

MNGT 6301.783

LEGAL ENVIRONMENT OF BUSINESS

Syllabus



Basic Information

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

Course Description

Course Catalog Description: This course provides a foundation in the fundamental legal principals affecting business and commerce through the study of the relationship between business and basic legal principles from the perspective of the new business owner. Prerequisite: Completion of the core of the MBA program or permission of instructor.

Measurable Learning Outcomes: By the end of the course, you will recognize and be able to identify common legal concepts encountered in the business environment, you will have obtained a working mastery of common legal vocabulary, and you will have acquired the basic management skills and tools to address legal issues facing business owners and managers. We will cover the following general topics: structuring business entities, capital funding, employment law, contracts, creditor rights, intellectual property laws, public offerings, and mitigating risks.

Prerequisites: Graduate standing

Recommended Materials: Supplemental readings, videotapes, software, etc. will all be provided within Canvas.

Materials

Required Materials: The Entrepreneur's Guide to Business Law, 5th Edition (ISBN-10: 1285428498 ISBN-13: 9781285428499), Constance E. Bagley and Craig E. Dauchy, South-Western, 2012. The book can be purchased in hard copy or electronic version. (4th Edition acceptable, but the page numbers will be slightly off).

Recommended Materials: No additional materials are need such as a game key, video access library, etc. All case studies will be provided within the course materials.

Other materials: All instruction will be online using Canvas. Students must have a working knowledge of the Canvas program, access to PowerPoint and Word and familiarity with same, access to the internet with a reliable connection and updated web browser with appropriate security settings to enable the student to upload, download and view video content. All supplemental material will be from periodicals or web based. Websites and links will be provided in the applicable course module. Students are responsible for making sure they are able to view all content.

Important Academic Dates

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

Course Overview

This course provides a broad introduction to the legal environment that both business owners and managers will encounter. First, the student will gain a working vocabulary of legal terms commonly encountered in the business environment. Second, we will walk through the entrepreneur's journey in structuring, funding and operating a new business. Topics include: organizing a new venture and structuring ownership; raising capital; understanding basic contract concepts; employment related issues; and winding up the entrepreneurial business model, either by merger, sale or bankruptcy and reorganization.

Readings: 8 (lessons/modules)
Quizzes: 4 (by core concept)
Exams: 1 (comprehensive)
Presentations/Projects: 1 (comprehensive)
Discussion Topics: 3 (mandatory/graded)

Grading:

Course Activity	Points
Quiz 1: 25 questions; 60 mins; Covers Part 1	10
Quiz 2: 25 questions; 60 mins; Covers Part 2	10
Quiz 3: 10 questions; 40 mins; Covers Part 3	10
Quiz 4: 18 questions; 50 mins; Covers Part 4 L1&2	10
Discussion board 1	5
Discussion board 2	5
Discussion board 3	5
Project - details provided in modules	20
Final Exam: 53 questions; 90 mins; All Modules	25
Total	100

Grading Scale:

Grade Range	Letter Grade
90 and above	A
80 to 89	B
70 to 79	C
60 to 69	D
Less than 59	F

Communication, Grading & Feedback: All UTPB students are provided with email accounts through the university server. Every student must use the university email for student-instructor interaction. For general questions, I prefer a post to the Q&A Discussion Board so all students can benefit. If the question is exam or quiz related and the deadline has not passed, please hold your question until such time. I try to check the discussion boards daily, but sometimes I get busy and it is not until office hours. You are always welcome to email or text me directly if you need a faster response. Please use my email address above. Also, please note that if you email me through Canvas instead of originating an email through your email program, there may be a much greater delay in receipt and response time. If you email or text me directly, please expect a response within 24 business hours, although often it is much faster. If you have not heard from me in 48 hours, ping me again by a different method in case you were spam filtered or lost in cyber space. I will strive to grade all the course activities 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 upon request.

When taking an online exam, follow these guidelines:

- Ensure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- You may use books, papers, notes, etc. during your exams and quizzes. They are all open book. You may not use other computers, ipads, cell phones, other devices or the buddy system. You should not access the internet to "Google" a question.
- Remain at your desk or workstation for the duration of the test.

Time Management: The course is divided into four parts, with each part covering a core concept of the class. The core concepts are further broken down into 8 modules, estimated one per week, to assist with budgeting your time to complete this course. Please note that some modules may be worked out of order and some must be completed to unlock the subsequent modules.

For each Module, you should read the textbook section first, and then review notes, lectures or PowerPoint lessons provided. Then please complete any linked or supplemental information. Next, complete the project task. Lastly, you will have either a discussion link or quiz; complete this step.

To complete discussion requirements, you should log into the "Discussion Tool" through Canvas and post answers to the discussion question (specific to the module) posted by the instructor. You must also read other students' posts and respond to two other students' responses.

All assignments, including discussion posts and project tasks, must be made by the date on the schedule to receive credit. Please note that the discussion posts have a 1st post date requirement that is earlier than the final post due date.

A student should expect to spend four hours on preparation and learning assignments for every semester credit hour for an online graduate course. Thus, in this 3-semester credit hour class, it is expected that a student should spend 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.

Schedule

PLEASE CHECK CANVAS FOR THE MOST UP TO DATE DATES; THIS SCHEDULE IS PRELIMINARY

Topic	Week / Module	Core Concepts	Learning Objectives	Assignments
Part 1 – Legal Dimensions of Business	Part 1 – Lesson 1 (Module 1) Structuring the Business; Entity formation (Aim to be completed by end of first week)	<ul style="list-style-type: none"> - Introduction to the course and each other - Business Entities - Corporate Formation - Corporate Governance 	Module 1: Structuring the Business; Entity formation Review and selecting business entity. Learn the advantages and disadvantages of entity types such as C-corp, S-corp, partnership, limited liability company. Become familiar with initial business concerns such as choosing/protecting name, local licenses, employee stock options, shareholder voting agreements.	<ol style="list-style-type: none"> 1. Review the Course Syllabus. 2. Submit your "Student Information" Discussion Board Post. 3. Read: Chapter 4 (pps 55-76; Putting it into Practice pg. 76; Chapter 5 (pps 79-109, stop at "Vesting"); Putting it into Practice pg. 122. 4. Review: PowerPoint Highlights on Entity Choice 5. Watch Video: https://youtu.be/1H6qE7eyLWk <p>Project Task: Form a Corporation: Select C-Corp or S-Corp status, Secure a Name, Draft Certificate of Formation, Get an EIN. You must submit each part of this project task before unlocking Part 2 of the course.</p>
	Part 1 – Lesson 2 (Module 2) Funding the Business; Capital considerations (Quiz must be taken by the date posted; Aim to complete all by end of week 2)	<ul style="list-style-type: none"> - Sources of Funds - Securities Regulation - Issuing Stock in Exchange for Venture Capital Financing 	Module 2: Financing the Business Become familiar with the types of seed funding to raise startup capital. Learn to draft simple business plans with a concise executive summary, attractive opportunity both financially and presentation wise, well organized, and identifies market objectives.	<ol style="list-style-type: none"> 1. Read: Chapter 7 (all) and Chapter 13 (pps 454-484 only) 2. Take Quiz #1 over Part 1, Lessons 1 & 2; 25 questions, 10 pts, 60 mins to take <p>Project Task: Select an audience for financing your venture. Prepare a PowerPoint presentation consisting of a detailed outline of your business plan targeted towards such audience. Be clear on the securities being offered, the amount of proceeds sought and the use of those funds. Outline the protections being offered to the potential investor group. Submit the PowerPoint for your corporation. Limit of 10 slides. You must submit this project task before unlocking Part 3 of the course.</p>
Part 2 – Capturing Value Assets	Part 2 – Lesson 1 (Module 3) Intellectual Property (Aim to complete all assignments by end of week 3)	<ul style="list-style-type: none"> - Copyrights - Patents - Trademarks - Trade Secrets 	Module 3: Intellectual Property Understand the importance of defending intellectual property rights such as copyrights, patents, trademark, domain names, etc.	<ol style="list-style-type: none"> 1. Read: Chapter 14 (all) 2. Watch the Video: http://www.uspto.gov/trademarks-getting-started/trademark-basics/trademark-patent-or-copyright 3. Review: PowerPoint Highlights on Intellectual Property 4. Case Study: The Milano Cookie takes on Trader Joe's 5. Complete Graded Discussion Forum on the Case Study (1st post responding to my questions must be made prior to deadline; check Canvas course for specific dates) <p>Project Task: Continue Working on Business Plan Presentation</p>
	Part 2 – Lesson 2 (Module 4)	<ul style="list-style-type: none"> - The Essential Elements of a 	Module 4: Contracts Understand the minimum	<ol style="list-style-type: none"> 1. Read: Chapters 9 & 10 (all) 2. Review: PowerPoint Elements of a Valid Contract

	Contract Law, UCC & Warranties (Aim to complete all assignments by end of week 4)	- Contract Types of Contracts	elements of a valid contract: offer, acceptance, consideration, legality. Learn the effectiveness of oral agreements and the meaning of unilateral contracts.	3. Take Quiz #2 over Part 2, Lessons 1 & 2; 25 questions, 10 pts, 60mins to take Project Task: Submit Business Plan Presentation
Part 3 – Human Capital	Part 3 – Lesson 1 (Module 5) Employees, Contractors & Compensation (Aim to complete all assignments by end of week 5)	- Agency - Hiring - Employment Laws - Independent Contractors vs. Employees	Module 5: Marshalling Human Resources & Agency Understand basic employment law concepts including wrongful termination and prohibition against employment discrimination and harassment, and elements of employee privacy monitoring.	1. Read: Chapter 8 (all) 2. Review PowerPoint Presentation: Agency 3. Listen to Employment Law Lecture; review Handout 4. Case Study: Read the Case Study of the EEOC vs. Abercrombie & Fitch 5. Complete Graded Discussion Forum on the Case Study 6. Take Quiz #3 over Part 3, Lesson 1; 10 questions, 10 pts, 40mins to take
Part 4 – Protecting and Marketing Your investment	Part 4 – Lesson 1 (Module 6) Creditor's Rights & Bankruptcy (Aim to be completed by end of week 6)	- Financing, Liens & Negotiable Instruments - Bankruptcy - UCC	Module 6: Creditor's Rights & Bankruptcy Learn about the effect of bankruptcy, types of loans, security agreements, and the process to enforce a security interest.	1. Read: Chapter 12 (all) 2. Review PowerPoint Presentation on Negotiable Instruments (a primer) and Bankruptcy Project Task: You obtained your venture capital in Module 4. Your company has been growing gangbusters. Now it's time to go public. We will learn more about IPOs in Module 7. For now, get to work on readying yourself for the IPO. Join a group, select an entity and begin to develop a prospectus for your business. You will turn it in by the final exam.
	Part 4 – Lesson 2 (Module 7) Buying, Selling and IPO (Aim to complete all assignments by end of week 7)	- Forms of Business Combinations (merger, stock purchase, asset acquisition) - Due Diligence - Franchises - IPOs	Module 7: Buying, Selling and IPO Understand process of selling own company and initial public offerings, including asset purchase, purchase of equity, stock purchase, merger, etc.	1. Read: Chapter 16 & 17 (all) 2. Case Study: Read the Case Study - Martha Stewart Folds Prison Sheets 3. Complete Graded Discussion Forum on the Case Study 4. Continue to work on your Project Task within your group. Remember, your final submission can be in pdf or PowerPoint, but is limited to 21 pages and must contain the following information: Box Summary, Information of the Company, the Investment Opportunity, Use of Proceeds & Risk Factors. Take a look at the sample prospectus. 5. Take Quiz #4 over Part 4, Lesson 1 & 2; 18 questions, 10 pts, 50mins to take
	Part 4 – Lesson 3 (Module 8) Mitigating Risk (All coursework and Final Exam must be completed by 3:00pm on Due Date)	- Negligence - Torts - Vicarious liability - Strict Liability - Insurance	Module 8: Mitigating Risk Learn (and avoid) company's potential tort liability to minimize the potential risks. Become familiar with terms such as negligence and duty.	1. Read: Chapter 11 (all) 2. Project Task: Submit your final Project Task – the Prospectus. m 3. Take Final Exam 50 multiple choice questions, 3 short essay questions, 90 mins to complete Essay questions are worth 3pts each.

Policies

1. **Discussion Board:** Discussion Board is primarily for discussing course related topics and issues. There will be 3 discussion topics for the semester. In addition to the course content related topics in discussion tool there will be few general topics: Getting to Know Each Other, Technical problems/issues, General Questions related to the course content, etc. The posts under these topics will not be graded but participation (at least 1 post) is still mandatory. For each graded discussion question, first, you must respond to the question directly and second, you must read the other students posts and reply to at least two other students responses. You must ensure that the responses to the questions are meaningful, reflective, refer to personal experience and support your course readings. Avoid postings that are limited to 'I agree' or 'great idea', etc. If you agree (or disagree) with a posting then say why you agree by supporting your statement with concepts from the readings or by bringing in a related example or experience. You are expected to read all messages. You are expected to make your first post

several days before the deadline and not post all three posts on the due date; additionally, they must be spread out over the course of at least two days. You will receive no credit or partial credit, at my discretion, if you post all three posts within a short period, on the same day or at or near the deadline as this does not give your fellow students adequate time to read and respond to your posts. This is a class DISCUSSION, not a “one and done” check it off your list activity. Not reading messages is the equivalent of sleeping in class. Use a person's name in the body of your message when you reply to their message. It helps to keep all of us oriented and it helps us maintain a clearer sense of who is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better. Change the subject line when you introduce a new topic. The value of this tip will become apparent as the number of messages grows.

DO NOT post “great job”, “great analysis” etc. type postings. It misleads students into believing another student’s post may be a correct interpretation or application of the law when in fact it may not be. I reserve the right to deduct points for this, even if made on a non-graded discussion. I cannot stress the importance of this enough.

Best discussion board practices are:

- a. Read all message postings in online discussion.
- b. Respond to the question directly
- 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. Ensure responses to questions are meaningful, reflective.
- g. Support statements with concepts from course readings, refer to personal experience, examples.
- h. Follow **Rules of Behavior** (below).

Every student in this course is expected to complete a Student Information Post at the beginning of the semester in the Discussion Board. You will not have access to any quiz or test material without doing so.

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:
 - a. Do not post anything too personal.
 - b. Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
 - c. Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
 - a. Be courteous and respectful to other people on the list
 - b. Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
 - c. Use line breaks and paragraphs in long responses.
 - d. Write your full name at the end of the posting.
 - e. Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

3. **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 and before the due date; this does not mean I will accept a late assignment or extend the due date. Make-up or late submission is not available for the graded Discussion Boards or quizzes. In extenuating circumstances, I may allow late submissions with a 10% penalty per day for other assignments or project tasks. The instructor reserves the right to deny any student the opportunity to complete a make-up or submit late work, especially if the student's participation in the course prior to the request has been less than stellar. This is an 8-week course. Unfortunately, even in the instances of family deaths, personal illness or unexpected job travel, an 8-week course just does not permit time for late or make-up work. It will be very difficult to timely make-up work and keep up with the pace of the course. You must have near daily access to the internet and course materials or you will not be successful in this course. *NOTE: The due dates and times for the activities will adhere to the USA Central Time Zone.*
4. **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: [University's Handbook: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.
5. **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 regardless of personal contingencies.
6. **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.
7. **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.

8. **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>.

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

9. **Accommodation for Students with Disabilities:** ADA Statement

Students with Disabilities: The University of Texas of the Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored. **Adapted from UTSA ADA syllabus statement.**

ADA Officer for Students: Mr. Paul Leverington

Address: Mesa Building 4243 /4901 E. University, Odessa, TX 79762

Voice Telephone: 432-552-4696

Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within online and blended UTPB courses, go to https://www.utpb.edu/online/reach/ADA_Privacy.

Computer Skills, Technical & Software Requirements

All the course assessment activities will be submitted via the Canvas Assignment Tool. Keep in mind the following standards/practices for submission of assignments: All course assessment activity files that will be submitted to the instructor should be in Word 2007 or later; Be sure to put your name at the top of each page header; Always keep a copy of all the work you submit so that you won't need to re-do it if it should get lost in cyberspace.

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-e-mail/office-365>

Computer Technical Requirements: Information at <http://www.utpb.edu/online/reach/technical-requirements>

Computer: A minimum of 64 MB RAM, 1 G of free disk space, 150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution

Peripherals: You will need external speakers to be able to listen to audio files.

Software: The course content is presented through Microsoft Office 2007 - Powerpoint presentations and Word documents, Acrobat documents and web videos. In order to view the content you must have Microsoft 2007 programs and Acrobat Reader. You are required to submit all the course activities typed in Microsoft Word 2007.

Anti-virus software is highly recommended for students and instructors. Online courses involve much file sharing, which increases your risk of computer virus infection. Anti-virus software will help protect your computer in case of exposure to a computer virus.

Other software: There will be audio/video files in the course for which you will need Windows Media Player or QuickTime or Real Player.

Internet connection: Recommended - Cable modem, DSL, or intranet (T-1); or 56.6 KBPS modem

Note: Corporate or academic security firewalls may block some course content, such as chat or streaming media. Accommodations for access can usually be arranged if you contact your network administrator, though local security policies ultimately dictate what is allowed.

Technical Information: The following link provides information on Computer requirements, Browser Configuration, Tools and Resources, and 24/7 help Desk contact information: <https://www.utpb.edu/services/ird/index>

Unsupported Browsers: America Online (AOL), Prodigy, Juno, MSN, Yahoo and other Internet Service Providers (ISPs), provide their own internal and proprietary web browsers. These browsers may not be compatible with online courses.

If you have problem with your accessing any portion of the course, you need to contact support immediately. If you are kicked out of your exam and did not finish, do not contact the instructor first. Your first step is to file a trouble ticket. If the IRD/REACH department can help you with your problem they will, otherwise the instructor will investigate your problem. Failure to file a ticket will result in the exam not being reset and the grade that was originally given will stand. Your instructor will not step in to help assist in the matter until you have filed a ticket. If you experience a power outage you will need to contact your service provider and receive documentation of the outage and supply the documentation to your instructor. Quick action is necessary – please do not let an issue fester and then contact me in the middle of the semester to report it for the first time. I can always try to help, but I am not your best resource for computer issues or Canvas issues. 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 or WIFI hotspot

before the semester begins that you can use when/if your personal computer/internet crashes. You can file a trouble ticket at: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8376>

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.

Please refer to UTPB's Distance Education Policy

<https://www.utpb.edu/services/academic-affairs/documents/rules-policies-and-procedures/distance-education-policyb1fd.pdf>

which provides more information about the University's distance education policies, including rules regarding the protection of online students' privacy (SACSCOC FR 4.8.2).

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 process will be:

- 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 to have a picture associated with their online profile.
- Presentation of approved photo ID* through a web cam and video recorded proctoring during assessment (Respondus Monitor)

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.

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 call 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. Another way to find End-of-Course Evaluations is through you my.utpb.edu account > My Surveys & Evaluations are on the first page after you login.

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 http://www.utpb.edu/academics/undergraduate-success/TSAAD
Advising	UTPB E-Advisor at http://cas.utpb.edu/academic-advising-center/e-advisor/
Bookstore	(432) 552-0220 http://www.bkstr.com/texas-permianbasinstore/home
Email, Outlook 365, my.utpb.edu	Information Resources Service http://www.utpb.edu/services/ird
Financial Aid and Scholarship	(432) 552-2620 http://www.utpb.edu/campus-life/financial-aid

More Student Support Services

SERVICE	CONTACT
Library	(432) 552-2370 The J. Conrad Dunagan Library Online at http://library.utpb.edu/
Registrar	(432) 552-2635 http://www.utpb.edu/services/academic-affairs/office-of-the-registrar
Student Services	http://www.utpb.edu/campus-life/studentactivities/student-senate/committees/student-affairs

Technical Support	Canvas 1-866-437-0867 https://guides.instructure.com/
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: http://www.utpb.edu/academics/undergraduate-success/success-center

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. Additionally, while your instructor is a licensed attorney, no attorney client relationship is formed within the class, even if you ask specific legal questions that are answered. All correspondence and materials are for educational purposes only.

Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.