

Syllabus for Bus 18 V5597 – Online

Semester & Year	Spring 2019	
Course ID and Section #	Bus 18 V5597	
Instructor's Name	Kristen Luke	
Number of Credits/Units	3	
Contact Information	<i>Office location</i>	None
	<i>Office hours</i>	By appointment, over the phone
	<i>Phone number</i>	None
	<i>Email address</i>	Kristen-Luke@redwoods.edu
Textbook Information	<i>Title & Edition</i>	Business Law: Text & Cases, Accelerated Course/14th Ed.
	<i>Author</i>	Miller, Roger LeRoy
	<i>ISBN</i>	978-1-337-11671-8
Course Description:		
Fundamental legal principles pertaining to business transactions. This course is an introduction to the legal process in a business setting. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, and judicial and administrative processes.		
Student Learning Outcomes		
Explain legal concepts relevant to business.		
Use reference sources to gather information on legal concepts relevant to business.		
Apply legal concepts to analyze factual business scenarios.		
Necessary Computer Skills		
You should be able to navigate the course websites, open and upload/download files, and use a word processor with either Microsoft word (.docx) or Open Office and be able to convert files to portable document format (.pdf). It is your responsibility to meet the technological demands of the course. The course will be available on the Canvas site at the following address: https://redwoods.instructure.com/		
Technology Requirements (computer, other hardware, and software)		
Most computers and internet providers are adequate. I would recommend broadband services from cable, DSL, or satellite providers as there are required multimedia assignments. You need to have reliable access to the internet at least 2-3 times a week for 16 weeks. Anticipate problems with your computer and internet access (including power outages) by not waiting until the last minute to submit assignments. It is your responsibility to meet the class deadlines.		

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Technology Support

Please contact tech support with any technical inquiries.

Before contacting Technical Support please visit the [Online Support Page](#). For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact [Technical Support](#) or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Student Access

Students will have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Course materials will include a text equivalent for all non-text elements; videos will include closed captioning, images will include alt-tags, and audio files will include transcripts. Text will be formatted for use with screen readers. All course materials will be understandable without the use of color. Hyperlinks will use descriptive and meaningful phrases instead of URLs.

Students who discover access issues with this class should contact the instructor and [Director of Distance Education](#).

Special Accommodations

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact [Disabled Students Programs and Services](#). Students may make requests for alternative media by contacting DSPS at 707-476-4280.

Regular Effective Contact and Substantive Interaction

I will access the class website regularly and respond to posted messages emailed to me in Canvas generally within 24 hours of receipt. Additionally, I provide feedback to discussion forum posts. There is also regular instructor-based communication with weekly announcements and emails/messages to students who have messaged me through the Canvas messaging system. **I will give you detailed feedback on your term paper assignments to guide you produce a successful final paper. Please make sure to take that feedback seriously as it will impact your grade on the final term paper assignment.**

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Academic Support and Resources

Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more. The following resources are available to support your success as a student:

- [CR-Online](#) (Resources for online students)
- [Library](#) (including online databases)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

Contact Information

Please message me through the Canvas system as a message.

Proctoring

This course will have one proctored final exam that will be taken during finals week. The exam will be proctored in Canvas during finals week and you must take the exam in the Learning Resource Center, Academic Support Center, during their regular business hours. If you are unable to come to the Eureka Main Campus, you must schedule an alternative proctor at least two weeks in advance of the week of finals. Finals week is May 11-17th.

Preferred name in Canvas

Students have the ability to have an alternate first name appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee (See: [The Student Code of Conduct](#)). Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee (See: [The Student Code of Conduct](#)).

Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Emergency Procedures for College of the Redwoods:

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency at the college you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

Netiquette

Please be respectful to your classmates. Be kind and professional in all of your postings and responses to the discussion forum. Adhere to the same standards of behavior online that you follow in a face to face class room. Inappropriate comments within the discussion forums could result in losing credit for participation during that week's discussion forum as well as being dropped from the course.

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Drop/Withdrawal:

Student-initiated drop without withdrawal may occur through 2/1/19 with nothing recorded in the student transcripts and a refund. After that point, a “W” will be recorded on your transcript.

Administrative procedure (AP 5075) allows instructors to withdraw students from class for non-participation through the 10th week of class. I will drop you from the course if you fail to turn in any of the term paper assignments and/or you miss any two quizzes. You will get one email warning that you have violated the drop policy. And, if you do not respond by continuing to submit assignments in a timely manner as per my decision on that, you will be dropped from the course. I am very strict about this policy and there are no exceptions to it. Please contact me with any questions as this is very important information.

College of the Redwoods is committed to equal opportunity in employment, admission to the College, and in the conduct of all of its programs and activities.

Endorsed by the DE Planning Committee April 27, 2018.

Text Required:

Miller, Roger LeRoy Business Law: Text and Cases, An Accelerated Course 14th Edition (Boston, MA: Cengage Learning, 2018)

ISBN#: 978-1-337-11671-8.

Grading:

Discussion forums: 25%

Quizzes: 25%

Briefs: 25%

Final Exam: 25%

Course Assignments: Every Monday, the week’s assignments will be listed in Announcements and posted in the Modules section of Canvas. You will complete them under the specific weekly module. The weekly assignments will typically require you to read textbook chapters, review online power point slides, watch course material videos, participate in discussion forums, and complete chapter quizzes. Several weeks will require a written exam (1 proctored exam) or briefs.

Discussion forums: Each week, I will post questions to the discussion forum. Students will respond to the question and based on the answer, I will provide a grade for the response. A rubric is attached to the discussion forum assignments. There will be several questions each week. You need to provide a unique response to each question. Questions are meant for you to think and ponder various aspects of the course discussed in the text for that week. You may need to do an internet search to find unique answers or because the question requires a little research as occasionally additional information may be required. I will drop your lowest discussion forum week score (1 week of discussion forum). I urge you to look at the discussion forum questions early in the week to avoid it being challenging to find a unique response, one that is different than another student’s response or perspective. I also will provide extra credit to students that work to assist other students by providing meaningful feedback.

Canvas Quizzes: (25% of your final grade) These will be multiple choice in their format and contain 15-20 multiple choice questions. Unless otherwise noted, there will be Canvas quizzes due every Sunday night at 11:45pm. You will be allowed 3 attempts at the quiz before it is graded and I will take the highest score. The quizzes will remain open to view and study from for the final but please do not submit them after their due date. I will drop your lowest two quiz scores as extra credit assistance.

Briefs: All students will be assigned some cases to brief. In this process students prepare a written summary of the cases (case briefs). See the format for briefing cases on the last two pages of this syllabus. Complete typed case briefs for the 3 cases in your assigned chapter will be required, plus complete typed responses to the 3 legal reasoning questions at the end of the case entitled “case analysis”.

Final Exam: (25% of your final grade.) You will need to take a closed-book, open notes, multiple choice exam within the Canvas system (it will appear the same as your weekly quizzes). You **MUST** take the exam as a proctored exam in the Learning Resource Center (LRC) on the CR Eureka campus during the last week of the course. The Academic Support Center will proctor your exam. Please check their website for current hours of operation during finals week. If you will be taking the exam offsite, please notify me at a minimum of 2 weeks prior to the date you would like to take the final so that I might be able to help you make alternative proctored arrangements.

Grading Criteria: A=93% and above, A-=90-92%, B+=88-89%, B=83-87, B-=80-82%, C+=78-79%, C=70-77%, D=69-60%, F=59% and below