RICHARDS COLLEGE OF BUSINESS
DEPARTMENT OF MANAGEMENT AND BUSINESS SYSTEMS
COURSE SYLLABUS
SUMMER SEMESTER 2016

Course Number: BUSA 2106-E01 (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
Fax: 678-839-5041
E-mail Address: Ldefoor@westga.edu
Office Hours: Virtual Chats 12:00 - 1:00 M-F; on campus meetings by appointment.
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 Edition, and the course homework assignments. Additional readings as assigned. The hard copy text bundle is not required unless you prefer to have a hard copy textbook as a supplement.

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:
Achievement of the Learning Objectives for this course will advance the student toward meeting the standards articulated in the Learning Outcomes for the Bachelor’s degree in Business Administration.

PREREQUISITES: There are no prerequisites for this course, other than a 2.0 GPA.

METHOD OF INSTRUCTION:
This is a fully online course with content delivery via video lectures, MindTap, and CourseDen. Students are required to take two face-to-face proctored exams (a Midterm and a Final) at the UWG campus or another USG-approved proctoring center. The midterm and final exams will be held from 12-2 PM on Monday, May 16th, and Wednesday, May 25th, respectively, in the Miller Hall Lecture Hall.
In addition to the online content, students are invited to participate in daily synchronous chat sessions in CourseDen for the professor’s virtual office hours. Our chat room is called “The Courtroom.” These sessions will be held every weekday from 12:00 – 1:00 PM.

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. 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 2007 (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. These requirements are compressed for this 11-day term.

**Students MUST purchase a MindTap subscription- this is MANDATORY for the course.** The subscription includes homework assignments and an e-Book of the required textbook. It will be accessible via CourseDen. You may purchase MindTap via CourseDen or in the UWG Bookstore either as a standalone product or bundled with a hard copy of the course text. The hard copy bundle is optional- you do NOT have to purchase the bundle. Dr. DeFoor has posted a Study Guide supplement for each chapter as PDFs in CourseDen to assist with studying for the midterm and final exams. The study guide includes outlines of the legal topics and practice questions/answers. The subject matter for the course will be drawn primarily from the text, with occasional outside sources 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 before the deadline. 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 serve as virtual office hours where you can get help with the work in the course. Chats will be held on weekdays from 12:00 PM – 1:00 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 by appointment both in the office and virtually for students needing one-on-one assistance. 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 the professor and the entire class will be primarily through CourseDen News Announcements. Communication between an individual student and the professor will be through UWG Mail. Distribution of course materials will be through CourseDen. Students are required to check CourseDen and their UWG e-mail daily M-F. In this course, students are required to set their CourseDen notification settings to send e-mail or text messages to them whenever the course is updated. The professor will respond to student e-mails during this abbreviated summer term within 24 hours on weekdays but generally within a few hours if e-mailed during working hours.

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 legal liability 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 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 effective date of the amendment and published in CourseDen.

• If you have a disability and wish to request an accommodation, please contact Accessibility 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 major project, 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>Varies</td>
<td>Average % on All</td>
<td>100</td>
</tr>
<tr>
<td>Major Project</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Exams</td>
<td>2</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total Possible Points for this Course:</strong></td>
<td></td>
<td></td>
<td><strong>400</strong></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 Assignments: Two opportunities are available to earn extra credit in this course. First, you may do up to two Courtroom Observations worth 4 points each (equivalent to 1 point on your final course grade each). Instructions and deadlines for the Courtroom Observations are posted in CourseDen. Second, you may complete the pencil and paper Course Evaluation Form at the end of the semester for an additional 4 points (equivalent to 1 point on your final course grade). The Course Evaluation Form can be completed anytime prior to the start of our Final Exam.
Major Project: 100 points

The instructions for the major project and the standards for its preparation are posted in CourseDen, and questions about the project will be answered during chat. Major Projects are due by the deadline posted in the course schedule and will not be accepted after that time. **You must submit your major project as a single file attachment through the assignment drop box in CourseDen by the deadline, NOT as a zip file with multiple attachments inside.** In the event of technical difficulties with CourseDen, the major project may be submitted by e-mail **in advance of the deadline** and must contain your name and the words “Major Project” 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- Major Project.” E-mailed Major Projects that do not comply with these requirements will not be accepted.

MindTap Assignment Average: 100 points

There are MindTap assignments associated with each chapter we cover in the course. MindTap is accessible from within our CourseDen site. Students must complete the MindTap assignments, which will be graded and will form a part of the overall grade in the course. **Assignments are due in MindTap on Sundays at 11:00 PM.** However, students should follow the schedule at the end of this Syllabus and complete the assignments nightly. **No work will be accepted late, so stay caught up.** The professor reserves the right to drop any student for lack of participation in the course assignments, at the professor’s discretion. The average score on all MindTap assignments will comprise 100 points.

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 dates for the midterm and final exams are Monday, May 16th, from 12-2, and Wednesday, May 25th, from 12-2 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 also test at a USG-approved testing center if coming to the UWG campus is inconvenient for you. If you wish to test at another USG-approved testing center, you are responsible for making arrangements with the proctor, paying any required fees, and informing the professor of your plans **well in advance.** You will need to bring your UWG photo ID with you to the exams, as well as pencils. The professor will provide you with Scantron forms. 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 I will grade whatever you have completed to that point.

**ACADEMIC HONESTY/CHEATING:**

Receiving or giving help on MindTap assignments, the major project, or the 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 HAS FAILED MANY STUDENTS FOR CHEATING IN PRIOR SEMESTERS- I HAVE A ZERO TOLERANCE POLICY. 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 major project, receiving/providing assistance on a homework assignment, or any form of cheating on the exams will be deemed a violation of the provisions above and will result in failure of the course, a record of academic dishonesty in your permanent records, 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 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 professor, 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 in private.

STATEMENT OF ETHICAL EXPECTATIONS:

Richards College of Business community members are committed to honesty & integrity in interactions & 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)
**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>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/9</td>
<td>Introduction; Business and Its Legal Environment; The Court System</td>
<td>Chapters 1 and 2</td>
</tr>
<tr>
<td>5/10</td>
<td>Alternative Dispute Resolution; Business Ethics</td>
<td>Chapters 3 and 4</td>
</tr>
<tr>
<td>5/11</td>
<td>Constitutional Law; Administrative Law</td>
<td>Chapters 5 and 6</td>
</tr>
<tr>
<td>5/12</td>
<td>Criminal Law; International Law</td>
<td>Chapters 7 and 8</td>
</tr>
<tr>
<td>5/13</td>
<td>Contract Formation; Contract Performance, Breach &amp; Remedies</td>
<td>Chapters 9 and 10</td>
</tr>
<tr>
<td><strong>5/16</strong></td>
<td><strong>Midterm Exam (12 – 2 PM); Intentional Torts/Negligence</strong></td>
<td>Study for Exam! Chapter 12</td>
</tr>
<tr>
<td>5/17</td>
<td>Strict and Products Liability Torts; Intellectual Property</td>
<td>Chapters 13 and 14</td>
</tr>
<tr>
<td>5/18</td>
<td>Social Media Law; Small Business Organizations</td>
<td>Chapters 15 and 17</td>
</tr>
<tr>
<td>5/19</td>
<td>LLCs/LPs/LLPs; Corporations</td>
<td>Chapters 18 and 19</td>
</tr>
<tr>
<td>5/20</td>
<td>Employment Relationships; Employment Discrimination</td>
<td>Chapters 21 and 22</td>
</tr>
<tr>
<td><strong>5/23</strong></td>
<td><strong>Major Project Due (11:59 PM in the CourseDen Dropbox)</strong></td>
<td>Finish Major Project!</td>
</tr>
<tr>
<td><strong>5/25</strong></td>
<td><strong>Final Exam (12 – 2 PM)</strong></td>
<td>Study for Final Exam!</td>
</tr>
</tbody>
</table>