

UNIVERSITY OF LA VERNE
COLLEGE OF BUSINESS & PUBLIC MANAGEMENT
BUS 347 LEGAL ENVIRONMENT OF BUSINESS/CRN 2157 & 2578
COURSE SYLLABUS/FALL 2015/ONLINE
As of July 29, 2015

I. INSTRUCTOR'S CONTACT INFORMATION

Instructor: Vitonio F. San Juan

Phone: (909) 460-2023

Email: vsanjuan@laverne.edu

Class Dates: Monday August 31, 2015 to Friday November 6, 2015

Each week begins on Monday 12:01 a.m., and ends at midnight on Sunday
EXCEPT for Week 10, which ends at midnight Friday, November 6.

II. COURSE DESCRIPTION

The course studies basic concepts and rules in the American legal system that affect the business environment. It examines and analyzes selected federal rules, regulations, and legal issues facing the business community.

III. COURSE OBJECTIVES

The goals of this course are to:

1. Learn the nature, function, and practical operations of the American legal system in relation to business operations.
2. Increase awareness of selected federal rules, regulations, and legal issues that affect business today.
3. Enhance analytical and critical thinking skills.
4. Apply analytical and critical thinking skills to business situations, cases, and problems/issues.
5. Identify and integrate lessons in business, law, and ethics.

IV. LEARNING OUTCOMES

After successful completion of this course, students will be able to identify and demonstrate their understanding of the different areas of American law that affect business operations. Through their work products they will identify and explain the legal, business, and ethical issues involved in business today. Finally, through application in hypothetical problems and current issues, they will exhibit their analytical and critical thinking skills, and articulate and synthesize their business and legal knowledge.

V. REQUIRED TEXT

The Legal Environment of Business

12th Edition

By Roger Meiners, A. Ringleb, and Frances Edwards

VI. COURSE SCHEDULE (SUBJECT TO CHANGE)

WEEK 1 August 31 to September 6, 2015

- Read Chapters 1 and 2
- Read this Course Syllabus
- Take Quiz No. 1
- Do Assignment No. 1, Parts A and B
- Participate in Discussion Forum 1
- CHECK WITH BLACKBOARD HELP TO MAKE SURE THAT YOU ARE USING THE RECOMMENDED INTERNET BROWSER. USING THE WRONG INTERNET BROWSER IS NOT AN ACCEPTABLE EXCUSE FOR ANY FAILURE TO SUBMIT WORK AND/OR EXAMS IN THIS CLASS. ALWAYS READ BLACKBOARD'S SYSTEMS "ANNOUNCEMENTS" AND "KNOWN ISSUES." TAKE THE BLACKBOARD BROWSER TEST TO CHECK IF YOUR WEB BROWSER IS "PROPERLY CONFIGURED TO USE BLACKBOARD."
- Assignment No. 3 is due on Friday September 25 but topics should be pre-approved and are first come, first served.

WEEK 2 September 7 to September 13, 2015

- Read Chapters 3 and 4
- Take Quiz No. 2
- Do Assignment No. 2

WEEK 3 September 14 to September 20, 2015

- Read Chapters 5, 6, and 7
- Take Quiz No. 3

WEEK 4 September 21 to September 27, 2015

- Read Chapters 8, 9, and 10
- Take Quiz No. 4
- Do Assignment No. 3
- Participate in Discussion Forum 2

WEEK 5 September 28 to October 4, 2015

- Read Chapters 11, 12, and 13

- Take Quiz No. 5
- Participate in Discussion Forum 3

WEEK 6 October 5 to October 11, 2015

- Review Chapters 1 to 13
- Take Midterm Exam (Coverage: Chapters 1 to 13)

WEEK 7 October 12 to October 18, 2015

- Read Chapters 14, 15, and 16
- Take Quiz No. 6
- Participate in Discussion Forum 4

WEEK 8 October 19 to October 25, 2015

- Read Chapters 17, 18, and 19
- Take Quiz No. 7

WEEK 9 October 26 to November 1, 2015

- Read Chapters 20, 21, and 22
- Take Quiz No. 8
- On Monday October 26 submit Final Project Research Paper and Presentation

WEEK 10 November 2 to November 6, 2015

- Review Chapters 1 to 22
- Take Final Exam (Coverage: Chapters 1 to 22)
- Submit electronic evaluation of the course

VII. ASSESSMENT AND GRADING

Final Course Grades will be determined by the following components, percentages, and grading scale:

Quizzes	15%	A	=	4.0
Assignments	15%	A-	=	3.7
Discussion Forum	15%	B+	=	3.3
Midterm Exam	20%	B	=	3.0
Final Project	15%	B-	=	2.7
Final Exam	20%	C+	=	2.3
		C	=	2.0
		C-	=	1.7
		D	=	1.0
		F	=	0.0

Students' Final Course Grades are subject to the following, at the discretion of the Instructor:

1. Final Course Grades are subject to curving.
2. A student who earns 3.980 to 4.00 quality points may earn an "A" as the Final Course Grade. A student who earns 3.7 to 3.979 may earn an "A-".

VIII. MISSED/LATE SUBMISSIONS AND/OR EXAMS

1. A student who misses a Quiz and/or Assignment will not earn any credit for the activity missed.
2. A student who does not participate in a Discussion Forum will not earn any credit for that activity.

A student who does not follow instructions and does any of the following for a Discussion Forum will only earn a maximum of one (1) point for that activity:

- a. The student submits less than the minimum number of postings;**
- b. The student is late in making the first Discussion Forum posting; i.e., after midnight Thursday of the week the Discussion Forum is due;**
- c. The student's first response is a response to a classmate's posting instead of first answering the Discussion Forum questions the Instructor posed for that week.**

3. Before Week 4 send via email your first, second, and third topic choices for the Final Project. Your topic must be approved by the Instructor.

On or before midnight Friday, September 25, submit Assignment No. 3: a tentative outline of your approved topic. Students are encouraged to also provide a preliminary bibliography.

Submission of the Final Project Topic for approval and a tentative Final Project Outline is one graded assignment. FAILURE TO SUBMIT A TOPIC FOR APPROVAL IN ASSIGNMENT NO. 3 WILL ALSO MEAN A ZERO ("F"/NO POINTS) FOR THE FINAL PROJECT (RESEARCH PAPER AND PRESENTATION).

A student who is late in submitting the Final Project research paper and presentation will earn one letter grade lower. After Sunday November 1, 2015, no credit will be earned for the late Final Project.

4. If a student misses the midterm exam and/or final exam because of an extreme medical emergency, he/she may be allowed to take the missed exam after he/she waives his/her medical confidentiality rights and submits to the Instructor whatever evidence is requested concerning the medical emergency. If a student misses the midterm exam and/or the final exam because of an extreme medical emergency that somehow does not require hospitalization/doctor's attention, the student must still waive his/her medical confidentiality rights and submit to the Instructor all relevant evidence requested. The Instructor, based on the evidence submitted, may or may not decide to allow the student to retake the missed exam. The Instructor's decision is final.

IX. INCOMPLETE GRADES (INC)

An Incomplete Grade (INC) is not given automatically or lightly. Anyone requesting an Incomplete shall have to do so in writing and the following conditions must be met:

1. At least 50 percent of the course activities have been completed;
2. The student is earning at least a minimum “B” grade.

Finally, the Instructor will review the Request for Incomplete, may reject or amend the contract as submitted by the student, and reserves the right to require an earlier deadline for completing the course. In all other events, students who receive an INC must complete the course by the specified deadlines set by the University.

X. ACADEMIC HONESTY

Plagiarism and cheating will not be tolerated. You are also responsible for reading and adhering to the University’s policies (as contained in the current University Catalog, <http://laverne.edu/catalog/files/2014/06/Catalog-2014-15-6.pdf>) on Classroom Conduct, Academic Honesty, and Student Behavior Standards.

XI. CONTACTING THE INSTRUCTOR/FEEDBACK

The Instructor’s contact information is provided at the top of this Course Syllabus. **If you send an email, please include in the subject line “BUS 347 Fall Online.”** While all attempts will be made to respond to your queries as soon as possible, the Instructor cannot, and does not, promise immediate/same day responses. Please be patient if you do not get a response as soon as you would like. You are not being ignored; something may just have come up that delayed the response time.

The Instructor will offer you feedback as is deemed necessary or when you request it. The feedback may include advice on how to prepare for your exams, quizzes, and Final Project.

XII. TECHNICAL DIFFICULTIES

This is an online course and invariably computer-related problems may arise. If you encounter any technical difficulties please use the following contact information:

Email Help: (909) 448-4130 ext. 4130; help@laverne.edu

MyLaVerne Login Help: (909) 448-4130 ext. 4130; help@laverne.edu

Blackboard Help: (909) 448-4089; bbhelp@laverne.edu

Technology for Students/Getting Started: <http://sites.laverne.edu/technology/students-getting-started/>

XIII. DETAILED INSTRUCTIONS REGARDING COURSE WORK

Detailed instructions regarding the course work (Quizzes, Assignments, Discussion Forums, Exams, Final Project Research Paper and Presentation) are found on Blackboard. Those detailed instructions, and the course announcements, are also components of the Course Syllabus and are incorporated by this reference. Students must follow the instructions to earn the maximum number of points for the course work.

XIV. AMENDMENTS/MODIFICATIONS

The Instructor reserves the right to revise this Course Syllabus. Students will be notified.