

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS**

**AND**

## **INSTRUCTOR PLAN**

## **BUSINESS LAW**

**BUSI 2301.80**

**RICHARD H. FAIR, J.D.**

**NOTE: This is an 8-week online course.**

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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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.

### **Prerequisites and/or Corequisites:**

TSI Compliance or completed READ 0302: This course is reading intensive.

### **Course Notes and Instructor Recommendations:**

The textbook and Brightspace will play an integral role in your success in this course. All lectures, assignments, and exams will be completed in Brightspace. Accordingly, you must have basic computer skills and be acquainted with how to navigate and complete assignments, exams, and quizzes on Brightspace to be successful in this course.

Understanding and respecting essential business skills is paramount to success in this course. The skills and content in this course are curated to help you achieve success in the workplace and in life. Your instructor's course policies are designed to reinforce essential workplace skills such as accountability, effective communication, integrity, professionalism, responsibility and timeliness.

The textbook is not optional for this course. You must read assigned materials and actively take notes to gain a thorough understanding of the law. Additionally, your instructor has included resources for each chapter to help you better understand more complex areas of law. Take advantage of these additional resources. It is quite common for students to read each chapter and the material presented more than once to gain a full understanding of the underlying complexities. In short, as with the business world, you must put in effort to be successful in this course.

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### **Instructor Information:**

Instructor Name: Richard H. Fair, J.D.  
MCC Email: rfair@mclennan.edu  
Office Phone Number: (214) 308-0341  
Office Location: Online  
Office/Teacher Conference Hours: M/W 2:00 PM – 4:00 PM (online)  
Other Instruction Information: T/TH 2:30 PM – 4:30 PM (online)  
Zoom Webconference Information Meeting ID: 525 749 1472  
Zoom meeting must be scheduled in advance

### **Email Communication and Availability:**

I will make every effort to reply to all emails from students within 24 hours on weekdays. I will be available by email on weekends and holidays, but my response time may be longer than 24 hours, depending on my schedule.

### **Required Text & Materials:**

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

### **Required Software:**

Microsoft Office – download for free at <https://www.mclennan.edu/tech-support/software.html>

Zoom – access and download for free at <https://mclennan.zoom.us/>

### **Required Hardware:**

For students who wish to contact the instructor via Zoom, you need either a PC or Mac with a webcam, microphone, and speakers/headset, or a smartphone/tablet capable of installing the free Zoom app.

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

**Methods of Teaching and Learning:**

1. This is an 8-week online course and will require a significant amount of self-discipline. You are expected to log into Brightspace every day to check the course. Additionally, you should check your MCC student email daily. Since we do not have formal classroom meetings, I will act more as a facilitator for learning than a traditional professor. You are expected to read the chapters (often more than once if needed to understand the material) and complete the required assignments on time. No less would be expected of you in the business world. I am here to ensure that you understand and are learning the objectives set for 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, assignments that require the critical reading and logical reasoning skills you are learning in this course, participation in discussions, and completion of exams timely. As your instructor, it is my responsibility to ensure that this online course represents the same course content and rigor of a face-to-face course. Accordingly, you should expect to devote a comparable amount of time each week to reading, self-study, and completion of assignments. You should understand that this is a tough course and it is designed to be so, as it is a reflection of the expectations of the business world. Reading the textbook is not optional. Completing assignments or exams is not optional. Do not be surprised if you need to read the text several times to fully comprehend the material. The goal of this class is two-fold: teach you laws that affect businesses, but more importantly, teach you to think critically in a far different way than you are accustomed to. Be prepared to put in the necessary time and effort to succeed in this course!
3. Time is not your friend in this course. For today's college students (and business professionals), time is your most limited commodity and should be constantly monitored. In today's world, you are required to complete all assigned requirements while maintaining your responsibilities at home, at work, and in society. Do not fall behind!

**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;
- Explain basic principles of law that apply to business and business transactions;
- Describe business law in the global context; and,

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- Describe current law, rules, and regulations related to settling business disputes.

### **Dropping the Class:**

I will drop students from this class upon student request until March 25, 2022 (03/25/2022). This is the last day you may drop this course. After March 25, 2022 (03/25/2022), I will not drop you from this course.

### **Course Outline or Schedule:**

Week	Due Date	Assigned Reading	Assignments Due
1	1/17/22	Syllabus; Chapters 1 and 2	Orientation Quiz; Chapters 1 and 2 Reading Quiz; Chapter 2 Hypothetical
2	1/23/22	Chapter 3, Chapter 4, and Chapter 16	Chapters 3, 4, and 16 Reading Quiz; <b>UNIT A EXAM</b> (covering Ch. 1, 2, and 3)
3	1/30/22	Chapter 5 and Chapter 6	Chapters 5 and 6 Reading Quiz; Chapter 5 Hypothetical; <b>UNIT B EXAM</b> (covering Ch. 4, 16, 5, and 6)
4	2/6/22	Chapters 8 and 9	Chapters 8 and 9 Reading Quiz; Chapter 8 Hypothetical
5	2/13/22	Chapters 10 and 11	Chapters 10 and 11 Reading Quiz; <b>UNIT C EXAM</b> (covering Ch. 8, 9, 10, and 11)
6	2/20/22	Chapters 18 and 19	Chapters 18 and 19 Reading Quiz; <i><b>Case Analysis Assignment Due</b></i>
7	2/27/22	Chapters 17 and 24	Chapters 17 and 24 Reading Quiz; Chapter 24 Hypothetical
	<b>2/28/22</b>	<b>Final Exam opens at 12:01 AM</b>	
	<b>3/1/22</b>	<b>Final Exam closes at 12:00 PM</b>	

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In the event that a change to the above-listed schedule is necessary, students will be notified via a course announcement in Brightspace. Additionally, any changed information will also be updated on the course calendar in Brightspace. Regarding the above-referenced due dates, all assignments must be submitted by 11:59 PM on the specified due date.

### **Course Grading Information:**

Orientation Quiz	x	5%	=	_____
Chapter Quizzes	x	15%	=	_____
Case Analysis Assignment	x	20%	=	_____
Short Hypotheticals	x	20%	=	_____
Unit Exams	x	30%	=	_____
Comprehensive Final Exam	x	10%	=	_____
<b>Total</b>		<b>100%</b>	=	_____

90.000% – 100.000%	A
80.000% – 89.999%	B
70.000% – 79.999%	C
60.000% – 69.999%	D
0.000% – 59.999%	F

Please note that the “Adjusted Final Grade” from the course gradebook will be pulled into WebAdvisor. The grade scheme listed above determines the letter grade you will receive. The Adjusted Final Grade will appear as a “=1” should you receive an “Incomplete” for the course. Grades will be averaged based on work completed in accordance with the percentages listed above. All uncompleted work will receive a “zero (0)” for the assignment and be averaged accordingly.

*Syllabus Quiz – 5%*

A ten (10) question quiz regarding the terms and conditions of the Syllabus will appear on Brightspace during the first week of the course. In order to determine whether you are participating in the course by the time of the class census date, I require all students to complete the Syllabus Quiz until you earn a full one-hundred percent (100%). You can take the Syllabus Quiz as many times as needed, without any time limitations.

*Chapter Reading Quizzes – 15%*

For each chapter covered in this course, you will be responsible for completing a chapter quiz. You will have two (2) attempts to complete the quiz. The highest grade of your two (2) attempts will be recorded in the grade book. I will drop your lowest quiz score. If you have accommodations on file with MCC, those accommodations will be made accordingly on Brightspace (D2L).

*Case Analysis Assignment – 20%*

The major project of this course is the Case Analysis Assignment. This case involves fact patterns that your instructor or his firm has encountered in the business world. They are not clean-cut and simple like the hypotheticals presented in your textbook. The actual business world is never that simple. The case analysis in course primarily involves tort and agency law. In short, it is highly unlikely you will be successful if you complete these assignments within twenty-four (24) hours of the due date. It is highly advised that you understand the IRAC method and employ it in your answers to these assignments. More information regarding how to write using the IRAC method is given in the First Day Information module in Brightspace (D2L). The minimum requirements for the assignments are as follows:

- Word (.docx or .doc) file format ***[no other file formats will be accepted]***
- Century Schoolbook (or Cambria), 12 point font
- Double-spaced
- Clear and consistent usage of the IRAC method (if the prompt calls for it)

*Short Hypothetical Assignments – 20%*

In one chapter of each Unit, I will post a relevant hypothetical legal situation in which you must identify, analyze, and interpret the relevant questions presented. These hypotheticals require careful reading, analysis, and consolidation of the material, and an understanding of the IRAC method. More information regarding how to write using the IRAC method is given in the First Day Handout module in Brightspace (D2L). There are four (4) Short Hypothetical assignments for this course. The minimum requirements for the assignments are as follows:

- Word (.docx or .doc) file format ***[no other file formats will be accepted]***

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- Century Schoolbook (or Cambria), 12 point font
- Double-spaced
- Clear and consistent usage of the IRAC method (if the prompt calls for it)

### *Unit Exams – 30%*

Throughout the semester, you will be required to complete four (4) Unit exams that cover several chapters of material for each respective Unit. Each Unit Exam will be due at the end of its respective Unit closing date. The exam will consist of multiple-choice and true-false questions. You will have fifty (50) minutes with a two (2) minute grace period to complete each exam (essentially, one (1) minute per question). You will have two (2) attempts to complete Unit Exams. You cannot stop and restart any Unit Exam in this course. The highest grade of your two (2) attempts will be recorded in the gradebook. If you have accommodations on file with MCC, those accommodations will be made accordingly in Brightspace (D2L).

### *Comprehensive Final Exam – 10%*

The final exam in this course is comprehensive and is required to be taken by all students enrolled in this course. 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 one (1) attempt to complete the final exam in two hours (120 minutes) with a two (2) minute grace period. If you have accommodations on file with MCC, those accommodations will be made accordingly in Brightspace (D2L).

### **Late Work, Attendance, and Make Up Work Policies:**

Assignment due dates can be found in this syllabus, on Brightspace under “Syllabus/Schedule,” and associated with each and every assignment and exam on Brightspace. **All course work is due on or before the assigned date and time.**

Late work will not be accepted unless a student presents evidence of a significant extenuating circumstance. In short, students will not be allowed to make up missed assignments and/or exams **unless documentation is presented (documentation of a significant medical issue, family death, etc.)**. Depending on the nature of the circumstances, students will be allowed up to one additional week to complete the late work. Work submitted after this extended deadline will not be accepted, and no additional deadline extensions will be granted.



If you believe there is some factor or event that will hinder the completion of an exam on time, it is your sole responsibility as a student (and future business professional) to contact the instructor. The instructor will then make a determination as to whether the circumstances are significant enough to warrant a late submission of the exam.

In short, do not procrastinate in this course. This is not a self-paced course where everything is due at the end of the semester. The business world does not function this way and neither does this course.

### **Student Behavioral Expectations or Conduct Policy:**

#### *Attendance*

McLennan Community College's policy on attendance states that all students must be present for seventy-five percent (75%) or more of the course. For online courses, attendance is measured by completion of the course activities. Be advised that I will drop you from this course if you fail to:

- Complete the online orientation and the Syllabus Quiz by the due date; or
- Submit, timely, and completely, any two weeks worth of activities.

If you do not complete the online orientation and the Syllabus Quiz by the due date, I will drop you from this course with the notation of "never attended." You may withdraw from this course and request a grade of "W" by the student-initiated drop date, with the caveat that your voluntary withdrawal is not influenced and/or affected by the academic honesty and/or plagiarism policy listed below. **It is your responsibility to know the student-initiated drop date.** If you fail to adhere to the requirements of this policy, you will receive the grade you earned (for better or worse) at the end of the semester.

#### *Responsibilities*

As your *Instructor*, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived;
- Facilitate an effective learning environment through learner-centered instructional techniques;
- Provide a description of any special projects or assignments students of policies such as attendance, withdrawal, tardiness, and makeup work;
- Provide the course outline and class calendar, which will include a description of any special projects or assignments; and

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- Arrange to meet with individual students during office hours as required

As a *student*, it is your responsibility to:

- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with the Instructor;
- Read and comprehend the textbook;
- Complete the required assignments and exams on time;
- Promptly ask the Instructor for help when there is a question or problem;
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments;
- Attain a cumulative grade of at least 70% in this course; and
- Be aware of and comply with McLennan Community College's academic honesty policies

### *Professional Behavior*

As the study of business and law often involves discussing sensitive and often controversial subjects, I expect all students to adhere to an appropriate level of professionalism expected in the workplace and respect other students' views when responding to discussion boards. When communicating with the instructor via email or communication with other students via online discussions, please apply reasonable standards of professional etiquette. In short, please observe the following rules:

- Be an adult;
- Treat your fellow students as you wish to be treated;
- Treat your Instructor as you wish to be treated;
- Remember that we have an open, free-speech classroom, so views may vary; and
- Above all, be respectful.

### *Cheating and Plagiarism*

As a college student, it is your responsibility to understand and adhere to McLennan Community College's standards regarding cheating and plagiarism. In short, I will not tolerate cheating or plagiarism in any shape or form.

If you turn in work that is believed to be or found to be the product of cheating or plagiarism, will be given one (1) written warning for the first offense and a grade of zero (0) will be issued for the work in which the offense occurred.

For the second offense regarding cheating and/or plagiarizing, you will be automatically dropped from this course, given a grade of "NC" without the option to drop the course with a grade of

“W” and will be reported to MCC’s Conduct Officer for further investigation with the potential of academic suspension.

If you are unsure what constitutes plagiarism, I highly recommend you visit <https://www.plagiarism.org/article/what-is-plagiarism>

*Consent to Use of Plagiarism Monitoring Services*

In order to help students learn proper composition and communication skills and to promote academic honesty, this class will use the services provided by the following:

Turnitin (<https://turnitin.com>) and Grammarly (<https://grammarly.com>) – hereinafter, the “Services”

The above-listed URLs contain information regarding the capabilities, services, terms, conditions, and privacy policies of the Services. Your Instructor will use these Services to review any and all submitted assignments.

Students of this course affirmatively agree that by enrolling and participating in this course, all required documents for this course may be subject to submission to the Services for a plagiarism check, including but not limited to, Turnitin’s textual similarity review. All student-submitted assignments will be included as source documents for Turnitin’s reference database solely for the purpose of detecting plagiarism. Students further acknowledge that if the results of a plagiarism review by the Services indicate and support an allegation of academic dishonesty, the student’s work will be investigated and the student is subject to the Instructor’s Policy of Violations of Academic Integrity listed below and MCC’s policies on violations of Academic Integrity.

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

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

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

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## ACADEMIC RESOURCES/POLICIES

### **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. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

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](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It 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.

**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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**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 notified via 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.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.