



**BUSI 3324.783**  
**Business & the Law**  
Summer 2020 7W1

Instructor Information

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OFFICE HOURS: By appointment.

This course is a Web Course and is conducted within Canvas at <http://utpb.instructure.com>.

Academic Coach Information

Stacy Baran

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Stacy Baran will be assisting in the administration of this course.

Course Description

**Course Catalog Description:** Business Law provides an overview of general legal concepts and a study of the relationship between business and the law. The goal of this course is to gain a basic understanding of the legal basis upon which our society operates, to understand role of the law in that society and to be able to recognize business situations within the framework of legal analysis. It is a job for the lawyer to solve legal dilemmas, nonetheless, all individuals should be able to recognize potential legal and ethical issues within their career. You will gain a basic vocabulary of legal terminology and concepts. General topics include: (i) Nature and Sources of Law, (ii) Contracts, (iii) Torts and Crimes, (iv) Corporate Formation, Structure and Agency, (v) Financing, Liens, & Negotiable Instruments, and (vi) Property.

Course Goals:

- (1) understand the function that law serves in modern society
- (2) be able to analyze business situations and recognize the myriad of potential legal and ethical issues involved
- (3) be able to identify legal issues that should be referred to legal counsel
- (4) have developed a basic vocabulary of legal terminology associated with the major areas of the law that affect business
- (5) recognize the various sources of law and know which laws are relevant to a particular business situation

**Prerequisites:** Undergraduate in good standing; no other course prerequisites.

**Required Materials:** Business Law with UCC Applications 15e, Gordon W. Brown & Paul A. Sukys, McGraw-Hill. ISBN (student edition): 9781259998164 or 9781260471373.

All enrolled students are required to acquire the correct edition of the book. The book can be purchased in hard copy or electronic version. No additional materials are need such as a game key, video access library, etc.

**Recommended Materials:** Supplemental readings, videotapes, software, etc. will all be provided within Canvas. All supplemental material will be from periodicals or web based.

**UTPB Academic Calendar:** <https://www.utpb.edu/calendar/academic-calendar.pdf>

Course Overview

**Modules:** 7  
**Assignments:** 4  
**Project:** 1  
**Quizzes:** 5 (by core concept)  
**Exams:** 1 (comprehensive)

Week / Module	Topic	Assignments	Additional Notes
1 – Source of Law	-Introduction to the course and each other -Nature & Sources of Law -Judicial Process	<ol style="list-style-type: none"> <li>1. Review the Course Syllabus.</li> <li>2. Submit your “Student Information” discussion post.</li> <li>3. Read Chapters 1,2, and 3 in your textbook.</li> <li>4. Join me live or review the recorded synchronous session with me on Wednesday, 6:00pm to 7:00pm central time.</li> <li>5. Complete Syllabus Quiz by 11:59 p.m. Sunday.</li> <li>6. Complete Quiz 1 by 11:59 p.m. Sunday.</li> <li>7. Complete Assignment 1: Rule of Law by 11:59 p.m. Sunday.</li> </ol>	<p>Log into the discussion forum to introduce yourself and meet your classmates!</p> <p>You have a semester project due in Week 5.</p>
2 – Business	-Business Entities -Corporate Formation &	<ol style="list-style-type: none"> <li>1. Read Chapters 25, 26, 27, and 22 in that order, in your textbook</li> </ol>	<p>The reading in this module takes the greatest time commitment, but it is</p>

<b>Entities</b>	Dissolution -Agency	<ol style="list-style-type: none"> <li>2. Review lecture notes.</li> <li>3. Complete Quiz 2 by 11:59pm on Sunday.</li> <li>4. Complete required participation in the Discussion Forum by 11:59 p.m. on Sunday (first post by Wednesday) (Assignment 2).</li> </ol>	<p>important and forms the basis of your project. It is also likely the most relevant to your career.</p> <p>Start thinking about what entity you should use for your project.</p>
<b>3 – Contracts</b>	-The Essential Elements of a Contract -Entering and Enforcing Contracts	<ol style="list-style-type: none"> <li>1. Read Chapters 7, 8, 9, 10, 11, 12 in your textbook.</li> <li>2. Join me live or review the recorded synchronous session with me on Wednesday, 6:00pm to 7:00pm central time.</li> <li>3. Complete Assignment 3 – Contract Exercises by 11:59 p.m. on Sunday.</li> <li>4. Optional Enrichment: Practice Quiz.</li> <li>5. Elect your semester project scenario by 11:59pm Sunday.</li> </ol>	
<b>4 – Torts &amp; Criminal Law</b>	-Business Torts -Criminal Law	<ol style="list-style-type: none"> <li>1. Read Chapters 5 and 6 in your textbook.</li> <li>2. Review lecture notes.</li> <li>3. Complete Quiz 3 by 11:59 p.m. on Sunday.</li> <li>4. Complete Assignment 4 – Criminal Law Assignment by 11:59 p.m. on Sunday.</li> <li>5. Optional Enrichment: Torts Quiz</li> <li>6. Schedule your presentation time with the professor!</li> </ol>	This module has a short reading assignment. Use this time to work on your project.
<b>5- Commercial Law</b>	-Financing, Liens & Negotiable Instruments -UCC -Mortgages	<ol style="list-style-type: none"> <li>1. Read Chapters 16, 17, 18, and 20 in your textbook.</li> <li>2. Review lecture notes.</li> <li>3. Take your Quiz 4 By 11:59 p.m. Sunday</li> <li>4. Semester project due by 11:59pm Sunday.</li> <li>5. Present your presentation to the professor.</li> </ol>	It's show time!
<b>6 – Property</b>	-Property Law	<ol style="list-style-type: none"> <li>1. Read Chapters 29, 20, and 31 in your textbook.</li> </ol>	You're not done yet. You'll show off your presentation to others and

<b>Law</b>		<ol style="list-style-type: none"> <li>2. Review lecture notes.</li> <li>3. Optional Enrichment: Quiz</li> <li>4. Present your presentation to the professor.</li> <li>5. Review assigned semester projects and submit critiques by 11:59pm Sunday. At same time, vote for your favorite presentation.</li> <li>6. If worked in a group, grading feedback due by 11:59 Sunday.</li> </ol>	provide feedback on others' presentations
<b>7- Last Week</b>	-Final Exam	<ol style="list-style-type: none"> <li>1. Take your final exam by Friday, 3pm! Note: You must be finished with the exam by 3pm or the system will shut you out.</li> </ol>	Almost done with the term!

*NOTE: The due dates and times for the activities will adhere to the Central Time Zone.*

**Grading:**

<u>Course Activity</u>	<u>Percentage of Total Grade</u>
<b>Assignments &amp; Discussion Posts</b>	<b>25%</b>
<b>Quizzes</b>	<b>15%</b>
<b>Final Exam</b>	<b>30%</b>
<b>Group Project</b>	<b>30%</b>
Project Score (80% of 30% or 24% of Total Grade)	
Critiques of Other Group Projects (20% of 30% or 3% of Total Grade)	
<b>Total:</b>	<b>100%</b>

**Grading Scale:**

90+	A
80 to 89	B
70 to 79	C
60 to 69	D
Less than 59	F

**Communication, Grading & Feedback:** Contact by email with responses usually within 24 hours. Please do not call me before 8:30 a.m. after 9:30 p.m. any day of the week. I am generally very available to speak with students.

All the course activities will be graded one week after the set due date. The class will be graded on an absolute scale, although outstanding participation and other bonus point opportunities may be available for those students within a point or two of the next letter grade up. If there is any

discrepancy in the grade, you must contact me immediately. I will provide individual feedback or a general feedback in the performance of the course activity. Individual feedback on performance will be given upon request or in the form of grading notes.

**Time Management:** A student should expect to spend three hours on preparation and learning assignments for every semester credit hour. If a class is a 3-semester credit hour class, it is expected that a student should spend about 9 hours out of class on assignments in addition to 3 hours of in-class time for a total of about 12 hours per week to obtain an "A" in a class. It is important to develop a Time Management Plan to be successful. In an seven-week "short course", such as this, please plan on additional time. Since this is an online course, the assignments and in class work are one in the same. I would expect your readings, assignments and review of Canvas materials, announcements and discussion boards to require a minimum of 10-12 hours of time per week to ss the course; at least 15-18 hours for an "A" in the class. You cannot log on to Canvas on the last day of each module and expect to complete all your assignments within a two or three-hour window on that day. Your work product will suffer, and so will your grade.

#### Policies

1. **Discussion Board:** Discussion Board is primarily for discussing course related topics and issues. Best practices are:
  - a. Read all message postings in online discussion.
  - b. Respond to the question directly, and early enough in the module for others to read and respond to your post.
  - c. Reply to minimum of two other student posts.
  - d. Use a person's name in the body of your message when you reply to their message.
  - e. Avoid postings that are limited to 'I agree' or 'great idea', etc.
  - f. You cannot make all of your discussion board posts within the same day, and certainly not within the same hour. You must spread your posts out over the course of the week.
  - g. Ensure responses to questions are meaningful, reflective.
  - h. Support statements with concepts from course readings, refer to personal experience, examples.
  - i. Follow **Rules of Behavior**.
2. **Rules of Behavior:** Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:
  - Do not post anything too personal.
  - Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
  - Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
  - Be courteous and respectful to other people on the list
  - Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.

- Use line breaks and paragraphs in long responses.
  - Write your full name at the end of the posting.
  - Be careful with sarcasm and subtle humor; one person's joke is another person's insult.
3. *If you have read this far, you are in luck! Follow these instructions exactly. Find a picture of a cute dog (it can be your dog or you can Google cute dog pictures). Find “Special Assignment” under the assignment tab, and attach a picture of the dog. Include “This is a cute dog!” with your submission. If you do this, you will get 5 bonus points on a quiz or assignment (my choice). This must be done by Sunday, 11:59pm of Week 1.*
4. **Make-Up/Late Submission Policy:** All course activities must be submitted before or on set due dates and times. If the student is unable to abide by the due dates and times, it is her/his responsibility to contact the instructor immediately. Make-up or late submission is not available for the Discussion Boards. The instructor reserves the right to deny any student the opportunity to complete a make-up or submit late work if the student’s participation in the course prior to the request has been less than stellar. This is a huge amount on information in a short course timeline. It will be very difficult to timely make-up work and keep up with the pace of the course.

**NOTE: The due dates and times for the activities will adhere to the USA Central Time Zone.**

5. **Academic Dishonesty/Plagiarism/Cheating:** The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an “F” for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the university’s handbook at: <http://ss.utpb.edu/dean-of-students/scholastic-dishonesty/>

**Academic dishonesty** includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

**Plagiarism** includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression

and media, and presenting that material as one's own academic work being offered for credit.

6. **Attendance and Class Participation:** Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise.
7. **Tracking:** The learning management systems have a tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.
8. **Absenteeism:** All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.
9. **Course Incomplete/Withdrawal/Grade Appeal:** All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates. Find information and dates regarding drops and withdrawals at <http://www.utpb.edu/services/academic-affairs/office-of-the-registrar/adds-drops>

For grade appeal process go to <http://www.utpb.edu/campus-life/dean-of-students/grievances>.

10. **Accommodation for Students with Disabilities:** Americans with Disabilities Act: Students with disabilities that are admitted to The University of Texas of the Permian Basin may request reasonable accommodations and classroom modifications as addressed under Section 504/ADA regulations. The definition of a disability for purposes of ADA is that she or he (1) has a physical or mental impairment that substantively limits a major life activity, (2) has a record of such an impairment or, (3) is regarded as having such an impairment.

Students who have provided all documentation and are eligible for services will be advised of their rights regarding academic accommodations and responsibilities. The University is not obligated to pay for diagnosis or evaluations nor is it obligated to pay for personal services or auxiliary aids. Students needing assistance because of a disability must contact Testing Services & Academic Accommodations Department, 432-552-2630, Leticia Madrid, madrid\_1@utpb.edu, no later than 30 days prior to the start of the semester.

## **Computer Skills, Technical & Software Requirements**

You will need to become familiar with the Canvas online learning environment and have reasonable word processing skills (specifically, Microsoft Office will be utilized). You will also be expected to complete internet research and net surfing

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to Student Services below or visit: <http://www.utpb.edu/services/ird/information-on-computer-accounts-email/office-365>

To obtain software licensing and media for selected Microsoft titles at very low cost through a software agreement visit: <http://www.utpb.edu/services/ird/information-for-students/software-distribution/microsoft-select>.

**Computer Technical Requirements:** Information at <http://www.utpb.edu/online/reach/technical-requirements> and generally outlined above.

## **Online Student Authentication**

UTPB requires that each student who registers for a distance course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies student authentication by presentation of approved photo ID as follows: students are required to submit a picture of themselves and a picture of an approved photo ID as a required assignment at the start of the course. Additionally, students are requested and encouraged through the use of bonus point(s) to have a picture associated with their online profile. Approved photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD; dual credit and early college high school students use school district identifications.

## **Using LockDown Browser & Respondus Monitor for Online Exams**

You are not permitted to use any materials during exams and quizzes other than your textbook and written notes. Use of electronic versions of the textbook during quizzes and exams is prohibited as well. This course does not at this time require the use of LockDown Browser or Respondus Monitor for online exams, but the instructor reserves the right to add this requirement at any point during the course and students will be required to comply with such additional requirement. If so required, you may learn more about these programs by watching this short video (<http://www.respondus.com/products/lockdown-browser/student-movie.shtml>) to get a basic understanding of LockDown Browser and Respondus Monitor. You may download and install LockDown Browser from this link: <http://www.respondus.com/lockdown/download.php?id=841715130> To take an online test, open LockDown Browser which opens Canvas and navigate to the exam.



When taking an online quiz or exam, follow these guidelines:

- Setup web cam (for exams using Respondus Monitor).
- Ensure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all nonpermitted external materials — books, papers, other computers, or devices other than your hard copy textbook and paper copies of your notes.
- Remain at your desk or workstation for the duration of the test.
- If using LockDown Browser, it will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

### **Preparation for Emergencies**

**Computer Crash:** Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

**Complete Loss of Contact:** If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to immediately call or text the instructor, and leave message regarding connectivity loss and contact information.

**Lost/Corrupt/Missing Files:** You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, you may be required to resubmit the files.

### **End-of-Course Evaluation & Instructor Evaluation**

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

### **Student Support Services**

SERVICE	CONTACT
ADA Accommodation/Support	Testing Services & Academic Accommodations Department (432) 552-2630 <a href="http://www.utpb.edu/academics/undergraduate-success/TSAAD">http://www.utpb.edu/academics/undergraduate-success/TSAAD</a>

Advising	UTPB E-Advisor at <a href="http://cas.utpb.edu/academic-advising-center/e-advisor/">http://cas.utpb.edu/academic-advising-center/e-advisor/</a>
Bookstore	(432) 552-0220 <a href="http://www.bkstr.com/texas-permianbasinstore/home">http://www.bkstr.com/texas-permianbasinstore/home</a>
Email, Outlook 365, my.utpb.edu	Information Resources Service <a href="http://www.utpb.edu/services/ird">http://www.utpb.edu/services/ird</a>
Financial Aid and Scholarship	(432) 552-2620 <a href="http://www.utpb.edu/campus-life/financial-aid">http://www.utpb.edu/campus-life/financial-aid</a>
Library	(432) 552-2370 The J. Conrad Dunagan Library Online at <a href="http://library.utpb.edu/">http://library.utpb.edu/</a>
Registrar	(432) 552-2635 <a href="http://www.utpb.edu/services/academic-affairs/office-of-the-registrar">http://www.utpb.edu/services/academic-affairs/office-of-the-registrar</a>
Student Services	<a href="http://www.utpb.edu/campus-life/studentactivities/student-senate/committees/student-affairs">http://www.utpb.edu/campus-life/studentactivities/student-senate/committees/student-affairs</a>
Technical Support	Canvas 1-866-437-0867 <a href="https://guides.instructure.com/">https://guides.instructure.com/</a>
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course). Student Success Center: <a href="http://www.utpb.edu/academics/undergraduate-success/success-center">http://www.utpb.edu/academics/undergraduate-success/success-center</a>

### Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

### Copyright Statement

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