

## Course Information

Semester & Year: Spring 2020

Course ID & Section #: BUS18 V7990

Instructor's name: Kyle Zeck

Day/Time: Online

Location: Online

Number of units: 3.0

## Instructor Contact Information

Office: HU216 and Online

Office hours: T 1200, Th 1200, Online, and by Appointment

Email address: kyle-zeck@redwoods.edu

## Required Materials

Textbook title: Business Law

Edition: 6<sup>th</sup> or later

Author: Robert W. Emerson

ISBN: 978-1438005119

Other requirements: 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 two times a week for 15 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.

## Catalog 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.

## Course Student Learning Outcomes (*from course outline of record*)

1. Explain legal concepts relevant to business.
2. Use reference sources to gather information on legal concepts relevant to business.
3. Apply legal concepts to analyze factual business scenarios.

## Evaluation & Grading Policy

There will be 1000 points possible over the course of the semester. Class grades will be assigned based on the following cut-offs: 930 is an A, 900 is an A-, 870 is a B+, 830 is a B, 800 is a B-, 770 is a C+, 700 is a C and 600 is a D. You will earn these points through:

**Canvas Quizzes: (Over 200 points possible, thus 20% of your final grade).** These will be mostly multiple choice and numerical quizzes. You will get 4 attempts on each quiz. Unless otherwise noted, there will be Canvas quizzes due every Friday night at 11:55 pm.

**Case Briefs: (Over 500 points possible, thus 50% of your final grade).** Students will be required to submit five case briefs, worth 100 points each, from a list provided by the instructor. If students find a case not listed by the instructor, which they wish to submit, they should coordinate with the instructor to ensure that the case is appropriate for the

lesson before they commence their work. Students will prepare a summary of the cases and can submit it to the instructor digitally as either a typed or orally delivered summary. Your instructor is open to other means of presentation as well, so long as you clear this method prior to submission. Students are not required to submit both a typed and an oral summary, however they can submit both if they wish. Exceptional Case Briefs from the Students will be shared with the rest of the class to promote discussion and reflection.

**Proctored Exams: (300 points possible, thus 30% of your final grade).** We will have two proctored exams worth 150 points each.

### **Special accommodations statement**

*College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodations document to me as promptly as possible so that necessary arrangements can 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](#). 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.*

### **Student feedback policy**

*I dedicate as much or more time to this class compared to a traditional class. I will access the class website regularly and respond to posted questions and messages within 48 hours. Additionally, I read every discussion forum post and occasionally participate. There is also regular instructor-based communication with weekly announcements, lectures, evaluative feedback to your discussion posts, and emails/messages to students who fall behind.*

### **Proctored Exams**

*There will be at least one required proctored exam. You must take this exam using proctored software as directed by your instructor or at one of College of the Redwoods sites. Please make arrangements with the instructor at least two weeks before the exam date.*

### **Student Accessibility Statement and Academic Support Information**

#### ***Student Accessibility***

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, hyperlinks will use descriptive/meaningful phrases instead of URLs and audio files will include transcripts. All text will be formatted for use with screen readers and all course materials will be understandable without the use of color.

Students who discover access issues with this class should contact the instructor immediately.

#### ***Academic Support***

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.

*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*

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# Institutional Policies

## Special accommodations statement

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 accommodations, please see me or contact [Disability Services and Programs for Students](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1<sup>st</sup> floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

## Student Access

These standards are required by federal regulation. 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, hyperlinks will use descriptive/meaningful phrases instead of URLs and audio files will include transcripts. All text will be formatted for use with screen readers and all course materials will be understandable without the use of color.

Students who discover access issues with this class should contact the instructor immediately.

## Admissions deadlines & enrollment policies

Spring 2019 Dates

- *Classes begin: 1/18/20*
- *Martin Luther King Jr. Day (all-college holiday): 1/20/20*
- *Last day to add a class: 1/24/20*
- *Last day to drop without a W and receive a refund: 1/31/20*
- *Census date: 2/3/20 or 20% into class duration*
- *Lincoln's Birthday (no classes): 2/14/20*
- *President's Day (all-college holiday): 2/17/20*
- *Last day to petition to graduate or apply for certificate: 2/14/20*
- *Spring break (no classes): 3/16/20-3/21/20*
- *Last day for student-initiated W (no refund): 4/3/20*
- *Last day for faculty initiated W (no refund): 4/3/20*
- *Final examinations: 5/9/20-5/15/20*
- *Semester ends: 5/15/20*
- *Grades available for transcript release: approximately 6/1/20*

Students who have experienced extenuating circumstances can complete & submit the **Excused Withdrawal Petition** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Student-initiated withdrawal may occur through the second week of class with nothing recorded in the student transcripts and from week's 2-10 with a recorded W (withdrawal). Administrative procedure (AP) 5075 allows instructors to withdraw students from class for non-participation through the 10th week of class. Non-participation for

two weeks of assignments may result in involuntary withdrawal. No course withdrawal is allowed after the 10th week of class.

### **Academic dishonesty**

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. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. 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 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, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. 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](#).

## **Policies for this Class**

### **Class participation and Attendance policy**

You will need to complete the readings and the lessons in order to succeed in this course. The Canvas Quizzes are provided as a means for you to focus your retention of course material and to prepare you for the exams. Given the amount of reading in this course, and the online nature of instruction, a significant amount of responsibility is placed on the student to support his/her own learning.

Your ability to post Discussion requirements online and complete Canvas Quizzes, Exams, and Case Briefs will have a direct relationship with your success in this course and in life. Conversely, if you do not participate or complete requirements in a timely manner you will have greater difficulty.

You will have three excused submissions during this course. If you fail to submit four requirements—whether quizzes, exams, discussion posts, or otherwise, I will drop you from the course.

### **Communication Guidelines**

I will generally respond to all communication within 24 hours, with the exception of any long weekends when I am out of the reach of most telecommunication methods. In the interest of supporting effective, consistent communication I ask that you adhere to this same expectation. I will at all times respect your privacy rights, including the legal rights of students that prevent information from being disclosed to anyone (including parents/guardians) without your prior written consent.

### **Regular effective contact**

I will initiate regular effective contact through Canvas Messages and Discussion forums and I will maintain substantive interaction through timely and substantive feedback on course assignments, threaded discussion forums and weekly

announcements.

### **Policies - additional**

**Instructor Expectations of Students:** Your commitment will require at least as much time as you dedicate to a traditional class. A typical three credit hour class will require about nine hours per week of your time. You will need to carefully read online lectures and textbook chapters, participate in online activities and watch online videos, participate in online discussions, complete weekly quizzes, and submit an exam (proctored). Conscientiousness, attention to details, and skills in reading and writing are critical for success. The proctored exam can be online, at any CR campus site, or by arrangement with the instructor (at least two weeks before the scheduled exam).

**Netiquette:** Please be respectful to your classmates. Be kind, considerate, and forgiving in all of your postings and responses to the discussion forum. Adhere to the same standards of behavior online that you follow in real life. Remember that real people read your posts.

**Student Expectations of Instructor:** I dedicate as much or more time to this class compared to a traditional class. I will access the class website regularly and respond to posted questions and messages within 48 hours. Additionally, I read every discussion forum post and occasionally participate. There is also regular instructor-based communication with weekly announcements, lectures, evaluative feedback to your discussion posts, and emails/messages to students who fall behind.

## Information for this Class

### **Class schedule**

*Every Saturday the week's assignments are posted in the course Modules on Canvas. The weekly assignments will typically require you to read online lectures and textbook chapters, watch videos, participate in discussions, and complete chapter quizzes.*

*The first day of class will be 18 January 2020.*

<u>Week</u>	<u>Week Begins</u>	<u>Topic</u>	<u>Text Chapters &amp; Activities</u>	<u>Notes</u>
1	18 JAN	Introduction & Origin and Nature of Law	<i>Chapter 1 (3-22)</i>	
2	25 JAN	Government Under Law & US Courts	<i>Chapters 2 &amp; 3 (25-88)</i>	
3	1 FEB	Contracts	<i>Chapters 4, 5, &amp; 6 (93-139)</i>	
4	8 FEB	Contracts	<i>Chapters 7 &amp; 8 (141-178)</i>	
5	15 FEB	Commercial Relations and Bankruptcy	<i>Chapters 10 &amp; 13 (201-220; 257-291)</i>	
6	22 FEB	Agency & Corporations	<i>Chapters 14 &amp; 15 (297-355)</i>	
7	29 FEB	Business Formations	<i>Chapters 16 &amp; 17 (357-404)</i>	
8	7 MAR	<b>Exam</b>		Exam: Available 7 MAR Due: NLT 13 MAR
9	14 MAR	No Class		Spring Break
10	21 MAR	Crimes & Torts	<i>Chapter 19 (447-491)</i>	
11	28 MAR	Property & Insurance, Trusts, and Wills	<i>Chapters 20-21 (497-531)</i>	Case Brief 1
12	4 APR	Antitrust Law & Environmental Law	<i>Chapters 22-23 (533-565)</i>	Case Brief 2
13	11 APR	Employment Law & Labor- Management Relations Law	<i>Chapters 24-25 (567-602)</i>	Case Brief 3
14	18 APR	Information Technology & Intellectual Property	<i>Chapter 26 (605-623)</i>	Case Brief 4
15	25 APR	Taxation	<i>Chapter 27 (625-636)</i>	Case Brief 5
16	2 MAY	Review and Course Summary		Last day late work will be accepted: 2 MAY
17	9 MAY	<b>Final Exam</b>		

This schedule is **tentative**, changes to this schedule will be announced on Canvas.

### **Recommended textbooks & other materials**

*Please have access to the text by the first week of class as assignments begin immediately and are due by the end of the week.*

### **Proctoring**

We will have three exams during this course in order to ensure the validity of all completed exam content. For students who complete exams remotely, at least one exam will use Proctorio. For students who wish to complete exams on campus, they will complete the exam at the Learning Resource Center or another facility. Please let me know if you have any questions with respect to proctored exams and I will do my utmost to address these concerns.

## Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. 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](#).

## Canvas Information

Canvas should be checked at least twice a week as a significant amount of communication will be sent through this channel, to include weekly quizzes and recommended reading links.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email [its@redwoods.edu](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

## Technology skills, requirements, and support (required for online classes)

Tech equipment and skills are required for student success, and are of equal importance as required textbooks and materials.

Students can obtain a free [Office 365 license](#) (includes Word, Excel, PowerPoint and more) with a valid CR email.

*Necessary Computer Skills - Online courses require adequate computer skills. You should be able to navigate the course websites, open and download files, use a word processor with either Microsoft word (.docx) or be able to convert files to portable document format (.pdf), and submit files to the class website. It is your responsibility to meet the technological demands of the course.*

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 two times a week for 15 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.**

Technology Support – Your instructor is available for all routine technology support requests and will ensure that you have timely access to all online material. For all issues that require more than routine technology support, you should contact Technical Support.

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

## Gender-Inclusive Language in Classroom and Online Discussions

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is gender-inclusive and non-sexist to affirm and respect how people describe, express, and experience their gender. Just as sexist language excludes women's experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. Gender-inclusive/non-sexist language acknowledges people of any gender (for example, first year student versus freshman, humankind versus mankind, etc.), affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression.



Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. 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](#).

## Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

### Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the [Redwoods Public Safety Page](#).

### Klamath Trinity Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
4. If safe to do so, notify key Klamath-Trinity Instructional Site administrators and personnel.
5. Do not leave site, unless it is necessary to preserve life and/or has been deemed safe by the person in command.
6. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.

### Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling and Advising](#) offers academic support and includes academic advising and educational planning

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams.
- [Library Services](#) to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center [waiting for hyperlink and Mission]
- Math Lab & Drop-in Writing Center

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821
- The [Honors Program](#) helps students succeed in transferring to a competitive four-year school.