Laws and the legal system affect every aspect of our lives. In this course, you will get an introduction to the origin and nature of the law. You will examine the relationship between legal and ethical principles and the relationship between business and its ethical and legal environment. You will review the international legal environment and its impact on business activities. You will increase your ability to recognize legal and ethical implications that arise in the context of accounting, management, marketing, and finance situations. You will examine the substantive laws of contracts, torts, labor law, agency law, criminal law, and civil and criminal procedure, and will discuss the policies underlying those laws.

Although you will not be a lawyer when you complete this course, you will have a greater knowledge of the legal system and its operation. In this course

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1 All images are used with permission of a license from dreamstime.com or from classroom
you practice identifying legal issues, resolving them and developing methods to consider legal and ethical consequences of business decisions. The course will also help you improve your critical thinking, speaking, and writing skills.

**What is BA 18?**

**It is Business and the Legal Environment, a 4-unit course.**
To take it, you need to have at least a sophomore standing. Topics: Introduction to legal system; relation of ethics to law; administrative, criminal, tort, and labor law; and legal aspects of international trade. A more extensive study of the law of contracts and agency. Case studies; discussion and analysis.

BA 18 (or its equivalent) is a **required** course for all students seeking a major in Business. It is also a required or optional course for other majors. There are pre-requisites: check the [Course Catalogue](#) for more information.

**Note:** This is a web-based course so there will be NO in person class meetings, EXCEPT FOR THE FINAL EXAM THAT WILL BE HELD:

Saturday, May 13 at 8:00 a.m. room TBA.

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2 The URL for the course catalogue is http://www.fresnostate.edu/catalog/#anchor5188092
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Contact Information and Office Hours

**Offices**: CSB PB232; **Phone**: (559) 278-2151   **E-mail**: idaj@csufresno.edu or idaj@mail.fresnostate.edu

**Department Office**: Finance and Business Law, PB285, (559) 278-2341

**Office Hours**: Mondays and Wednesdays 11:00 a.m.-1:30 p.m. in PB232 or by appointment.

Best way to reach me
The easiest way to contact me is by e-mail. I normally answer e-mail within a few hours if the e-mail is sent Monday through Friday during the day. If you send e-mails on the weekends, I may not answer until Monday morning.

Please check with me before coming to office hours as I sometimes have meetings scheduled and need to know whether to leave a meeting to meet with you.

**ASKING QUESTIONS ABOUT THE COURSE AND SENDING EMAIL**

If you have questions about assignments or about information related to the course, you should first post the question on the discussion board titled “Interrogatories.”

Many times, more than one student has the same question. If you post your question in the “Interrogatories” forum, I can answer your questions for the entire class to see. Also, if another student knows the answer (it’s a question related to the syllabus, for example) then that student can post an answer. I check that discussion board several times per week, so the answers may not be immediate.

Use e-mail for personal-related questions about the course. If you send an e-mail, your e-mail should have a specific and informative subject line (e.g.: Question about Assignment 1) and include your name and course number (e.g.: BA 18). It should also be written in proper English with little use of “textspeak” abbreviations.

**COURT SESSIONS: Class Meetings**

Class meetings, discussions, homework and tests will be completed **online**. There will be no face-to-face class meetings other than the final exam on **Saturday, May 13 at 8:00 a.m.** I will announce the room location by the final week of classes.
This web-based, totally online course requires a substantial time to:

- Learn to use a different learning management system-Brightspace,
- Read and study the online readings,
- Complete quizzes, exams and assignments and
- Participate in online discussions.

Because of the additional time it may require to become familiar with Brightspace, become comfortable in the virtual classroom environment, take a 4-unit class and become familiar with any related computer applications, **you may spend MORE time fulfilling the requirements for this class than you would in a class that meets on campus. You are expected to log onto this class on Brightspace a minimum of FOUR times per week.**

**OPENING STATEMENT: INTRODUCTION**

Why must you study law when you want to be an accountant, business manager, bank officer, stockbroker, or marketing professional? What is the role of the law and the legal system?

Laws and the legal system affect every aspect of our lives. You see that more explicitly if you participate in the political process by voting and keeping up with current events. In this course, you will hone your knowledge of the law, as it applies to business conduct. The topics include the:

- Origin and nature of the law,
- Relationship between legal and ethical principles
- Relationship between business and its ethical and legal environment
- International legal environment and its impact on business activities
- Substantive laws and their policies, including
  - Contracts,
  - Torts,
  - Labor law,
  - Agency law,
  - Criminal law and procedure
- Intellectual property
You will increase your ability to recognize legal implications that arise in the context of accounting, management, marketing, and finance situations. You will work on your ability to critically analyze the information you read online, on television and on the Internet.

Although you will not be a lawyer when you complete this course, you will have a greater knowledge of the legal system and its operation. In this course you practice identifying legal issues, resolving them and developing methods to consider legal and ethical consequences of business decisions. The course will also help you improve your critical thinking, speaking, and writing skills.

OPENING STATEMENT: GOALS AND LEARNING OUTCOMES

The course is designed (1) to develop in you appreciate and understand how businesses operate in the regulatory and ethical environment and (2) to assist development of the analytical skills needed to evaluate and influence social and legal issues affecting you and your business. As a successful student, when you finish the course, you should be able to:

• Spot potential legal, ethical and social responsibility issues and problems in the local, national and global environments;
• Identify the underlying policies and rationales fostered by the laws being discussed.
• Recognize interrelationships among personal ethics, social responsibility, and sound business regulation.
• Develop skills at problem identification and solution. These skills include the ability to
  o Identify applicable legal and ethical issues;
  o Define and apply legal and ethical concepts to fact situations;
  o Distinguish relevant from irrelevant facts;
  o Distinguish facts from law
• Enhance.. written and verbal communication skills [and] critical thinking,

OPENING STATEMENT: COMPUTERS, INTERNET & TECHNICAL REQUIREMENTS

I will teach this class as a web-based (online) course using Brightspace as the learning management system. This is one of the first courses being taught
using Brightspace and as such, there will undoubtedly be bumps in the road. Please be patient and notify me of any difficulties. You must have a Fresno State e-mail account and password to access the Brightspace materials in this course. If you haven’t already, be sure to sign up for your Fresno State e-mail account.

There is a mobile app, Brightspace Pulse, to download for use on mobile devices. It is good for receiving notifications directly on your device. You can also use it to access Brightspace through your mobile device’s browser and complete coursework.

YOUR EMAIL ACCOUNT

I may email you about grades and class activities. If your account is full or not working, you will not be able to respond to these messages promptly and you may lose class points. If you use another e-mail account, please forward your Fresno State e-mail to that account so that you do not miss important announcements and other class information.

COMPUTER AND/OR MOBILE DEVICE USAGE

"At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services (http://www.fresnostate.edu/technology) or the University Bookstore (http://www.kennelbookstore.com). In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

This is an online class, so 24/7 access to a laptop, desktop or mobile device is critical. If you do not have a laptop, the library has a laptop lending program (http://libguides.csufresno.edu/content.php?pid=347350&sid=2983715).

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Using technology can be time consuming, especially when you do not have all the tools required. To complete this course, you need 24/7 access to a PC or Mac with the following installed on your machine:

- An internet connection and a web browser such as Mozilla Firefox, Google Chrome, Internet Explorer, Microsoft Edge or Safari. To find out whether the browser you use is supported, go to [Browser Support for Brightspace](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?TocPath=Getting%20Started|Brightspace%20platform%20requirements|____5)
- Access to MS Office products: [Word and PowerPoint](http://www.kennelbookstore.com/SiteText.aspx?id=20670) OR [Google Apps at Fresno State](https://googleapps.fresnostate.edu/)
- [Quicktime](http://www.apple.com/quicktime/download/) or other video media player
- [Java](http://www.java.com/en/) and Cookies enabled
- [Flash](http://www.adobe.com/downloads/) 10.1 or higher for desktops
- [Adobe Acrobat Reader](http://www.adobe.com/downloads/) to read PDF files

For more information and help on using software, please consult any of the following:

- [Learner FAQ](https://documentation.brightspace.com/EN/semester_start/-/learner/learner_faq.htm?tocpath=Getting%20Started%7C Learner%20FAQ%7C____0),
- The Blackboard Resource Center or
- The DISCOVERe hub. Both are located in the library.

Mobile devices are great for accessing Brightspace. If you are taking a quiz or test and have questions, please go to the [Quizzes page](https://documentation.brightspace.com/EN/semester_start/-/learner/faq_quizzes.htm?tocpath=Getting%20Started%7C Learner%20FAQ%7CQuizzes%7C____0).

**SOURCES OF THE LAW: TEXTS AND RESOURCES**

*TEXTBOOK*

A custom edition of the Second Edition is available for purchase from the Kennel Bookstore. This picture is of the custom edition. The ISBN is 978-1-4548-5102-8. It contains just the chapters that we are going to cover this semester. The purchase price is $81.25 for a new book or $61.00 for a used one.

The ebook is not available from the Kennel Bookstore. The ebook is a downloadable book available from Vital Source. Two versions are available. One is of the complete book and contains all the chapters for $149.95. The link is https://store.vitalsource.com/show/9781454845614. There is also a custom version with the chapters we are going to use. You can order the custom ebook for California State University Fresno by following this link https://store.vitalsource.com/show/9781454862932. The price is $76.00. The ebook requires Vital Source software to read it.

A Kindle version is available from Amazon for $129.56. It contains all the chapters.

Most of the required readings will be from this text. Additional reading materials may be provided by the instructor, placed on reserve in the library, made available through the Internet, or made available for purchase at the Kennel Bookstore. Students are responsible for all assigned readings.
Business Law & Legal Studies - Exam Questions & Explanations, Eleventh Edition, is recommended for student use. This optional text is by Irvin N. Gleim (Gleim Publications, Inc., Gainesville, Florida, 2016). The ISBN is 978-1-61854-038-6. The purchase price at the Kennel Bookstore is $40.00 for a new book or $30.00 for a used one. Rental copies are also available from the Kennel Bookstore for $22.60 (new) or $12.60 (used). Students may use prior editions of the study guide if they pay attention to recent changes in the law. The usefulness of this study guide depends on individual study habits. Students should consider purchasing it and using it regularly to review reading and prepare for exams. Some of the exam questions will come from this source.

ALL PRICES ARE SUBJECT TO CHANGE.

PROCEDURE: PEDAGOGICAL STYLE (TEACHING PHILOSOPHY)

In this course, you will use critical thinking skills to complete the coursework. The pedagogical theory of this course is based on a constructivist learning in that I expect you to incorporate what you’ve learned in this course with the information you’ve learned in other courses and with your in-class and other experiences.

Constructivist learning theory presumes that you learn the most when you are an active participant in the course and that you’re internally motivated to learn. Thus, you will engage in reading, listening and discussion activities designed to encourage you to actively explain what you have learned. To obtain the most from this course, you should complete the coursework as promptly as possible so that you can be a valuable contributor to the discussions and other activities. Part of successful learning is thinking about your thinking, or metacognition. Metacognition is discussed below in the section on study expectations.

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4 URL for constructivist learning theory:
https://www.youtube.com/watch?v=PK2NILj3BrU&index=3&list=PL2geJcmwYQQwCkIqFctmHftHaCYNyq8CW
The above philosophy is the reason this course is structured as a combination of readings, quizzes and knowledge surveys, self-study, ePortfolio reflections and online discussions. Assignments require reading, listening, watching, discussing, writing and test taking. It is important to keep up with the assignments: check the due dates and complete the assignments on time.

It is very easy to “forget” the demands of an online course when you are attending web-based and traditional classes. It is important to establish a regular routine of logging onto Brightspace in order to keep current on the coursework.

PROCEDURE: GETTING STARTED

Log onto Brightspace\(^5\) using your California State University, Fresno e-mail username and password as soon as possible after you review this syllabus.

Look for BA 18 and click on that image. You will arrive on the home page and will see a welcome from me in the announcements.

Go to “Start Here” on the left menu to complete the beginning of the semester activities.

There are several sections that are essential for you to use Brightspace effectively.

- Check the "Announcements" section regularly for new information about the class, including class cancellations, notes of changes in the syllabus or course requirements, and other similar information. Look for the setting to send notifications to your phone.
- Look in the Substantive Law sections (Modules) for course handouts, PowerPoint slides, relevant internet references, and any audio or visual materials
- Take the knowledge surveys and online quizzes as they become available by locating the “Assessments” folder in the Substantive Law section.
- For help with Brightspace contact the Blackboard Resource Center within Technology Innovations for Learning and Teaching (TILT) at 278-7373 or send an email to bbsupport@csufresno.edu. The office is open during normal office hours in Studio 2 on the second floor of the library.

\(^5\) http://www.fresnostate.edu/academics/blackboard/
You can find more information about office hours and location at this link (http://www.fresnostate.edu/academics/tilt/gethelp/). You may also be able to get technical help through the DISCOVERe center on the first floor of the library.

LEGAL RESEARCH: PREPARATION AND STUDY EXPECTATIONS

PREPARATION

• Strong reading skills and clear communication in writing are essential to succeed in this course. Much of the law depends on the ability to clearly read, write, and understand what is in your textbook, discussed by your instructor and explained by your colleagues.

• This course assumes that you have appropriate reading comprehension and writing skills for college work at the sophomore/junior level. This includes the ability to comprehend the material that has been read and apply the material to fact situations.

In addition, to succeed in this course, you must invest time and effort in carefully reading the text and online readings prior to online discussions. You may need to read sections of the text more than once. To succeed in this class, you should read carefully in advance of the time you take the quizzes and exams.

STUDY EXPECTATIONS

I suggest that you set aside specific times each week to study for this class. In addition to the online readings you should expect to spend a significant amount of time reading and posting in the discussions. For most courses, it’s expected that you spend two hours of outside the class time for every hour in class. However, since this is an online class and there is no regular on-ground time, I estimate you will spend approximately 10-12 hours per week studying and preparing for this class, reading and posting on discussions, taking tests, completing reflections and surveys. It may take you more time, depending on how quickly you become acclimated to Brightspace. (See Stanford info: https://undergrad.stanford.edu/advising/student-guides/what-unit)

Where Can Get Help?-Campus Resources

For free tutoring on campus, contact the Learning Center (http://fresnostate.edu/studentaffairs/lrc) in the Collection Level (basement
level) of the Henry Madden Library. You can reach them by phone at 559.278.3052.

Note that they may not have someone to tutor in business law, but you may find useful tips on studying, taking notes while reading and test-taking.

**Our campus has developed SupportNet** (http://fresnostate.edu/studentaffairs/lrc/supportnet) to connect students with specific campus resources promoting academic success. I will refer you to SupportNet . . . if [I believe [you] need the services provided by SupportNet to succeed in your course.” I will make such referrals as an effort to help you succeed. If a counselor from SupportNet contacts you, please meet with the counselor to see what they might recommend.

**Where Can Get Help?-Course Resources**

I post **weekly study tips in the announcements**. Be sure to read those carefully, as I include reminders of upcoming due dates along with a review of what you’re completed the prior week.

I recommend the following resources, especially the first set of videos on study techniques. I also focus on metacognition throughout this course-thinking about how you think and how you learn. I do this in an effort to help you succeed in this course and in subsequent courses at this University. That’s why I include links to the videos and resources below.

- **Videos: How to Study Long and Hard and Still Fail....How to get the Most Out of Studying** (link URL is https://www.youtube.com/watch?v=RH95h36NChI)
- **Videos: Metacognition: How to Get the Most Out of Studying** (link URL is http://www.samford.edu/departments/academic-success-center/how-to-study_
- **Metacognition** (link URL is https://cft.vanderbilt.edu/guides-sub-pages/metacognition/)
- **Fact Sheet-Metacognitive Process** (link URL is https://lincs.ed.gov/state-resources/federal-initiatives/teal/guide/metacognitive)

**STUDENT HANDBOOK**

Information on student rights, responsibilities, academic honesty, etc., can be found on the Fresno State Student Handbook web page. The web page is located at: http://www.fresnostate.edu/studentaffairs/division/general/studenthandbook/
THE VERDICT: GRADES

Your final grade will be determined by a ratio of the points you've accumulated and the points possible coupled with successful completion of the comprehensive final exam with a score of "C" or better.

If you are on the border between grades, then your final grade will be determined by my additional review of your course performance. I’ll look for evidence that you studied diligently. Those include things such as:

- How well you contributed to the discussion assignments (timeliness, content, participation)
- How well you studied for the quizzes (i.e. did you do practice quizzes, did you do additional, optional homework in a timely manner)
- Whether you showed significant improvement in performance overall
- Whether and when you participated in [optional] extra credit opportunities

Another factor is if you perform far above average on the final exam.

The following is the grading system for this semester.

OVERVIEW OF GRADING SCHEME

Course grades will be based on performance on assignments, quizzes, exams and the final exam.

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Here Assignments</td>
<td>60</td>
</tr>
<tr>
<td>Quizzes (12 @ 10 points apiece-drop up to 3, but I’ll count all quiz scores, even if you exceed 80 points)</td>
<td>90</td>
</tr>
<tr>
<td>Chapter Reviews 9 @ 25 points apiece (drop 1, but I’ll count all Chapter Reviews, even if you exceed the points.)</td>
<td>200</td>
</tr>
<tr>
<td>ePortfolio Reflections (4 @ 25 points)</td>
<td>80</td>
</tr>
<tr>
<td>Exams (2 @ 80 points apiece)</td>
<td>160</td>
</tr>
<tr>
<td>Item</td>
<td>Points</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------</td>
</tr>
<tr>
<td>Final Exam</td>
<td>∗</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td>590</td>
</tr>
</tbody>
</table>

Determining your grade at any point is relatively easy. Compute your grade by comparing the total points you have accumulated to the total points possible at that point. The grading scale is: 90-100% is an A, 80-89% is a B, 70-79% is a C, 60-69% is a D and below 60% is an F.

**GETTING STARTED ASSIGNMENTS**

(Due by **11:59 pm. on Tuesday, January 30** (look for the “Start Here” section on Brightspace). This is a day later than usual to account for the last add date on campus.

Log onto Brightspace as soon as possible to begin working on the orientation assignments for the course. These involve using the tools that we’ll be using all semester. Look for the “Start Here” section.

Please begin work early as there are several parts of this “Start Here” orientation and it will take time (approximately 1-2 hours) to complete all of them.

**ONLINE DISCUSSIONS AND ASSIGNMENTS**

*The final exam determines whether you keep the grade you earned in the course. See the final exam section for additional explanations.*
"Conversation is the laboratory and workshop of the student".
- Ralph Waldo Emerson, Society and Solitude-Clubs

Collaborative learning through on-line discussions is a key component of this course. It is often through collaboration and reasoned discussion that we learn the most. We sometimes understand a concept better if we have to explain it to someone else. We can often obtain additional insight through reflecting on and listening to others' comments. In this course, the discussions will be in the context of the Chapter Review Assignments.

**Class Participation-Chapter Review Assignments**

You will participate in weekly online discussions during the semester. Regular substantive comments are required to receive full points for these discussions. These discussions are focused on the information you were quizzed on the previous week and are to help you apply the information you’ve learned. Knowledge Surveys are the tool that can guide you in studying for the quizzes, for the Chapter Review sessions and the exams. These Knowledge Surveys encourage you to think about what you need to learn and to determine your confidence level in your knowledge of a particular topic.

**Discussion Boards: What are they?**

A discussion board is an area where you can make and respond to comments. It is a threaded discussion in that one person makes a comment and another person can respond to that comment. The comments are connected to each other as a “thread;” the thread is the subject matter of the first comment.

The Discussion Board forums are the discussion boards created for discussion of specific topics.

I will read comments made in the discussion forums but will not respond to every comment made. I am “listening” to the discussion and providing guidance by watching to be sure you stay on track and are responsible to others’ comments. Note that in this course, there are two different types of
discussion boards. There are group discussion boards and there are class discussion boards.

Each discussion board posting will be due on Mondays by 11:59 p.m.

Because the online discussion assignments are equivalent to conversations in small groups, a key portion of your grade is based on you responding to other students’ comments. If you only post new threads and do not reply to other students’ postings, you will not earn full points for the assignment. If you respond only at the last minute and do not allow others time to contribute to your discussion points, you will not earn full points.

**Class Discussion Boards**

Class discussion forums are found by clicking on Class Discussions. Each full class discussion forum is listed there. That is the area where comments are posted for the class to read.

There is a discussion board for general questions about the course. If you have a question that relates to the course and the readings, you should post your question in the discussion forum titled: “Interrogatories.”

**Please don’t send me an e-mail message with questions for the course (e.g. course assignments).** Usually, if you have a question about the course, others may have the same question and by asking in the discussion forum, I (or another student) can provide an answer so that everyone can see. Use e-mail to send me information that is more personal and not something directly related to the class and its requirements.

**QUIZZES, AND EXAMS**

All exams and quizzes (except the syllabus quiz) are due on Fridays by 11:59 p.m. They are available at 12:30 a.m. on Wednesdays. Please review the attached course schedule.

**Quizzes**

To assist you read in depth and master the subject matter, you must take quizzes covering each chapter. These quizzes are designed to test you on the reading and focus more on recognizing concepts. Note that if you take all the quizzes, you will get the maximum total of the points you earned.

**Study Tip 2:**

You should read the chapters prior to taking the quizzes. Of course, you can use your book to answer the quiz questions.
If you miss a quiz, you cannot make it up. Instead, you’ll receive a zero for that quiz. You can drop up to 3 quizzes, so if you have to miss a quiz it will not adversely affect your grade.

Each quiz is composed of 10 true-false, multiple choice questions. You can take each quiz up to 3 times; the last quiz score counts. Each time you take a quiz you will have 20 minutes.

**Exams**

Exams will be given approximately every six weeks for a total of 2 exams in addition to the final exam. Check the attached schedule.

You can take the exam any day from 12:30 a.m. on Wednesday to 11:59 p.m. on Friday of the weeks noted. Exams will be a combination of true-false, multiple-choice and short answer questions unless announced otherwise. You will have 90 minutes for each exam. You will have two opportunities to take the exam before the due date. The last score is what counts.

**Study Tip 3:**

The exams require application of concepts; the quizzes test on what you’ve read. You should use the Gleim book to prepare for the exams. The more practice in application you have the better it will be for you on the exams.

The quizzes test you on whether you understand the basic concepts. The exams test you on whether you can apply the concepts.

If you miss an exam, you cannot make it up. Instead, you’ll receive a zero for that exam.

**EXTRA CREDIT**

Occasionally, I give the opportunity for extra credit. It usually involves attending an event, for example, a lecture series event, signing in and submitting a short report about the event. I’ll make that available and you will generally have just a couple of days after you attend to submit a report. No late reports will be accepted. The extra credit points are added to your total points. The reports will be submitted on Brightspace.

**FINAL EXAM**

The final exam determines whether you keep the grade you earned in the course. If you earn a “C” or higher, you keep whatever grade you earned, whether that’s an “A,” “B,” or “C.” If you perform significantly above average
on the final, and your total grade is on the border between grades, that performance can bump you up to the higher grade.

If you earn a “D” on the final exam, and you had a “C” or higher going into the final exam, I will review your performance during the entire semester to see whether you have earned a “C” in the class. So, it is important to complete work on time, complete any extra credit work when you can and participate at a high level on the discussions in order to determine whether you will keep a “C” in the course if you don’t do well on the final exam. I will review:

- How well you contributed to the discussions (timeliness, content, participation)
- How well you studied for the quizzes and whether you completed all of them
- Whether you showed significant improvement in performance overall
- Whether and when you participated in [optional] extra credit opportunities

Another factor is if you perform far above average on the final exam.

The final exam is composed of between 60 and 75 true-false, multiple choice and short answer questions. You will complete the final exam using Brightspace, but you will attend in person to take the final. You will not need a Scantron for the final exam.

To take the final exam, you must come to campus on the date and time announced at the beginning of the syllabus. I will give you more information about the final exam location near the end of the semester.

EPORTFOLIOS AND REFLECTIONS

ePortfolios are electronic files of the information you’ve accumulated to show what you’ve learned in a course, a program or an institution. You may have created paper ePortfolios in the past where you saved your best work and stored it in a paper folder. This is the same process, except the information is kept electronically.

The purpose of the ePortfolio in this class is to give you the opportunity to demonstrate to me, in writing and orally, that you are conducting self assessments and working on improving your performance throughout this class. The eportfolios support and encourage metacognition, that is, thinking about how you think and how you learn. It also gives you the opportunity to explain
concepts to me. Finally, it lets me know what you’ve really learned about the material.

To start your ePortfolio, log into Brightspace and go to the section “Start Here.” Be sure to complete this activity so you are prepared to complete your other ePortfolio entries when the time comes.

Additional instructions for the ePortfolios is on Brightspace in the “Syllabus” section.

Technology Glitches

All work must be submitted through Brightspace as explained in the assignment, quiz or discussion instructions. To minimize the likelihood that technology problems prohibit you from submitting the work, you should complete the work as early as possible so that you can contact someone for assistance with any technology problems. However, in the event you cannot log onto Brightspace to complete work, send your work to me at idaj@mail.fresnostate.edu as an attachment. Place your name and the assignment number in the subject of the e-mail.

Please be aware that if the difficulty logging in is due to a problem with your ISP, connection or other issue and if Brightspace is functional, I will be unlikely to accept the work submitted by e-mail. It is difficult for me to verify personal technology problems. If it is a Brightspace problem I can confirm that with the University and I will accept the work.

PRIVILEGE: CONFIDENTIALITY

In this class, we may discuss matters that students consider personal and private or may discuss matters relating to students' business situations. Every student has an obligation to keep such information confidential, within the confines of this course and not disclose it outside this course. Thus, by remaining in the class, each student has agreed to keep such information confidential, unless the person who posted the comment consents to disclosure of the comment.
For research purposes, I may use illustrative comments in research presentations to other faculty to illustrate various points. When I do, I do my best to remove personally identifiable information unless I ask your permission to use your name. Please send me an e-mail at the beginning of this course if you do not want me to use your comments for research. If you do so, I will not use your comments.

Miscellaneous

I will not give makeup assignments or quizzes. In the case of an excused failure to complete work, other arrangements will be made. An excused failure requires that you contact me prior to the due date and a verifiable inability to complete the work. I will not give a makeup assignment or quiz because you forgot to do the work for the class, slept late, were studying for another class, you were “out of town,” or you did not have access to a computer. Plan your schedule so you allow yourself flexibility and continual access to a computer to complete the coursework.

I will not accept late work. You are expected to post comments and turn in assignments as given in the instructions. Discussion board assignments must be completed no later than 11:59 p.m. of the day specified in the assignment. These timelines apply unless otherwise stated in the assignment or in an announcement on Brightspace.

RULES AND REGULATIONS: FRESNO STATE POLICIES

The CSUF Catalog, Schedule of Courses, and General Catalog Web Site 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. For the online version of the current course catalogue, go to: http://www-
catalog.admin.csufresno.edu/current/policies.html. All university practices and procedures apply to this class.

**ACADEMIC INTEGRITY: CHEATING AND PLAGIARISM**

**University Honor Code**

Students, faculty and staff are expected to abide by the Honor Code of Academic Integrity for California State University, Fresno.

Students are expected to:

“a. Understand or seek clarification about expectations for academic integrity (including no cheating, plagiarism and inappropriate collaboration) as noted by faculty and on class syllabi, university catalogue, university web sites and other referenced sources. (APM 235, 241)

b. Sign a statement at the end of all exams and assignments that “I have done my own work and have neither given nor received unauthorized assistance on this work.”

c. Take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.”

http://www.csufresno.edu/aps/forms_policies/apm/documents/236_000.pdf

**Defining Plagiarism**

In this class, academic dishonesty, including cheating and plagiarism is not tolerated and 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 your own. It also means quoting directly from any source without giving credit to the true author and 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 other readings, except as specified in the assignments. If you are “cutting and pasting” proper attribution must be given to the source (i.e. you must cite the source of the information). A good rule of thumb is the 3 word rule: if you have used 3 or more words in a row from quoted material, then you must use quotation marks and identify the source of the material. (For more about this rule, go to http://www2.ups.edu/CWL/Plagiarism.htm.) The requirement that you do not plagiarize applies to all online assignments, including discussion board assignments.
How to avoid plagiarism

To avoid plagiarism, you should learn to 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. Be sure to cite the source of the ideas when you paraphrase.

And Cheating is....

Cheating is defined as any intent to deceive your instructor in 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 permitted in much of the work for this course, you may not use the words of your classmates or anyone else from whom you obtain information unless permitted to do so specifically in an assignment.

In sum, 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 this 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.

If you have doubt whether an action constitutes academic dishonesty, please contact the professor.

Sanctions for Cheating and/or Plagiarism
Anyone caught cheating or plagiarizing can suffer any of the following sanctions: 0 for an exam or assignment, 0 for the category in which the plagiarism occurred, an F for the course, and/or expulsion from the university. Depending on the nature of the plagiarism, it is likely that the penalty will be a zero on the category of assignment for which the plagiarism occurred. For example, if one plagiarizes on a quiz, the person who plagiarized would get a “0” for all quizzes.

Additional potential penalties include suspension, probation, and termination of financial aid, and any other University remedies. At a minimum, cheating or plagiarism in this class will result in a zero for the assignment involved and a report of the incident to the Dean of Student Affairs. More severe penalties, including seeking expulsion from the University, may be imposed if warranted and permitted by University policy. For more information, you can view the University Policy and Procedures on Cheating and Plagiarism at http://www.csufresno.edu/aps/forms_policies/apm/documents/235.pdf.

**PLAGIARISM DETECTION**

The campus subscribes to the SafeAssign.com and Turnitin plagiarism prevention service through Brightspace, and you will need to submit written assignments to one of those services. Your work will be used by SafeAssign.com and/or Turnitin for plagiarism detection and for no other purpose. You may indicate in writing to the instructor that you refuse to participate in the SafeAssign.com and/or Turnitin process, in which case I can use other electronic means to verify the originality of their work. SafeAssign.com and/or Turnitin Originality Reports will be available for you to view if you schedule an appointment to review it with me.

**ADDING AND DROPPING CLASSES**

Students are responsible for understanding the policies and procedures about the adding/dropping of classes, academic renewals, etc. Students can find more information on adding and dropping at http://www.fresnostate.edu/studentaffairs/classschedule/registration/add-drop.html.

**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 an 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."

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

Copyright laws and fair use policies protect the rights of those who have produced the material. The copy in this course has been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code). To help you familiarize yourself with copyright and fair use policies, the University encourages you to visit its Copyright Web Page https://library.fresnostate.edu/info/copyright-policy

Brightspace course web sites contain material protected by copyrights held by the instructor, other individuals or institutions. Such material is used for educational purposes in accord with copyright law and/or with permission given by the owners of the original material. You may download one copy of the materials on any single computer for non-commercial, personal, or educational purposes only, provided that you (1) do not modify it, (2) use it only for the duration of this course, and (3) include both this notice and any copyright notice originally included with the material. Beyond this use, no material from the course web site may be copied, reproduced, re-published, uploaded, posted, transmitted, or distributed in any way without the permission of the original copyright holder. The instructor assumes no responsibility for individuals who improperly use copyrighted material placed on the web site.

The Court Docket: COURSE OUTLINE

The following is the list of chapters we will read during this course. We will not review the chapters in this order; the chapters are listed in the order they are listed in the textbook.
<table>
<thead>
<tr>
<th>Chapter Number</th>
<th>Chapter Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Business and Its Legal Environment</td>
</tr>
<tr>
<td>2.</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>3.</td>
<td>The U.S. Legal System and Court Jurisdiction</td>
</tr>
<tr>
<td>4.</td>
<td>Dispute Resolution</td>
</tr>
<tr>
<td>5.</td>
<td>Constitutional Regulation of Business</td>
</tr>
<tr>
<td>6.</td>
<td>Torts</td>
</tr>
<tr>
<td>7.</td>
<td>Crimes and Business</td>
</tr>
<tr>
<td>8.</td>
<td>Legal Considerations in International Trade</td>
</tr>
<tr>
<td>9.</td>
<td>Introduction to Contract Law</td>
</tr>
<tr>
<td>10.</td>
<td>Offer, Acceptance, and Consideration</td>
</tr>
<tr>
<td>11.</td>
<td>Capacity, Reality of Consent, and Legality</td>
</tr>
<tr>
<td>12.</td>
<td>Contract Writings and Interpretations</td>
</tr>
<tr>
<td>13.</td>
<td>The Rights and Obligations of Third Persons</td>
</tr>
<tr>
<td>14.</td>
<td>Discharge, Breach, and Remedies</td>
</tr>
<tr>
<td>28.</td>
<td>Agency: Creation and Termination</td>
</tr>
<tr>
<td>29.</td>
<td>Agency: Liability for Contracts</td>
</tr>
<tr>
<td>30.</td>
<td>Agency: Liability for Torts and Crimes</td>
</tr>
<tr>
<td>38.</td>
<td>Labor and Fair Employment Practices</td>
</tr>
<tr>
<td>40.</td>
<td>Intellectual Property</td>
</tr>
</tbody>
</table>
**THE COURT DOCKET: READING and ASSIGNMENTS SCHEDULE**

**Subject to Change Statement**

This syllabus and schedule are subject to change in the event of extenuating circumstances. Note that nearly every assignment is due Mondays and Fridays.

<table>
<thead>
<tr>
<th>Mondays: Date</th>
<th>Mondays: Assignments</th>
<th>Fridays: Date</th>
<th>Fridays: Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15 Martin Luther King Jr. Holiday</td>
<td>The semester begins <em>January 16</em> Review Course Syllabus Start Here Assignment due 1/30</td>
<td>1/19</td>
<td>Complete Start Here</td>
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<tr>
<td>(Campus Closed)</td>
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</tr>
<tr>
<td>1/22</td>
<td>Read Chapters 1 and 2 Start Here Assignment due 1/30</td>
<td>1/26</td>
<td>Quiz Chapters 1 and 2</td>
</tr>
<tr>
<td>1/29</td>
<td>Read Chapters 3 and 4 Chapter Review due Chapters 1 and 2 Start Here Assignment due 1/30</td>
<td>2/2</td>
<td>Quiz Chapters 3 and 4 ePortfolio Reflection 1</td>
</tr>
<tr>
<td>2/5</td>
<td>Read Chapters 5 and 6 Chapter Review due Chapters 3 and 4</td>
<td>2/9</td>
<td>Quiz Chapters 5 and 6</td>
</tr>
<tr>
<td>2/12</td>
<td>Read Chapters 7 and 8 Chapter Review due Chapters 5 and 6</td>
<td>2/16</td>
<td>Quiz Chapters 7 and 8</td>
</tr>
<tr>
<td>Mondays: Date</td>
<td>Mondays: Assignments</td>
<td>Fridays: Date</td>
<td>Fridays: Assignments</td>
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</tbody>
</table>
| 2/19          | Presidents’ Day Holiday (2/19)  
                | Review Chapters 1-8 | 2/23 | Exam 1 (Chapters 1-8) |
| 2/26          | Read Chapter 9 | 3/2 | Quiz Chapter 9  
                |                          |  
                |                          | ePortfolio Reflection 2 |
| 3/5           | Read Chapter 10  
                | Chapter Review due Chapter 9 | 3/9 | Quiz Chapter 10 |
| 3/12          | Read Chapter 11  
                | Chapter Review due Chapter 10 | 3/16 | Quiz Chapter 11 |
| 3/19          | Read Chapter 12  
                | Chapter Review due Chapter 11 | 3/23 | Quiz Chapter 12  
                |                          | ePortfolio Reflection 3 |
| 3/26          | Spring Break | 3/30 | Cesar Chavez Holiday |
| 4/2           | Read Chapters 13 and 14  
<pre><code>            | Chapter Review due | 4/6 | Quiz Chapters 13 and 14 |
</code></pre>
<table>
<thead>
<tr>
<th>Mondays: Date</th>
<th>Mondays: Assignments</th>
<th>Fridays: Date</th>
<th>Fridays: Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chapter 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/9</td>
<td>Chapter Review due Chapters 13-14</td>
<td>4/13</td>
<td>Exam Chapters 9-14</td>
</tr>
<tr>
<td>4/16</td>
<td>Read Chapters 28 and 29</td>
<td>4/20</td>
<td>Quiz Chapters 28 and 29</td>
</tr>
<tr>
<td>4/23</td>
<td>Read Chapters 30 and 38</td>
<td>4/27</td>
<td>Quiz Chapters 30 and 38</td>
</tr>
<tr>
<td></td>
<td>Chapter Review due Chapters 28 and 29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/30</td>
<td>Read Chapter 40</td>
<td>5/4</td>
<td>Quiz Chapter 40</td>
</tr>
<tr>
<td></td>
<td>Chapter Review (Chapters 30 and 38)</td>
<td></td>
<td>ePortfolio Reflection 4</td>
</tr>
<tr>
<td>5/7</td>
<td>Chapter Review due Chapter 40</td>
<td></td>
<td>Final Exam Saturday, May 12, 8:00 a.m. location TBA</td>
</tr>
<tr>
<td></td>
<td>Last day of instruction is 5/9</td>
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</tbody>
</table>

**Final Exam Saturday, May 12, 8:00 a.m. location TBA**