

|                                       |  |
|---------------------------------------|--|
| <b>Course</b>                         | <b>BUSN 5630 / NA / Business Law</b>   |
| <b>Term</b>                           | Fall 2, 2009 – Monday – 6:00 pm – 10:00 pm<br>10/19, 10/26, 11/2, 11/9, 11/16, 11/23, 11/30, 12/7, 12/14   |
| <b>Instructor</b>                     | Name: Maxie Broome<br>Phone: (904) 382-2434<br>Email: <a href="mailto:mbroomelaw@aol.com">mbroomelaw@aol.com</a>   |
| <b>Catalog Description</b>            | This course provides a basic understanding of laws that relate to business with emphasis on the law of contracts, negotiable instruments, secured transactions, business organization and structure, relationships among firms, and property. Case studies are analyzed in order to give the student an understanding of how these various laws have evolved.  |
| <b>Prerequisites</b>                  | None Required  |
| <b>Course Level Learning Outcomes</b> | <ul style="list-style-type: none"> <li>• Students know the terminology, concepts, and general legal principles that impact the business environment</li> <li>• Students have the ability to discuss legal issues in factual scenarios.</li> <li>• Students can apply legal concepts to resolve legal issues that arise in the business environment.</li> </ul>   |
| <b>Materials</b>                      | <p>Barnes, A.J.J., Richards, E.L. &amp; Dworkin, T.M. (2008). <b>Law for Business</b>. (10th Edition). ISBN# 9780073524931</p> <p style="text-align: center;"><b>To Order Textbooks go to the local North FL website <a href="http://www.webster.edu/jack">www.webster.edu/jack</a> and click on Order Textbooks to select a vendor</b></p> <p style="text-align: center;"><b>(Note: Textbooks must be ordered 2 weeks prior to class to ensure delivery)</b></p> <p><b>Supplemental Reading:</b></p> <ul style="list-style-type: none"> <li>• Materials will be provided. Students should scan newspapers, news and business magazines, etc. for topical items suitable for class discussion.</li> <li>• <b>Research Paper Guidelines and Sample Paper</b> – See website @ <a href="http://www.webster.edu/jack">www.webster.edu/jack</a> and click on the Student Resources category.</li> </ul> |

| <p><b>Grading</b></p>  | <table border="1" data-bbox="493 226 1435 642"> <thead> <tr> <th><b>Assignments</b></th> <th><b>Maximum Points</b></th> </tr> </thead> <tbody> <tr> <td>• Pre-Assignment including Passports<br/>Internet Proficiency</td> <td>15 Points</td> </tr> <tr> <td>• In-Class Written Assignment</td> <td>15 Points</td> </tr> <tr> <td>• Presentation of Chapters Assigned</td> <td>30 Points</td> </tr> <tr> <td>• Final Exam</td> <td>30 Points</td> </tr> <tr> <td>• Class Participation and Attendance</td> <td><u>10 Points</u></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>100 Points</b></td> </tr> </tbody> </table> <p>Letter grades will be assigned pursuant to the following scores based on the percent of the total possible points (weighted according to the scale above) that you earned in the course.</p> <table border="1" data-bbox="743 831 1192 1234"> <thead> <tr> <th>Percentage of Total Points</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>95%-100%</td> <td>A</td> </tr> <tr> <td>90%-94%</td> <td>A-</td> </tr> <tr> <td>88%-89%</td> <td>B+</td> </tr> <tr> <td>84%-87%</td> <td>B</td> </tr> <tr> <td>80%-83%</td> <td>B-</td> </tr> <tr> <td>70%-79%</td> <td>C</td> </tr> <tr> <td>Below 70%</td> <td>F</td> </tr> </tbody> </table> | <b>Assignments</b> | <b>Maximum Points</b> | • Pre-Assignment including Passports<br>Internet Proficiency | 15 Points | • In-Class Written Assignment | 15 Points | • Presentation of Chapters Assigned | 30 Points | • Final Exam | 30 Points | • Class Participation and Attendance | <u>10 Points</u> | <b>TOTAL</b> | <b>100 Points</b> | Percentage of Total Points | Grade | 95%-100% | A | 90%-94% | A- | 88%-89% | B+ | 84%-87% | B | 80%-83% | B- | 70%-79% | C | Below 70% | F |
|--|---|--------------------|-----------------------|--|-----------|-------------------------------|-----------|-------------------------------------|-----------|--------------|-----------|--------------------------------------|------------------|--------------|-------------------|----------------------------|-------|----------|---|---------|----|---------|----|---------|---|---------|----|---------|---|-----------|---|
| <b>Assignments</b>   | <b>Maximum Points</b>   |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| • Pre-Assignment including Passports<br>Internet Proficiency | 15 Points   |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| • In-Class Written Assignment                                | 15 Points   |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| • Presentation of Chapters Assigned                          | 30 Points   |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| • Final Exam   | 30 Points   |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| • Class Participation and Attendance                         | <u>10 Points</u>  |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| <b>TOTAL</b>   | <b>100 Points</b>   |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| Percentage of Total Points                                   | Grade   |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| 95%-100%   | A   |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| 90%-94%  | A-  |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| 88%-89%  | B+  |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| 84%-87%  | B   |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| 80%-83%  | B-  |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| 70%-79%  | C   |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| Below 70%  | F   |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |
| <p><b>Activities</b></p>                                     | <p><b>The Following Applies To All Submitted Assignments Not Completed In Class:</b></p> <ul style="list-style-type: none"> <li>• All papers must be typed in APA format, 12-pt font, and 1-inch margins.</li> <li>• Grammatical and spelling errors will result in scoring penalties.</li> </ul> <p><b>Pre-Assignments:</b></p> <ul style="list-style-type: none"> <li>• 2-page paper, incorporating 5 glossary terms and 5 Passports reference citations.</li> <li>• Present 5 to 10 minute oral summary.</li> <li>• Pre-assignment must be completed prior to first class, turned in and presented during Session 1 session.</li> </ul> <p><b>In-Class Written Assignment:</b></p> <ul style="list-style-type: none"> <li>• At least 1 page, but no more than 2 page handwritten synopsis of in-class video applying appropriate legal/ethical concepts.</li> <li>• 45 minutes allowed for completion in-class immediately following</li> </ul>  |                    |                       |  |           |                               |           |                                     |           |              |           |                                      |                  |              |                   |                            |       |          |   |         |    |         |    |         |   |         |    |         |   |           |   |

video viewing. To be turned in immediately upon completion.

- Grammatical and spelling errors will result in scoring penalties.

**Presentation of Chapters Assigned:**

- Grade based on advance preparation, content development, relevance of chapters, delivery and presentation style.
- Suggest use of PowerPoint, Audio Visual Aids and/or Charts and Graphs.
- Concise outline of presentation to be distributed to instructor and all class members.
- Grading parameters for presentation of chapters assigned shall be 10% for the group and 20% for the individual.

**Final Exam:**

- Take home, open book, notes and use of research information. To be distributed in advance of the last class session, and to be collected, at the final class session, for grading.
- 10 short answer essay questions requiring appropriate legal analysis.
- Each question is worth 10 points maximum for complete concise analysis.
- Each answer should be no more than 1 page in length typed.
- Grammatical and spelling errors will result in scoring penalties.

**Class Participation and Attendance:**

- Students are expected to attend all class sessions of every course for the full 36 contact hours. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. **PLEASE BE ADVISED:** Students who do not attend the first class session, who have not made prior arrangements with the instructor for being absent, will be dropped from their courses.
- Attendance the last day of class is mandatory to ensure that all work is completed and to be awarded a passing grade. An Incomplete will not be acceptable without documental proof (Death Notice, Doctor's Letter, etc.) as to absence relating to non-completion of class work. These must be faxed 904-262-1459 or dropped off to Webster University by the Monday after the term ends.
- Participants are expected to arrive on time and be actively involved in the learning experience. Each student should desire to learn, participate, and proactively contribute to the learning of others during

|  |  |
|--|--|
|  | <p>each discussion and exercise.</p> <ul style="list-style-type: none"><li>• Students are to participate in classroom discussions. The discussions are an opportunity for students to reveal their understanding of the assignments made for the current and previous classes.</li><li>• Assignments are given to prepare the student to participate in class discussions; therefore, it is imperative that reading assignments and associated questions for discussion be completed prior to class.</li><li>• A maximum of 10 points will be awarded based on the level and quality of participation and preparation.</li><li>• Failure to turn in an assignment within one week will result in a grade of "0" for that assignment. In addition, failure to submit an assignment will lower the final grade by an additional two points.</li><li>• All assignments are due as detailed in the Course Schedule.</li><li>• Late assignments will be accepted, if they are turned in <i>no later</i> than one week later, but will be penalized one letter grade. Furthermore, late assignments will lower the student's final grade by an additional one point</li><li>• Late assignments will not be accepted for the final assignments the last week of the course to allow timely completion and grades to be submitted.</li><li>• <b>Late submissions will warrant a 50% deduction per week without exception. If the student is unable to attend class, arrangements must be made with the instructor to submit assignments prior to the class period.</b></li></ul> |
|--|--|

|  |   |
|--|---|
| <p><b>Policy Statements:<br/>University Policies</b></p> | <p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><b>Academic Honesty</b></p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b>Drops and Withdrawals</b></p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><b>Special Services</b></p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b>Disturbances</b></p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p><b>Student Assignments Retained</b></p> <p>From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> |
|--|---|

|                               |  |
|-------------------------------|--|
|                               | <p><b>Contact Hours for this Course</b></p> <p>It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>  |
| <p><b>Course Policies</b></p> | <p>To receive the full allocation of points for class participation, you must both be present and engaged. Therefore attendance is required. Excusable absences that result in a letter grade difference for the course should be discussed with the instructor.</p> <p><b>Make-Up Requirements</b></p> <ul style="list-style-type: none"> <li>• For each class hour missed, a one (1) page, double-spaced, typed paper, with one (1) reference will be submitted by the end of the term. The instructor will assign the topic. A four (4) hour class will require four (4) pages supported with (4) references from popular or academic press.</li> <li>• This paper will be graded and incorporated in the class participation grade. If the make-up work is not submitted, the student's final grade will be reduced one (1) letter grade.</li> <li>• Students are responsible for any class material presented during their absence, and any assignments due should be submitted prior to the absence, if possible.</li> </ul> |

|                               |                         |  |
|-------------------------------|-------------------------|--|
| <p><b>Weekly Schedule</b></p> | <p><b>Session 1</b></p> | <p><b>Pre-Assignments for Session 1:</b></p> <ul style="list-style-type: none"> <li>• Student is to write a two-page paper on the definition of law, incorporating therein five appropriate terms from the text glossary. Using sources obtained from the Webster Passports databases, this paper will discuss legal and ethical issues involved in the use of law.</li> <li>• The paper should be formally prepared using APA format and contain the appropriate citation and research documentation.</li> <li>• The paper should be no more than two pages in length (double-spaced) plus a cover sheet and bibliography. <b><u>The paper must include at least five documented references obtained from the Webster Passports System.</u></b></li> <li>• The paper will be turned in during the first class period.</li> <li>• Each student will present a 5 to 10 minute informal oral summary of his or her paper to the class during Session 1.</li> <li>• This paper will be collected at the beginning of the first class.</li> </ul> <p><b>THEME: Introduction to Course</b></p> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>• Introductions and discussion of administrative details of course; overview of course; expectations from instructor; through review of syllabus; and division of class for self-assigned chapter briefs/presentations.</li> <li>• Presentation of pre-assignments, which will be turned-in for grading</li> </ul> <p><b>Assignments for Session 2:</b></p> <ul style="list-style-type: none"> <li>• Read; and be prepared to discuss, Chapters 1, 2, 3, 4, and 5, respectively covering Law, Legal Reasoning, and the Legal Profession; Dispute Settlement; Business Ethics and Corporate Social responsibility; Business and the Constitution; and Crimes.</li> </ul> |
|-------------------------------|-------------------------|--|







|                                      |  |
|--------------------------------------|--|
| <p><b>Additional Information</b></p> | <p><b>Determination of Grades is Based on the Following Criteria:</b></p> <p><u>Minimum Requirements:</u><br/> Products (papers, case studies, projects) must be on time, in the correct format, corrected for spelling and grammar, appropriate materials included and referenced to-the-point and on topic and conclusions must be supported.</p> <p>Examinations must be complete, accurate, neat, evidence clear thought, and exhibit concise and to-the-point responses.</p> <p>Behavior in class discussions and group activities should be responsible, should exhibit open communication, be constructive, and helpful.</p> <p><u>Mastery Level (Grade of “B”): <i>Professional Achievement</i></u><br/> Products must meet the requirements stated above for minimum requirements and additionally meet professional criteria. For example, documentation should be included to support research papers, the APA format should be used consistently throughout the paper, and substantially more than the minimum number of references should be included. Presentations should be logical, organized, and comprehensive. Examinations should be organized, in depth, comprehensive, logical and complete, and evidence thorough understanding of the subject /topic through application of principles. Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion.</p> <p><u>Mastery Level Plus (Grade of “A”): <i>Creative Achievement</i></u><br/> Products must meet all requirements stated above and additionally meet creative criteria. These criteria include unique topic or subject selection, synthesis of ideas, evaluation of subject matter and positions found in the literature, be creative in approach, establish new relationships with ideas and provide new insights.</p> <p>Examination responses indicate insightfulness of understanding, a synthesis of information and unique ideas, and rationale for application of principles following careful analysis.</p> <p>Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion.</p> <p>The grade of “A” represents the best work of students, accomplished in a unique and professional manner.</p> <p><b>Note:</b><br/> To achieve the objectives of this course, this syllabus may be revised at the discretion of the instructor without prior notification or consent of the students.</p> |
|--------------------------------------|--|

Reviewed by: *J. Ewing*

Job Title: Faculty Coordinator

Date: 08/29/09

Revised 8/22/07