COURSE NUMBER: BUSA 2106-02D (Tu, Th -- 9:30 a.m.–10:45 a.m.);
BUSA 2106-03D (Tu, Th-- 2:00 p.m. to 3:15 p.m.)

COURSE TITLE: Legal and Ethical Environment of Business

INSTRUCTOR: Dr. Mary-Kathryn Zachary

OFFICE: Miller Hall 2219

TELEPHONE: 678-839-4832

FAX: 678-839-5041

E-MAIL ADDRESS: mzachary@westga.edu

OFFICE HOURS: The following are my office hours for this semester.
T, Th– 4:00 p.m. to 5:30 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, 10th Edition, and many other
digital resources, including homework assignments. Additional readings as assigned.
Students MUST purchase a MindTap subscription- this is MANDATORY for the course.
MindTap is accessed through CourseDen and includes the course textbook, all
homework assignments, practice exams, flashcards, and a variety of other resources. You
may purchase MindTap digital access (required) or digital access bundled with a hard
copy of the course text (optional).
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 D (or distance) course. Delivery of information and concepts will be primarily by way of CourseDen with face to face meetings on review days, test days, and selected other days which will be posted under Announcements in CourseDen.

COMMUNICATION:
Communication between the professor and the entire class will be primarily through CourseDen Announcements. Communication between an individual student and the professor will be through CourseDen mail. Distribution of course materials will be through CourseDen. Students are required to check CourseDen and their UWG e-mail daily. In this course, students are required to set their CourseDen notification settings to e-mail and/or text the student whenever an Announcement is posted. Students also are required to subscribe to the course calendar.

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.

OFFICE HOURS:
My office hours are posted on the syllabus. I will generally be available in my office (Miller Hall 2219) during those times. Outside of those times, students may request an appointment to meet. My goal is effective and timely communication with students, and this may take the format of face-to-face meetings, emails, or other forms of
communication.

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, as well as by email, 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.

• Links to a variety of other policies and student resources are available elsewhere in this syllabus.

• 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. Students who do so may be subject to legal liability in addition to discipline for academic dishonesty.

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 Event</th>
<th>No. of Events</th>
<th>Possible Points</th>
<th>Total Possible Points</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</td>
<td>150</td>
</tr>
<tr>
<td>MindTap work</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 Thursday, September 20, the second on Thursday, October 25, and the third on Thursday, December 6. 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. Alternate examination times for authorized absences will normally be the date and time of the final for the course. 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. Study guides will be available in the Contents section of your course on CourseDen. A face to face review session will be conducted the Tuesday before each Thursday test.

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, current events, and research assignments. You may begin at any time. Written assignments will close on the Sunday night prior to each test at 11:00 PM. No late
exceptions are available, 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 “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. Other written assignments may be given during the course of the semester.

**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 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. Worksheets should be completed prior to the week’s lectures and other assignments should be completed by the assignment deadline Sunday night. You may work ahead on the assignments, and I encourage you to do so. MindTap homework assignments will close on the Sunday night before each test at 11:00 PM. 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.

**ACADEMIC HONESTY:**

**ACADEMIC HONESTY/CHEATING:** This professor has a zero tolerance policy on cheating and takes actions against students for cheating almost every semester. Receiving or giving help on exams or assignments, using cell phones or other unapproved devices or resources on exams, sharing/storing/retaining course materials or answers, and any other form of cheating will result in failure of this course (not just the assignment or exam) and a record of academic dishonesty placed in the student’s permanent records. It also 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.

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 ability to get a job! Don’t do it!

The professor/university/USG may utilize all means available, including but not limited to IP address monitoring, login data, metadata, and other computer forensic methods to detect cheating on assignments and other graded work. In addition, UWG & USG are authorized to and do monitor for evidence of cheating, including monitoring external website activity (e.g., social media websites) accessed using UWG/USG resources. You have no right of privacy for activity you engage in using UWG/USG equipment or services, including but not limited to computers, servers, wireless or wired internet. This includes activity you engage in on UWG’s wifi system even from your own device or computer. Any student caught by UWG/USG personnel will be dealt with per the Academic Honesty policy.
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 or examinations, 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 outside of 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.

Wolf Pact: 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. Students in this course are expected to behave ethically and professionally, with integrity and honesty, in all activities. By remaining enrolled in this course, you affirm that you will abide by the Wolf Pact. The following individual student statement is applicable to and incorporated into each academic exercise in this course: “I hereby affirm that I have behaved ethically and professionally, with integrity and honesty, in the preparation and completion of this academic exercise.”

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)

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: Information about assignments and announcements will be made in class and/or 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. Review sessions and Tests will be face to face.

Thursday, August 16 – First Day of Class – Orientation; All students are responsible for the information communicated during this class.

Wednesday, August 22 – MindTap Introductory Homework

Sunday, September 16 – 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, September 18 – Test 1 Review Session
Thursday, September 20 – Test 1 (Chapters 1, 2, 3, 5, 4, 23, 10, 11) (Note sequence)

Sunday, October 21 – MindTap Homework Assignments for Chapters 12, 13, 6, 7, and 8 due (Note sequence) and Writing Assignment 2 due by 11:00 p.m.

Tuesday, October 23 – Test 2 Review Session

Thursday, October 25 – Test 2 (Chapters 12, 13, 6, 7, 8) (Note sequence)

Sunday, December 2 – MindTap Homework Assignments for Chapters 9, 16, 17, 18, 20, and 21 (Note sequence) and Writing Assignment 3 due by 11:00 p.m.

Tuesday, December 4 – Test 3 Review Session

Thursday, December 6 – Test 3 (Chapters 9, 16, 17, 18, 20, 21) (Note sequence)

Section 3, Tuesday, December 11, 8:00 a.m. to 10:00 a.m. – Final/Make Up Day

Section 2, Thursday, December 13, 2:00 p.m. to 4:00 p.m. – Final/Make Up Day