

<b>Course Name and Number</b>	BUS-250: Legal Environments of Business	<b>Term</b>	INSERT
<b>Faculty Name</b>	INSERT	<b>Virtual Office Hours</b>	INSERT
<b>Phone Number</b>	INSERT	<b>ODU Email Address</b>	INSERT
<b>Course Type</b>	This is a fully online course completed via <a href="#">PantherLearn</a> . It is asynchronous so there are no required online course sessions. Prerecorded lectures are included each week.		

## Course Overview

### COURSE GOAL STATEMENT

A broad overview of business law including torts, contracts, business organizations, employment, property, criminal, and other miscellaneous areas of the law. Understanding the legal environment of business law and being able to apply critical thinking skills to real world cases is emphasized. Students will learn how to brief a case and gain a better understanding of the role of business law in the decision-making process and how this impacts society.

### INSTRUCTIONAL OBJECTIVES

At the completion of this course, each student will be expected to demonstrate measurable outcomes of course objectives by the following means:

#### Knowledge

1. Defining business law and its essential characteristics.
2. Identifying the major sources of business law.
3. Understanding the objectives of business law.
4. Identifying the uses and limitations of business law.
5. Understanding the critical role of contracts in a business environment.
6. Understanding the issues related various business organizations.
7. Discussing key concepts in various areas of the law.

#### Skills

1. Explain the need for business law.
2. Define the basic elements of business law impacting an organizational environment.
3. Articulate key legal principles of contract law.
4. Choose best type of business organization under different circumstances.
5. Apply legal concepts to real world cases studied in courses.
6. Apply briefing analysis to business law disputes.
7. Build technological abilities through the use of Word in written communication.

#### Attitudes/Dispositions

1. Appreciate the need for business law in society.
2. Appreciate difference between criminal and civil law.
3. Value business law as a key factor in the decision-making process utilized by successful business entities.
4. Appreciate the complexities and concepts of business law.
5. Value the ability to apply logical and critical thinking to problem solving.
6. To appreciate ethical standards and the importance of acting in an ethical fashion.
7. Be able to contemplate the truth and share the fruits of that contemplation with others.

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## REQUIRED TEXTBOOKS

This course is part of the First Day Inclusive Access program here at ODU. Inclusive Access is a model where all students enrolled in a class get immediate access to e-textbooks and courseware on day one of the course (or before) via PantherLearn. The Inclusive Access materials will be **greatly discounted** and included with term charges on your ODU student account. You do NOT need to purchase any materials for this course at the bookstore.

- **eBook:** Clarkson, Miller, Cross (2018), *Business Law Text and Cases*, Cengage Learning, (14<sup>th</sup>) Edition. ISBN: 9781305967250. Access this book through the Course Materials tool in PantherLearn.

## GRADE BREAKDOWN

Student grades will be determined in the following way.

Types of Assignments	Number of Each Type	Points for each	Total Percentage	Total Points
Legal Briefs	8	48	38.4%	384
Case Analysis Questions	8	36	28.8%	288
Discussions	4	32	12.8%	128
Final Exam	1	200	20%	200
<b>Grand Totals</b>	<b>21</b>		<b>100%</b>	<b>1000</b>

## ASSIGNMENT DETAILS

### 1. Legal Briefs

**Assignment Purpose:** Use a 6-part framework to summarize the facts, issues, ruling, and conclusions of real-world legal cases.

**Instructions:** You will be assigned a case from the textbook to brief in a 3-page paper. Use the **SIRACY** format to summarize cases in a way that exhibits critical thinking skills in a legal analysis. Submit your weekly brief to the appropriate Dropbox on PantherLearn.

**S:** Statement of the facts: half of a page of key facts of the case

**I:** Issues: one or two sentences with the key issue or issues of the case

**R:** Rule of Law: one paragraph detailing the laws pertaining to the case

**A:** Analysis: one to two pages of legal discussion from various points of view

**C:** Conclusion: one or two sentences stating the outcome of the case as decided by court

**Y:** You: one paragraph showing your critical thinking about the case

### 2. Case Analysis Questions

**Assignment Purpose:** to analyze real-life business legal cases and use legal vocabulary.

**Instructions:** Each week, you will be asked several questions about cases provided in the textbook. Make sure you provide quality responses and that you incorporate vocabulary and concepts from the week's readings whenever possible. Your answers should be in paragraph form not exceeding 2 pages.

### 3. Discussions

**Assignment Purpose:** Apply concepts in a variety of legal scenarios that relate to the covered material.

**Instructions:** Articulate in one or two paragraphs in response to 2 weekly legal scenarios found in the textbook. You will make quality responses and that you incorporate legal vocabulary learned in weekly readings whenever possible. Total submission is not to exceed 300 words.

### 4. Final Exam

**Assignment Purpose:** to show mastery of the legal environments of business

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**Instructions:** Your Final Exam will be taken in Week 8 of the course. It will be two parts. Part 1 consists of 30 objective true/false and multiple-choice questions. You will have 60 minutes to complete Part 1. You only have one attempt. After you complete the exam, you will immediately see your grade (out of 80) as well as any questions you answered incorrectly. Part 2 consists of 6 short answer questions. You will have 60 minutes to complete Part 2. Each answer should be a full paragraph, and you should incorporate concepts and legal vocabulary from the text as much as you can. Be sure to explain your answers fully. You will not see your grade (out of 120) immediately after completing Part 2 because it will need to be graded first.

### COURSE SCHEDULE

	Required Reading	Assignments Due
<b>Week One: Legal Environment of Business</b>		
Date to date	Chapters 1, 2, 3, 4, and 5	Week 1 Legal Brief Week 1 Case Analysis Questions
<b>Week Two: Torts &amp; Crimes</b>		
Date to date	Chapters 6, 7, 8, 9, and 10	Week 2 Legal Brief Week 2 Case Analysis Questions Week 2 Discussion
<b>Week Three: Contracts (Part 1)</b>		
Date to date	Chapters 11, 12, 13, and 14	Week 3 Legal Brief Week 3 Case Analysis Questions Week 3 Discussion
<b>Week Four: Contracts (Part 2)</b>		
Date to date	Chapters 15, 16, 17, 18, and 19	Week 4 Legal Brief Week 4 Case Analysis Questions
<b>Week Five: Business Organizations (Part 1)</b>		
Date to date	Chapters 36, 37, and 38	Week 5 Legal Brief Week 5 Case Analysis Questions Week 5 Discussion
<b>Week Six: Business Organizations (Part 2)</b>		
Date to date	Chapters 39, 40, 41, and 42	Week 6 Legal Brief Week 6 Case Analysis Questions
<b>Week Seven: Employment Law</b>		
Date to date	Chapters 34 and 35	Week 7 Legal Brief Week 7 Case Analysis Questions
<b>Week Eight: Property Law</b>		
Date to date	Chapters 48 and 49	Week 8 Legal Brief Week 8 Case Analysis Questions Week 8 Discussion Final Exam (2 Parts)

## Instructor Information

### INSTRUCTOR POLICIES [\[Update this policy to meet your course needs.\]](#)

- You and I will exchange emails using only our ODU email addresses; check your inbox as many times as possible during the day, but at least **twice**. Email and PantherLearn News Items count as *official* instructor communication. Email is the absolute best way to contact me with any questions, comments, or concerns.
- You may also contact me via phone call and/or text message at the following mobile number:

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- You are required to complete all assignments by the dates indicated in the syllabus. Submit all assignments, unless otherwise instructed, through PantherLearn. Unless I indicate otherwise, all assignments are due by 11:59 pm on the indicated due date shown in the Course Schedule.
- I will let you know of any changes as far in advance as possible.

### **DEADLINES, LATE, AND MAKE-UP WORK POLICY** [Update this policy to meet your course needs.]

- All assignments are open and available for submission well in advance of the due date, and so I rarely accept late assignments.
- I understand, however, that sometimes life happens so **I will accept late assignments with a 5-point deduction for each day late. All assignments must be submitted at the end of the term with ample time for me to grade them. I will let you know the last day of the term I will accept late assignments.**

### **ASSESSMENT FEEDBACK** [Update this policy to meet your course needs.]

I will post grades in the PantherLearn gradebook for all assignments within **96 hours** of the due date, or of the date received if later, with my comments as appropriate.

### **RUBRICS** [Delete if rubrics are not used in your course.]

Assignments will be scored according to grading rubrics. A grading rubric is a list of specific and measurable criteria for evaluating course work. View grading rubrics prior to beginning work on an assignment to help guide your successful completion of the task. View rubrics a second time once a grade has been posted in order to see instructor feedback.

### **ACADEMIC INTEGRITY** [Update this policy to meet your course needs.]

Plagiarism is not tolerated in this course. **All plagiarized work will receive a score of zero, and I will complete the Academic Disciplinary Form to submit to the Office of Academic Affairs.** The Library has an excellent website discussing all aspects of academic integrity at ODU, which I strongly encourage you to read [here](#).

## ODU Online Student Policies

### **ACCELERATED FORMAT**

You are enrolled in an Accelerated format class at Ohio Dominican University. Taking an Accelerated format class means that you will be achieving the same learning outcomes as a full-term semester in only **8 weeks**. It is essential for students to be organized and stay on top of their work in an Accelerated format class. The time frame in an Accelerated format class is compressed, **but the standards and expectations remain the same as a full-term class.**

### **TECHNOLOGY SKILLS AND EQUIPMENT**

Online students are expected to possess a basic understanding of how to use and navigate a computer. To be a successful online student, you should be able to:

- Download, install, launch, and quit applications such as Microsoft Word or a web browser.
- Create, edit, and save files using word processing, spreadsheet, or presentation software applications.
- Configure and use an email client to retrieve, view, create, and send email messages including messages with attachments.
- Operate a web browser, including navigating web pages, clearing a browser's cache and installing or disabling plugins.
- Update your computer operating system and computer software applications.
- Access and change computer operating system settings and computer software application preferences, options, settings.
- Use a webcam and microphone to record video presentations.

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## STUDENT PARTICIPATION AND ATTENDANCE

- **Time:** the expectation is that you log in and spend 7-9 hours working on this course each week, including watching videos, reading course materials, and completing assignments. The time you spend on the course will vary depending on how you prefer to experience the course, for example, in one or two sittings or over several different sittings.
- **Before Class Starts:** you should have access to the course before the first day of class. Spend that time reading the syllabus, reviewing all items in the Start Here module, reading any assignment details provided, and making a plan for when you will get the work done.
- **No Shows:** students will be reported to the Registrar as a “no show” if they have not participated in the course during the first full week of classes. Participation includes completing any graded or non-graded assignments, such as an Introduce Yourself discussion post. When the student is reported as a “no show,” the Registrar’s office will then delete the student from the class.
- **Attendance:** while there is no official attendance policy in online courses, please do not take a vacation without Internet access or put the class on hold because life becomes too hectic, thinking you can make up all the work at the end of the term. The course is designed to pace your learning, allowing you to gradually build skills which will help you succeed. If you experience, or anticipate you will experience, an absence from the course due to technical or medical reasons, please contact me directly so we can discuss your options.

## DROPPING THE COURSE

University policies will be followed; indicating to your instructor a desire to drop the course does not mean the course has been dropped. Consult your academic advisor, or the academic calendar, for exact dates for formally dropping a course without penalty.

## ONLINE STUDENT CONDUCT AND (N)ETIQUETTE

Taking an online course and corresponding via the Internet presents communicators with a challenging task. It is important to remember several points of etiquette that will smooth communication between us.

- Read first, write later. It is important to read all posts or comments of students and myself within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.
- Avoid language that may come across as strong or offensive. Language can be easily misinterpreted in written communication. Review your written communication to make sure that outsiders reading it would not be offended, then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter of fact and professional as possible.
- Follow the language rules of the Internet. Do not write using all capital letters because it will appear as shouting. Avoid the use of “texting” jargon and abbreviations as they can be misinterpreted. The use of emoticons, however, is appropriate and in fact can be helpful when used to convey nonverbal feelings ;)
- Consider the privacy of others. Ask permission prior to giving out a classmate's email address or other information.
- No inappropriate material. Do not forward virus warnings, chain letters, jokes, etc., to classmates or instructors. The sharing of pornographic material is forbidden.

## REQUIRED STYLE

Division of Business courses, upper-level courses, and graduate programs at Ohio Dominican University have adopted the style-guide appropriate for its discipline, the *Publication Manual of the American Psychological Association (APA)*. In this course, it is expected that all references, citations, and formats for submitted work must follow APA format.

## WRITTEN ASSIGNMENT GRADING CRITERIA [Update this policy to meet your course needs.]

All written work should be presented in a professional style and follow the basic principles of effective written communication.

- Adherence to APA standards, including double-spaced; 1-inch margins; 12 pt. font.

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- Free from grammatical and typographical errors.
- Demonstrates college-level critical thinking, reflection, and analysis skills.
- Demonstrates the ability to develop independent thought and original ideas; do not simply paraphrase readings or other sources. All college-level work requires deep analysis of information, application of information, and synthesis of original concepts or solutions.
- All written work submitted will be graded on both composition and content.

All written assignments must be submitted through PantherLearn **where your assignments may be checked for originality by Turnitin.**

### GRADING SCALE

I will record student proficiency in this course using the following letter grades:

%	Pts.	%	Pts.
<b>A</b> 95-100	950 – 1000	<b>C</b> 74-76.9	740 – 869
<b>A-</b> 90-94.9	900 – 949	<b>C-</b> 70-73.9	700 – 739
<b>B+</b> 87-89.9	870 – 899	<b>D+</b> 67-69.9	670 – 699
<b>B</b> 84-86.9	840 – 869	<b>D</b> 64-66.9	640 – 669
<b>B-</b> 80-83.9	800 – 839	<b>D-</b> 60-63.9	600 – 639
<b>C+</b> 77-79.9	770 – 799	<b>F</b> ≤ 59.9	≤ 599

## ODU Services / Resources

### ODU HELPDESK

Students are responsible for assuring any computer used for ODU courses is capable of uploading content to drop boxes. If you are experiencing any technological difficulties with your computer, PantherLearn, Email, or any other ODU system, the ODU Helpdesk is available to assist you. The Helpdesk is located on the second floor of Spangler Learning Center and can be reached at (614) 253-3633 or [helpdesk@ohiodominican.edu](mailto:helpdesk@ohiodominican.edu). The FAQ page is found [here](#).

### ADA (AMERICANS WITH DISABILITIES ACT)

Students with a documented disability who wish to request reasonable accommodations should contact the Accessibility Services Office and then meet with their instructors. Accommodation arrangements should be made during the first two weeks of the semester. Students may request accommodations at any time during the semester, but please note that **accommodations are not retroactive**. Students must contact the Accessibility Services Office **prior to every semester that accommodations are needed**. The Accessibility Services Office is located on the second floor of Spangler Learning Center, room 227. Contact the Accessibility Office by phone at (614) 251-4511 or by email at [accessibility@ohiodominican.edu](mailto:accessibility@ohiodominican.edu). To make an appointment, in-person or online, use [Accessibility Bookings](#).

### LIBRARY SERVICES

The ODU Library is located in the Spangler Learning Center. If you need (e)books, articles, or other materials, you may need to access library resources. Library services are available to help you manage your library account, help find and access the items you need, and assist you with learning how to navigate through the resources. If you need to do any research, start as soon as possible. You may need time to obtain a full-text resource, and you may need time to ask a librarian for help. To use the library's databases and other resources for this course, go [here](#) and choose your database(s) alphabetically or by subject. If you have a question for a librarian, further assistance is available [here](#) or by calling (614) 251-4754.



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### ACADEMIC RESOURCE CENTER (TUTORING)

Located in the Spangler Learning Center, the Academic Resource Center (ARC) helps students succeed and excel in their studies by providing assistance in writing, course-specific content, test preparation, and general study skills. To find out more, visit the [ARC website](#). Email the ARC at [tutoring@ohiodominican.edu](mailto:tutoring@ohiodominican.edu).

### ACADEMIC COACHING / LEARNING STRATEGY

Academic Coaches help students develop effective learning strategies for success in unfamiliar courses, including time management, tips for reading large amounts of text, taking better notes, organizing material, and predicting test questions. Coaches are available online or in-person (Spangler 207). Click here to [Find a Coach](#).

### SUBJECT-SPECIFIC TUTORING

Peer tutors, recommended by faculty, know how to approach challenging academic subjects. They provide course-specific, in-depth tutorial assistance to individuals and groups, online or in person (Spangler 207). Click here to [Make an appointment](#)

### WRITING CENTER

Assistance with writing is available free of charge for this course through the Academic Resource Center at the Write Place (Spangler 206), where specialists are available to assist you at any stage of the writing process, online or in-person.

You may visit on a drop-in basis whenever the Write Place is open or make an appointment for a personal, face-to-face tutoring session by emailing [writeplace@ohiodominican.edu](mailto:writeplace@ohiodominican.edu), using the [online appointment system](#), or calling 614.251.6673.

### RETENTION ALERT

Ohio Dominican University utilizes Retention Alert, an early alert system, in an effort to help students receive the resources and support they need to be successful. Should I become concerned about your academic performance and/or overall wellbeing, it is likely that I will refer you to a member of Ohio Dominican University's Student Success Team. The early alert system can provide you with additional services and support. Please know that both Ohio Dominican University and all its faculty members, including myself are committed to doing everything we can to help you be successful in your academic studies.

### COUNSELING SERVICES

Counseling Services is located in the Griffin Student Center, room 235. If you are experiencing personal problems, stress, study or time management difficulties, or mental health related concerns that you feel may adversely impact your ability to be a successful student at ODU, please contact the Counseling Services Office by phone at (614) 251-4570 or through email at [counselingservices@ohiodominican.edu](mailto:counselingservices@ohiodominican.edu) to set up a free and confidential appointment.

### HEALTH SERVICES

Health Services is also located in the Griffin Student Center, room 235. Health Services are open to all students requiring primary care, assessment, evaluation, and treatment options. There is no cost for services, supplies, cold care kits, or over-the-counter medications. A Physician Assistant is available Monday through Thursday, 10 am – 1:30 pm **by appointment**. Services include Athletic physicals, allergy injections, TB screening and testing for Group A Streptococcus, Infectious Mononucleosis, Blood Sugar, and consultation and referral to health care providers in the community as indicated. Contact the Health Services Office by phone at (614) 251-4570 or through email at [wellnesscenter@ohiodominican.edu](mailto:wellnesscenter@ohiodominican.edu) to schedule a free and confidential appointment.

### CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) is a critical resource on campus to support your success at ODU and after graduation. The CDC assists with every phase in the career development process: self-exploration, major & career

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exploration, internship and job searching, resume + cover letter writing, and interviewing. Contact our office in Erskine 108 via phone at (614) 251-4733 or email [careercenter@ohiodominican.edu](mailto:careercenter@ohiodominican.edu). Visit our website [here](#) for more information.

Activate your account in **Handshake** [here](#), our online career community, to make an appointment with a career coach and to access amazing job and internship opportunities.

### **UNDERGRADUATE ORIENTATION AND PANTHERLEARN TRAINING**

If this is your first online course, you must complete the [Student PantherLearn Training](#) course and visit the Undergraduate Orientation course before beginning your classwork. You will find the courses in the "Select a course..." dropdown list at the top of your PantherLearn Home Page. If you do not see the courses, then email the Helpdesk at [helpdesk@ohiodominican.edu](mailto:helpdesk@ohiodominican.edu).