SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION

BUS 13 – Legal Environment and Business Law - Online

COURSE SYLLABUS

Professor: Emily S. Quinlan, J.D.
Contact: equinlan@saddleback.edu
Session: Summer - 2015
6/15 - 8/7

Office Location: BGS 205
Ticket #: 80120 aka ONLINE 2
Format: Online

Office Hours: By appointment only

Course Catalog Description

Fundamental legal principles pertaining to business transactions, legal processes, and law as an instrument of social and political control in society. Topics include sources of law and government regulations, ethics, contracts, torts, crime, agency and employment law, dispute resolution in and out of court, real and personal property, intellectual property, environmental law, bankruptcy, and business organizations.

Topics Covered

1. INTRODUCTION TO AMERICAN LAW
   1. History
   2. Creation and source of law
   3. Constitution
   4. Case and statutory law

2. BUSINESS ETHICS AND SOCIAL RESPONSIBILITY

3. DISPUTE RESOLUTION IN AND OUT OF COURT
   1. Court system
   2. Alternative Dispute Resolution (ADR)
   3. Trial and appellate procedures
   4. Administrative law and processes
4. AGENCY AND EMPLOYMENT RELATIONSHIP

1. Formation of agency relationships
2. Rights and obligations of employers and employees
3. Termination
4. Regulations

5. CONTRACTS

1. Types of contracts
2. Creation of contracts
3. Enforcement

6. TORTS

1. Personal
2. Business
3. Product liability

7. CRIME AND ANTI-SOCIAL BEHAVIOR

1. Violent crime
2. Business and white collar crime
3. Constitutional protections
4. Criminal proceedings

8. INTELLECTUAL PROPERTY

1. Patents
2. Copyrights
3. Trademarks
4. Trade secrets

9. PROPERTY

1. Real and personal property
2. Title or vesting of property
3. Rights and obligations of ownership

10. ENVIRONMENTAL LAW

11. BANKRUPTCY AND DEBT

1. Liquidation
2. Reorganization
3. Personal Reorganization
4. Creditors' and debtors' rights and obligations

12. BUSINESS ORGANIZATIONS

1. Sole Proprietorships
2. Partnerships
3. Corporations
4. Franchises
5. Liability

Measured Student Learning Outcomes

✓ Students will be able to identify a primary source of federal constitutional law or provision and explain how that law applies, in context, to their own lives or personal experience.

✓ Students will be able to name and give examples of five different forms of business entities and identify distinguishing characteristics between each form of entity.

✓ Students will be able to analyze a fact pattern and describe the legal issues concerning tort liability of the parties involved. Students will be able to distinguish and describe the nature of the roles of the litigants in a proceeding that may arise from the fact pattern provided.

Textbook Information

The following two resources are required

NOTE: The bundled package shown below can only be purchased at the Saddleback College Bookstore

Melvin - LEGAL ENVIRONMENT

w/ Connect online access (CUSTOM) Edition: N/A

Author: Melvin
ISBN: 9781308490786
Publisher: McGraw-Hill Create (Formerly Primis)

Includes McGraw-Hill Connect Access Code
Price at Saddleback College Bookstore: $162.00
1. TEXTBOOK


The non-Saddleback College bookstore version of the textbook looks like this:

![Textbook Image](image.jpg)

_AND . . .you MUST also have:

2. MANDATORY: ACCESS CODE TO McGRAW HILL CONNECT WEBSITE_
You can also purchase the ConnectPlus access code with eBook called LearnSmart. You will get an online version of the textbook or eBook.

**WARNING:** If you rent or buy a textbook or without the Connect access code included, you still need to purchase the proper McGraw-Hill Connect access code to do all homework/quizzes/exams in this class. If you go outside of the Saddleback College bookstore option, shop very carefully and make sure you end up with the correct textbook and access code combination; refunds and returns are frequently impossible.

**Web Sites:** Access as Needed (Make Bookmark/Favorite)

<table>
<thead>
<tr>
<th>Bb</th>
<th><a href="http://saddleback.blackboard.com">http://saddleback.blackboard.com</a></th>
<th>All Lecture and Course Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>MySite</td>
<td><a href="https://www1.socccd.cc.ca.us/portal/">https://www1.socccd.cc.ca.us/portal/</a></td>
<td>Student's Personal College Web Site</td>
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<td>Class Details from</td>
<td><a href="https://mysite.socccd.edu/eservices/ClassDetail.aspx?sectionID=80120&amp;termid=20152">https://mysite.socccd.edu/eservices/ClassDetail.aspx?sectionID=80120&amp;termid=20152</a></td>
<td>Important Dates, e.g., Drop Dates</td>
</tr>
</tbody>
</table>

ALL COURSE MATERIAL IS IN BLACKBOARD

Firefox Browser is required for internet access to Blackboard website

The college district supports and recommends the use of only one browser in Blackboard,
Firefox. We are experiencing difficulties with the new Internet Explorer and proprietary browsers, such as AOL, Chrome, and Safari when accessing Blackboard, so they are not recommended.

Here is the link to Firefox Download:  http://www.mozilla.org/en-US/firefox/new/

Since the course material is online, THIS IS REQUIRED. In order to use all of Blackboard’s features, please follow the instructions in the Orientation menu item for setting the browser preferences. When you are not able to open a link, video, document or other content while you are using Firefox in Bb, please remember the following information before you contact your classmates or professor:

HOW TO VIEW BLOCKED CONTENT IN BB WHEN USING FIREFOX AND CHROME

Many of you have likely encountered students having issues with seeing your embedded videos in Blackboard. This is due to security changes in new versions of Firefox and Chrome. To allow embedded videos to play within Firefox, select the small (not very intuitive) grey button icon in the url area of your browser. Select the dropdown arrow to the right of the pop up. And Disable Protection on This Page.

Generally, videos always play in Safari.

Please note: You cannot always successfully use mobile devices, e.g., smartphones, touchpads, netbooks, etc. to access the Blackboard website. The links do not work and some of the course material cannot be viewed

ACCESSIBILITY ISSUES

If you need special accommodations because of a disability or limited abilities, notify your instructor immediately. equinlan@saddleback.edu You must also register with the Disabled Students Programs & Services (DSPS) office or we not be able to assist you with accommodations. Please go to the FAQ & Help menu item in Blackboard for further information and direct links to the various student services offices. Here is the link to DSPS: http://www.saddleback.edu/dsp

DESIGN OF COURSE, PACE AND COURSE WEEK
This course is broken into 8 week-long segments. The course is not self-paced, that means there are deadlines wherein assignments and activities must be completed on a weekly basis throughout the course.

Your time commitment for this course is around 12 hours per week. The week starts at (12:01 am) on Tuesday and ends at 11:59 pm on Monday PDT. The reason that the schedule is not Monday – Sunday is due to the heavy internet traffic in Bb on Sunday evenings. This increased volume of usage causes tech problems and late/lost/missing work. Our class solution? Different due dates for our week’s end work. Most weeks will contain some combination of assignments, lessons, reading in the textbook and online content. You will have constant interaction with your classmates and instructor on threaded discussion board forums.

It is important for you to note that there are usually several deadlines during the week so at the beginning of each week, you must schedule time during the week to login and do your work online. Refer to the semester schedule for information about the weekly subject matter, as well as the assigned reading in the textbook. It is very difficult for me to grant special requests in this online class.

**HOW THE COURSE IS GRADED**

Your grade is calculated as follows:

- **Papers, Projects, Quizzes and Activities: 500 points** (Assigned for each week, point value varies with assignment.)

- **Two Exams: 200 Points Total** (Midterm and Final 100 points each)

**Total Points Possible:** 700

Points earned within a certain range earn a pre-designated grade. For example, everyone can earn an “A”. You are not competing with others for a grade. I am just the “bookkeeper” adding up the points that **you** have earned on assignments and tests!

Saddleback College does not have pluses or minuses so if you score points within the designed range below, you will earn the grade indicated.
<table>
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<tr>
<th>Grade</th>
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<tr>
<td>A</td>
<td>700 to 650</td>
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<tr>
<td>B</td>
<td>649 to 600</td>
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<tr>
<td>C</td>
<td>599 to 550</td>
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<tr>
<td>D</td>
<td>549 to 500</td>
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<tr>
<td>F</td>
<td>499 or less</td>
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**Late Policy**

I do not accept late assignments in this college course. You are expected to be self-directed and do your work in a timely manner. The online environment gives you enough flexibility that you should be able to plan accordingly. **If you ask for special treatment, please do so knowing it will be causing me and possibly other students inconvenience, hardship and extra work.**

However, under extreme circumstances, contact me by email in advance of the due date advising me that you will be late and explain the situation. **I may** make an exception and accept your work late. However, please be advised that there may be a 50% grade penalty for being late, that is, your points earned may automatically be reduced by 50%

I am here to fully support your academic endeavors however; it is very unfair to other students if I regularly disregard deadlines for others. All of us have work, school, pets, friends, kids, sports, and other pressing personal and family obligations that occasionally interfere with our class work. **Advance planning and not putting activities off until the last minute is your best safeguard to ensure good grades and full credit on assignments. Do not count on me to be lenient.**

**Participation**

This class requires significant interaction with other students in discussion boards and group activities. Timely, active participation is **essential** and expected and will be graded accordingly. Please be aware that there is no way to make up group work or participation assignments. Please see Discussion Board Rubric (Bb>Week 1>Orientation>All About the Discussion Board) for further information.

**Extra Credit**

There will be occasional extra-credit opportunities made available in the class. You will be notified when such opportunities are available.
USE OF COLLEGE EMAIL IS A COURSE REQUIREMENT

All students are provided with a college email address. Due to ongoing problems with spam and junk mail filters capturing student's emails to the instructors, it is the policy of this course that both students and instructors must use their college email accounts for all email communications.

Therefore, to ensure timely communications, please observe the following guidelines:

✓ When I need to communicate with you privately, I will send an email to your college email address.

✓ You are required to check your college email account no less than every other day, preferably daily, or have it set up in MySite that your personal email is the preferred account. When email is sent to you from the college, it will automatically be forwarded to your designated preferred account. **However that being said, you must login to your college account to send email to me or other students.**

✓ If you send email from an account other than the college account, be aware that it might not get received due to the college's robust spam and junk mail filtering system.

✓ We are not able to protect the privacy of email communications that take place outside the college's email system.

✓ When sending an email to me, PLEASE identify course and your name in subject line of email as:

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BUS 13  TICKET #  __________  Online 2  –  Your full name
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*Example: BUS 13 TICKET # _______ Online 2 Stephen Curry*

✓ **Except on holidays and weekends,** we agree (students and instructors) to respond to emails within 24 hours

**PROFESSIONAL COMMUNICATION**

This Class is Designated a Critical Thinking Class and College-level Work is Required

All aspects of your work will be graded based on your reading comprehension and following instructions for all activities and tests, as well as your ability to analyze, apply facts and explain
your conclusions.

College-level grammar and punctuation is required for all work, including email communications to your instructor and other students. Please avoid the use of txt tlk or SHOUTING by keying in all caps.

Foul language, curse words and language deemed offensive by your professor are prohibited. If you violate our online communication and discussion board policies you may be blocked from Bb and dropped from the class.

Except for postings in the Questions and Help Forum, postings to the Discussion Board are graded assignments and a form of business communication. While formal writing is not expected in weekly discussions, students are expected to express themselves clearly, using correct grammar, punctuation and spelling.

Your postings are graded mini-papers. See Discussion Board Instructions and Discussion Board Rubric (Bb>Week 1>Orientation>All About the Discussion Board) for further information about how to prepare your postings.

GENERAL ONLINE CONDUCT

Go to Blackboard>Orientation to obtain a copy of the Discussion Board Instructions and Netiquette Policy.

We expect you to conduct yourself in a professional and kind manner at all times. Keep in mind that the online environment is our virtual classroom. If you would not say something unkind, rude or unprofessional to someone’s face, you should not do it online. Many times we do not realize that saying something online has certain harshness to it because it is not tempered by visual cues of smiles or laughs. An innocent statement may be misunderstood. Please keep our virtual classroom a safe place for all of us to participate and contribute so we can learn from each other.

ACADEMIC CODE OF HONOR - ACADEMIC INTEGRITY

“Cheaters will be Aggressively Prosecuted”
HELLO? This is a law class . . . I’m not even kidding!

The rules governing student behavior and the academic honor code will be strictly enforced as set forth in the Saddleback College Student Handbook and the Saddleback College Course Catalog.

According to the official Policies and Procedures of Saddleback College Student Handbook, "cheating or plagiarism in connection with an academic program" is prohibited and students
"may be disciplined."

Cheating includes but is not be limited to: Any person taking a test for any student, requesting another person to take a test, plagiarizing materials, copying work from another student’s paper, turning in work that was created for another class without prior permission, sharing materials during a test or any other activity that is prohibited.

Plagiarism is defined as copying from a written source verbatim without putting the material in quotes and citing the source. Submitting the same work in two different classes without the prior permission of both instructors is considered academically dishonest.

This includes legal definitions copied from a book or cut and paste from another source and presented in assignments or the presentation of work copied from another student as the student’s own work or turning in duplicate assignments.

In the rare instance that a student in this course cheats, that student will receive, at a minimum, the following discipline:

1. A grade of “F” for that test or assignment.
2. A report submitted to the Division Dean and Vice President of Student Services.

In the event another student is involved in the academic dishonesty/cheating, both students will be treated the same for purposes of discipline in violating college policy. In the event of a second act of cheating or the first illegal activity is particularly serious, the professor reserves the right to pursue suspension or expulsion of the student from the college.

All written materials submitted by students may be duplicated, submitted to a database or anti-plagiarism tool to verify its originality and becomes the sole property of the professor.

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<th>WEEK</th>
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<td>1</td>
<td>Course Opens on 6/15</td>
<td>Orientation - Intro to Law Constitutional Law</td>
<td>View Bb Site &amp; Contents Chs. 1, 2, 3 &amp; App. A</td>
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<td>2</td>
<td>6/23</td>
<td>Dispute Resolution/ADR &amp; Administrative Law and Ethics</td>
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<td>3</td>
<td>6/30</td>
<td>Torts</td>
<td>Chs. 10</td>
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<td>4</td>
<td>7/7</td>
<td>Crimes - Midterm Exam</td>
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<td>5</td>
<td>7/14</td>
<td>Contracts</td>
<td>Chs. 6, 7, 8 &amp; 9</td>
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<td>6</td>
<td>7/21</td>
<td>Agency &amp; Employment Business Organizations</td>
<td>Chs. 11, 12, &amp; 13 Chs. 14, 15 &amp; 16</td>
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<td>7</td>
<td>7/28</td>
<td>Property &amp; I.P. Environmental Law</td>
<td>Chs. 25 &amp; 25 Ch. 19</td>
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<tr>
<td>8</td>
<td>8/4</td>
<td>Bankruptcy, Creditors and Consumers Wrap Up and Final Exam</td>
<td>Chs. 21 &amp; 22</td>
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