Course Number: BUSA 2106-E01 and E02 (fully online)
Course Title: Legal and Ethical Environment of Business
Instructor: Dr. Leanne M. DeFoor
Office: Miller Hall 2224
Telephone: 678-839-4829 (office) or 678-829-5295 (Google Voice)
Fax: 678-839-5041
E-mail Address: Ldefoor@westga.edu or via the CourseDen mail tool.
Office Hours: MW: 8:00-12:30; 1:45-2:15; other times by appointment.
Required Text: MindTap is required for BUSA 2106. This subscription includes the course text, Cross & 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 four proctored exams during the semester. There are three testing options for the proctored exams, discussed in the “Examinations” section, below. The four proctored exams will be held from 12:00 PM until 1:30 PM on the following Fridays: September 9th, September 30th, November 4th, and December 2nd. Go ahead and add these dates to your calendar and request off work, if needed.
In addition, students will be able to participate in weekly synchronous online chat sessions in CourseDen (see information below). 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.

Note: Students are welcome to sit in on the professor’s face-to-face course held in Miller Hall 2214 on Mon/Wed from 12:30 – 1:45 PM on a space available basis. Please contact the professor in advance if you are interested in this option.

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 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.

Students MUST purchase a MindTap subscription- this is MANDATORY for the course. MindTap is accessed through CourseDen and includes chapter assignments and an e-Book of the required course textbook, plus numerous other resources. You may purchase MindTap as a standalone product or bundled with either a loose-leaf or hard copy of the course text. A study guide to accompany the course textbook is posted in CourseDen to assist you with studying for the proctored 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.

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 14th, 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 function as virtual office hours with the professor and 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 course or to get the professor’s help on assignments. The professor is also available during regular office hours or 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. You do not have to stay in the chat session for the entire hour, nor do you have to arrive right at the start time. It is fine to pop in anytime during the hour, ask the questions or discuss the issues you need, then leave. Transcripts of each chat session will be posted as a PDF file in CourseDen immediately after the session concludes, so students who are unavailable at the scheduled time will still get the benefit of the discussion. 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, with UWG Mail utilized for one-on-one e-mail correspondence with individual students. Distribution of course materials will be through CourseDen. Students are required to check CourseDen daily M-F to stay apprised of important announcements. 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. Please take care of this the first week of class. The professor will respond to student e-mails in no less than 48 hours, but typically much faster than that, with exception of weekends and holidays. The professor believes in a balanced lifestyle for both herself and her students. As such, e-mails during the professor’s days off from work should be limited to time-sensitive or emergency matters, if at all possible. That said, the professor makes every effort to respond to students in a timely manner, even on her days off work.

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.

- Your professor is a licensed attorney. However, do not ask the professor for legal advice.

- Please read this syllabus carefully. The professor is during chat sessions and during office hours, as well as by e-mail, 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 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>Homework Average</td>
<td>Varies</td>
<td>Varies</td>
<td>100</td>
</tr>
<tr>
<td>Major Project</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Proctored Exams</td>
<td>4</td>
<td>100</td>
<td>300*</td>
</tr>
<tr>
<td><strong>Total Possible Points for this Course:</strong></td>
<td></td>
<td></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

*The lowest examination grade will be dropped.

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>448 - 500</td>
<td>A</td>
</tr>
<tr>
<td>398 - 447</td>
<td>B</td>
</tr>
<tr>
<td>348 - 397</td>
<td>C</td>
</tr>
<tr>
<td>298 - 347</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 298</td>
<td>F</td>
</tr>
</tbody>
</table>

Work completed for another course will not be accepted to meet the requirements of this course.
Major Project: 100 points

The instructions for the major project and the standards for its preparation are posted in CourseDen, and questions about the assignment will be answered during chat. Projects are due by the deadline and will not be accepted after that time. You must submit your project as a single file attachment (not a zip file) through the assignment drop box in CourseDen by the deadline Wednesday, November 16th, at 11:59 PM. In the event of technical difficulties with CourseDen, the 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. For example, the subject line for the assignment submitted by a student named Jane Doe would read “Jane Doe-Major Project.” E-mailed projects that do not comply 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 between one and three 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 11:59 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. The professor reserves the right to drop any student for lack of participation in the course assignments, at the professor’s discretion.

Proctored Examinations: 300 Points Total (100 points each, with the lowest exam grade dropped)

Four proctored examinations are required in this course. The four proctored exams will be held from 12:00 PM until 1:30 PM on the following Fridays: September 9th, September 30th, November 4th, and December 2nd. Students who are satisfied with their grade in the course going into the Final Exam may opt out of taking the Final Exam. In this case, the Final Exam will be used as the student’s dropped exam grade. There are three options for students to complete the proctored examinations in this course:

1. Students may take the exams with the professor and the class at the UWG Carrollton Campus at the scheduled time at no cost to the student. Students are not required to obtain advance approval for this testing option. Just show up at the assigned time and location.

2. Students may arrange to take the proctored exam offsite at any USG-approved proctoring center, including the UWG Newnan Campus. The list of USG-approved proctoring centers is posted in CourseDen. Students must get approval in advance and make their own arrangements with the proctor to test. The student must provide the professor with the proctor’s name and contact information the week prior to the exam, so that the professor can send the proctor the exam and instructions. Note that there is a fee for testing at most of these Testing Centers, and the student is responsible for payment of any associated fees.

3. You may test virtually through ProctorU. This option must be approved by the professor no later than the end of the first full week of class. You must meet all of the technological and other requirements of ProctorU, including a high-speed internet connection and a web cam. There is a fee for testing through ProctorU. Students are responsible for scheduling an appointment to test via ProctorU, payment of fees, and communicating those arrangements with the professor well in advance of the exam. If you plan to use ProctorU, I strongly encourage you to set up your testing appointments early in the term.
Regardless of where you test, 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 882E form if you are testing with her on the UWG campus; otherwise, you will have to provide your own Scantron form. 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.

**Extra Credit:** Students have the opportunity to do up to two courtroom observations to earn extra credit in the course. Instructions and documents required for completing the courtroom observations are posted in CourseDen in the Courtroom Observation module. Students who successfully complete the Courtroom Observation assignment will receive an additional 5 points out of 500 available in the course per observation, which is the equivalent of one point on the final course grade. This assignment is available at the beginning of the semester and is open until the day of the final exam. No other extra credit opportunities will be offered in the course.

**ACADEMIC HONESTY/CHEATING:**

Receiving or giving help on exams, homework, the major project, or papers or using unauthorized sources on the major project will result in failure of this course and may result in dismissal from the University. For the purposes of this class, the statements in the Student Handbook and Honor Code and the Student Code of Conduct will apply, including but not limited to the following:

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 major project will be deemed a violation of provision 1, above, and will result in a grade of “F” for the course. UWG now utilizes an academic dishonesty database, and instances of academic dishonesty become part of the student’s permanent file; this may affect graduate school admissions and future employment checks.
CLASSROOM BEHAVIOR AND PROFESSIONALISM:

Any student who engages in disorderly conduct as defined in Section 4.00 of the UWG Code of Conduct or disruptive or disrespectful behavior during any meeting of this course, including online sessions, is subject to disenrollment from this course with a grade of “F.” Disruptive and disrespectful behavior includes, but is not limited to, inattentiveness, disrespectful or threatening words or actions toward classmates or the professor, moving about the classroom during proctored exams (including entering and exiting the classroom), cursing or yelling at others, sleeping during exams, using electronic devices during exams, and the like. Students will treat each other and the Professor with the utmost respect and professionalism at all times. The professor 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.

ADDITIONAL STUDENT RESOURCES/POLICIES:

UWG Online HelpDesk Services: 678-839-6248 or online@westga.edu
Accessibility Services: 678-839-6428 or ccd@westga.edu
Center for Academic Success (formerly Excel Center): 678-839-6280 or helpme@westga.edu
UWG University Writing Center: 678-839-6513 or writing@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)