

**RICHARDS COLLEGE OF BUSINESS
DEPARTMENT OF MANAGEMENT AND BUSINESS SYSTEMS
COURSE SYLLABUS
SPRING SEMESTER 2019**

Course Number: BUSA 2106-N01 and N02
Course Title: Legal and Ethical Environment of Business
Instructor: Dr. Tanya Thomas
Office: Miller Hall 2224
Cell phone: 404-494-0519
E-mail Address: tthomas@westga.edu
Office Hours: By appointment
Required Text: **MindTap is required for BUSA 2106.** This subscription includes the course text, Cross and Miller, *Legal Environment of Business: Text and Cases, 10th Ed.*

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:

Delivery of information and concepts will be fully online with primary content delivery via CourseDen. Students are required to attend an online orientation and take four proctored exams. The exams will be offered face-to-face or they can be taken online. Three testing options for the proctored exams are

discussed in the “Examinations” section later in this Syllabus. The subject matter will be drawn primarily from the course textbook, MindTap, and current legal issues in the news. Note that MindTap can be purchased bundled with a hard copy of our textbook or as a standalone product that includes an e-book. **Students must purchase a MindTap subscription- this is MANDATORY for the course.**

Note: Students are welcome to sit in on the professor’s face-to-face BUSA 2106 class occasionally on a space available basis. The class is MW 11:00-12:15 PM in Miller 1309.

In addition, students will be able to participate in weekly synchronous online sessions in CourseDen. Our chat room is called “The Courtroom.” **These sessions will be held every Tuesday from 10:00 AM – 11:00 AM, unless otherwise announced in CourseDen.** The purpose of the chat session is to provide virtual office hours for students to ask questions about the course or to get help from the professor. These chat sessions are optional but are encouraged. You can pop in at any time during the hour and you don’t have to stay the whole time. Transcripts of the chat sessions will be posted on CourseDen so that students who are unavailable during the scheduled time will still get the benefit of the discussion. Students are required to use CourseDen (D2L) 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, email, individual/group work, submitting assignments, etc. **The professor requires students to check CourseDen daily and set up CourseDen notifications in order to ensure you do not miss important updates in real time or assignment deadlines.**

The following are minimum requirements for taking an online course at UWG. You must meet these requirements to participate in this class.

- Access to a personal 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 cumbersome, 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).

Students MUST complete the ONLINE ORIENTATION REQUIREMENT. The orientation materials and instructions are posted in CourseDen and must be completed by the end of the first week of class, Sunday, January 13th, at 11:59 PM. The information you will need this semester will be covered in orientation. You are responsible for all material covered in the course orientation. **The professor does not require an on-campus orientation.**

COMMUNICATION:

Communication between student and professor will be primarily through UWG e-mail (tthomas@westga.edu). Distribution of course materials, the syllabus, important announcements, grades, etc., will be 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. In this course, students are required to set notification settings to enable real-time notifications in CourseDen (either e-mail or text).**

COMMUNICATION EXPECTATION FOR MANAGEMENT DEPARTMENT:

The Management Department believes in work-life balance for both faculty and students. Faculty will typically respond to student e-mails 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 work week, 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 **only** be used for class-related activity such as taking notes. 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 a UWG policy.
- **Your professor is a licensed attorney. However, do not ask your professor for legal advice.**
- Please read this syllabus carefully. Your professor is available during class and during 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 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 Center and follow their steps to apply.
- Links to a variety of other policies and student resources are linked to our course homepage in CourseDen and can also be found at the end of this syllabus.

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 written assignment, homework assignments, and attendance, as follows:

Type of Graded Event	No. of Graded Events	Possible Points per Graded Event	Total Possible Points for the Event
Examinations	4	100	300*
Major Project	1	100	100
Homework Average	Varies	Varies	100
		Total Possible Points for this Course	500

*The lowest examination grade will be dropped. Students who are satisfied with their grade as determined by the first three exams, homework, and the major project will not be required to sit for the final exam (these students will use the final exam as their grade to be dropped).

Additionally, as noted below in the “Attendance” section, students may earn up to a maximum of one point on the final course grade (5 points out of 500 available in the course) for exemplary attendance. Grades will be assigned on the basis of points earned as follows:

Points Earned = Letter Grade
448 – 500 = A
398 – 447 = B
348 – 397 = C
298 – 347 = D
< 298 = F

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 periodic examinations and a final exam will be given, as indicated in the schedule below. The lowest exam grade will be dropped. **The exams will all be given on Fridays in Bonner Lecture Hall from 11:00 AM- 12:15 PM. The dates are February 15, March 8, April 19, and May 3.**

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

1. Students may take the 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 and is responsible for the proctoring fee (~\$10-\$50) at their chosen testing center. The student must provide the professor with the proctor’s name and contact information at least one week prior to the exam.
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. Students are responsible for the testing fee (~\$20) and scheduling their own appointment. The student must provide the professor the appointment information at least one week prior to the exam.

Major Project: 100 points

The standards for the Major Project’s preparation will be announced in class and are posted in CourseDen at the start of the semester and you are responsible for meeting the deadline. You may begin at any time and are encouraged to complete it early in the semester. **The assignment is due by 11:59 pm on Wednesday, March 13th as posted in the course schedule, and will not be accepted late. You must submit your project as a single file attachment (MS Word or PDF, not zip) through the assignment drop box in CourseDen.** In the event of technical difficulties with CourseDen, the project may be submitted by e-mail *in advance of the deadline in CourseDen* to tthomas@westga.edu and must contain your name and the words “Major Project” in the subject line, for example “Jane Doe- Major Project.” E-mailed assignments that do not comply with these requirements **will not** be accepted. Assignments received any time after the deadline, even one minute late, will not be accepted.

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 sometimes the assignments for TWO chapters are due in a week. MindTap is accessible from a link within

our CourseDen site. Students must complete the MindTap assignments and any other homework assignments given by the professor, which will be graded and collectively will form a part of the overall grade in the course. The homework average (% correct on all assignments) will contribute 100 possible points toward the 500 total possible points in the class. Weekly **Assignment deadlines in MindTap are Sundays at 11:59 PM. No work will be accepted late, so stay caught up. They will not be reopened or extended for any reason so be sure to complete them before the deadline.** All assignments are already open and available, with deadlines posted, and it is a good idea to work ahead, so that you have some flexibility during crunch times. 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 professor reserves the right to drop any student for lack of participation in the course assignments, at the professor's discretion.

Extra Credit: Students have the opportunity to complete up to two Courtroom Observations to earn extra credit points in this course. Instructions are posted in CourseDen. Students who successfully complete the Courtroom Observation assignment will receive 5 points towards the 500 available in the course. *This assignment is available starting the first day of the semester and is open until 5:00 PM on Friday, May 3rd at 5:00 PM.*

Work completed for another course will not be accepted to meet the requirements of this course.

ACADEMIC HONESTY:

Receiving or giving help on homework, the major project, assignments, or any exams, using cell phones or other unapproved devices on exams or homework or **sharing/storing/retaining course content, assignment content, or exam content, or answers, whether online or in-class, and/or using unauthorized sources on the Major Project WILL result in failure of this course and a record of academic dishonesty placed in the student's permanent records and may result in dismissal from the University.** 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 and do monitor for evidence of cheating, including monitoring external website activity (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, and wireless or wired internet. Any student caught by UWG/USG personnel will be dealt with per the Academic Honesty policy. **THIS PROFESSOR WILL FAIL STUDENTS FOR CHEATING. I HAVE A ZERO TOLERANCE POLICY. PLEASE DO NOT CHEAT.**

For the purposes of this class, the following statements in the [Student Handbook](#) and [Appendix A](#) of the Honor Code will be applied:

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 utilizes an academic dishonesty database. Instances of academic dishonesty become part of the student’s permanent file; this may affect graduate school admissions and future employment.

CLASSROOM BEHAVIOR AND PROFESSIONALISM:

Any student who engages in disruptive or disrespectful behavior during any meeting of this course is subject to administrative 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 the class session (including entering and exiting the classroom), 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 during office hours to hear any concerns you may have concerning the class. Throughout the semester, ethical, political, cultural, international, social, technological, environmental, and diversity issues will be interwoven with a discussion of the legal topics and students are expected to show professionalism and respect to others during discussions of these issues.

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 choosing to remain in this course, you agree to abide by the terms of the Wolf Pact.

ADDITIONAL STUDENT RESOURCES/POLICIES:

[UWG Online HelpDesk Services](mailto:online@westga.edu): 678-839-6248 or online@westga.edu

[Accessibility Services](mailto:ccd@westga.edu): 678-839-6428 or ccd@westga.edu

[Excel Center](mailto:helpme@westga.edu) (Academic Support): 678-839-6280 or helpme@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: This is an estimated timeline for the course and is subject to amendment.

Date:	Topics:	Assignment:
Jan 7-11	Mandatory Course Orientation/Law & Legal Reasoning	CourseDen Orientation/Chapter 1
Jan 14-18	Courts and Alternative Dispute Resolution	Chapter 2
Jan 22-25	Court Procedures	Chapter 3
Jan 28-Feb 1	Business and the Constitution	Chapter 4
Feb 4-8	Business Ethics	Chapter 5
Feb 15	Exam #1 (covers Chapters 1-5) at 11:00 AM in Bonner Lecture Hall	Study for your exam!
Feb 11-15	Administrative Law	Chapter 23 (Note: out of sequence)
Feb 18-22	Intellectual Property Law/Internet Law, Social Media, and Privacy	Chapter 8 & Chapter 9
Feb 25-Mar 1	Criminal Law and Cyber Crime	Chapter 10
Mar 4-8	International and Space Law	Chapter 11
Mar 8	Exam #2 (covers Chapters 23, 8-11) at 11:00 AM in Bonner Lecture Hall	Study for your exam!
Mar 11-15	Overview of Business Entities Video Lecture	Chapters 16-18 (Note: out of sequence)
Mar 13	Major Project Due TODAY	Project due by 11:59 PM in CourseDen
Mar 18-22	Spring Break—no class	Enjoy your break!
Mar 25-29	Formation of Traditional and E-Contracts	Chapter 12
April 1-5	Contract Performance, Breach, and Remedies	Chapter 13
April 8-12	Tort Law	Chapter 6 (Note: out of sequence)
April 15-19	Strict and Products Liability	Chapter 7
April 19	Exam #3 (covers Chapters 12-13, 6-7) at 11:00 AM in Bonner Lecture Hall	Study for your exam!
April 22-26	Employment Law	Chapter 20
April 29-30	Employment Discrimination	Chapter 21
May 3	Final Exam (covers Chapters 20-21) at 11:00 AM in Bonner Lecture Hall	Study for your exam!