Course Number: BUSA 2106 (T/Th 9:30 – 10:50; 12:30 – 1:50)
Course Title: Legal and Ethical Environment of Business
Instructor: Dr. Mary-Kathryn Zachary
Office: RCOB 2219, Richards College of Business
Telephone: 678-839-4832
Fax: 678-839-5041
E-mail Address: Through CourseDen mail only
Office Hours: The following are my office hours for this semester, although at times I may be absent from my office during these hours for university commitments. TTH 8:00-9:30; 10:50-12:30; 1:50-3:30; 4:50-5:00; other times by appointment.
OR
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 course prerequisites for this course, only a 2.0 GPA.

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 CourseDen D2L. Distribution of course materials, the syllabus, syllabus amendments, announcements, etc., will be through CourseDen D2L. Students are required to check their CourseDen D2L at least daily.

COLLEGE, DEPARTMENT, AND COURSE POLICIES:

- The use of recording devices is not permitted in the classroom without prior approval.
- 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. Laptops may be used only for class-related activity such as taking notes. Social media, e-mailing, and web browsing are prohibited during class.
- Students are not allowed to have food or drink in the classroom. This is an RCOB 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 D2L.

- If you have a disability and wish to request an accommodation, please contact Accessibility Services (formerly called “Disability Services”) in the Counseling & Career Development Center in Row Hall, and follow their steps to apply.

**EVALUATION AND GRADES:**

Grades will be calculated and assigned on the basis of points earned on examinations, attendance, and the written assignment(s), 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/Quizzes</td>
<td>Varies</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td><strong>Total Possible Points for this Course:</strong></td>
<td></td>
<td></td>
<td>350</td>
</tr>
</tbody>
</table>

Additionally, as noted below in the “Attendance” section, students may earn up to a maximum of three points on the final course points total 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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</thead>
<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 or for a business 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/Quizzes: 50 points

Quizzes on the chapter assigned for reading may be administered at the beginning of the class. The nature of any written assignment and the standards for its preparation will be announced in class and posted as an assignment in CourseDen D2L. Written assignments will not be accepted late. You must submit your written assignment in CourseDen D2L in a designated dropbox by the end of the day on the due date.

Attendance: up to 3 extra points on the final course point total.

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 point total. Students with one excused absence will receive an additional TWO POINTS on their final course point total. Students with two excused absences will receive an additional ONE POINT on their final course point total. 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 or using unauthorized sources on the writing assignment will result in failure of this course and may result in dismissal from the University. For the purposes of this class, the following statements in the Student Handbook and Appendix A of the Honor Code 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 in the course and possible disenrollment from UWG. 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. Use of unapproved sources on the writing assignment 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 with a grade of F. 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 after class and during office hours 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:

Tuesday, February 4 – Test 1
Thursday, March 6 – Test 2
Week of March 17 – 21 – Spring Break
Tuesday, April 15 – Test 3
Thursday, April 17 – Last Day of Class
Thursday, April 24 – Final Exam Date – Excused Make-Up Tests – Section 04, Thursday, April 24, 8:00 a.m. to 10:30 a.m.; Section 05, Thursday, April 24, 11:00 a.m. to 12:30 p.m.

Note: Test dates are estimated and may be subject to amendment.
ADDITIONAL STUDENT RESOURCES/POLICIES:

**UWG Online HelpDesk Services**: 678-839-6248 or online@westga.edu

**Accessibility Services**: 678-839-6428 or ccd@westga.edu

**Excel Center** (Academic Support): 678-839-6280 or helpme@westga.edu

**UWG Online Student Guide** (contains a variety of information and resources for online learning)

**UWG Mandatory Syllabus Policies** (required information for all UWG course syllabi)

**Student Rights and Responsibilities**

Please carefully review the information at the following link:
http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

**Credit Hour Policy (3 credit hours)**: For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.