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

COURSE NUMBER: BUSA 2106 (M-F - 12:30 p.m.–2:45 p.m.)
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 D2L e-mail only
OFFICE HOURS: The following are my office hours for this semester.
M-Th – 2:45 p.m. - 5:30 p.m.; other times by appointment.

REQUIRED TEXT: MindTap subscription is required for BUSA 2106. This subscription includes the course text, Cross and Miller, Legal Environment of Business, 9th Edition, and many other digital resources, including assignments.

The textbook product we use in this course is called MindTap, and it is a digital product published by Cengage Learning that includes an e-Book, homework, and other resources for our course text, The Legal Environment of Business, Text and Cases, 9th Edition by Cross and Miller. You will access MindTap via a link in our CourseDen page. MindTap is required- you will be unable to complete the homework for the course without it.

You do NOT have to purchase the hard copy bundle, however. The only thing required is the electronic access. If you would like a hard copy of the book, you have the option (NOT REQUIRED) to purchase it in a bundle in the UWG Bookstore at additional cost. Some students prefer to read and study from a hard copy text, so that’s why we make that option available to you.

You have a couple of options on where to purchase MindTap: You can purchase the MindTap access card in the UWG Bookstore. If you purchase MindTap in the Bookstore, you will need to register your access code in CourseDen (NOT at CengageBrain) when our class opens. Or, you can purchase MindTap directly from Cengage using the "Access MindTap HERE” link posted in CourseDen. You will simply enter your credit card info via the MindTap link. I believe it is cheaper to purchase directly through the link in CourseDen, if cost is a consideration.

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.

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

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 course textbook, MindTap, 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. Note that MindTap can be purchased bundled with a hard copy of our textbook or as a standalone product that includes an eBook.

COMMUNICATION:
Communication between student and professor will be primarily through CourseDen D2L, with UWG mail as an emergency backup. Distribution of course materials, the syllabus, important announcements, grades, etc., will be through CourseDen. E-mail should be sent via CourseDen, unless it is an emergency or extremely time sensitive, in which case e-mail me mzachary@westga.edu. 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. The professor requires students to enable real-time notifications in CourseDen (either e-mail or text). Weekend e-mails should be reserved for emergencies only.

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, homework, the written assignment, and attendance (either positive or negative), 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 Assignment</td>
<td>TBD</td>
<td>0-100</td>
<td>100</td>
</tr>
<tr>
<td>Homework</td>
<td>Varies</td>
<td>Varies</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Possible Points for this Course:</strong></td>
<td></td>
<td></td>
<td>500</td>
</tr>
</tbody>
</table>

As noted below in the “Attendance” section, students may earn up to a maximum of 5 points out of 500 available in the course for exemplary attendance. Additionally, participation, and performance on class assignments and quizzes will be taken into consideration, with the final grade adjusted upward or downward appropriately. Grades will be assigned on the basis of points earned as follows:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>448 - 500</td>
<td>A</td>
</tr>
<tr>
<td>398 – 447.9</td>
<td>B</td>
</tr>
<tr>
<td>348 – 397.9</td>
<td>C</td>
</tr>
<tr>
<td>298 – 347.9</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 298</td>
<td>F</td>
</tr>
</tbody>
</table>

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.

**Examinations:** 300 points

Three periodic examinations will be given. Alternative exam times for the first three exams may be scheduled in cases where a student will be absent during a regularly scheduled exam, when all of the following criteria are met:
1. The absence is a University-authorized or Professor-authorized absence,
2. Arrangements are made in advance of the absence, and
3. The student provides genuine documentation to the Professor from the appropriate University employee or official, physician, or other relevant individual that includes the date, time, and purpose of the absence. The professor will authorize absences only in cases where the student’s attendance is made impossible by circumstances beyond the student’s control.

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

**Written Assignment:** 100 points
The standards for the Written Assignment will be announced in class and posted in CourseDen D2L. You may begin at any time. The assignment is due by the end of day on the posted date and will not be accepted late. You must submit your written assignment as a single file attachment 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 with these requirements will not be accepted.

**Homework:** 100 points total

There are a variety of MindTap homework assignments associated with each chapter we cover in the course. You can access these assignments in CourseDen within the MindTap content module. It is possible that the professor may assign other types of homework in addition to the MindTap assignments. The homework average (% correct on all assignments) will contribute 100 possible points toward the 500 total possible points in the class. 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 dates the homework assignments are due are posted on the MindTap portion of CourseDen. **No late exceptions are available, nor will any assignments completed on CengageBrain instead of CourseDen MindTap.** Cengage is the appropriate resource to contact for technical problems with MindTap.

**Attendance:** up to 5 extra points on the final course points grade.

Roll will be taken at the beginning or end 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 and may lose credit for that day’s 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 for class or are caught using electronic devices during class will be counted absent for the class session.

Students with one or fewer excused absences will receive an additional 5 points out of 500 available in the course on their final course grade. Students with any unexcused absences or more than one excused absence are not eligible for attendance points and may have points deducted from their final grade. **Any student missing more than 3 class sessions may be dropped from the course.**

**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.

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 STATEMENT (3 Credit Hour Course):

For approximately 15 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 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. For the abbreviated summer courses, adjust accordingly.

COURSE CALENDAR: The nature of this course requires a flexible timeline. Assignments and announcements will be made in class and in CourseDen D2L.

IMPORTANT DATES:

Monday, June 13 – Test 1 (Chapters 1-8)
Monday, June 20 – Test 2 (Chapters 9-10, 12-14)
Monday, June 27 – Test 3 (Chapters 15, 17-19, 21-22)
Tuesday, June 28 -- Miscellaneous
Thursday, June 30 – Excused Make-Up Tests, 12:30 p.m. to 2:30 p.m.