticipate a worksheet per topic and plan to complete the sheet the week that topic is covered. Any worksheets assigned to a particular week not completed by Friday of that week will receive a zero.

Weekly Quizzes

They will be online, posted each Wednesday and available until Friday; timed for 10 minutes and immediately graded (no second attempts). The quiz will be based on the topic(s) discussed that week.

Law Research Project 50 optional points

You may research a law that relates to the legal implications related to the many topics covered in the chapters ***listed above*** for the quarter. You may also research any aspect of corporate law, international law i.e. human rights issues; intellectual property issues, etc. Once you select one of the subtopic research areas above begin conducting research about that topic. In doing research you can analyze a case or discuss a business law related to the topics listed above. In order to complete this paper you will conduct research in a [law] library, a court and internet related legal research sites. Your references must also appear in the body of the paper where they are appropriate, whether you are quoting directly or indirectly from the source. Therefore, almost all of your paper should be referenced or footnoted. Finally your sources must be this assignment is two-tiered:

1. You will be expected to do a brief three minute presentation on your thesis, topic, why and how you decided the topic, plus the sources used to come that decision and your final opinion.
2. On the day of your oral presentation a written presentation (paper) that shows your thesis, argument and sources, approximately 5-7 pages are expected.

Topics to avoid: crypto currency, hybrid/electric vehicles, animal testing, sports gambling, employment discrimination/Title VII, abortion, gaming, climate change; please feel free to meet with me regarding a topic. Finally, make sure to complete the mandatory LMC Tutorial assignment to receive 10 points of the 50 possible:

<http://bellevuecollege.libguides.com/business201> (this is not a direct link; you must either manually type or copy-and-paste it into a new browser window) and complete the activity.

After you have gone through the tutorial to the very end, you will find a completion confirmation page. Please type your name into the confirmation page, print it, and then bring it to the instructor. Presentations begin on Week 5 and end on Week 11, talk to the professor in you have trouble signing up via the People tab on Canvas.

Journal 100 points

The Journal consists of writing an entry each week subjectively reflecting upon specific legal concepts that we have studied for the week, as well as how you applying the material in your group works, and observations in the world outside the classroom. The purposes include: reflecting upon, and reinforcing, what you have learned during the week; and practicing and improving your writing skills. I will occasionally assign a weekly question or comment to consider different angles to the form of your journal. You should have no less than 10 entries at the end of the quarter. **Consider this your opportunity to showcase your prowess to the professor and appreciation towards the topics, including questions and comments on the course beyond quizzes, exams, worksheets and reading.**

Court Visit 50 points

A visit to a King County District Courthouse, in which you shall view cases to see how the court process is, how the attorneys behave and how the judges run their courtroom. I strongly recommend you visit the online website (<https://www.kingcounty.gov/courts/clerk/calendars.aspx>) and confirm what hearings or trials you will attend. It must be a civil and criminal case as it pertains to this course - no family law, traffic law or other law subject matter not covered in this course.

Plagiarism

The professor has Zero Tolerance Policy. This means that any form of plagiarism will be treated seriously (grade of assignment resulting in an "F") and can result in expulsion. Academic honesty is serious, especially in Business Administration Transfer program. What is plagiarism? It is the act of taking another's work and representing it as your own. Whether it is copying someone else's essay or even copying sentences from passages without proper citing and quotation marks. Any VeriCite entry over 25% will be reviewed as suspect and under the most rigorous scrutiny.

Examples:

- Copying code off the internet and passing it as your own.
- Presenting other people's code in yours without any references.
- Having a teacher or any other students write code for you that you submit as your own.

EXAMS

There are two exams: 1) a **midterm 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. 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.

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

EXTRA CREDIT

This instructor may offer extra credit for in class participation and also for any events the Business Administration 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. The grading scale will be as follows: 2-3 points out of a possible 3 for solid effort, combined with perfect or nearly-perfect writing skills; 1-2 points for solid effort, albeit indicating moderate to minor, yet recurring, errors in writing skills; 0-1 points for inadequate effort and/or significant, recurring errors in writing skills. Additional, detailed guidelines may be distributed.

OUR CLASSROOM

Contacting Professor Valdez

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 sent 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.

Attendance

Attendance is taken each Monday and Wednesday we meet.

Instructor's Expectations

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.

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

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/>.

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.*

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/>)

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/>).

Grade Dispute

Students who wish to dispute a grade may start the process as soon as the grade in question is issued, but, no later than two quarters (including summer quarter) after the college posts the final grade to the student's transcript for the class in question. This timeline ensures availability of instructor records for review if needed. The college may dismiss a grade dispute if the stated timelines in this procedure are not followed.

<https://www.bellevuecollege.edu/policies/3000p-grade-dispute-procedures/>

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).

Reasonable Accommodations for Reasons of Faith and Conscience

Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College Policy 2950 (<https://www.bellevuecollege.edu/policies/id2950/>)). In the event you feel you are being discriminated against based on faith or conscience, you may refer to the procedures outlined in the college’s Discrimination, Harassment and Retaliation Policy 1440P (<https://www.bellevuecollege.edu/policies/id-1440p/>).

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.

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**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 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.