



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

BUSINESS LAW

BUSI - 2301 – 001

KRISTY TURNER

NOTE: This is a 16-week course.

NOTE: This is a Face to Face 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:

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

Course Notes and Instructor Recommendations:

This is a college-level course requiring one to three or more hours of study time outside of the classroom. The course is reading intensive. Students will read assigned chapters in order to understand concepts presented and to aid in successful completion of coursework.

Cengage's *MindTap* learning platform will be a significant part of this course. The Instructor Plan and contact information, gradebook, assignments, and final exam will be available in Brightspace. Chapter PowerPoints will also be available in Brightspace.

Instructor Information:

Instructor Name: Kristy Turner

MCC E-mail: kturner@mcclennan.edu

Phone Number: 254-299-8261

Office Location: Classroom – BTB 220

Office Hours: Mondays 1:00 to 3:00 p.m. (Zoom)

Tuesdays 10:00 a.m. to 11:00 a.m. (BT 220) and

1:00 p.m. to 3:00 p.m. (BT 221) Turner Tuesdays

Thursdays 10:00 a.m. to 11:00 a.m. (Zoom)

Or by appointment for meetings outside of these times.

Communication Policy:

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

Required Text & Materials:

Title: Business Law Today (e-book)

Author: Rogers, LeRoy, and Miller

Edition: 13th

Publisher: Cengage

ISBN: 978-0-357-63522-3 *A digital version of your textbook is included with this course and is accessible via the course page in Brightspace – click on “Business Law eBook” within the Content tab. You will need to follow a registration process for the first time you access it. If you have any problems accessing the eBook, call Cengage customer service at 800-354-9706.

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

Methods of Teaching and Learning:

Lecture, discussions, projects, written reports/papers, exams and quizzes.

Course Objectives and/or Competencies:

Course objectives are listed on the first page of each chapter in the required text. We will cover all chapters of the text throughout the duration of the course. 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,
- Describe current law, rules, and regulations related to settling business disputes.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student’s financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Students enrolled in face-to-face courses are expected to attend class.

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The instructor will use a method of their choice for routine recording of student attendance. The official record for student attendance is Brightspace. Instructors must update the official record within 24 hours of a class meeting in the days prior to the census date. After the census date, instructors must update the official record within 48 hours of a class meeting.

If a student fails to appear for face-to-face sessions in the period prior to the census date, the instructor will drop the student for failure to attend even if they complete accessible assignments in Brightspace.

Past census date, for a student to remain in a face-to-face course, they must regularly attend class. If a student misses more than 25% of class meetings prior to the 60% point of the term, the instructor will withdraw the student from the course. If a student misses more than 25% of class meetings and the class is past the 60% point for the term, the instructor will NOT withdraw the student. The student is assigned the grade earned for the course.

If a student attends class meetings but does not complete assignments, they remain in the course and are awarded the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy.. <https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

Tardies

Students arriving 15 minutes after the start time are considered tardy. Three tardies will result in one absence. Leaving before class is dismissed is also an issue. Leaving three classes prior to the dismissal of class will also result in one absence. This class is a face-to-face course and you agreed to participate on the posted dates during the post times—you made a commitment, so honor it. Believe it or not, these disruptions do affect more than just you.

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Course Outline or Schedule:

This schedule is subject to change. Changes will be announced in the classroom as well as on Brightspace.

Course Schedule: (subject to change; see Brightspace announcements for any schedule changes)
Specific assignments are categorized into modules that may be found in the *Content* area of Brightspace. All assignments must be submitted by 11:59 PM on the specified due date.

Module	Due Date	MindTap Assignments
1	1/27	Read syllabus complete all work for Chapters 1-3
2	2/10	Complete all work for Chapters 4-7
3	2/24	Complete all work for Chapters 8-10
4	3/17	Complete all work for Chapters 11-13 and Mid-term Exam
5	3/31	Complete all work for Chapters 14-17
6	4/14	Complete all work for Chapters 18-20
7	4/28	Complete all work for Chapters 21-24
8	5/6	Complete all work for Chapter 25 and Final Exam

Course Grading Information:

The system of grading will be based on the following objective standards (no “curve” methods will be used):

Chapter assignments, quizzes, and case analysis	50%
Mid-term Exam (chapters 1-13)	20%
Final Exam (chapters 14-25)	20%
Participation (attendance)	10%
Total	100%

A=90-100

B=80-89

C=70-79

D=60-69

F=Below 60

All assignments must be completed on time. **No late work will be accepted! Do NOT ask!**

Notwithstanding anything to the contrary, because all assignments are considered necessary to your success in preparation for your career, it is within the instructor's discretion to require that all assignments be completed for you to receive a final grade in the course; if an assignment remains undone, the instructor may assign a final grade of "incomplete", which over time automatically changes to an "F" if the assignment remains uncompleted.

Penalties for Academic Integrity Violations

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction,

re-doing of assignments, and/or dismissal from the course with a grade of "F".

Examples of violations include, but are not limited to:

1. **Cheating:** Using unauthorized materials, information, or devices during an exam or assignment. This includes copying the work of another.
2. **Plagiarism:** Presenting another person's work, words, or ideas as your own without proper citation.
3. **Fabrication:** Falsifying data, research, or other academic information. This includes seeking excused absences/tardies under false pretenses.
4. **Unauthorized Collaboration:** Working with others on assignments that are intended to be completed individually.
5. **Facilitating Academic Dishonesty:** Helping or attempting to help another student commit an act of academic dishonesty.

Consequences for Academic Integrity Violations

Violations of academic integrity are serious offenses and will result in the following consequences:

1. **First Offense:**
 - Automatic grade of **zero** on the assignment or exam.
 - Incident reported to the college's academic integrity office.
2. **Second Offense:**
 - Automatic grade of **F** for the course.
 - Referral to the academic integrity office for further disciplinary action, which may include academic probation or suspension.
3. **Severe Offenses:**
 - In cases of egregious violations (e.g., using another person to complete coursework, hacking into college systems, or repeated violations), the student may be subject to **removal from the class** and referral to the dean.

Appeals Process

Students have the right to appeal decisions related to academic integrity violations by following the procedures outlined in the college's academic integrity policy.

By upholding academic integrity, we maintain a fair, honest, and professional learning environment for all students.

Late Work and Make Up Work Policies:

WORK NOT COMPLETED ON TIME WILL NOT BE ACCEPTED.

See Course Grading Information for more details.

Chapter Work

This course covers all 25 chapters of the textbook, with 3-4 chapters of coursework being due every two-week period.

You may notice that there are loads of questions for each chapter in MindTap. Most links only contain a couple of questions, so it is not as bad as it may look initially.

- In MindTap, each chapter's work starts with a single “**Why does _____ matter to me?**” question. You must answer this question to get points (This is graded on completion).
- Then you'll see a handful of “Learn It” links that contain two questions each.
- Then you'll see a “Quiz/Check my Understanding” link, which is a 10-question quiz.
- Then lastly, you'll see an “Apply It” link, which is a 5-question case analysis.

Mid-term Exam (100 points) & Comprehensive Final Exam (100 points)

The mid-term tests your knowledge over the first 13 chapters of your textbook, and the final exam tests your knowledge over the last 12 chapters. Both exams contain some being true/false and multiple choice questions. Even though both exams are open-book, you must study for these exams because you will NOT have time to look up every answer. Before exams, I suggest reviewing the chapter summaries, key terms, notes, and the PowerPoints. The MindTap website that you use to complete your chapter work, also has flashcards of key terms and allows you to highlight as you read through each chapter.

Dropped Grades and the Course Gradebook:

No grades are dropped in this course. This course is not difficult, but work will need to be completed outside of class.

Student Behavioral Expectations or Conduct Policy:

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

[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.

The instructor reserves the right to change course policies, deadlines, assignments, or exams at their discretion with the proper notice.

07/02/2024



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 Accommodations (Disability Services) 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

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

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

At our campus, we understand that students face numerous challenges beyond the classroom. That's why we offer Success Coaches who are dedicated to helping you succeed. Our coaches know that life can sometimes get in the way of your educational goals. Through personalized meetings, Success Coaches empower you to overcome obstacles, maximize your potential, and create a clear path to both academic and personal success. Our Success Coaches are ready to help you achieve your dreams! Schedule your appointment today by calling 254-299-8226 or emailing success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

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/scholarships-and-resources/emergencygrant.html>

MCC Academic Integrity Statement:

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is

authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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 for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

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.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email helpdesk@mclennan.edu.

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.