

BUS& 201: Business Law

Sec. A, Item #5456, Spring 2020 Syllabus

Instructor: Beta ("Bebe") Bales, esq.; J.D., LL.M.
E-mail: b.bales@bellevuecollege.edu
Office Location: Online
Office Hours: M/W by appointment
Class Days/Times/Location: M/W 12:30-2:40pm online

Course Information: Description & Outcomes

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

After completing this class, students should be able to:

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

This is a hands-on course combining readings, online discussions, and various graded assignments. There are also two exams: a mid-term exam and a final exam. We will examine theories about the legal system, statutes, regulations, and case law. Among the topics are contracts, torts, criminal law, criminal procedure, and constitutional law.

Course Materials

Required:

Miller, Roger LeRoy. *Business Law Today: Text and Cases*, Comprehensive 11th ed.
Cengage Learning.

Optional/recommended:

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

Access Code for *Business Law Today* Cengage Learning.

Class Meetings

This course will be held online for this quarter. We will have synchronous class meetings on our scheduled class days—Mondays and Wednesdays—from 12:30-2:40pm. Your attendance and participation in these classes are required just as if we were meeting on campus.

Please refer to our Canvas site for instructions on joining class meetings and scheduling.

Communication

Please ***only*** contact the instructor via her official Bellevue College email (b.bales@bellevuecollege.edu). Include “**BUS 201**” in the subject heading to ensure your email is not overlooked. ***Allow 24-48 hours for an email response.*** Emails sent during business hours Monday-Friday are typically responded to within a few hours, emails sent late in the evening or on weekends may require a longer response time. *If, after 48 hours, you have not received an email response, please email the instructor again in case your message was lost.*

Note: This means that emailing the instructor the night before an assignment is due likely means you may not receive a response before the due date.

Office Hours

This quarter, I will hold virtual office hours by appointment. Please send me an email in advance following the communication instructions above to ask any questions or schedule an appointment.

Grading

College Grading Policy

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

Grading Scale

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

Grades are final upon recording. Grades are not negotiable.

Grades will be posted on Canvas throughout the quarter. Please check your grades regularly to ensure there are no surprises.

Course Grading

Syllabus and Course Quiz	30 points
Research Project	155 points total
Journal Assignments	15 points each
Quizzes	10 points each
Midterm Examination	50 points
Final Examination	50 points
Participation	Participation in classroom discussions is required.

Please see policies under “Participation” for additional considerations.

“Minimum.” Where applicable, the use of the term “minimum” in any guideline pertaining to requirements shall conform to the common, dictionary definition of the term. I.e., “minimum” shall not give rise to any inference that conformity with minimum standards consists of anything beyond a barely passing grade, e.g., a “D”; **minimum effort does not mean maximum points**.

Exams (100 points total)

Typically, there are two exams: (1) a mid-term exam (50 points) and (2) a final exam (50 points). We are awaiting Departmental approval on applications to move these exams online. The tentative dates of these exams are specified below in the Course Outline. Once an official determination has been received, the dates and times will be confirmed. A study guide will be distributed on Canvas a week prior to the scheduled exam time.

Research Paper Project (155 points total)

This project consists of several parts: (1) LMC research tutorial (10 points); (2) topic proposal (15 points); (3) online presentation and feedback (30 points); and (4) the final paper (100 points). Additional detailed guidelines will be distributed on Canvas.

Journal (15 points each)

The Journal consists of writing a short response to a topic distributed in class. When a substantive section is finished, the respective topic will be posted on Canvas and the assignment will be opened. An announcement will be made on Canvas. The topic will encompass concepts covered in class and in the course materials. You will have one full week to complete the journal response on your own time and submit it on Canvas. The purposes include: reflecting upon and reinforcing what you have learned during the week, and practicing and improving writing skills.

Quizzes (10 points each)

All quizzes will be on Canvas under “Quizzes.” When a substantive section is finished, the respective quiz will be opened and an announcement will be made on Canvas. The quiz will be on topics covered in class and in the reading and course materials. You will have one full week to complete the quiz on your own time. Once a quiz has closed, it cannot be reopened and no make ups are allowed.

Extra Credit

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.

All extra credit opportunities will be posted on Canvas under “Announcements” and will have specified due dates.

Participation (variable)

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

Attendance will be recorded on a daily basis.

Class Policies

Keeping Track of Your Work

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

Assignment Drafts

The instructor will not read or proofread assignment drafts for the sole purposes of grade feedback. I am happy to give specific feedback as requested or to answer specific questions related to assignments and drafts. You may seek assistance in office hours, by appointment, or via email, as time allows and no later than 48-72 hours before an assignment due date.

Assignment Submission Guidelines

For this online course, there is a mandatory method of submission that must be strictly followed.

All written assignments must be submitted by the due date and time on Canvas. A Veracite review will be enabled for all written assignments and is required. The Vericite submission is **solely** to check for plagiarism.

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

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

If the assignment is submitted on Canvas before the due date, it is received; if not, it is NOT received, period. Additional, specific guidelines concerning assignment submissions may be distributed.

Submission Problems

If you cannot submit all or part of an assignment because of an accidental loss, etc., this will not excuse a late or missing assignment. **If I don't have it, I can't grade it.** *Technical problems – including computer-related, printer-related, etc. – do not excuse late submissions.* If you are experiencing technical difficulties, you are encouraged to consult the Help Desk or other formal sources dedicated to dealing with such issues.

Late Assignments

Unless indicated otherwise, all assignments are **due no later than the specified deadline.** At any point thereafter, there is a minimum **full letter grade deduction per calendar day** that an assignment is late.

Example: A student turns in her paper on Friday even though the due date was the previous Wednesday. It is two calendar days late. The paper, which would otherwise have received a "B" becomes a "D" after the two-letter grade deduction for being late two calendar days. If she turns it in on Monday of the following week, it is five days late, one day too late for an "F" grade.

Writing Proficiency

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

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

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

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

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

Makeups

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

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

*Under **no circumstances** – even if otherwise approved based on a documented “emergency” – will a makeup of any kind be accepted after the last class meeting.*

Emergencies

There are exceptions to due dates and other class work for a legitimate “emergency.” An “emergency” is a documented death in the family, physical or mental incapacitation, and/or work-related conflict. *Nothing else* is an “emergency” within the meaning of this syllabus.

You must document any “emergency.” The instructor will only consider official documentation on dated and signed letterhead hard copy. All such documentation must include (a) legible

name of the document's signer (b) legible contact information (c) identification of the period of the "emergency" and (d) identification of you as the person affected by the "emergency." The documentation must be submitted accordingly. This paragraph notwithstanding, there are no promises or guarantees, and the instructor retains complete discretion.

Incompletes, Hardship, Withdrawals, Medical Withdrawals

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

College Policies

Affirmation of Inclusion

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

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

College Anti-Discrimination Statement

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

Confidentiality and Mandatory Reporting

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

Student Code of Conduct and Academic Integrity

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

Academic Integrity

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

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

In addition, at the instructor's discretion and whether or not it is a first offense, the instructor may refer the incident to appropriate channels and/or take additional steps, which may result in one or more of the following: (1) suspension (2) expulsion (3) an academic "hold" on your record, preventing you from enrolling in future terms (4) a failing grade and/or (5) permanent notation on the student's academic transcripts. There may be additional penalties on a case-by-case basis. **Do not risk your academic and professional career by cheating.**

Special Accommodations

Accessibility

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

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 conscious, you may refer to the procedures outlined in the college's Discrimination, Harassment and Retaliation Policy 1440P (<https://www.bellevuecollege.edu/policies/id-1440p/>).

Disability Resource Center

Please review the mission statement from the Disability Resource Center:

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

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

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

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

The DRC Office is available to students as follows:

Office Location: B132; Testing Location: B142

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

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

Course Outline & Schedule

Week 1 (4/8)	Class Introduction & Introduction to the American Legal System No Assignments Due
Week 2 (4/13-4/17)	Introduction to the American Legal System, con't. <u>Read:</u> Chapter 1 (entire); Chapter 3, Sec 3-1 through 3-5 (Begin) The U.S. Constitution & Constitutional Law <u>Read:</u> Start Chapter 2; Review Chapter 3, Sec 3-3(b) No Assignments Due
Week 3 (4/20-4/24)	The U.S. Constitution & Constitutional Law, con't. <u>Read:</u> Finish Chapter 2 (entire); Review Chapter 3, Sec 3-3(b) DUE: Research Project LMC Tutorial, Wednesday 4/22
Week 4 (4/27-5/1)	Alternative Dispute Resolution; Administrative Agencies <u>Read:</u> Chapter 3, Sec 3-6; Chapter 37 (entire) (Begin) Law & Business Associations <u>Read:</u> Start Chapter 30, Sec 30-1 through 30-3; Chapter 31 (entire); Chapter 32, Sec 32-1 through 32-3; Chapter 33, Sec 33-1 through 33-3; <u>Skim:</u> Chapter 27, Sec 27-2; Chapter 34 DUE: Research Project Paper Topic Proposal, Wednesday, 4/29
Week 5 (5/4-5/8)	Law & Business Associations, con't. <u>Read:</u> Finish Chapter 30, Sec 30-1 through 30-3; Chapter 31 (entire); Chapter 32, Sec 32-1 through 32-3; Chapter 33, Sec 33-1 through 33-3; <u>Skim:</u> Chapter 27, Sec 27-2; Chapter 34 MIDTERM EXAM, WEDNESDAY, 5/8 Online
Week 6 (5/11-5/15)	Ethics, Social Responsibility, and the Business Manager; Securities <u>Read:</u> Chapter 9 (entire); Chapters 34 & 36 (entire) (Begin) Torts <u>Read:</u> Start Chapter 4 No Assignments Due
Week 7 (5/18-5/22)	Torts, con't.; Strict Liability, Products Liability <u>Read:</u> Finish Chapter 4 & Chapter 5 (entire) (Begin) Common Law of Contracts <u>Read:</u> Chapter 10 (entire); Chapter 11, Sec 11-1; Chapter 12, Sec 12-1 & 12-5; Chapter 13, Sec 13-1 & 13-2; DUE: Part I - Online Presentations, Wednesday, 5/20

Week 8 (5/25-5/29)	**NO CLASS MONDAY, 5/25** Common Law of Contracts, con't.; Sales <u>Read:</u> Chapter 14 (entire); Chapter 16, Sec 16-4; Chapter 20 (entire); Chapter 22, Sec 22-3 through 22-4; <u>Skim:</u> Chapter 15; Chapter 16, Sec 16-1; Chapters 17-18 DUE: Part II - Online Presentations, Wednesday, 5/27
Week 9 (6/1-6/5)	Crime and Business <u>Read:</u> Chapter 8 (entire); Review Chapter 36 No Assignments Due
Week 10 (6/8-6/12)	International Community; Intellectual Property, Internet Law; Employment Law and Discrimination <u>Read:</u> Chapter 19, Sec 19-1 through 19-3; Chapters 6 & 7 (entire); <u>Read:</u> Chapter 28 & 29 (entire); <u>Skim:</u> Chapter 27 DUE: Final Research Paper, Wednesday, 6/10
Week 11 (6/15-6/19)	Review Last Day to Submit Pre-Approved Makeup Work, Monday, 6/15

FINAL EXAM, FRIDAY, 6/19 Online

This schedule may be modified as needed. Students are responsible for inquiring about any changes in the event of an absence. Any major modifications (due dates, class scheduling, etc.) will be posted on Canvas under "Announcements."

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