

BUA 250.H95 – Business Law



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Office Hours: by appointment only

Time Frame

As a hybrid course, there will be both an online and a face-to-face component. The course will begin March 23, 2019 and end May 4, 2019; nearly all of your work will be submitted online through Jackson College's JetNet course management system. The face-to-face component will consist of class meetings from 12:00-3:00 p.m., on the following Saturdays

3/23 – 4/6 – 4/20 – 5/4

LOCATION: Room 211, JC@LISD Tech - 1376 N. Main St. Adrian, Michigan.

Course Description

This course offers an introduction to law and the legal system, dispute resolution and courts, business ethics, torts, contracts, sales and leases of goods, and negotiable instruments.

Prerequisite(s)

CIS 095, ENG 085, and ENG 090

Course Goals

Our purpose is to develop a solid basis of the understanding of the American Legal system so that we may guide our organizations by understanding the facets of the legal system, learning about legal difficulties of past businesses and individuals, and further our skills of working productively with attorneys when legal situations do surface and require action.

Course Objectives

Business Law, by its very nature is an applied subject. Much effort in this course in Business Law is directed at presenting the concepts, theories, and models with which students can analyze legal experiences and apply the lessons of their experiences more successfully in the future. To do this our study, assignments and discussions progress according to these subject groupings:

1. The Foundations of the American Legal System
2. Courts, Criminal and Civil Law
3. Agreements and Contracts
4. Consumer Law
5. Employment Law
6. Corporate Law

Textbook

- **Business Law Today**
ISBN: 978-1305574793
Miller
Edition: 11th
Cengage

Text Book Zero! You may purchase the e-text directly from the JC Bookstore or Cengage.

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Extras

You **must have** access to an Internet connected computer. You are also expected to have "**backup computer**" plans; at a friend's computer, a relative's computer, JC, or at a library. Establish computer plans in case your usual computer access is disrupted during the semester. The course will continue to move along regardless of whether your computer works or not. I provide instructional support, not computer support. It is your responsibility to establish and maintain technical connections. If your computer does not work for any period of time, **you are expected to find a way to do the work.**

Do you need access to the Microsoft suite of products for your assignments? You have access with your JC email account!

- Navigate to office365.com
- Click "for home"
- In the upper right, log in with your JC email
- Use you JC email to log in. The page will take you to a new link where you can type in your JC email password
- Click "sign in"
- Now click "word" or "powerpoint" (whichever program you need)
- Once you are done with your assignment, you can "save as", and then upload your word document to the JetNet link

Grading Procedure

Grades and all relevant information are available to students via the course JetNet site. Item points, weighting, and assignment due dates are all listed on the site.

Your grade will be based on the points you earn on assignments, tests, and class preparation and participation. The grade points assigned are estimates and subject to modification. Exact due dates for assignments, tests, exams, etc. will be announced in class and are included on the course calendar. In addition, class participation will be measured by your level of engagement during class and/or via the JetNet discussion board.

Please note: The accumulative percentage scores in JetNet can be inflated if you skip assignments because a zero will not be recorded until the midterm grading schedule and near the end of the course. Your grade may drop significantly when zeroes are submitted. That said, it is up to you to monitor assignments that you have not completed and ensure that all work has been submitted.

FINAL GRADE

The grade points assigned are estimates and subject to modification. Your final grade will be based on the points you earn on quizzes, assignments, class preparation and participation. The instructor reserves the right to adjust your final grade (+/- one letter grade) based on your level of engagement and participation.

Your final grade in our course is directly related to your amount of effort in our course. Historically speaking, students that are engaged, prepared, complete assignments on time, and put forth effort for each quiz and assignment have done well in our course. Thus, your final grade is dependent on you. In addition, it is up to each student to keep track of our course calendar and any missing assignments. Missing assignments can severely influence your final grade and this effect may not be "seen" until the midterm or the final grade (see comments above).

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Class Activities (to be completed in JetNet):

The list and descriptions below indicate the types of activities completed in our class. All of the course assignments and activities are posted within the course calendar and posted in the announcements section of JetNet. Generally, each assignment is due on **Sunday** of each week. **With very limited exceptions, early access to assignments will NOT be granted. Late assignments will not be accepted.**

The listing below indicates how many points you earn for each activity.

- **WEEK 1 ACTIVITIES (up to 40 pts)**
 - More information on these activities will either be reviewed in class or will be sent to you via email.
- **ATTENDANCE / PARTICIPATION (up to 100 pts for the semester)**
 - Please note that this is 10% of your final grade
 - Class participation will be measured by your level of engagement during class and/or via the discussion board.
- **FORUMS (up to 25 pts ea)**
 - It is expected that each student engage in classroom discussions and/or discussion forums.
 - Each student should respond to the initial question posed by **Wednesday** and respond to at least two classmate responses by **Friday**. Students are expected to then respond to fellow classmates' questions by **Sunday**. Responses should promote the conversation, not simply state your agreement.
 - Your initial post should be up to 250 words (the equivalent of one page) and your subsequent classmate responses should be up to 125 words.
 - **For your initial posts, your response should be constructed in an introduction, a body with arguments and added context, and a conclusion. For your classmate responses, you should state your agreement or disagreement and then offer justification for your position. Simply stating "good job" or "I agree" will not be given any credit and copying and pasting similar responses to multiple classmates will not be given credit.**
 - Proper online etiquette and professional business communication is required.
- **ASSIGNMENTS (30 pts ea)**
 - We will have assignments due during the course of the semester to reflect on your learning. These must be completed and will gauge your understanding of key concepts associated with business law in contemporary business operations.
 - All assignments will be submitted to the JetNet link as word documents.
 - Each essay must be written academically, with the following:
 - Title page
 - Introduction, body with arguments, and conclusion
 - Reference page (as req'd)
- **Quizzes (20 pts ea):**
 - There will be a quiz for every chapter throughout the semester.
 - You will have three attempts and 30 minutes for each quiz
- **TESTS (50 pts ea):**
 - There will be five tests throughout the semester.
 - You will have one attempt and 60 minutes for each test

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Activities: Tentative activities, which are subject to change:

Participation =	100
Forums =	150
Assignments =	180
Quizzes =	320
Tests =	<u>250</u>
Total =	1000

Grading Scale

GPA	GRADE RANGE
4.0	93 - 100%
3.5	88 - 92%
3.0	82 - 87%
2.5	76 - 81%
2.0	70 - 75%
1.5	64 - 69%
1.0	58 - 63%
0.5	52 - 57%
0.0	0 - 51%

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Failure

Anyone caught cheating on an assignment or quiz will receive a zero for that task. If caught cheating more than once, the student will receive a zero for the class. All academic dishonesty violations will be reported to the Dean of Occupational Education.

Course Management

It is the responsibility of each student to manage their progress through the course. If circumstances arise beyond the control of the student, it is imperative that the circumstances be communicated to the instructor. You should be monitoring your grade throughout the semester. Waiting until the final week or the day after the conclusion of our course is not the time to assess your overall performance. Finally, at

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the conclusion of our course it is unacceptable to ask for a “bump up” in your grade. If you monitor your own performance and do your best, a “bump up” is not required. Again, your success is up to you.

For course withdrawals, **it is ultimately the responsibility of the student to withdraw from the course.** Simply not attending class will not classify as a withdrawal. You should also contact your instructor when considering a withdrawal.

If you are unable to complete the course due to extenuating circumstances, please refer to your academic catalog for specific qualifications and details related to an “incomplete” grade.

Help

If you need help with a topic, start with your fellow classmates. Ask questions and learn from each other. If you still need help with a topic, please ask your instructor. I am here to help you and want you to succeed. Lastly, tutors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success (see this link: <https://www.jccmi.edu/center-for-student-success/tutoring-center/>). Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

Calendar

Please view the separate calendar located on JetNet

Please note, calendar timelines and assignments are an approximation and could be changed. Your instructor will offer advance notice of any changes.

Student Responsibilities

- Follow the requirements in the Academic Honesty document posted in this class.
- Read assigned chapters before coming to class.
- Assignments will be due in accordance with the course calendar.
- Attend all classes and be on time. If you are absent you are still responsible for all information presented and for turning in any assignments that are due.
- The student is responsible for the material covered in a missed class. Notify your instructor in advance if you are going to miss a class and make arrangements to make up any missed work.
- Participate in class activities and discussions in a responsible and considerate manner. Student discussion and questioning is encouraged.
- View the grade book weekly and JC email account weekly. Grade issues must be reconciled within the same week of grade posting. Waiting until the end of the semester will not result in a grade change for any reason.
- Points are earned for learning, not for effort or best intentions.
- **As applicable, all assignment must be typed using Times New Roman or Arial typeface, either 11 or 12 font size, double spaced, with references properly cited.**
- Appropriate business talk and written work (grammar, spelling and capitalization) are expected.

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Attendance Policy

In compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur at three designated times each semester. Instructors will assign one of three non-transcripted letter symbols to each student during each reporting period (see below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Participation/Progress Symbols

- H – The student is not doing acceptable work and needs **Help** to be successful.
- Q – The student has not participated and the instructor believes they have unofficially withdrawn (**Quit**). These students will be dropped/withdrawn from the class.
- V – The instructor **Verifies** that the student is participating and doing acceptable work.

Class will begin promptly at the scheduled time. If you are late to class, please knock on the door and your instructor will answer when convenient. It is strongly advised that you notify your instructor prior to the start of class if you are going to be late.

Attendance will be taken at the beginning of certain class sessions. Absent or late students will be marked accordingly.

Classroom Policy

Be respectful of your instructor and your peers. This is a learning community – and we all will learn something – so be positive and encouraging of those around you. Any behavior considered being disruptive, disrespectful, inappropriate, or threatening will be addressed by the instructor and/or security and/or the Dean of Students. Consequences may involve deduction of points/grade and/or may include removal from class.

In addition, cell phones and other electronic communication devices are not to be used during class for any type of communication or social media. I reserve the right to temporarily pause class if you are on your device.

How To Contact Your Instructor

Send an email to pottsmarvin01@jccmi.edu and if you want a reply it is necessary to:

1. Use your JC email so that I know the request actually came from you. I cannot respond to emails that do not originate from your JC email;
2. Put the course name and section in the subject line and include a few words to describe your email (e.g. BUA250 – Assignment question);
3. Use a greeting that includes my name and sign with your name;
4. Be sure to include a specific question and/or a message with complete information;
5. Try to keep your language professional if possible.
6. Respond to me when you receive the message to ensure the message was delivered and understood.

These are common communication practices that demonstrate your good human relations skills and offer you the opportunity to practice your newly develop business acumen. Our Business Advisory Group of business leaders in the community expects that you will have these abilities.

Tips!!

- It may be surprising to learn how much of student **success depends directly upon you, the student.**
- Generally speaking, students who have come to class, submitted homework **ON TIME**, and prepared for each week's tests have generally done well in the class. **This is not a guarantee, but your effort can significantly affect your final grade.**
- **Please read feedback offered for every assignment.** The intent is to learn from your assignments and improve throughout the semester. If you do not read the feedback, you may be making the same mistakes and having points deducted.

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- **Do not wait until the last minute to submit work.** Late work is not accepted. If you are able to complete your work early in the week, you can avoid the “it’s due tonight” stress. Please plan ahead now.
- **Use spell check** for all written assignments.
- **Find a “study buddy.”** Your “study buddy” will help to remind you of upcoming assignments and can serve as a class teammate to address ideas and concerns.
- We may not review every topic included in each chapter during our time together in the classroom. **It is your responsibility** to review the assigned readings to prepare for any quizzes and complete your assignments.
- **Writing and reading make up a significant portion of our class, especially for the online version of BUA250.** At times, talking and listening are replaced by reading and writing. If you do not like to read and find it difficult to write, this class, either in person or online, may not be for you.
- **The weekly time commitment for a three (3) credit online class to earn a 2.5 or higher:**
 - 3 - 5 hours completing the chapter reading
 - 1 hour for discussion forums
 - 1 hour for tests
 - Varied time during weeks with written assignments.
- **Schedule a quiet place** for class three (3) times each week as well as studying.
- Talk with friends/employers about business topics we study to reduce study time and memorization as well as increase retention.

Grading Rubric

Grade	Evaluation
A	Student demonstrates full grasp of the subject area. Depth of answer is appropriate for type of question asked and necessary support and evidence is given for answer. Student shows excellent understanding of the material. High levels of analysis, synthesis and evaluations used. Answer is accurate, legible and organized for optimum communication and free of spelling and grammar mistakes.
B	Student demonstrates general understanding of the subject area but lacks advanced concepts. Student did not fully support answer with necessary facts and evidence, but student shows a good understanding of the material. Moderate levels of analysis, synthesis and evaluations used. Answer is accurate with nominal level of errors in spelling, grammar, syntax or organization.
C	Student demonstrates peripheral knowledge of the subject but did not answer specific question. Student shows some understanding of the material but did not support answer with necessary facts and evidence. Significant level of errors in writing mechanics or organization.
D	Student’s answer did not address question asked. Student made attempt at answer but missed the point of the question. Student’s work meets bare minimum requirements in content and lacks some key understanding of the material. Document organization and/or mechanics are well below professional expectations.
F	Does not meet minimum requirements in content. Work shows little understanding of material. Grammar, structure and spelling are not on college level.

Caveat

The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.