COURSE NUMBER: BUSA 2106

COURSE TITLE: Legal Environment of Business

INSTRUCTOR: Dr. Mary-Kathryn Zachary

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OFFICE HOURS: T, Th: 10:45 a.m. to 2:00 p.m.; 3:15 p.m. to 7:00 p.m.; and by appointment


COURSE DESCRIPTION:
An introduction to the legal, regulatory, and ethical environment of business, considering the interrelationship and impact of political, social, cultural, environmental, technological, international, and diversity issues.

LEARNING OBJECTIVES:
1. Students will demonstrate an understanding of the interrelationships among the legal, social, political, ethical, cultural, international, and technological environments and their impact on business.

2. Students will demonstrate the ability to understand and apply major areas of law affecting business in the subject matter areas covered in the course, incorporating the influence of technology, the impact of demographic diversity, and the use of appropriate quantitative techniques, within an ethical framework.

3. Students will demonstrate the ability to analyze issues and situations having legal implications including demographic changes with accompanying diversity issues, development and use of technological innovations, social changes, the political arena, and environmental and ethical factors, and assess the consequences of courses of action.

4. Students will demonstrate familiarity with various legal resources and the ability to use them.

5. Students will demonstrate the ability to organize and present their work in an effective and professional manner.

RELATIONSHIP OF LEARNING OBJECTIVES TO LEARNING OUTCOMES FOR THE B.B.A. DEGREE IN MANAGEMENT:
Achievement of the Learning Objectives for this course will advance the student toward meeting the standards articulated in the Learning Outcomes for the B.B.A. Degree in Business Administration.

PREREQUISITES:
You must have a 2.0 GPA to take this course.

METHOD OF INSTRUCTION:
The lecture-discussion approach is the primary method of instruction for this course, along with use of CourseDen. The subject matter will be drawn primarily from the text, outside sources (including on-line resources), and current legal issues in the news. Classroom time will also be scheduled for consideration of particular court opinions, documents, guest lectures, projects, group activities, individual presentations, exercises, and special events. All students are expected to participate on a regular basis and to be prepared to discuss assignments that have been made. Written assignments and unannounced quizzes may be part of the learning process. Throughout the semester, ethical, political, cultural, international, social, technological, environmental, and diversity issues will be interwoven with a discussion of the legal topics.

COMMUNICATION:
Communication between student and instructor will be through office hours and CourseDen. Students are required to check CourseDen at least daily. The instructor will respond to e-mails during office hours. All e-mail correspondence must be properly punctuated.

COLLEGE, DEPARTMENT, AND COURSE POLICIES:
The use of recording devices is not permitted in the classroom without prior approval. Cell phones, pagers, mp3 players (and iPods), computers, and all other electronic devices must be rendered silent during class times, and shall not be used during class times. No food and drink are allowed in the classroom. This is an RCOB policy. Do not engage in private discussions with others while someone else is speaking. Do not ask your instructor for legal advice. Please read this syllabus carefully. Your instructor is available, during class and during posted office hours, to answer any questions you may have regarding the meaning of any part of this syllabus. Consequently, excuses for failure to fulfill course requirements, based upon non-understanding or misunderstanding of this syllabus, will not be heard. The instructor reserves the right to make appropriate amendments to this syllabus. With exception of minor changes to the tentative course schedule, or emergency situations, all such amendments will be announced sufficiently in advance of the effectiveness of the amendment and published in CourseDen. If you lose your copy of this syllabus, it is available on the Management Department’s website. If you have a disability and wish to request an accommodation, please contact Disability Services in the Student Development Center, located in Parker Hall, and follow their procedures. Existing letters should be presented to the instructor during the first week of class.

EVALUATION:

Three Examinations 300 points
There will be three examinations given during the session. The exams are not cumulative. All students are expected to take examinations at the scheduled time. Exams are primarily multiple choice with the possibility of some short essay. Selections come from instructor developed questions, the study guide, and the test bank with an emphasis on application questions. Questions cover lectures, book topics, cases, current events, and any assigned topics. Test questions are designed to evaluate student knowledge of the legal and ethical environment of business and the impact of other environmental factors, including diversity, technology, ethics, social responsibility, globalization, politics, and multicultural considerations, and to apply student knowledge, including relevant quantitative skills, in the analysis of business and economic problems. Tests will include all material covered, discussed, distributed and/or assigned in this course. Generally, make-up exams will not be given. However, alternate examination times may be scheduled in cases where a student will be absent during a regularly scheduled time, when all three of the following conditions are met: (1) the absence is a University-authorized or instructor-authorized absence, (2) arrangements are made in advance of the absence, or, if impossible due to the circumstances, at the earliest possible opportunity; and (3) the student provides genuine documentation, to the instructor, from the appropriate University employee or official, physician, or other relevant individual, of the date(s),
time(s), and purpose(s) for the absence. The instructor will authorize absences only in cases where the student’s attendance is made impossible by circumstances beyond the student’s control. Failure to comply with these requirements will result in a zero for that test grade. The alternate examination time, as described above, is on the date and time of the final, and there will be no exceptions made to this date and time. In some instances, a student may be required to take a comprehensive examination to compensate for an exam missed in the above circumstances. No part of any exam may be removed from the classroom at any time. Failure to abide by the foregoing will result in a zero for that test grade. Students are urged to take comprehensive notes, to read the chapters covered in class before coming to class, and to review the questions in the study guide and in the on line materials that accompany the textbook. The test dates are February 10, March 22, and April 21. The test makeup day is scheduled on the date set for final exams, which is Tuesday, May 3, from 2:00 p.m. to 4:00 p.m. for the 2:00 p.m. class; and Thursday, May 5, from 8:00 a.m. to 10:00 a.m. for the 9:30 a.m. class. All test grades will be posted on-line.

Quizzes
Quizzes are designed to encourage students to come to class on time, to prepare for class by reading the text assignments, to thoroughly review and learn from previously administered examinations, and to evaluate student knowledge of the material and the ability of the student to explain and apply it effectively. Any quizzes given may be used to determine the final grade in borderline cases.

Writing Assignments
The nature of the writing assignments, the standards for their preparation, and the due dates will be announced in class and communicated by CourseDen. Writing assignments will not be accepted after the due date. Submit your writing assignments by e-mail through CourseDen. The subject line of the e-mail must contain your name, the words “Writing Assignment,” the name of the writing assignment, and the name and section of your class. For example, the subject line for a student named Jane Doe in the 9:30 a.m. class submitting her ethics writing assignment would read “Jane Doe Writing Assignment-Ethics,” BUSA 2106 (04).” Writing assignments that do not comply, exactly, with these requirements, will not be accepted. Papers and projects are evaluated on a pass/fail basis. Failure to turn in an acceptable paper, or a paper at all, will result in an F grade for the course. Papers and projects should demonstrate effective communication, facility with legal resources, knowledge of the subject matter, and the ability to analyze situations, and integrate and apply knowledge to business situations. You are cheating and committing academic dishonesty if you discuss the content of written assignments with anyone else until after the due date of the assignments.

Attendance and Participation
Students will be assigned a designated place on a seating chart. Any preferences for seating must be made on the first day of class. Roll will be called each class period. Students are expected to attend each class and are expected to be on time for class. Managers who are habitually absent from work or late for appointments typically receive lower performance evaluations and are viewed as less capable of handling responsibility. Thus, because this class is part of your business training, you are expected to behave as you would in a real business setting. Students arriving late for class will not be allowed to enter the classroom unless prior arrangements are made. A student will be considered late if a sign is posted on the front door of the classroom stating that class is in session. To be counted present for a class session, you must be in the classroom ready to begin when class commences. You must also be prepared, which includes having read the assigned materials prior to class and actively participating in the class, but not dominating. Participation includes not only the quantity, but the quality of participation. Students may be called upon to recount knowledge of the subject matter, analyze a situation, apply knowledge to particular situations, and effectively present a point of view. Any student who is obviously unprepared will be counted absent for that class session. Students who are caught sleeping, using electronic devices, or are otherwise not being attentive will forfeit attendance credit for the session. Students who leave during class will not be allowed to return during the same class and will be counted as absent for the class. Students are personally responsible for all material covered, distributed, and/or assigned in this course. The instructor is certain that you will make every effort to attend each session of this course. However, in the event that you do miss class, it is your responsibility to obtain lecture notes from a classmate and to be prepared for the next session. Although the instructor is more than willing to help explain unclear material, she cannot review all material presented during lectures on an individual basis.
Those students missing one or fewer class sessions (excused absences only) will earn 8 bonus points out of the 400 total available for the course. Those students missing two or three class sessions (excused absences only) will earn an additional 4 bonus points. See the Examination section of this syllabus for a definition of an excused absence. Any student missing more than 3 class sessions will get no bonus points and in borderline cases may lose points on their final grade. The instructor reserves the right to drop any student for excessive absences at the instructor’s discretion. Students missing 8 class sessions will be dropped.

Final Grade

Grades will be calculated and assigned on the basis of points earned on examinations, attendance, and the written assignments. Extra credit, if available at all, will be discretionary on the part of the instructor, and opportunities will be given to the class as a whole and not to individual students upon request. Work completed for another course will not be accepted to meet the requirements of this course.

At the professor’s discretion in borderline cases quality of participation, degree of absenteeism, and performance on quizzes, as well as improvement and exceptional circumstances as defined by the professor, may be taken into consideration. The following is the grade scale for this course:

A = 360-400
B = 320-359.9
C = 280-319.9
D = 240-279.9
F = below 240

ACADEMIC HONESTY:
Receiving or giving help on exams or papers will result in failure in this course and dismissal from the University. For the purposes of this class, the following statements contained in the student handbook will be applied.

1. No student shall give or receive, or otherwise furnish or procure assistance not authorized in the preparation of an essay, report, examination, or other assignment in an academic course or in the fulfillment of program or degree requirements such as standardized examinations.

2. No student shall take, attempt to take, or otherwise obtain, gain access to, or alter in an unauthorized manner any material pertaining to the conduct of a class or to the completion of any program or degree requirement, including but not limited to tests, examinations, laboratory equipment, roll books, academic records, or electronically stored data.

3. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

Failure to observe these standards will result in an F grade. Use of electronic devices during an examination will be deemed a violation of provision 1, above, and will result in failure of the exam and possible dismissal from the course. Note that violations of the academic honesty policy may result in expulsion from the University.

CLASSROOM BEHAVIOR:
Any student who engages in disruptive behavior during any meeting of this course is subject to administrative disenrollment from this course. Disruptive behavior includes, but is not limited to, disrespectful or threatening words or actions toward classmates or the instructor, moving about the classroom during the class session (including entering and exiting the classroom), sleeping in class, using electronic devices in class, engaging in conversations with other class members during class, and the like. Students are advised that this course deals at times with controversial material. Students will treat each other and the professor with the utmost respect and professionalism at all times. The instructor is available during office hours and is happy to hear any concerns you may have concerning the class.

STATEMENT OF ETHICAL EXPECTATIONS:
Richards College of Business community members are committed to: honesty and integrity in interactions and undertakings; respect for rights, differences, and dignity of others; accountability for personal behavior.

IMPORTANT DATES
Monday, January 10 – Introductory e-mail due
Thursday, February 10 – Test
Monday-Friday, March 7-11 – Spring break
Tuesday, March 22 – Test 2
Thursday, April 21 – Test 3
Tuesday, May 3 – Makeup Day, 2:00 p.m. class from 2:00 p.m. to 4:00 p.m.
Thursday, May 5 – Makeup Day, 9:30 a.m. class from 8:00 a.m. to 10:00 a.m.