RICHARDS COLLEGE OF BUSINESS
DEPARTMENT OF MANAGEMENT
COURSE SYLLABUS
SPRING SEMESTER 2018

COURSE NUMBER: BUSA 2106 (02) (T, Th – 11: a.m.–12:15 p.m. (Room 1201, Miller Hall);
BUSA 2106 (03) (T, Th – 2:00 p.m.–3:15 p.m. (Room 2214, Miller Hall)

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.
Tu, Th – 10:30-11:00 p.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; in the event class for a
particular day is online, office hours will also be online

REQUIRED TEXT: MindTap subscription is required for BUSA 2106. This
subscription includes the course text, Cross and Miller, Legal
Environment of Business, 10th 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, practice exams, and other
resources for our course text, The Legal Environment of Business, Text and Cases, 10th
Edition by Cross and Miller. You will access MindTap via a link in our CourseDen site, 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 or from Cengage at additional cost.

You have two options for purchasing the electronic MindTap access:

1) You can purchase a MindTap access card or bundle 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 within CourseDen using the "Access MindTap HERE"
link. You will then enter your credit card info.
Whichever option you choose, you usually can work in MindTap for free during the complimentary grace period that runs the first one to two weeks of the term. This is helpful to students who are waiting on their financial aid disbursements to pay for their books.

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.

**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 the professor 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>Writing Assignments</td>
<td>3</td>
<td>50</td>
<td>150</td>
</tr>
<tr>
<td>MindTap Homework</td>
<td>Varies</td>
<td>Varies</td>
<td>100</td>
</tr>
</tbody>
</table>

Total Possible Points for this Course: 550

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>495 - 550</td>
<td>A</td>
</tr>
<tr>
<td>440 – 494.9</td>
<td>B</td>
</tr>
<tr>
<td>385 – 439.9</td>
<td>C</td>
</tr>
<tr>
<td>330 – 384.9</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 330</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 Tuesday, February 13, the second on Thursday, March 15, and the third on Thursday, April 26. The examinations generally 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. Other test formats are possible. 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 test absences only in cases where the student’s attendance is made impossible by circumstances beyond the student’s control, only on one occasion, and only when the professor is informed at the earliest possible date of the absence. Failure to comply with these requirements will result in a zero for that test grade. The alternate date of any excused test absence will generally be on the date of the final exam for the course section. No part of any exam may be removed from the classroom at
Writing Assignments: 150 points

The standards for the Writing Assignments will be announced in class and posted in CourseDen. They consist of three sets of 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, nor will partially completed assignments be accepted. Failure to complete all of the assignments in any set will result in a zero for the entire set. 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 “Writing Assignment” in the subject line of the e-mail. For example, the subject line for the writing 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. Other written assignments may be given during the course of the semester.

MindTap 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. The homework average (% correct on all assignments) will contribute 100 possible points toward the 550 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. Note that chapters are not necessarily in sequence. No late exceptions are available for any reason, nor will any assignments completed on CengageBrain instead of CourseDen MindTap. Cengage is the appropriate resource to contact for technical problems with MindTap.

Attendance:

Students are expected to be prepared for, attend, and participate in class. There is a strong correlation in this course between class attendance and performance. Students are responsible for all material and announcements covered in class. Students should arrive for class on time and be prepared to remain for the entire class period absent medical necessity or prior arrangements with the professor. Students will not be permitted to come into the classroom after the class start time. Students who leave class during the class period will not be allowed to reenter class during that period.

ACADEMIC HONESTY:

Receiving or giving help on exams, homework or papers or using unauthorized sources on the writing assignments will result in a zero on the assignment in question, failure of this course and/or 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 a zero on the assignment in question, an “F” grade in the course and/or 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” on the assignment and possibly 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)
https://www.westga.edu/UWGSyllabusPolicies/ (required information for all UWG course syllabi)
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 additional 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 with the exception of homework assignments, writing assignments, and test dates. This is an estimated timeline for the course material 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. Note: Due dates for any additional assignments will be posted in CourseDen.

Tuesday, January 9 – First Day of Class – Introduction; All students are responsible for the information communicated during this class

Sunday, Feb. 11 – MindTap Homework Assignments for Chapters 1, 2, 3, 5, 4, 23, 10, and 11 due (Note sequence) and Writing Assignment 1 due by 11:00 p.m.

Tuesday, Feb. 13 – Test 1 (Chapters 1, 2, 3, 5, 4, 23, 10, 11) (Note sequence)

Sunday, March 11 – MindTap Homework Assignments for Chapters 12, 13, 6, 7, and 8 due (Note sequence) and Writing Assignment 2 due by 11:00 p.m.

Thursday, March 15 – Test 2 (Chapters 12, 13, 6, 7, 8) (Note sequence)

Sunday, April 22 – MindTap Homework Assignments for Chapters 9, 16, 17, 18, 20, and 21 (Note sequence) and Writing Assignment 3 due by 11:00 p.m.

Thursday, April 26 – Test 3 (Chapters 9, 16, 17, 18, 20, 21) (Note sequence)

Tuesday, May 8 – MakeUp Tests (Section 02 -- 11:00 p.m. to 1:00 p.m.)
MakeUp Tests (Section 03 – 2:00 p.m. to 4:00 p.m.)

Breaks:
Spring Break – March 19-24

Last Date to Withdraw with W:
Feb. 28