Course Number: BUSA 2106-N01 and N02 Sections (fully online)
Course Title: Legal and Ethical Environment of Business
Instructor: Dr. Leanne M. DeFoor
Office: RCOB 2224, Richards College of Business
Telephone: 678-839-4829
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E-mail Address: Ldefoor@westga.edu
Office Hours: MW 8:00-11:00; 12:30-2:00; 3:30-4:00; other times by appointment.

Required Text: Aplia subscription is required for N-sections of BUSA 2106. This subscription includes the course text, Cross and Miller, Legal Environment of Business, 8th Edition. 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 CourseDen and through use of the Aplia Online Course System, which is tailored to our course text. Students MUST purchase an Aplia
registration key code to utilize the Aplia service - this is MANDATORY for the course. The subscription will include Aplia, as well as the e-book bundle. The subscription for the Aplia + e-book bundle ($80) is significantly cheaper than purchase of a new hardcopy of the textbook (~$200). For those students who are unfamiliar with e-books, be advised that Aplia allows the student to later purchase a hard copy version of the text at a modest additional cost, if they discover they prefer a hard copy version of the text during the semester. Most students have no problem with the eBook and find its searchable format useful. The subject matter for the course will be drawn primarily from the text, with occasional outside sources (including online resources), and periodic coverage of current legal issues in the news.

Students MUST log in and be available for the ONLINE ORIENTATION SESSION. The schedule and instructions for the online orientation will be announced in CourseDen at the beginning of the term. The logistical issues for the remainder of the semester will be covered in orientation. You are responsible for all material covered in the course orientation. The instructor does not require an on-campus orientation.

Chat sessions will be held on Mondays and Wednesdays from 9:00-9:30 via Wimba (linked in CourseDen), unless otherwise noted in a CourseDen Announcement. The purpose of the chat sessions is for students to ask questions about the assignments and other course requirements. The Instructor is also available during regular office hours, as noted above, and by appointment for students needing additional one-on-one assistance. The chat sessions are optional, but I highly encourage students to attend chat whenever possible, especially if you are not performing well on the assignments. Students who participate in chat regularly earn significantly higher grades than those who do not participate.

This is an online course. The only exceptions to fully online course delivery are the midterm and final exams. Those two exams will be administered on campus, as discussed below. The date, time, and room number for the on campus exams will be posted in CourseDen well in advance so that students can make arrangements to attend. The tentative dates for the midterm and final exams are the afternoons of Friday, October 12th and Friday, December 7th, respectively.

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. Course content will be delivered via Aplia and CourseDen. The instructor requires e-mail communication to be through her university e-mail account (Ldefoor@westga.edu), not the e-mail feature in CourseDen. 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 course content is provided to students for the purposes of receiving credit for BUSA 2106 only. All intellectual property belongs to the Instructor and/or UWG. Students may not reproduce, save, or copy course content for purposes of sale or distribution to others outside the class. Students who do so may be subject to civil liability and criminal prosecution.

- Do not ask your instructor for legal advice.

- Please read this syllabus carefully. Your instructor is available during class times, online, 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. Any 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, chapter assignments, 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>Chapter Assignments</td>
<td>20</td>
<td>10</td>
<td>200</td>
</tr>
<tr>
<td>Written Assignment</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>On Campus Exams</td>
<td>2</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Possible Points for this Course:</strong></td>
<td><strong>400</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>358 - 400</td>
<td>A</td>
</tr>
<tr>
<td>318 - 357</td>
<td>B</td>
</tr>
<tr>
<td>278 - 317</td>
<td>C</td>
</tr>
<tr>
<td>238 - 277</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 238</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.

Written Assignment: 100 points

The nature of the written assignment and the standards for its preparation are posted in CourseDen and questions about the assignment will be answered during chat. Written assignments are due by the deadline posted in the course schedule and will not be accepted after that time. **You must submit your written assignment as a single file attachment through the assignment drop box in CourseDen by the deadline.** 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, with these requirements will not be accepted.

Chapter Assignments: 200 points

There is an Aplia assignment associated with each chapter we cover in the course. Students must complete the Aplia assignments, which will be graded and will form a part of the overall grade in the course. Aplia assignments MUST be completed on time, according the schedule in Aplia. **Assignments are due in Aplia on Sunday nights at 11:45 PM. No work will be accepted late, so stay caught up.** The Instructor reserves the right to drop any student for lack of participation in the course assignments, at the Instructor’s discretion.

Midterm and Final Exams: 100 Points

Two on-campus examinations are required in this course. The official date, time, and room number for the midterm and final exams will be posted in CourseDen well in advance, but the exams will most likely be held on the afternoon of Friday, October 12th and the afternoon of Friday, December 7th, respectively. Those dates are subject to change but should give you a rough idea for planning purposes. You will need to bring your UWG photo ID with you to the exam, as well as an 882E (green, half page) Scantron and number 2 pencil.
ACADEMIC HONESTY:
Receiving or giving help on Aplia chapter work, the writing assignment, exams, and/or papers, or copying, utilizing, or retaining online or in-class exam or assignment content, will result in failure of this course and may result in dismissal from the University. The Instructor may utilize all means available, including but not limited to IP address monitoring, login data, metadata, and other computer forensic methods to detect cheating on assignments and other graded or non-graded work. In addition, UWG and the Georgia Board of Regents/University System of Georgia (USG) is authorized to monitor for evidence of cheating, including monitoring external website activity (social media websites, etc.) accessed using UWG or University System of Georgia resources. You have no right of privacy for activity you engage in using UWG or USG equipment or services, including but not limited to computers, servers, wireless internet, or wired internet. Any student caught by UWG or the Board of Regents personnel and reported to the professor, or by the professor directly, will be dealt with per the Academic Honesty policy. THIS INSTRUCTOR HAS FAILED STUDENTS FOR CHEATING IN PRIOR SEMESTERS- I HAVE A ZERO TOLERANCE POLICY. Do not cheat- you will likely be caught. 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 unapproved sources of information on the writing assignment or receiving assistance on a chapter assignment will be deemed a violation of provision 1, above, and will result in failure of the course and possible expulsion from UWG. Throughout the semester, ethical, political, cultural, international, social, technological, environmental, and diversity issues will be interwoven with a discussion of the legal topics.

COURSE BEHAVIOR AND PROFESSIONALISM:
Any student who engages in disruptive or unprofessional behavior during any online meeting or other session of this course is subject to administrative disenrollment from this course. Disruptive or unprofessional behavior includes, but is not limited to, disrespectful or threatening words or actions toward classmates or the instructor, displaying a bad attitude toward others or concerning the material, cheating on course assignments and examinations, failure to participate meaningfully, etc. 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.