RICHARDS COLLEGE OF BUSINESS
DEPARTMENT OF MANAGEMENT
COURSE SYLLABUS
SPRING SEMESTER 2017

Course Number: BUSA 2106 (T/Th) 11:00-12:15 (Section2); 2:00-3:15 (Section3)
Course Title: Legal and Ethical Environment of Business
Instructor: Dr. Mary-Kathryn Zachary
Office: Miller Hall 2219, Richards College of Business
Telephone: 678-839-4832
Fax: 678-839-5041
E-mail Address: mzachary@westga.edu (do not use CourseDen email!)
Office Hours: T, Th – 10:30 a.m. to 11:00 a.m.; 12:15 p.m. to 12:45 p.m.; 1:30 p.m. to 2:00 p.m.; 3:15 p.m. to 3:45 p.m.; 5:00 p.m. to 5:30 p.m.; 6:45 p.m. to 7:15 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. Additional readings as assigned.

The textbook product we use in this course is called MindTap, which 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, NOT through the Cengage website. **MindTap is required - you will be unable to complete the graded homework for the course without it.**

You do NOT have to purchase the hard copy bundle that you see available in the UWG Bookstore. **The only thing required is the electronic access.** However, some students prefer to read from a traditional hard copy textbook. If you would like a hard copy of the book to supplement your digital access, you have the option (NOT REQUIRED) to purchase it in a bundle in the UWG Bookstore at additional cost. You will purchase either the access card or the bundle, not both. Another option for those who like to read from a hard copy textbook is to purchase the digital access only, then rent a hard copy of the book from the source of your choice.

You have several options for purchasing the electronic MindTap access:

1) 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)** once our CourseDen course opens.

2) You can purchase MindTap directly from within CourseDen using the "Access MindTap HERE" link. You will enter your credit card info via the MindTap link. I believe it is a few dollars cheaper to purchase directly through the link in CourseDen rather than at the UWG Bookstore. This also ensures you purchase the correct product.

3) You can purchase a MindTap access card through a third-party seller. Just make absolutely sure that you are getting the right product if you choose this third option. When in doubt, ask me ahead of time if what you are purchasing is correct.
Whichever option you choose, you can work in MindTap for free during the complimentary grace period that runs the first two weeks that you have access to CourseDen. This is helpful to students who are waiting on their financial aid disbursements to pay for their books. You will gain access to your courses this semester in CourseDen on Saturday, January 7th, with classes starting Tuesday, January 10th. Please familiarize yourself with our CourseDen class before the semester begins and, if you have time, go ahead and get a head start on the reading/assignments.

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: 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 an individual student and professor will be primarily through stated office hours and the student’s and professor’s official university addresses. Any email sent to the professor should have in the subject line the appropriate class (BUSA 2106-02 or BUSA 2106-03) and be sent to mzachary@westga.edu. Distribution of course materials, the syllabus, important announcements, grades, and individual and group messages from me to the entire class will be sent through 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. The professor requires students to enable real-time notifications in CourseDen (e-mail option). The professor believes in a balanced lifestyle for both herself and her students. As such, e-mails during the professor’s weekends off from work or on holidays/university breaks should be limited to time-sensitive or emergency matters only.

COLLEGE, DEPARTMENT, AND COURSE POLICIES:

- The use of recording devices is not permitted in the classroom without prior approval.
- Cell phones, mp3 players, iPods, and all other electronic devices must be rendered silent during class and shall not be used during class. Laptops may be used only for class-related activity such as taking notes. Texting, 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 RCOB policy.
- Do not ask your professor for legal advice.
- Please read this syllabus carefully. Your professor 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 professor reserves the right to make appropriate amendments to this syllabus. With the exception of minor changes to the tentative course schedule, all 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 and follow their steps to apply.

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.

EVALUATION AND GRADES:

Grades will be calculated and assigned on the basis of points earned on examinations, the writing assignments, homework assignments, and attendance, 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>4</td>
<td>100</td>
<td>300*</td>
</tr>
<tr>
<td>Writing Assignments</td>
<td>Varies</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><strong>500</strong></td>
</tr>
</tbody>
</table>
*Students who are satisfied with their grade as determined by the first three exams, homework, and the writing assignments will be required to attend the remaining classes but will not be required to sit for the fourth exam. Students who are not satisfied with their grade at that time may take the fourth exam and drop their lowest test grade.

Additionally, as noted below in the “Attendance” section, students may earn up to a maximum of five points out of 500 available in the course for exemplary attendance.

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 any such 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

Four periodic examinations will be given, as indicated in the schedule below. The lowest exam grade will be dropped. However, the first three exams are mandatory. Alternative exam times for the first three exams may be scheduled, usually on the last day of class, 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.

Writing Assignments: 100 points

The standards for the Writing Assignments will be announced in class and posted in CourseDen. You may begin at any time. The assignments are due by the end of day on the posted dates and will not be accepted late. You must submit your writing assignments as a single file attachment through the appropriate assignment drop box in CourseDen. In the event of technical difficulties with CourseDen, the writing assignments may be submitted by e-mail in advance of the deadline in CourseDen and must contain your name and the words “Writing Assignment” in the subject line of the e-mail. For example, the subject line for writing assignment 1 submitted by a student named Jane Doe would read “Jane Doe-Writing Assignment 1.” E-mailed writing 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. The homework is important for you to fully understand and be able to apply the concepts we cover in the course. **The dates the homework assignments are due are posted on the MindTap portion of CourseDen. They will be due the night before the syllabus date to begin discussion of the particular chapter/chapters. No late exceptions are available, nor will any assignments completed on CengageBrain instead of CourseDen MindTap. You may work ahead on the assignments, and the professor encourages you to do so.**

**Attendance:** 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 and may lose credit for that day’s class. Students are expected to be prepared for class and actively participate. Participation requires both quantity and quality. 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 point total. Students with **any** unexcused absences or more than one 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 points total.**

**ACADEMIC HONESTY:**

**Receiving or giving help on exams, homework or papers or using unauthorized sources on the writing assignments 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 writing
assignments 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 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 class (including entering and exiting the classroom), cursing or yelling at others, sleeping in class, using electronic devices in class, 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)
**COURSE CALENDAR:** The nature of this course requires a flexible timeline. This is an estimated timeline for the course and is subject to amendment. Throughout the semester, ethical, political, cultural, international, social, technological, environmental, and diversity issues will be interwoven with a discussion of the legal topics.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/10</td>
<td>Introduction/Syllabus</td>
<td>Review Syllabus &amp; CourseDen; get MindTap</td>
</tr>
<tr>
<td>1/12</td>
<td>Law and Legal Reasoning</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>1/17</td>
<td>Law and Legal Reasoning</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>1/19</td>
<td>Law and Legal Reasoning</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>1/24</td>
<td>The Court System</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>1/26</td>
<td>The Court System</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>1/31</td>
<td>Alternative and Online Dispute Resolution</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>2/2</td>
<td>Business Ethics</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>2/7</td>
<td>Examination No. 1 (covers Chapters 1-4)</td>
<td>Study for Exam!</td>
</tr>
<tr>
<td>2/9</td>
<td>Business and the Constitution</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>2/14</td>
<td>Administrative Agencies</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>2/16</td>
<td>Criminal Law and Cyber Crime</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>2/21</td>
<td>International Law in a Global Economy</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>2/23</td>
<td>Examination No. 2 (covers Chapters 5-8)</td>
<td>Study for Exam!</td>
</tr>
<tr>
<td>2/28</td>
<td>Formation of Traditional and E-Contracts</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>3/2</td>
<td>Formation of Traditional and E-Contracts</td>
<td>Chapter 9</td>
</tr>
<tr>
<td></td>
<td><strong>Last Date to Withdraw with W</strong></td>
<td>Note!</td>
</tr>
<tr>
<td>3/7</td>
<td>Contract Performance, Breach, and Remedies</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>3/9</td>
<td>Torts</td>
<td>Chapter 12</td>
</tr>
<tr>
<td>3/14</td>
<td>Torts</td>
<td>Chapter 12</td>
</tr>
<tr>
<td>3/16</td>
<td>Strict Liability and Products Liability</td>
<td>Chapter 13</td>
</tr>
<tr>
<td>3/20-3/25</td>
<td><strong>Spring Break!</strong></td>
<td>Enjoy!</td>
</tr>
<tr>
<td>3/28</td>
<td>Intellectual Property, Internet Law, Social Media</td>
<td>Chapters 14, 15</td>
</tr>
<tr>
<td>3/30</td>
<td>Examination No. 3 (covers Chapters 9, 10, 12, 13, 14, 15)</td>
<td>Study for Exam!</td>
</tr>
<tr>
<td>4/4</td>
<td>Scholars/Honors Day—No Class</td>
<td>Celebrate Accomplishments!</td>
</tr>
<tr>
<td>4/6</td>
<td>Overview of Business Entities</td>
<td>Chapters 17, 18, 19</td>
</tr>
<tr>
<td>4/11</td>
<td>Overview of Business Entities</td>
<td>Chapters 17, 18, 19</td>
</tr>
<tr>
<td>4/13</td>
<td>Overview of Business Entities</td>
<td>Chapters 17, 18, 19</td>
</tr>
<tr>
<td>4/18</td>
<td>Employment Relationships</td>
<td>Chapter 21</td>
</tr>
<tr>
<td>4/20</td>
<td>Employment Discrimination</td>
<td>Chapter 22</td>
</tr>
<tr>
<td>4/25</td>
<td>Examination No. 4 (covers Chapters 17, 18, 19, 21, 22)</td>
<td>Study for Exam!</td>
</tr>
<tr>
<td>4/27</td>
<td>Make-Up Day (for approved excused absences)</td>
<td>Study for Exam!</td>
</tr>
</tbody>
</table>