BUSI 3312-70 – Business Law
Fall 2017
Instructor: Robin Clark, J.D.

Class Format: Online
Office Location: Classroom Center 213c
Office Hours: Monday and Wednesday 9:30 am to 12:00 pm
Tuesday and Thursday 11:00 am to 1:00 pm
Other times by appointment
Office Phone: (806) 651-2494
Email: rclark@wtamu.edu (please use course messaging to communicate with me)

Social Media: Keep up with the latest happenings of your COB on Facebook and Twitter, connect with us on LinkedIn, and check out COB videos on YouTube.

Other: (Other optional information you wish to share, e.g., cell phone number, homepage, course prerequisites, etc., please remove from syllabus if not in use)

Terms of Use
A student's continued enrollment in this course signifies acknowledgment of and agreement with the statements, disclaimers, policies, and procedures outlined within this syllabus and elsewhere in the WTClass environment. This Syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, but not policies) may be changed at the discretion of the professor.

WTAMU College of Business Mission Statement
The mission of the College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.

Learning Objectives of the WTAMU College of Business Programs
The College of Business (COB) at West Texas A&M University (WTAMU) seeks to prepare students in the Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Professional Accounting (MPA), and the Master of Science, Finance and Economics (MSFE) degree programs for careers in business and to foster their professional growth and advancement via key learning goals and objectives.

The learning objectives of the College of Business are as follows:
- Leadership
- Communication
- Critical Thinking
- Business Integration
- Core Business Knowledge
- Global Business Environment
- Business Ethics and Corporate Governance
Course Description

Business Law is designed to introduce students to the current legal and regulatory environment affecting business with emphasis of teaching students to develop issue spotting, analytical and problem solving skills.

Course Objectives

Upon successful completion of the course, a student should be able to:

- Recognize that law is the foundation of business.
- Demonstrate knowledge of the principles and concepts of various laws affecting business including laws relating to contracts, torts, property, and business organizations.
- Recognize and analyze ethical and legal issues relating to business.
- Demonstrate knowledge of the court system and dispute resolution process.

Map from COB Learning Objectives to Specific Course Objectives

The College of Business Learning Goals are related to the course objectives for BUSI 3312, as follows:

1. Students will demonstrate competencies in writing, speaking, and technology communication via individual exams and quizzes, written assignments, and online exercises.
2. Students will demonstrate their competencies in critical thinking via individual exams and quizzes, written assignments, and online exercises.
3. Students will demonstrate their competencies in ethical decisions via written assignments and online exercises.
4. Students will demonstrate their knowledge of the global and domestic environment and their relevance to the business contexts via individual exams and quizzes, written assignments, and online exercises.
5. Students will demonstrate their knowledge of diversity for effective problem-solving via individual exams and quizzes, written assignments, and online exercises.
6. Students will illustrate and explain theories and concepts related to Business Law concepts via individual exams, written assignments, and online exercises.

Course Materials (Text, calculator, etc.)

Course Materials

Textbook:  The Legal and Regulatory Environment of Business, 17e
           Pagnattaro, Cahoy, Magid, Reed and Shedd
           McGraw-Hill Education
           ISBN - 9781259621741
           (Be sure that you are purchasing the version of the text that includes access to McGraw-Hill Connect online access.).

PLEASE NOTE THAT, INSTEAD OF PURCHASING A HARDCOPY OF THE TEXTBOOK, YOU MAY INSTEAD SIMPLY SUBSCRIBE TO McGRAW-HILL’S “CONNECT” WHICH INCLUDES AN ELECTRONIC COPY OF THE TEXTBOOK. THIS WILL LIKELY BE YOUR MOST COST-EFFECTIVE OPTION.
Course Grading Policies

Composition of the Grade

- Exam #1 15%
- Exam #2 15%
- Exam #3 15%
- Exam #4 15%
- Chapter Assignments 15%
- Chapter Quizzes 15%
- Chapter LearnSmart Assignments 5%
- Participation 5%

Total 100%

Grading Scale

- A = 90 and above
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 and below

Course Assignment, Examination, and or Project Policies

This course is conducted completely online (including exams). I have made the class very straightforward and consistent in terms of due dates, assignment types, etc. Assignments and activities will be listed on the course website on WTClass. It is important that you keep up with this class (i.e., checking WTClass regularly, posting on the discussion boards, and noting due dates for assignments and exams). It is easy to forget about online classes, but be forewarned that I will not accept late work. Due dates should not be seen as a goal, but rather as the last possible opportunity to earn credit. In other words, you should aim to complete your work well before the deadline, not ON the deadline. This will make your life much easier and there will be plenty of time to finish assignments. There is no excuse for forgetting about assignments or tests! Furthermore, it is also your responsibility to ensure that your assignments have successfully posted onto the WTClass server. All assignment due dates are in Central Standard Time (CST). We will all enjoy the course more if we stay on top of the schedule.

Readings: Most reading material will come from the textbook. So, you must actually read the textbook to successfully complete this class. We will cover approximately one chapter from your text per week. Refer to the schedule posted in WTClass for reading assignments. Other materials may be posted on WTClass throughout the semester which you will also be responsible for.

Exams: There will be 4 exams. Each exam is worth 15% of your grade.

All exams must be taken within the time period they are open and must be taken in one sitting (no pauses or stop and restart). The exam must be completed prior to the closing time of the exam. If you don’t complete the exam prior to the closing date and time, you
will not be able to finish the exam. If you have a technical problem in submitting the exam, you must contact me immediately. You will not be able to retake the exam unless I reopen it for you. There has to be a very good reason for me to reopen an exam. Do not wait until the last minute to take the exam.

> All technical problems should be directed to the “HELP” Desk, 806-651-4357.
> The exams will consist of randomly selected multiple choice questions, randomly selected essay/short answer questions, or both from a test bank. The instructor reserves the right to use other evaluation methods. The exams are timed and you must complete the exam within the time period allowed.
> The tests will be open over a 4 day period and you will have sufficient time to take the test. You are expected to take and complete the exam yourself without the help of anyone else.
> Exam questions will be taken primarily from the book. Everything in the book and any other assigned material is subject to testing.
> No makeup exams or early exams are allowed unless there is an emergency and the instructor must be notified immediately.

**Homework:** Homework will be assigned for each Chapter. Homework will be accessed through WT Class; which has a direct link to the homework in McGraw Hill Connect. You must complete the Chapter Homework by the due date set forth McGraw Hill Connect. Any homework not completed by the due date will receive a zero. All Chapter Homework count for 15% of your final grade.

**Quizzes:** Each Chapter has a chapter quiz. You only have one opportunity to take each chapter quiz; so be prepared when you take it. The chapter quizzes consist of multiple choice or true/false questions with a 10 minute time limit to take the quiz. Each Chapter Quiz is graded on a 100 point basis. A student will receive a zero for any chapter quiz not taken by the due date. All chapter quizzes count for 15% of your final grade.

**LearnSmart:** Each Chapter has a Learn Smart assignments that can be accessed through the main menu in WTC; LearnSmart is an online study tool that maximizes time spent with your course textbook or eBook. Each Chapter LearnSmart Assignment is graded on a 100 point basis. A student will receive a zero for any LearnSmart Assignment not completed by the due date. All chapter LearnSmart Assignments count for 5% of your final grade.

**Participation:** One discussion topic will be posted each week in WTC. You will be required to participate in the discussion. Participation will consist of an original post and at least one reply to another student’s post (for a total of two postings each week). Both the original post and the reply must be substantive (e.g., more than just “I agree” or “This is interesting”). Participation counts for 5% of your final grade.
Please contact me if you have any questions concerning the assignments, quizzes, and exams (accessing, submitting, grading, etc.). Deadlines for the assignments, quizzes, and exams are published in advance. Remember that waiting until the last minute and encountering technical problems will not cause the deadline to be waived or extended. Due to the amount of material involved, we will cover only Chapters 1-11, 13 and 14.

**Online Learning**

Successful online learning requires that the student take charge of their own learning; they do not rely on being taught. They are motivated to bring something to each and every “class.” Online learning in this course will be asynchronous; neither students nor the instructor needs to be at one place at one time to participate. In other words, online learning is truly continuous. It is not confined to regularly scheduled class periods. One can learn or engage with the course content at any time. This means that scheduling is very flexible; however, there are certain deadlines that all students must meet. Consequently, the successful online student is self-directed and knows how to effectively manage their time.

Activities and assignments are designed to help students actively process, analyze, synthesize and evaluate the course content. Details about activities and assignments are available in each Lesson and outlined in the Course Schedule. It is strongly advised that you print the Course Schedule and keep it available for easy access. In addition, you will need to check WTClass regularly for any updates or changes in the assignments or due dates.

**Course Topics - Tentative Calendar of Readings, Topics, and Due Dates**

A course schedule including the course topics, calendar of readings and due dates can be found in the Course Schedule link in the menu tab in WTClass.

**Additional Course Policies**

- **Deadlines:** NO LATE WORK will be accepted in this course. Exceptions will be made only for serious illness or emergency and then only after discussion with the instructor. Please contact the instructor by email if an emergency situation occurs.
- **Copies.** Keep a copy of the assignments you send. You might be requested to re-send it.
- **Questions.** You may send questions about the course to me. Please use “course mail” to communicate with me. I will respond as soon as possible.
- **Do your own work.** YOU MUST PREPARE YOUR OWN ASSIGNMENTS AND TAKE YOUR OWN CHAPTER QUIZZES AND EXAMS WITHOUT ANY HELP FROM OUTSIDE SOURCES. ANY INFRACTIONS WILL BE DEALT WITH ACCORDINGLY! THERE IS NO GROUP WORK IN THIS COURSE.
- **Legal Advice.** No aspect of this course is intended as legal advice. This course, including the text, handouts, lectures and instructor information and responses is intended for academic purposes only. Students with legal issues should seek legal advice from the attorney engaged in the private practice of law.
- **Safeguards.** Back up every piece of work you do on disk, and make a hard copy. If you experience computer difficulties, you are responsible for solving your own technical problems. Heavy Internet use
occurs during the evening hours of 8-10 pm. You might want to consider logging on at other times if possible.

- **Deadlines.** Odd things happen in cyber space: emails get lost; servers disconnect temporarily; logins are impossible, etc. Do not wait for the last moments to complete your assignments. Allow time to meet deadlines. Reply and check for replies on every email sent and received. Be sure to check the message centers each time you logon, for important messages.

- **Netiquette.** Netiquette is basically using good manners in cyberspace. Since most of communication over the net is by way of text, be sure your written words are not offensive to the receiver. Remember email is a document, and can be read by others than the intended audience. Flaming, or making personal attacks on a person, is also unacceptable. Whether you are in a chat room, writing an email or posting to a discussion area, remember to use proper etiquette in consideration of others. If you would like to read more on the subject of netiquette, use the links below.
  http://www.iwillfollow.com/email.htm
  http://www.albion.com/netiquette/corerules.html

**WTAMU COB Student Code of Ethics**

Each student enrolled in COB courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The COB Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the COB and West Texas A&M University. All students enrolled in business courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.

**Code of Ethics**

- Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
- Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
- Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Do not work with other students on projects or assignments without authorization from the course instructor.
- Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
- Do not forge the signature of an instructor, advisor, dean, or another student.
- Provide truthful information for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.
- Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
- Respect the property, personal rights, and learning environment of all members of the academic community.
- Live up to the highest ethical standards in all academic and professional endeavors.
Students violating the Student Code of Ethics will be reported to the Dean’s office and are subject to penalties described in the West Texas A&M University Code of Student Life, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for participation in student organizations sponsored by the COB and for recognition for College academic honors, awards, and scholarships.

**COB Student Resources Link**
The COB has developed a *Student Resources* repository (e.g., APA writing style information, business core reviews, facilities, and other helpful supplements), which can be found on the [COB Website](#). Additionally, WTAMU has developed an Academic Study Skills information site to assist students (e.g., study habits, supplemental instruction, tutoring, writing and math skills), which can be found on the [WTAMU Website](#). For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit their [website](#).

**COB Communications Component**
Students earning a BBA degree must complete at least one course with a communications component as part of the business core requirements. The COB communications component is a requirement in the following courses: **ACCT 4373** *(Accounting Communications)*, **BUSI 4333** *(Cross-Cultural Issues in Business Communications)*, **BUSI 4350** *(Current Issues in Management Communications)*, **BUSI 4380** *(Conflict Resolution and Negotiation)*, **BUSI 4382** *(Emerging Media Law)*, **CIDM 3320** *(Digital Collaboration and Communication)*, **ECON 4370** *(Economics of Health Care)*, **FIN 3350** *(Personal Financial Planning)*, **FIN 4320** *(Investments)*, **FIN 4321** *(Portfolio Theory)*, **MGT 3335** *(Organizational Behavior)*, **MGT 4380** *(Conflict Resolution and Negotiation)*, and **MKT 3342** *(Consumer Behavior)*.

Students in a communications component course are explicitly required to demonstrate knowledge of communication skills. Specific objectives may include but are not limited to the following concepts put forth by the National Business Education Association: (1) ability to organize a written and an oral message coherently and effectively, (2) ability to use technology for communication, (3) ability to research a topic, prepare a report, and present the findings to all organizational levels, and (4) ability to demonstrate critical-thinking skills. Specific course requirements and the role of the communications component with respect to student grading policy are at the discretion of the course instructor of record.

**Student Travel Opportunities**
In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.

**Dropping/Repeating the Course**
Should a student decide to drop the course, it is the student’s responsibility to be aware of the final drop dates and adhere to the WTAMU Add/Drop policy. Any student participating in the course after the WTAMU posted drop date will be considered active and a grade will be administered at the end of the course for that student. Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.
Scholastic Dishonesty
It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the University's Academic Integrity Code, as well as the COB Student Code of Ethics listed in this document.

Academic Integrity
All work must be completed individually unless otherwise stated. Commission of any of the following acts shall constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the exam is given in any subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so. For more information, see the Code of Student Life.

Viewpoints/External Websites Disclaimer
The views expressed in this document, web-based course materials, and/or classroom presentations and discussions are those of the professor and do not necessarily represent the views of West Texas A&M University, its faculty and staff, or its students. Views expressed by students are likewise those of the person making such statements. It is understood and expected that each individual within this course will respect and allow individual difference of opinion.

Neither the professor, the COB, nor WTAMU are responsible for the content of external websites discussed in the classroom and/or linked to via online course materials, emails, message boards, or other means. Referred websites are for illustrative purposes only, and are neither warranted nor endorsed by the professor, COB, or WTAMU. Web pages change frequently, as does domain name ownership. While every effort is made to ensure proper referencing, it is possible that students may on occasion find materials to be objectionable for reasons beyond our control.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University’s Behavioral Intervention
Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

Technology Requirements
All technological requirements for the successful completion of this course are the responsibility of the student, including access to a working computer and or to a device with secure broadband Internet connection, data storage and retrieval, and state-of-the-art security. The student is responsible for all technological problems not related to WTAMU, including but not limited to equipment failures, power outages, and Internet breakdowns. Furthermore, students are responsible for all necessary technical and operational skills for completing this course, and for being familiar with WTC (the Blackboard Learning System) both in a general sense and in a specific sense as pertaining to this course and any materials stored within. The professor is not responsible for any technical matters related to WTC. Students must contact WTC if they have problems accessing and/or using the WTC environment.

Physical or Educational Access - ADA Statement
West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; phone 806-651-2335.

Title IX Statement
West Texas A&M University is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

- WTAMU Title IX Coordinator Becky Lopez – Kilgore Research Center 147, or call 806.651.3199
- WTAMU Counseling Services – Classroom Center 116, or call 806.651.2340
- WTAMU Police Department – 806.651.2300, or dial 911
- 24-hour Crisis Hotline – 800.273.8255, or 806.359.6699, or 800.692.4039
- Visit the Notalone website

For more information, see the Code of Student Life.

WT Attendance Policy for Core Curriculum Classes
For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum or developmental courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.
Evacuation Statement
If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651.5000 or 911). In the event an evacuation is necessary; evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

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