**Course Number:** BUSA 2106-N01 and -N02  
**Course Title:** Legal and Ethical Environment of Business  
**Instructor:** Dr. Leanne M. DeFoor  
**Office:** Miller Hall 2224  
**Telephone:** 678-829-5295 (text or voice); 678-839-4829 (office – MW before 3 PM only)  
**E-mail Address:** Ldefoor@westga.edu  
**Office Hours:** In Office: MW 9:00-9:30; 11:00-1:00; Virtual: Wed 12-1 PM; or by appointment.  
**Required Text:** MindTap is required for BUSA 2106. MindTap access includes the course text, Cross, Miller, Legal Environment of Business: Text and Cases, 10th Ed. and many other digital resources, including homework. Additional readings as assigned.

*KEY: Material in bold, yellow highlights, or red font is of particular importance.*

**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. These exams can be taken online or face-to-face. Three testing options for the proctored exams are discussed in the “Examinations” section later in this Syllabus. The proctored exams will be held in Miller Hall Lecture Hall from 12:00 - 1:30 PM on the following Fridays: February 16th, March 9th, April 13th, and April 27th. Go ahead and add these dates to your calendar and request off work, if needed.
Students are required to use CourseDen 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, individual/group work, submitting assignments, etc. The professor recommends that students check CourseDen daily during the week (Mon-Fri) to ensure you do not miss important updates or assignment deadlines. **You are required to enable real-time notifications in CourseDen for this class. The professor reserves the right to drop any student who fails to participate actively in the course.**

**Note:** Students are welcome to sit in on the professor’s face-to-face course held in Miller Hall 2213 MW from 9:30 – 10:45 AM 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 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 you may wish to enroll in a traditional campus-based course.
- Software requirements: Microsoft Office (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, an e-Book, practice exams, flashcards and a variety of other resources to help you learn the material in this course. You may purchase MindTap in digital access/eBook format only or digital access bundled with a hard copy of the textbook.

**Students MUST complete the MANDATORY ONLINE ORIENTATION.** The orientation module is posted in CourseDen and must be completed by the end of the first week of class, Sunday, January 14th, at 11:59 PM. The information you will need this semester will be covered in the online orientation chat session to be held **Wednesday, January 10th, at noon in CourseDen.** You are responsible for all material covered in the 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 12:00 – 1:00 PM in CourseDen’s chat room (called “The Courtroom”), unless otherwise noted in a CourseDen Announcement.** The purpose of the chat session is to provide virtual office hours that students can use to ask questions about the course or to get the professor’s help on assignments. The professor is also available during on-campus office hours or by appointment for students needing one-on-one assistance. The chat sessions are optional but highly encouraged. 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 whatever questions you have 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 that students who are unavailable at the scheduled time will still get the benefit of the discussion. **Students who participate in chat earn significantly higher grades than those who do not participate.**
COMMUNICATION:

Communication between the professor and the entire class will be primarily through CourseDen’s Announcements tool, with UWG Mail used for one-on-one correspondence to individual students. Distribution of course materials will be through CourseDen. Students are required to check CourseDen daily M-F to stay engaged in the class. 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.

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 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 available during chat sessions and office hours, as well as by e-mail, phone, or text, 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 exams, 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>
</tbody>
</table>

Total Possible Points for this Course: 500

*The lowest exam grade will be dropped.

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</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, resources, and rubric for the Major Project are posted in CourseDen, and questions about the project will be answered during chat or individually during office hours. Projects are due by the deadline and will not be accepted late. You must submit your project as a single file attachment (Word or PDF - not a zip file) through the assignment drop box in CourseDen by the deadline Monday, March 26th, at 11:59 PM. In the event of technical difficulties with CourseDen, the project may be submitted prior to the deadline by e-mail to ldefoor@westga.edu. This instructor has a strict “no late work” policy on all assignments. The Major Project has been available since the first day of the term. Late submissions, even if one minute late, will not be accepted – it is your responsibility to ensure you meet the deadline!

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 we will cover between one and three chapters each week of the term. MindTap is accessible from within our CourseDen site. Students must complete the MindTap assignments and any other homework assignments given by the professor, which together will form 100 points of the 500 possible points in the course. Assignments are due in MindTap every week 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. It is a good idea to work at least one week ahead so that you have some flexibility during crunch times.

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

Four proctored examinations are required in this course, and each exam is worth 100 points. The highest three exam grades will count toward the student’s overall course grade. 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 grade will be a zero, but it will be used as the student’s dropped exam grade. The four proctored exams will be held in Miller Hall Lecture Hall from 12:00 - 1:30 PM on February 16th, March 9th, April 13th, and April 27th. Add these dates to your calendar and request off work, if needed.

There are three options for students to complete the proctored examinations in this course:

1. Students may take the proctored exams with the professor in the classroom 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 take the proctored exams offsite at any USG-Approved Outside Testing Center, including the UWG Newnan Campus. Students must get approval from the instructor 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 one week prior to the exam. There is a proctoring fee of ~$10-50 per exam at most Testing Centers, and the student is responsible for payment of any associated fees.

3. Students may test online through ProctorU. This option must be approved by the professor during the first week of the term. You must meet ProctorU’s technology requirements and have reliable high-speed internet and a webcam. ProctorU charges a testing fee of approximately $20 per exam. Students are responsible for scheduling an appointment to test via ProctorU, payment of fees, and communicating arrangements with the professor early in the term.
All students must bring their UWG photo ID or other government-issued photo ID to the exams as proof of identity. ProctorU testers will need two forms of government-issued photo ID. Students testing on campus or at an outside testing center also will need to bring number 2 pencils and an eraser. The professor will provide a Scantron form if you are testing with her on the UWG campus. The Newnan Campus also provides Scantron forms to BUSA 2106 students. If you are testing at an outside testing center, you will need to bring your own Scantron 882E-LOVAS 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 completely 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 - Courtroom Observations: 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 per observation. This assignment is available at the beginning of the semester and is open 5 PM on the last class day of the term. 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 reference checks.
CLASS 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.

The Richards College of Business has implemented the Wolf Pact to emphasize our shared commitment to academic honesty, ethics, and integrity in our dealings with one another. By remaining enrolled in this course, you agree to abide by the terms of the Wolf Pact.

ADDITIONAL STUDENT RESOURCES:

UWG Online HelpDesk Services: 678-839-6248 or online@westga.edu
Accessibility Services: 678-839-6428 or ced@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)
COURSE CALENDAR: This is an estimated timeline for the course and is subject to amendment.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 8-12</td>
<td>Mandatory Course Orientation</td>
<td>Orientation; Explore MindTap Homework</td>
</tr>
<tr>
<td>Jan 15-19</td>
<td>Law &amp; Legal Reasoning</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Jan 22-26</td>
<td>Courts and Alternative Dispute Resolution</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>Jan 29-Feb 2</td>
<td>Court Procedures</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Feb 5-9</td>
<td>Business &amp; the Constitution; Business Ethics</td>
<td>Chapters 4 and 5</td>
</tr>
<tr>
<td>Feb 12-16</td>
<td>Administrative Law (Note: Covered on Exam 2)</td>
<td>Chapter 23</td>
</tr>
<tr>
<td>Fri, 2/16</td>
<td>Exam No. 1 (covers Chapters 1-5)</td>
<td>Study for Exam!</td>
</tr>
<tr>
<td>Feb 19-23</td>
<td>Intellectual Property Law; Internet, Social Media, Privacy</td>
<td>Chapters 8-9</td>
</tr>
<tr>
<td>Feb 26-Mar 2</td>
<td>Criminal Law and Cyber Crime</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>Mar 5-9</td>
<td>International Law/Space Law</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>Fri, 3/9</td>
<td>Exam No. 2 (covers Chapters 23, 8-11)</td>
<td>Study for Exam!</td>
</tr>
<tr>
<td>Mar 12-16</td>
<td>Tort Law &amp; Products Liability</td>
<td>Chapters 6-7</td>
</tr>
<tr>
<td>Mar 19-23</td>
<td>Spring Break</td>
<td>Have fun!</td>
</tr>
<tr>
<td>Mar 26-30</td>
<td>Overview of Business Entities</td>
<td>Chapters 16-18; Major Project Due!</td>
</tr>
<tr>
<td>Apr 2-6</td>
<td>Formation of Traditional &amp; E-Contracts</td>
<td>Chapter 12</td>
</tr>
<tr>
<td>Apr 9-13</td>
<td>Contract Performance, Breach &amp; Remedies</td>
<td>Chapter 13</td>
</tr>
<tr>
<td>Fri, 4/13</td>
<td>Exam No. 3 (covers Chapters 6-7, 12-13)</td>
<td>Study for Exam!</td>
</tr>
<tr>
<td>Apr 16-20</td>
<td>Employment Law</td>
<td>Chapter 20</td>
</tr>
<tr>
<td>Apr 23-27</td>
<td>Employment Discrimination</td>
<td>Chapter 21</td>
</tr>
<tr>
<td>Fri, 4/27</td>
<td>Exam No. 4 (covers Chapters 20-21)</td>
<td>Study for Exam!</td>
</tr>
</tbody>
</table>

NOTE: All four proctored exams will be held from 12:00 – 1:30 PM in the Miller Hall Lecture Hall.