



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

BUSINESS LAW

BUSI 2301.88

M. BOYCE WILSON

NOTE: This is a 16-week course.

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Course Description:

The course provides the student with foundational information about the U.S. legal system and dispute resolution, and their impact on business. The major content areas will include general principles of law, the relationship of business and the U.S. Constitution, state and federal legal systems, the relationship between law and ethics, contracts, sales, torts, agency law, intellectual property, and business law in the global context.

Semester Hours: 3 (3 lecture)

Prerequisites and/or Corequisites:

This course is reading intensive. Students should have passed the TSI Assessment or be currently enrolled in or have credit for READ 0302 before enrolling in this course.

Course Notes and Instructor Recommendations:

The textbook and Brightspace online learning environment play an integral role throughout this course. All lectures, assignments and exams will be completed in Brightspace. As such, you must have basic computer skills to be successful in this course.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructor's course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies are defined within the course syllabus.

Instructor Information:

Instructor Name:	Michael "Boyce" Wilson
MCC E-mail:	mwilson@mclennan.edu
Office Phone Number:	(254) 299-8688
Office Location:	MAC 216
Office/Teacher Conference Hours:	Monday 4:00 PM-6:00 PM Tuesday 2:30 PM-5:30 PM Wednesday 4:00 PM-6:30 PM

Zoom Webconference Information: Meeting ID: 254-299-8688

Must be scheduled in advance with instructor

If you choose to contact me by email, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work).
2. Always begin your subject line with BUSI 2301.87 (the class' email will be sorted into a specific file).

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3. Use your MCC student email address – external email addresses are often caught by the spam filter.
4. Attach documents using Microsoft Office formats (doc, docx, xls,xlsx, ppt, and pptx) or in Rich Text Format, when possible (I cannot edit PDF files). Avoid sharing documents with me through OneDrive, Google Drive, or Dropbox unless absolutely necessary. I do not accept work by email unless I specifically state for you to send me your work by email.
5. Failure to do any of the above will result in my not seeing or reading your email.

Other Instruction Information:

E-mail: I read my e-mail at least twice a day during the week; however, if you send me an e-mail at 11 PM with a question you need answered before the class tomorrow, I likely will not read it before class. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me via e-mail. Instructors are not 24/7 Dell help lines. Please plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

When you send an e-mail, ALWAYS begin the subject line with BUSI 2301.87. I sort my e-mails into folders, and if you do not put those exact words in your subject line, I might not see your e-mail. If you respond to my e-mail, hit reply, and make sure BUSI 2301.87 is present in the subject line.

I do not answer e-mails asking when something is due. You have a schedule both here in the syllabus and in Brightspace which will tell you exactly when everything is due. As a college student, you are expected to be both responsible and accountable.

Assistance: Often, your success in the course can be maintained through discussion with me. Please let me know if you are experiencing difficulties. If you have concerns, tell me immediately. I can only help if I am aware of the situation. Communicate issues as early as possible. There is absolutely nothing I can do to prevent failure if I find out about the issue too late.

Required Text & Materials:

Title:	Miller – Bundle: Business Law Today, The Essentials: Text and Summarized Cases, Loose-Leaf Version, 12 th + MindTap, 1 term Printed Access Card
Author:	Miller, Roger
Edition:	12th
Publisher:	© 2019 Cengage Learning
ISBN:	978-0-357-20939-4

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Software: Microsoft Office Productivity Suite
 Mozilla Firefox or Google Chrome with Java
 Zoom Webconferencing (if you desire a meeting via Zoom outside of class times)

*The links where you can download Zoom and Microsoft Office are located on MCC's Tech Support webpage. Mozilla Firefox, Google Chrome, and Java browser extensions are free downloads from each developer's respective websites.

I do not recommend you using an alternative to Microsoft Office, as the features and functions are NOT the same! Microsoft Office is available to students for FREE at MCC. Using an alternative software solution will result in you facing recurring challenges with meeting formatting requirements in this course.

Assignments will be submitted and testing completed in Brightspace. It is recommended that you utilize the resources found in Cengage MindTap to help you prepare for the chapter quizzes, semester exams, and the comprehensive final exam. While these activities are not graded, they are designed to walk you through the textbook materials in a very practical way. You are not required to turn assignments in by e-mail.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

- **MCC Library** – Located in the Learning Technology Center (LTC) on the 3rd floor.
 - Check the Library website for their hours, but there is usually an employee there to assist students with homework and computer issues.

- **MCC Website** – <http://www.mclennan.edu>
 - The MCC website contains links to student services, activities, information, faculty, class schedules, the MCC course catalog, and more. These can be found under the “Student” link on the main page or by clicking on the MCC seal.
- **MCC’s Student Services** – (254) 299-8431
 - MCC’s Student Services offer a range of student support to include tutors and special aids as required by the students.
- **MCC’s Success Coaches** – (254) 299-8226
 - Our Success Coaches offer support and counseling to all MCC students. If you or someone you know is in need of their services, please do not hesitate to contact them.
- **MCC’s Network Services** – (254) 299-8077
 - MCC’s Network Services offer 24 hour support for Brightspace and other MCC-utilized technologies.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC’s technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Even if technology systems are down on campus, you will still have access to Brightspace so that you can submit work and communicate with the instructor and other students. Should Brightspace become unavailable to all students temporarily, your instructor will determine whether any extensions need to be granted in order to ensure your successful completion of the course. DO NOT consider an extension a certainty, as they are only granted in extreme circumstances.

Should Brightspace become unavailable for an extended period of time, I will notify each student and we will transition back to paper-and-pen testing and all coursework will be submitted in printed format at the beginning of each class session. Students will be expected to monitor their student email accounts for access information. Should MCC email be unavailable to students for an extended period of time, the instructor will use the alternate email address on file with the college. Should no alternate email address exist on file, students will be contacted by telephone.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L/Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L/Brightspace learning management system.

Methods of Teaching and Learning:

1. This is an online course and will require a lot of self-discipline from students! You are expected to log into Brightspace each day to check the course, and to check your student email everyday as well. Since we do not have formal classroom meetings, I will act more as a facilitator for learning than a traditional professor. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and to be accountable for their actions in this course.
2. This course utilizes textbook reading, online quizzes and assignments, written exercises, online case law research, and exams to teach toward the course objectives. This online course represents the same course content and rigor of a face-to-face class. As such, you should expect to devote a comparable amount of time each week on reading, self-study, research, and homework assignments. You should also understand that this is a tough course. Reading the textbook is not optional. You will likely need to read the text several times in order to gain an understanding of the material. This class requires that you think critically and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course!
3. Time is NOT your friend! For today's college student (and today's business professional), time is our most limited commodity. You must manage your time effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society.

Course Objectives and/or Competencies:

Course objectives are listed on the first page of each chapter in the required text. Additionally, the following course objectives will be met during the course:

- Describe the origins and structure of the U.S. legal system;
- Describe the relationship of ethics and law in business;
- Define relevant legal terms in business;

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- Explain basic principles of law that apply to business and business transactions;
- Describe business law in the global context; and,
- Describe current law, rules, and regulations related to settling business disputes.

Course Outline or Schedule:

In the event that a schedule change is necessary, students will be notified by course announcement in Brightspace and the information changed on the course calendar located in Brightspace. All assignments must be submitted by 11:59 PM on the specified due date.

Week	Due Date	Assigned Reading	Assignments Due
1	1/19	Syllabus Chapter 1	Orientation Quiz Genius of the Constitution Assignment Chapter 1 Quiz
2	1/26	Chapter 2	Chapter 2 Quiz
3	2/2	Chapter 3	Chapter 3 Quiz Movie Review Exam 1
4	2/9	Chapter 4	Chapters 4 Quiz
5	2/16	Chapter 5	Chapter 5 Quiz
6	2/23	Chapter 6	Chapter 6 Quiz
7	3/1	Chapter 7	Chapter 7 Quiz Exam 2
8	3/8	Chapter 8	Chapter 8 Quiz
9	3/15	None	Spring Break
10	3/22	Chapter 9	Chapter 9 Quiz Exam 3 Case Brief
11	3/29	Chapter 10	Chapter 10 Quiz Contract Exercise
12	4/5	Chapter 11	Chapter 11 Quiz
13	4/12	Chapter 12	Chapter 12 Quiz Exam 4
14	4/19	Chapter 18	Chapter 18 Quiz
15	4/26	Chapter 19	Chapter 19 Quiz
16	5/3	Chapter 22	Chapter 22 Quiz Exam 5
17	5/6	None	Final Exam

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Course Grading Information:

Grades will be weighted as follows:

Orientation Quiz	x	5%	=	_____
Chapter Quizzes	x	20%	=	_____
Assignments	x	25%	=	_____
Case Brief	x	25%	=	_____
Semester Exams	x	15%	=	_____
Comprehensive Final Exam	x	10%	=	_____
Total		100%	=	_____

90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F

Orientation Quiz—5%

Located in Brightspace, the orientation quiz provides you with an opportunity to become familiar with the course, its layout, and its requirements. The orientation quiz also enables you to become familiar with Brightspace's "Quizzes" tool that is used for all quizzes and exams in the course.

Chapter Quizzes—20%

For each chapter covered, you will be required to complete a chapter quiz. You will have 3 attempts to complete the quiz, each timed at 3 minutes per question. If you have accommodations on file with MCC, those accommodations will be made accordingly. The highest grade of your 3 attempts will be recorded in the gradebook. Your lowest 2 chapter quiz grades will be dropped from the gradebook.

Assignments—25%

Throughout the semester, you will complete several assignments that correlate to the materials covered in the course. These assignments are very practical and focus on tasks and skills that are necessary in the business environment. All assignments will be submitted in Brightspace.

Case Brief—25%

The major project within the course is the case brief. Detailed instructions for compiling a case brief are contained in Appendix A of the textbook. You will work on your case brief for a specific case (assigned by the instructor) and submit it near the end of the semester. Instructions on how to complete the assignment, as well as the submission box for the assignment, are contained in Brightspace.

Semester Exams—15%

Periodically, you will be required to complete an exam that covers several chapters. You will have 2 attempts to complete the exam, each timed at 3 minutes per question. If you have accommodations on file with MCC, those accommodations will be made accordingly. The highest grade of your 2 attempts will be recorded in the gradebook.

Final Exam—10%

The final exam is comprehensive and is required to be taken by all students. It will be taken online (in Brightspace), thus you will need to complete it before the due date/time. You cannot submit your final exam late, therefore if you do not plan accordingly, you will receive a zero for not completing the exam. You will have 2 attempts to complete the final exam, each timed at 3 minutes per question. If you have accommodations on file with MCC, those accommodations will be made accordingly.

Late Work, Attendance, and Make Up Work Policies:

Assignment due dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned date and time!** If you miss the assigned due date for assignments and quizzes, there will be a 50% penalty assessed. Late work will not be accepted beyond 1 week from the due date. Students will **NOT** be allowed to make up missed coursework unless there is a documented reason (family death/significant medical reason) as to why the work was missed. If there is something that you believe may hinder the completion of an exam on time, it is your responsibility to contact the instructor to inform him.

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. This is not a self-paced course where everything is due at the end of the semester.

Attendance

It is MCC's policy that all students must be present for 75% or more of the course. For online courses, attendance is measured by your online participation. If you fail to:

- (1) Complete the online orientation by the due date; or
- (2) Submit, completely and on time, any two weeks of activities, I reserve the right to drop you from the course or submit a failing grade for the course at my discretion.

If you do not complete the online orientation by the due date, you will be dropped from the course as “never attended.” You may withdraw from the course and request a grade of “W” by the student-initiated drop date. If you fail to uphold the requirements of this policy, you will receive the grade earned at the end of the semester.

Computer Problems

All coursework is required to be submitted via the Content tool within Brightspace. Unlike other courses you may have taken, you WILL NOT have direct access to the quizzes or assignments tools from the navigation bar. If you are unfamiliar with how to take quizzes or submit work in Brightspace, please review the how-to videos located in the course orientation materials. Due to the vast number of computers we have available on campus, as well as the availability of computers in community areas, I do not allow late work due to personal computer issues. It is your responsibility to ensure that work is completed on time and from a reliable source. If technology fails on campus (such as Brightspace going down for ALL users), adjustments will be made at my discretion.

Student Behavioral Expectations or Conduct Policy:

The following course policies outline my expectations pertaining to student engagement, communication, and conduct for this semester. Each policy correlates to the essential business skills introduced at the beginning of this course syllabus.

Timeliness

In business, you are expected to manage your time appropriately. It is highly unlikely that you will work for someone that allows you to arrive late, not show up, or complete your tasks late. In this course, time management will be emphasized. The late work policy above is designed to ensure that you adhere to course timelines. I understand that “life happens,” but it will continue to happen, even when you are at work. It is your responsibility to ensure that you plan accordingly and manage your time in a manner that allows you to complete all coursework within the defined timeframes. If you procrastinate, you will find that when “life happens,” you will be caught off-guard and may not be able to submit work on time.

Responsibility

Whether you are a high school student, 100 years old or anywhere in between, you will be expected to be responsible for your participation, work, and college experience. If there is

assigned work, it is your responsibility to complete it on time while meeting or surpassing the quality of work expected of a college student. If you don't understand something or need additional assistance, it is your responsibility to seek help from one of the many resources MCC offers to its students. You are responsible for reading all course materials, assignment instructions, and information provided by the instructor or within your textbook. Failure to follow instructions will result in a loss of points on your assignments and course activities.

Accountability

Just as you will be in the professional world, you will be held accountable for your actions or inactions in this course. You will be rewarded for your efforts provided those efforts meet or exceed the requirements of the course. You will be penalized for incomplete work, work submitted late, work that does not adhere to the instructions provided, and any lack of participation in the course. Plan accordingly and pay attention to detail and you will surely find success!

Effective Communication

You will be expected to communicate with your instructor just as you would communicate with senior management at a company. You should be respectful of the instructor and your fellow classmates at all times. You are expected to maintain a professional tone in your communication with all persons associated with this class or college. You will need to adhere to the office hours posted within the course syllabus if you need to speak directly to your instructor. Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact your instructor late in the evening or the middle of the night. Late night telephone calls or text messages are not acceptable. Lastly, be respectful of others' time. Be concise in your communications so that both your time and others' is maximized.

When communicating with your instructor or classmates, be sure to include the course number in your email's subject line or within the first several sentences of your message. With the amount of emails that each person in the class receives, including the course number lets the recipient know that they need to read the email and to which class the email pertains.

Professionalism

You are expected to be professional at all times throughout this semester. Professionalism is defined as the conduct, behavior, and attitude of a person within a work or business environment. Professionalism directly relates to the policies described above. How we choose to communicate with one another, whether we submit work on time, and the quality of the work we produce all relate to professionalism. Additionally, the attitude you choose to take also relates to being professional. I understand that this may not be your favorite course. I understand that there are

assignments that you may not like. That is okay; however, you will still be expected to approach this course and its activities with a positive attitude. Lastly, being professional means appearing professional. It has been said many times that you should dress for the job that you want. Do not come to class or an appointment with your instructor wearing pajamas or anything that would be deemed inappropriate in the business world.

Integrity

Integrity is defined by Merriam-Webster as a firm adherence to a code of especially moral value. A person with integrity is incorruptible. Each of us come from a different background – our stories differ – but we each share one common trait. We are each born with integrity. It cannot be taken away by anyone or anything unless we choose to sacrifice our integrity. In this course, you are expected to be honest. Own your mistakes, seek ways to improve, and you will find success. Cheating will not be tolerated, nor will plagiarism.

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.” Plagiarism includes, but is not limited to, copying someone else’s work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing or cheating in any way, you will be given one written warning on the first offense and will receive a zero on the assignment. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher than 50% of the assignment’s total possible points. If you are found to be cheating or plagiarizing a second time, you will automatically be given an “F” for the course, without the option to drop the course for the grade of a “W”. For more information on plagiarism, I recommend visiting <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>.

*** [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**
(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** [Click Here for the MCC Attendance/Absences Policy](http://www.mclennan.edu/highlander-guide/policies)**
(www.mclennan.edu/highlander-guide/policies)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

The census date for Spring 2020 is January 29. If you drop a class or are dropped from a class after the census date and before the last day for student-initiated withdrawals, the class will appear on your transcript with a grade of “W” but will not affect your grade point average. However, courses dropped after this date will count against your six-course drop limit and will factor into your completion percentage when calculating your Satisfactory Academic Progress for financial aid purposes.

You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an F or a W. Do not participate when the mood strikes you; you are expected to participate throughout the entire semester. Please contact me if you have extenuating circumstances.

* [Click Here for more information about MCC myAlert](http://www.mclennan.edu/myalert)

(www.mclennan.edu/myalert)

MCC myAlert is McLennan Community College’s emergency notification system. It allows the college to keep you aware of any health- or safety-related situations on campus – including campus closing for inclement weather – through text message or e-mail.

To learn more and sign up for MCC myAlert, use the link above. Registration on myAlert must be renewed each year. If you have signed up before, please check and make sure it is still working for you. When you sign up for MCC myAlert, the only messages you will receive will be emergency notifications; your personal information will not be shared with any other party.

MCC does conduct emergency fire drills and/or lockdown drills. If an alert is issued while you are on campus, please follow your instructor’s or other faculty/staff instructions during these drills and in the case of a real emergency.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved

by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Read Aloud by 2nd Class Meeting

“If anyone in this class has a diagnosed disability or requires accommodations, I would appreciate hearing from you so we may work together for a successful completion of the course. Please schedule an appointment with me and be sure to follow the instructions in your syllabus to complete Disability Services requirements.”

*** Click Here for more information about Title IX**

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan’s Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

Other Information

At the end of the semester, grades will not fall like manna from the sky! You EARN your grade. The time to be concerned with your grade is all during the semester, not the day grades are posted. The time to visit with me to express interest in the course, to ask for assistance, or to discuss your grade is WELL BEFORE THE DAY OF THE FINAL. Please ask questions; please let me know how I can help you.

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** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*