INDIANA TECH

Course Syllabus Cover Page – Spring 2021

Course Number: BA 2850

Course Title: Managing in a Legal Environment

Course Description:

This course will present an overview of the legal environment from the perspective of the professional (non-legal) manager. The concentration for this course will be on the main sources of law, the major areas of common law that apply to managers, the major regulatory agencies that influence the management process, and the components of employment law. 3 credit hours. (3 plus 0)

Prerequisites: BA 2010.

Credit hours: 3

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

1. Define the roles and functions of law as applied to the business community.
2. Identify the fundamental concepts of the practice of law, judicial process, administrative law, common law, and civil law.
3. Differentiate law from morals and ethics.
4. Evaluate the skills necessary for a manager to compete successfully in the legal environment.
5. Analyze legal decision-making by examining past court cases and statutes.
6. Explain the historical evolution of constitutional law, administrative law, and tort law as it affects business management.
7. Diagnose potential legal liabilities or risks inherent in the management process.
8. Describe the process by which the legal system facilitates socially responsible behavior by business organizations.
9. Present the names and objectives of several major labor and employment laws and employment discrimination laws.

INDIANA TECH

College of Professional Studies
BA 2850 Managing in a Legal Environment
Online Course Syllabus

Instructor Information
Please see Professor Profile at the Blackboard instructional site.

Course Schedule
Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies
All of the online courses taken by students are required to follow the policies posted online at http://online.indianatech.edu/tech-policies/policies/. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook
Melvin, S.P. & Guerra-Pujol, F.E. (2018). *The legal environment of business. A managerial approach: Theory to practice.* (3rd ed.). New York: McGraw-Hill.

Grading Events & Grading Criteria
Unless otherwise specified, all assignments must be submitted via Blackboard.

You will be assessed based on the following items: 1) Weekly "Current Events" assignments based on the chapters in the modules. 2) at test at the end of each module and postings, and 3) responses to discussion questions.		
One Course Preparation Quiz (20 points)	20 points	(2.0%)
Five module Current events assignments (50 pts each)	250 points	(24.5%)
Five Discussions (postings/ responses @ 50 pts/module)	250 points	(24.5%)
Five module tests (100 points each)	500 points	(49%)
Total Points	1020 points	(100%)

Current Event Criteria
The purposes of these assignments include for you to apply the Module material to the "real world." Conduct an online search for an article relating to the material (chapters)

covered in the Module. This can be a case, statute or any other news piece. You will then 1) provide the link and or citation to the article; 2) briefly summarize the article; and, 3) explain how it relates to three points in the Module. These should be approximately 1-2 double-spaced pages in length and in 12 pt font.

CATEGORY	100%	80%	65%	50-0 %
Content	Answers to questions are covered in depth	Answers to questions are adequately covered.	Briefly answers questions.	Question is not fully covered.
Inquiry Skills	Evidence that there is a master of the content presented.	Evidence that there is a master of the some of content presented..	Little evidence that there is a master of the content presented..	No evidence there is a master of the content
Presentation	Presentation is highly organized, thorough and cohesive, including proper use of APA, grammar and punctuation.	Presentation is average in its' organization and includes some minor mistakes with APA, use of grammar and punctuation.	Presentation needs work with its organization, thoroughness, cohesiveness, and includes multiple mistakes with APA, use of grammar and punctuation.	Presentation is not organized thorough, or cohesive. High number of mistakes with APA, use of grammar and punctuation.

Each category =33% of the assignment's grade

Discussion Questions
Each week you will have questions to answer on the Discussion Board section of Blackboard. You will post an answer to the original question, and then respond to two other student's posted answers in order to be eligible for full credit. Make sure and respond with a substantive post of at least 200 words to the initial question and then to to at least two other students in no less than 100 words each. Postings must be completed by the Module deadline.

CATEGORY	100%	80%	65%	50-0 %
Critical Analysis (Understanding of Readings and Outside References)/ Participation in the Learning Community	Discussion postings show little or no evidence that readings were completed or understood. Postings are largely personal opinions and/or feelings, such as "I agree" or "Great job" Postings are without supporting statements from assigned readings, outside resources, relevant research, or a specific real-life application.	Discussion postings repeat basic, correct information, but do not link assigned readings to outside references, relevant research, or specific real-life application. Postings do not consider alternative perspectives or connections between ideas. Sources are not cited.	Discussion postings display an understanding of the required readings and underlying topics including the correct use of terminology and proper citation. Links assigned readings to outside references, relevant research, or specific real-life application.	Discussion postings display an excellent understanding of the required readings and underlying concepts including correct use of terminology. Postings integrate an outside resource, relevant research, or specific real-life application to support important points. Well-edited quotes are cited appropriately.

Module Exams

Each module test will be a combination of multiple choice and true/false questions based on material from that Module. These exams can be taken twice to obtain your best score (Tests must be completed by the Module deadline).

Grading Scale

The following grading scale will be used to assign a grade at the end of the course:

Percentage Achieved	Grade	Percentage Achieved	Grade	Percentage Achieved	Grade
93% or above	A	80% or above	B-	70% or above	C-
90% or above	A-	77% or above	C+	60% or above	D
87% or above	B+	73% or above	C	Below 60%	F
83% or above	B				

Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. Granting deadline extension is the course instructor's autonomy.

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:
- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is
  - in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
  - able to complete all of the remaining coursework within a session (5 weeks for a undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
  - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated university authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are REQUIRED to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor and classmates, is by using the Send Email function within the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it.

Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor send to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor.

Recommended Reading

• Buckley, William R.; & Okrent, Cathy (2004). Torts and Personal Injury Law (3rd Edition). Albany: West Legal Studies.

• Cooper, L.J.; Nolan, D.R.; & Bales, R.A.(2000). ADR in the Workplace (American Casebook Series). Cincinnati: West Group.

• Decker, K.H. (1999). Decker's Family and Medical Leave in a Nutshell. Cincinnati: West Group. Grenig, J.E. (1997). Alternative Dispute Resolution with Forms (2nd Edition). Cincinnati: West Group.

• Hall, Daniel E.; Bailey, Suzanne; & Barron, Chana (2004). Constitutional Laws, Cases, Discussions, and Practical Dimensions. Albany: West Legal Studies.

• Hall, Daniel; & Pyle, Ransford (1997). Constitutional Law: Cases and Commentary. Albany: West Legal Studies.

• Jentz, G.A.; Miller, R.L.; & Cross, F.B.(1999). West's Business Law: Alternate Edition (7th Edition). Cincinnati: West Educational Publishing Company.

• Miller, Roger LeRoy; & Jentz, Gaylord A. (2003). Business Law Today: The Essentials. (6th Edition). Cincinnati: West Educational Publishing Company.

• Smith, W.C. (2000). Much To Do about ADR. ABA Journal: The Lawyer's Magazine. Chicago: American Bar Association.

• Ullmann, Victoria (2003). Labor and Employment Law. Albany: West Legal Studies.

• Weinstein, Mark I. (1993). Introduction to Civil Litigation (3rd Edition). Albany: Delmar/West Legal Studies.