RICHARDS COLLEGE OF BUSINESS
DEPARTMENT OF MANAGEMENT
COURSE SYLLABUS
FALL SEMESTER 2012

Course Number: BUSA 2106-06 (TTH 12:30 – 1:50)
Course Title: Legal and Ethical Environment of Business
Instructor: Dr. Mary-Kathryn Zachary
Office: Room 2219, Richards College of Business
Telephone: 678-839-4832
Fax: 678-839-5041
E-mail Address: Please use CourseDen to correspond
Office Hours: TTH 8:50-9:30am; 10:50-12:30; 1:50-3:30; 4:45-5:30; other times by appointment.
Required Text: West’s Legal Environment of Business, Cross & Miller, 8th Ed. (ISBN 0538453990, 1111929939, 1133164080, 1111778302 – any format or source; however, use earlier editions at your own risk. You are responsible for the material in the 8th edition. The study guide is strongly recommended. Additional readings as assigned.

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.

COURSE LEARNING OBJECTIVES:

1. Demonstrate an understanding of the interrelationships among the legal, social, political, ethical, cultural, international, and technological environments and their impact on business. (BBA 4, BBA 5, BBA 6).

2. 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. (BBA 4, BBA 5, BBA 6).

3. 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. (BBA 4, BBA 5, BBA 6)

4. Demonstrate familiarity with various legal resources and the ability to use them. (BBA 4, BBA 6).

5. Demonstrate the ability to organize and present their work in an effective and professional manner. (BBA 1, BBA 3).
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: There are no prerequisites for this course.

METHOD OF INSTRUCTION:

Delivery of information and concepts will be primarily by way of lecture and CourseDen, with supplemental class discussions. The subject matter will be drawn primarily from the text, outside sources (including online resources), and current legal issues in the news. Classroom time may also be scheduled for consideration of particular court opinions, documents, guest lectures, projects, group activities, individual presentations, exercises, and special events.

COMMUNICATION:

Communication between student and instructor will be through a combination of university e-mail (MyUWG) and use of CourseDen. Distribution of course materials, the syllabus, syllabus amendments, announcements, etc., will be through CourseDen. If time-sensitive, the university e-mail account (mzachary@westga.edu) should be used; for regular communications and assignments, the e-mail feature in CourseDen should be used. Students are required to check their MyUWG account and CourseDen at least daily and to keep their MyUWG inbox free of clutter to avoid auto-reject messages.

COLLEGE, DEPARTMENT, AND COURSE POLICIES:

- The use of recording devices is not permitted in the classroom without prior approval.
- Computers are not allowed in the classroom.
- Cell phones, pagers, mp3 players, iPods, and all other electronic devices must be rendered silent during class times and shall not be used during class times.
- Students are not allowed to have food or drink in the classroom. This is a UWG policy.
- 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, all such amendments will be announced sufficiently in advance of the effectiveness of the amendment and published in CourseDen.
- 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.
EVALUATION AND GRADES:

Grades will be calculated and assigned on the basis of points earned on examinations, attendance, and the written assignment, as follows:

<table>
<thead>
<tr>
<th>Type of Graded Event</th>
<th>No. of Graded Events</th>
<th>Possible Points per Graded Event</th>
<th>Total Possible Points for the Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinations</td>
<td>3</td>
<td>100</td>
<td>300*</td>
</tr>
<tr>
<td>Written Assignments</td>
<td>multiple</td>
<td></td>
<td>50</td>
</tr>
</tbody>
</table>

**Total Possible Points for this Course:** 350

Additionally, as noted below in the “Attendance” section, students may earn up to a maximum of three points on the final course grade for exemplary attendance. Students may also have points forfeited due to excessive absences or lack of class preparation.

Grades will be assigned on the basis of points earned as follows:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>315 - 350</td>
<td>A</td>
</tr>
<tr>
<td>280 – 314.9</td>
<td>B</td>
</tr>
<tr>
<td>245 – 279.9</td>
<td>C</td>
</tr>
<tr>
<td>210 – 244.5</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 210</td>
<td>F</td>
</tr>
</tbody>
</table>

Extra credit, if available at all, will be discretionary on the part of the Instructor, and opportunities will be 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.

**Examinations:** 300 points

Three periodic examinations will be given, as indicated in the schedule below. Alternative examination times may be scheduled in cases where a student will be absent during a regularly scheduled examination time, when all three of the following criteria are met:

1. The absence is a University-authorized or Instructor-authorized absence,
2. Arrangements are made in advance of the absence, and
3. The student provides genuine documentation to the Instructor from the appropriate University employee or official, physician, or other relevant individual that includes the date, time, and purpose of 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.

The alternative examination time will usually be the date and time of the final examination.

**Written Assignments:** 50 points

The nature of the written assignments and the standards for its preparation will be announced in class and posted as an assignment in CourseDen. Written assignments are due by the end of day on the
date noted in the course schedule and will not be accepted late. **You must submit your written assignment through the assignment drop box in CourseDen.** In the event of technical difficulties with CourseDen, the writing assignment may be submitted by e-mail in advance of the deadline in CourseDen and must contain your name and the words “Written Assignment” in the subject line of the e-mail. For example, the subject line for the written assignment submitted by a student named Jane Doe would read “Jane Doe- Written Assignment.” E-mailed written assignments that do not comply, exactly, including the date due, with these requirements will not be accepted.

**Attendance:** **up to 3 extra points on the final course grade.** Roll will be taken at the beginning of each class session. Students arriving late for class will not be allowed to enter unless prior arrangements have been made. “Late” is defined as any time after the scheduled start time for class. Students who leave during class are not allowed to return during the same class. Students are expected to be prepared for class and actively participate. Participation includes both quantity and quality components. Students may be called upon to discuss case law, recount knowledge of the subject matter, analyze a situation, or effectively present a point of view. **Students who are obviously unprepared or are caught using electronic devices during class will be counted absent for the class session.**

Students with **no absences** will receive an additional **THREE POINTS** on their final course grade. Students with **one excused absence** will receive an additional **TWO POINTS** on their final course grade. Students with **two excused absences** will receive an additional **ONE POINT** on their final course grade. Students with **any unexcused absences** or more than three excused absence are not eligible for attendance points. **Any student missing more than 3 class sessions may be dropped from the course. Additionally, they may have points deducted from their final average.**

**ACADEMIC HONESTY:**

Receiving or giving help on exams or papers will result in failure in this course and may result in 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 a grade of “F” for the course.

Throughout the semester, ethical, political, cultural, international, social, technological, environmental, and diversity issues will be interwoven with a discussion of the legal topics.

CLASSROOM BEHAVIOR AND PROFESSIONALISM:

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, and the like. Students will treat each other and the Instructor 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.

COURSE CALENDAR: This is an estimated timeline for the course and is subject to amendment.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/18</td>
<td>Chapters 1-8</td>
<td>Test 1</td>
</tr>
<tr>
<td>10/16</td>
<td>Chapters 9-14</td>
<td>Test 2</td>
</tr>
<tr>
<td>11/15</td>
<td>Chapters 17-22, 24-29</td>
<td>Test 3</td>
</tr>
<tr>
<td>12/5</td>
<td>(FINAL EXAM DATE—EXCUSED MAKE-UP TESTS)</td>
<td>11:00 a.m. to 1:30 p.m.</td>
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