BA18 Kemp

Syllabus Talk and Quiz
Fall, 2017

Catalog description
Contact info
Learning outcomes
Performance
Assessable activities: Exams, papers, and presentations,
Grading
Schedule
Syllabus Definition

• An outline or other brief statement of the main points of a discourse, the subjects of a course of lectures, the contents of a curriculum, etc.

• Source: www.dictionary.com/browse/syllabus

Message:
• All accessible on Blackboard
• Use hyperlinks to find documents with instructions for success in business law learning!
• Syllabus
• Weekly assignments
• Quizzes
• Reflections
Syllabus parts

1. Catalog description
2. Contact info
3. Learning outcomes
4. Course orientation
5. Performance and Assessment Activities
   • Exams and quizzes
   • Papers and research
   • Reflections
6. Grading
7. Schedule
1. **Catalogue description**

**BA 18. Business and the Legal Environment (4)**  
Required for business major. Introduction to legal system; relation of ethics to law; administrative, criminal, tort, labor law, and international law. A more extensive study of the law of contracts and agency. Lecture and case studies using legal analysis.

For more specifics, check [Course Catalogue](http://www.fresnostate.edu/catoffice/current/financedgr.html#anchor5188092) at

http://www.fresnostate.edu/catoffice/current/financedgr.html#anchor5188092
2. Contact information

Office: PB 543
E-mail: deborahk@csufresno.edu  Email me for individual issues; use Blackboard Discussion Board Course Questions to ask and receive answers to course related questions. Please do not email me for course related questions. Your email and Blackboard postings should be written in proper English. Sign your email messages. Be polite and direct.

Department Office: Finance and Business Law, PB 285, (559) 278-2341

Phone: (559) 278-4984. If you leave a telephone message, speak slowly and clearly. Give your name, class time, number, and purpose for communication.

Office Hours: Tuesdays and Thursdays 10-12. I am also available for meetings at other times and even in other places, so please make arrangements to discuss the course and related issues with me. Please notify me of your intent to visit with me during office hours as I sometimes have meetings outside my office during those hours.

Class Meeting Time
T & Th 12-2 in PB 032
3. Learning outcomes are **knowledge** and **skill** oriented.

You should have **knowledge** about the structure and basic rules in the following topical areas:

- Ethical decision making in business and personal living
- Nature of the legal system (how law “works”)
- Methods for dispute resolution (trial and ADR)
- Constitutional and administrative law
- Common law business topics:
  - Property
  - Torts
  - Contracts
  - Agency
- International law
- Employment law
- Intellectual property

You should have three **skill** areas:

- critical thinking: problem analysis
- written communication
- information literacy: finding and using reliable information
Taking notes during Powerpoint lecture

• Good instructions on how to take notes on the Powerpoint slides during a lecture at

• https://www.youtube.com/watch?v=1mLGT-rV2nI
4. Course orientation

• What is a “survey” course? Many topics and “shallower” coverage
• Skills activities such as writing, critical thinking, and information literacy problem analysis are embedded in each module.
• Modular topical coverage:
  1. Orientation to the legal system, business regulation, and how U.S. legal system “works”
  2. Constitutional and administrative law, primarily federal system
  4. Specific legal topics: international law, employment law, intellectual property regulation
• Primary coverage in Powerpoint lectures and textual transcript
• Secondary coverage in the textbook: Business Law by Forsythe and Davidson, 2nd edition Aspen Publishing. Available in full hard text, custom soft back for BA18 course, and as e-text.
4. Performance and Assessment Activities

• The flipped classroom concept: lectures and review quizzes are online while manipulation of course material and research are in the classroom.

• Class Meeting Times: T & Th 12-2 and 2-4 in PB 032

• teacher mini lecture – teacher question – student think – student response – student discuss – student respond – teacher explain
Flipped classroom model

• Might be separate talk but should be in syllabus from Julie Schell on flipped classroom
• *teacher mini lecture – teacher question – student think – student response – student discuss – student respond – teacher explain
• Method for in class
• Before class is reading and/or listening, plus taking embedded quizzes, plus feedback/reflection from prior class/week
What’s a flipped class

Before = prepare
In class = practice applying key concepts with feedback
After = check your understanding and extend your learning

*thank you Julie Schell
Bloom’s Taxonomy in Flipped Classroom

• Remember – before class
• Understand – before class
• Apply – in class
• Analyze – in class
• Evaluate – in class
• Create – in class
• Missing part of slide

• *thank you Josh Walker
Pictures: traditional passive v. flipped active
Active learning

• Get out of your seat, talk about topic, write about topic, solve the problem with information you learned and help of friends
In class active learning steps

• Mini lecture
• Question
• Think
• Respond
• Discuss
• Respond
• Explain
• * thank you Julie Schell
Technology is not pedagogy

• Pedagogy = learning
• Technology = tool for learning
• KISS concept = keep it simple simple
University required information

CSUF POLICIES

• The CSUF Catalog, Schedule of Courses, and General Catalog Web Site (http://www.fresnostate.edu/catoffice/) contains the following policies and regulations that you should review: Cheating and Plagiarism; Nondiscrimination Policy (this section contains information regarding sexual harassment and students with disabilities); Student Discipline; and Privacy Rights of Students in Education Records. All university practices and procedures apply to this class.

• Academic Integrity: Cheating and Plagiarism

• Academic dishonesty, including cheating and plagiarism, will not be tolerated. It is a violation of ethical principles and university policy. Plagiarism involves taking or using the writings or inventions of another and claiming them as one’s own. It also means quoting directly from any source without giving credit to the true author or without using quotation marks. In this course, pay special attention to information you obtain from the Internet and do not claim it as your own. This means you must use quotation marks and note the internet source of the quote. This means no “cutting and pasting” information from the Internet or from your textbook or other readings, except in rare instances where you give attribution.

To avoid plagiarism, you should paraphrase ideas in your own words. First, read the textbook or other reading material. Second, without looking at the text or reading material, write a summary of what you’ve read. After you've done that, then look at the reading material to be sure you have clearly explained and understood the material. Add any clarification necessary. Using that method greatly decreases the likelihood that you will plagiarize material.

Cheating is defined as any intent to deceive your instructor in his or her effort to grade you fairly based on your own effort and work. Cheating involves anything that can possibly affect the fairness of grading. This also means that when you collaborate, as is specifically permitted much of the time in this course, you may not use the words of your classmates or anyone else from whom you obtain information. Instead, you may consult, but you must write in your own words.

• To reiterate, academic dishonesty includes, but is not limited to:
  • Copying another persons’ examination, paper, research, or creative project;
  • Submitting another’s work as one’s own, a previous semester’s paper for the current class without instructor permission, a paper from another class without permission, or helping another student to do so;
  • Using materials, notes, sources or materials not authorized during an examination;
  • Employing a surrogate to take an examination or to do the work for a course;
  • Using dishonest means to obtain credit for academic work; and
  • Plagiarizing or attempting to obtain or obtaining credit for academic work by representing the work of another as one’s own. Plagiarism includes copying ideas, words of sentences, paragraphs or parts of those without appropriate acknowledgement. In the online environment, copying and pasting information without using quotation marks and without citing the specific source of the information is plagiarism. To find out more about academic integrity on this campus, go to the Academic Integrity Website (http://www.fresnostate.edu/academics/academicintegrity/)
  • Signing a role sheet for another student or allowing someone else to sign the role sheet for you.
  • Logging into a Web site for another student or allowing someone else to log in as you and complete work.
  • If you have any doubt whether an action constitutes academic dishonesty, please contact the professor.

Anyone caught cheating or plagiarizing may suffer any of the following sanctions:
  • A 0 on an exam or assignment,
  • An F for the course,
  • Suspension, termination of financial aid, or expulsion from the University
  • Any other University remedies.

The University’s Cheating and Plagiarism Policy can be found at: http://www.fresnostate.edu/academics/aps/documents/apm/235.pdf.
University required information continued

Honor Code

• "Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities." You should:
  • understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration)
  • neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading.
  • take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.
  • Further information on the University's Honor Code is available at: http://www.csufresno.edu/studentaffairs/general/univhonor.shtml.

The Craig School of Business has an additional honor code for business students. That Code can be found at: http://www.craig.csufresno.edu/CSB_Honor_Code.aspx. (scroll down to find the CSB Honor Code)

Disruptive Classroom Behavior

• "The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and [sic] understanding of the community in which they live.... Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class." (CSUF Catalog) Students must communicate in ways that are respectful.

Special Needs

• If you have special needs as addressed by the American with Disabilities Act (ADA) and need course materials in alternative formats, please notify me and contact the office of Services for Students with Disabilities, (559) 278-2811.

Copyright Policy

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  • http://www.fresnostate.edu/library/about/policies/docs/copyrtpolicyfull.pdf

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Syllabus quiz

• Take this in Student Work: Syllabus Quiz for 5 points