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

COURSE NUMBER: BUSA 2106 (M-F - 12:30 p.m.–2:45 p.m.; M, T, Th face-to-face; W, F online assignments) (Note: This class will meet face-to-face W, May 31)

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: mzachary@westga.edu (do not use CourseDen email!)

OFFICE HOURS: The following are my office hours for this semester. M, T, Th – 12:00 p.m. to 12:30 p.m., 2:45 p.m. to 3:15 p.m.; 5:00 p.m. – 5:30 p.m., 7:45-8:15 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 CourseDen. 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 that you will see available in the UWG Bookstore. The only thing required is the electronic access. However, some students prefer to read from a traditional textbook, and for those students, a bundle can be purchased in the UWG Bookstore at additional cost. You will purchase either the digital access or the bundle, not both.

You have several options for purchasing MindTap:

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). Purchasing through the UWG Bookstore is typically more expensive than the other options.

2) You can purchase directly from Cengage here: http://services.cengagebrain.com/course/site.html?id=2258659. You will receive an instant access code that you will enter when you access MindTap through the links in CourseDen. The cost of purchasing this way is $80, which I believe is the cheapest way to purchase it.

3) You can purchase MindTap directly from within CourseDen by clicking the MindTap link. You will be prompted to enter your credit card info or an access code.
4) 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.

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:**

This course is classified as a hybrid course, which means that it is a combination of face-to-face sessions and on-line assignments and activities. Delivery of information and concepts will be primarily by way of lecture and CourseDen assignments, 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 the professor and the entire class will be primarily through CourseDen, 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. 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. **Students are required to check CourseDen daily M-F to stay apprised of important announcements, and to keep their MyUWG e-mail inbox free of clutter to avoid auto-reject messages**. In this course, students are required to set their CourseDen notification settings to send email messages to them whenever the course is updated. 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.

**Communication Expectation for Management Department:**

The Management Department believes in work-life balance for both faculty and students. Faculty will typically respond to student emails within 24 hours, usually sooner during business hours. Students should not expect a response during non-business hours, which includes nights, weekends, holidays, and school breaks. If you have not heard back from the professor within 24 hours during the workweek, assume your e-mail was not received and resend it.

**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.
- **Your professor is a licensed attorney, but please 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.

EVALUATION AND GRADES:

Grades will be calculated and assigned on the basis of points earned on examinations, homework, written assignments, and participation/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 Assignments</td>
<td>3 sets of activities</td>
<td>50 per set of Activities</td>
<td>150</td>
</tr>
<tr>
<td>MindTap Homework</td>
<td>Varies</td>
<td>Varies</td>
<td>100</td>
</tr>
<tr>
<td>Attendance and Participation</td>
<td>10</td>
<td>10</td>
<td>100</td>
</tr>
</tbody>
</table>

Total Possible Points for this Course: 650

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>585 - 650</td>
<td>A</td>
</tr>
<tr>
<td>520 – 579.9</td>
<td>B</td>
</tr>
<tr>
<td>455 – 519.9</td>
<td>C</td>
</tr>
<tr>
<td>390 – 454.9</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 390</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 examinations will be given during the session. All students are expected to take examinations at the scheduled time. The first exam will be given on Monday, June 12, the second on Monday, June 19, and the third on June 26. The examinations will primarily be multiple choice in format and will include questions on the textbook, exercises, online discussions, articles, current events, writing assignments, and any other material covered in class and/or assigned. Students are personally responsible for all material covered, distributed, and/or assigned in this course. Alternate examination times may be scheduled in cases where a student will be absent during a regularly scheduled examination time, when all three of the following conditions are met: (1) the absence is a University-authorized or instructor-authorized absence, (2) arrangements are made in advance of the absence, and (3) the student provides genuine documentation, to the instructor, from the appropriate University employee or official, physician, or other relevant individual, of the date(s), time(s), and purpose(s) for the absence. The instructor will authorize absences only in cases where the student’s attendance is made impossible by circumstances beyond the student’s control and only on one occasion. Failure to
comply with these requirements will result in a zero for that test grade. No part of any exam may be removed from the classroom at any time. Failure to abide by the foregoing will result in a zero for that test grade. Students are urged to take comprehensive notes and expected to read the chapters covered in class before coming to class.

Written Assignments: 150 points

The standards for the Written Assignments will be announced in class and posted in CourseDen. They consist of three sets of up to eight varied activities per set designed to enhance and supplement classroom instruction. The activities include, but are not limited to, interactive online assignments, videos and documentaries, reaction papers, and research assignments. You may begin at any time. The assignments are due on the posted date and time 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 650 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: 100 points (up to 10 points per class--five for attendance; five for participation)

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 are personally responsible for all material covered, distributed, and/or assigned in this course. **Students who are obviously unprepared for class or are caught using electronic devices during class will be counted absent for the class session.**

*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)
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. On-line and out-of-class work may include, but is not limited to, discussions, readings, assignments, projects, group work, research, and test preparation. For the abbreviated summer courses, adjust accordingly.

COURSE CALENDAR: Assignments and announcements will be made in class and in CourseDen.

IMPORTANT DATES: 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.

Course Introduction:
Wednesday, May 31 – First Day of Class – Introduction and Lecture

Homework Assignment Due Dates and Written Assignment Due Dates:
These due dates are located in CourseDen. Late Assignments will not be accepted!

Test Dates:
Wednesday, May 31 – First Day of Class – Introduction and Lecture
Monday, June 12 – Test 1 (Chapters 1-8)
Monday, June 19 – Test 2 (Chapters 9-10, 12-14)
Monday, June 26 – Test 3 (Chapters 15, 17-19, 21-22)