

**RICHARDS COLLEGE OF BUSINESS
DEPARTMENT OF MANAGEMENT AND BUSINESS SYSTEMS
COURSE SYLLABUS
FALL SEMESTER 2015**

Course Number: BUSA 2106-E01/E03 (fully online)
Course Title: Legal and Ethical Environment of Business
Instructor: Dr. Tanya Thomas
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E-mail Address: tthomas@westga.edu or via the CourseDen mail tool.
UWG Office Hours: Tues/Thurs: 8:00-9:30; 11:00-12:30; other times by appointment
Online Office Hours: Wed: 10:00-2:00; other times by appointment (will take place in CourseDen)
Required Text: **MindTap is required for BUSA 2106. This subscription includes the course text,**
Cross and Miller, *Legal Environment of Business: Text and Cases, 9th Ed.*

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.

[UWG Mandatory Syllabus Policies](#) (required information for all UWG course syllabi)

PREREQUISITES: 2.0 GPA

METHOD OF INSTRUCTION:

This is a fully online course with primary content delivery via CourseDen. However, students are required to take two proctored exams (a Midterm and a Final) during the semester in which you will need to come

to the UWG campus or another USG-approved proctoring center for testing. **The dates for the midterm and final exams are Friday, October 9th, from 1:00-3:00 PM, and Friday, December 11th, from 1:00-3:00 PM, respectively and both will be in Miller Lecture Hall.** More information on exams is included below.

In addition, students will be able to participate in weekly synchronous online sessions in CourseDen. Our chat room is called “The Courtroom.” **These sessions will be held every Wednesday from 11:00 AM – 12:00 PM,** unless otherwise announced. Students are required to use CourseDen (D2L) throughout the semester to support faculty-to-student and student-to-student interaction, including but not limited to Orientation, Attendance Verification, chat sessions, discussion boards, announcements, email, individual/group work, submitting assignments, etc. The professor requires students to check CourseDen daily in order to ensure you do not miss important updates or assignment deadlines.

The following are minimum requirements for taking a fully online course at UWG. You must meet these requirements to participate in this class.

- Access to a personal computer (PC or Mac), with [Google Chrome](#) and [Mozilla Firefox](#) browsers.
- High-speed/broadband internet service (DSL, Cable, etc.) is strongly recommended. If high-speed internet is not available in your area, you will have difficulty with some course content, such as Orientation, video lectures, and the like. Completion of course requirements will be very difficult and cumbersome, and you may wish to enroll in a traditional campus-based course.
- Software requirements: *Microsoft Office* (available for free through UWG [ITS](#)) or equivalent, [Adobe Acrobat Reader](#), and other downloads listed in CourseDen (D2L).

Credit Hour Policy Statement (3 Credit Hour Course): During a full-length academic term, students will spend approximately 150 minutes in online faculty instruction (video lectures, chat sessions, direct communication, discussion threads, etc.) and work about 360 minutes independently each week. This independent work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

Students MUST purchase a MindTap subscription- this is MANDATORY for the course. The subscription includes chapter assignments and an e-book of the required course textbook, plus numerous other resources. It will be accessible via CourseDen. You may purchase MindTap as a standalone product or bundled with a hard copy of the course text. A study guide to accompany the course text book is posted in CourseDen to assist you with studying for the midterm and final exams. The professor also has hard copies of the study guide that she allows students to check out in her office on a first come, first served basis. The subject matter for the course will be drawn primarily from the text, with occasional outside sources (including online resources) and/or current legal issues in the news.

Students MUST complete the ONLINE ORIENTATION REQUIREMENT. The orientation materials and instructions are posted in CourseDen and must be completed by the end of the first week of class, Sunday, August 30th, at 11:59 PM. The information you will need this semester will be covered in orientation. You are responsible for all material covered in the course orientation. **The professor does not require an on-campus orientation.**

Chat sessions will be held on Wednesdays from 11:00 AM – 12:00 PM in CourseDen’s chat room (called “The Courtroom”), unless otherwise noted in a CourseDen Announcement. The purpose of the chat session is for students to ask questions about the assignments and other course requirements. The professor is also available during regular office hours, or online 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.**

COMMUNICATION:

Communication between student and professor will be primarily through CourseDen, with UWG Mail as a backup or for emergencies or extremely urgent e-mails only. Distribution of course materials, the syllabus, syllabus amendments, announcements, etc., will be through CourseDen. Course content will be delivered via CourseDen. **Students are advised to check CourseDen daily during the week and to keep their MyUWG e-mail inbox free of clutter to avoid auto-reject messages. In this course, students are required to set notification settings to enable real-time notifications in CourseDen (e-mail or text.)** The professor will respond to student e-mails within 48 hours (but normally within 24 hours), with exception of weekends or holidays. Weekend e-mails should be reserved for emergencies only, as Saturday and Sunday are the professor's days off work and the only days she has to spend with her family.

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 professor 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, in addition to discipline for academic dishonesty.
- **Your professor is a licensed attorney. However, do not ask the professor for legal advice.**
- Please read this syllabus carefully. The professor 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 professor 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 [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, chapter assignments, and the written assignment, as follows:

Type of Graded Event	No. of Graded Events	Possible Points per Graded Event	Total Possible Points for the Event
Homework Average	Varies	Varies	100
Written Assignment	1	100	100
Proctored Exams	2	100	200
Total Possible Points for this Course:			400

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

Points Earned	Letter Grade
358- 400	A
318 - 357	B
278 - 317	C
238 - 277	D
< 238	F

Extra credit, if available at all, will be discretionary on the part of the professor, 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 instructions for 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 Wednesday, November 4th, at 11:59 PM.** In the event of technical difficulties with CourseDen, the writing assignment may be submitted by e-mail *in advance of the deadline* and must contain your name and the words “Written Assignment” in the subject line. For example, the subject line for the 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.

Homework Assignments: 100 points (average of all assignments out of 100%)

There are multiple MindTap assignments associated with each chapter we cover in the course, and typically the assignment for TWO chapters are due each week. MindTap is accessible from within our CourseDen site. Students must complete the MindTap assignments and any other homework assignments given by the professor, which will be graded and collectively will form a part of the overall grade in the course. **Assignments are due in MindTap on Sundays at 11:00 PM. No work will be accepted late, so stay caught up.** All assignments are already open and available, with deadlines posted, and it is a good idea to work ahead, so that you have some flexibility during crunch times. It is important for students to complete the homework to ensure you fully understand how to apply the concepts we cover in the course. The professor reserves the right to drop any student for lack of participation in the course assignments, at the professor’s discretion.

Midterm and Final Exams: 200 Points Total (100 points each)

Two on-campus examinations are required in this course- a Midterm and a Final. The Midterm and Final Exams will be held **Friday, October 9th, from 1:00-3:00 PM**, and **Friday, December 11th, from 1:00-3:00 PM**, respectively. Both exams will be held in the **Miller Hall Lecture Hall**, which is on the lower level of the business building next to the vending machines. You may alternately test at a USG-approved testing center if coming to the UWG campus is inconvenient for you. If you wish to test at an alternate location, you are responsible for making arrangements with the testing center, payment of any required fees, and informing the professor *well in advance*. **You will need to bring your UWG photo ID with you to the exams, as well as number 2 pencils.** Your instructor will provide your Scantron form if you are testing on campus. No books, backpacks, notes, cell phones, electronic devices, or study materials may be brought to the exam. If electronic devices are brought, they must be turned off and inaccessibly stored at all times. Hats, large jackets, and the like are inappropriate for the exam and may not be worn. Leave such items at home. Students may not leave the testing room to use the restroom during the exam. Go before the exam begins. If you have an emergency and must use the restroom, you must turn in your exam, and the professor will grade whatever you have completed to that point.

ACADEMIC HONESTY/CHEATING:

Receiving or giving help on homework, the writing assignment, or exams, 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 professor/university/USG 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 work. In addition, UWG & USG are authorized and do monitor for evidence of cheating, including monitoring external website activity (social media websites) accessed using UWG/USG resources. You have **no right of privacy** for activity you engage in using UWG/USG equipment or services, including but not limited to computers, servers, wireless or wired internet. Any student caught by UWG/USG personnel will be dealt with per the Academic Honesty policy.

THIS PROFESSOR WILL FAIL STUDENTS FOR CHEATING. I HAVE A ZERO TOLERANCE POLICY. PLEASE DO NOT CHEAT.

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 grade of F. Use of unapproved sources of information on the writing assignment or receiving/providing 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, whether in person or online, 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 professor with the utmost respect and professionalism *at all times*. The professor 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.

ADDITIONAL STUDENT RESOURCES:

There is a widget on the bottom left-hand side of the course homepage with additional UWG resources.

[UWG Online HelpDesk Services](#): 678-839-6248 or online@westga.edu

[Disability 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)