

BUL2241-Business Law-20213-95006-O'brien--ONLINE

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SYLLABUS

Course Information

BUL 2241

Summer 2021 (5-10-21 to 7-1-21)

3 Credit Hours

Instructor Information

Dr. Terry O'Brien, B.A., M Ed., M.A., D.Ed.

Polk State College

Contact Information

Office: N/A. Adjunct

Polk Email Address: tobrien@polk.edu

Phone: 407-347-5461 (home)

Additional: 321-278-7182 (cell)...I do not mind calls at all, if you feel you need to talk to me.

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
N/A...contact by phone	>	>	>	>

Communicating With the Instructor

This course uses a “three before me” policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an

answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Canvas
3. The "Parking Lot" discussion board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the "Parking Lot" discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email or phone (321-278-7182). My preference is that you will try to email me first. I will usually respond to email and phone messages promptly on most days, but please allow 24 hours for me to respond.

If you have a question about the technology being used in the course, please contact the Polk State Help Desk for assistance (contact information is listed below).

Polk State College Mission and Outcomes

Polk State College is a quality-driven educational institution, providing access to affordable associate and baccalaureate degrees, career certificates, and workforce development programs, delivered by diverse, qualified faculty and staff who are committed to student learning and achievement through the consistent practice of collaboration and focus on excellence.

Withdraw Dates: 1) with refund, 6-16-21

Course Catalog Description and Course Learning Objectives

At the completion of this course students will be able to:

Fill-in from Basic Course Information Link: <http://www.polk.edu/bci>

Course Prerequisites

See below

Course Textbook and Materials

Text: R. Miller (2017). *Business Law Today: Essentials* 12th edition. Mason, Ohio: Cengage Publishing. Please note: the 7th, 8th, 9th or 10th edition is also acceptable.

First Day Access (new digital textbook option):

This

course is participating in the First Day Access Program. You can opt-in to access the textbook through Canvas. You will receive instant access to the textbook and save 20-50% or more off the retail price. In this course, you can save approximately \$50 by participating in the program. To get started, click the Course Materials link in Canvas. To learn more about the program, please visit www.polk.edu/first-day. In order to participate in this program, you must opt-in no later than May, 16, 2021

Course Requirements

Online Course

This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

Note: During the first week of class, you are asked to login within the **first 48 hours** as confirmation you intend to participate in your course.

Computer Requirements

This course requires that you have access to a computer that can access the internet. You will need to have access to, and be able to use, the following software packages:

- A web browser (Internet Explorer or Google Chrome)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Microsoft Word or a similar type of word processing software
- As a Polk State College student, you are given free access to the Microsoft Office Suite. Here is how to access it:
- Log onto Passport. Under "Quick Links" find *MyPolk Email* and click on it. In the middle near the top you will see SkyDrive. Click on it.
- Your Username is: your Polk State email address (**name@my.polk.edu** (**<mailto:name@my.polk.edu>**))
- Your Password is: your Student ID -capitalize the letter (**P20150808**)

- One of the features being offered is the Office 365 Suite which contains Office Word, Excel, PowerPoint, and OneNote. You will be able to create, save, and retrieve your documents from anywhere including home, school, or anywhere the internet is available.

**You are responsible for having a reliable computer and internet connection throughout the course.*

Canvas Email and the Internet

All professor correspondence will be sent to your Canvas e-mail account. Please plan on checking your Canvas email account regularly for course related messages. You must have access to the Internet.

This course uses the learning management system known as *Canvas* for the facilitation of communications between the faculty and students, submission of assignments, and posting of grades. The *Canvas* Course Site can be accessed at <https://Canvas.polk.edu>. These are the commonly used categories:

- Announcements- are a communication tool that allows instructors to post announcements for all users in a course. Announcements can be created in courses and groups.
- Assignments- are any activity assessment that is created by the instructor. Assignments can include Assignments, Discussions, and Quizzes. Some assignments are submitted for no grade. Other assignments may be submitted offline but tracked in the Canvas Gradebook or be submitted online. Assignments is a link in Course Navigation. The Assignments page lists all assignment types in a course.
- Calendar-the calendar is a communication tool that shows users all events and assignments in their courses and groups.
- Dashboard- is a panel of content that acts as the Canvas default landing page and provides an overview of all Canvas activity for a user. The Dashboard shows all courses and groups, recent activity, to-do items, upcoming assignments, and recent feedback.
- Discussions- are a forum designed to facilitate informal communication between students in a course. Discussions can also be created as assignments for grading purposes. Students can also respond to informal and graded discussions in the context of a group. All Discussions content is public, and all course students can view and reply to a discussion.
- Modules- Modules are a tool that can unify all course content into structural components. Module content can be grouped by week, topic, or day. Modules can be set up to require students to complete materials in a sequential fashion.
- Quizzes- displays all quiz assessment types in a course.

Recommended Internet Sites

Resource Name	Website
APA Guidelines	http://www.apastyle.org/ (http://www.apastyle.org/)
Polk State's Library and TLCC (Tutoring)	http://www.polk.edu/library-tlcc-tutoring/
Polk State's Student Handbook	https://www.polk.edu/polk-state-lakeland-collegiate-high-school/student-handbook-2020-2021/
Polk State's Guidelines for students in the Online Environment (including Netiquette)	https://www.polk.edu/distance-learning/student-guidelines/
Turnitin	http://www.turnitin.com (http://www.turnitin.com/) Plagiarism and Authentication Tool

Campus Network or Canvas Outage

When access to Canvas is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by 11:59pm).

Studying and Preparation Time

The course requires you to spend time preparing and completing assignments. A three-credit course requires 96 hours of student work. Therefore, expect to spend approximately 6 hours a week preparing for and actively participating in this course.

Attendance/Participation

Preparation for class means reading the assigned readings & reviewing all information required for that week. *Attendance* in an online course means logging into Canvas and on a regular basis and *participating* in all of activities that are posted in the course. **This does not include submitting/uploading your assignments.** Participation is measured by recording the date of each

entry a student makes on the system when that student interacts with the course in a meaningful way. Examples of meaningful interaction include responses to assignments, commenting on the work of others in critiques, discussion questions, or a question you might have for the professor or the group.

For absence due to prolonged serious illness or personal emergency the student is expected to contact the professor as soon as possible. For absence due to technical problems, the student is expected to contact the professor immediately after notifying the appropriate technical support. Failure to notify the professor will be considered a missed deadline. All assigned work must be completed regardless of the reason for absence.

How to Succeed in this Course

- Check your Canvas email regularly
- Log in to the course website daily
- Communicate with your professor and classmates
- Create a study schedule so that you don't fall behind on assignments

Drop and Add dates

If you feel it is necessary to withdraw from the course, please

see www.polk.edu/academics/academic-calendars [_\(http://www.polk.edu/academics/academic-calendars\)](http://www.polk.edu/academics/academic-calendars) for full details on the types of withdrawals that are available and their procedures. Students will be advised of their grade before the withdrawal date before the final withdrawal deadline.

Subject to change notice

All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your professor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

Late or Missed Assignments, Discussions, and Final Exam

All assignments must be finished and turned in to complete the course. If work (this does NOT include quizzes, final project, or final exam) is turned in one day late, 10% will be deducted. For every day after, 10% will be deducted, up to 50%. Work more than a week late will not be accepted.

I will not accept late posting to the discussion board.

The final exam will be given ONLINE during the last week of the semester.

Submitting Assignments

- All written assignments are to be submitted using APA citation guidelines (no abstract needed). Please go to the library homepage and refer to the citation section, Landmarks Citation Machine, for proper citation guidelines.
- All assignments, unless otherwise announced by the professor, **MUST** be submitted in Canvas. Each assignment will have a designated place for submission.
- Your written assignments are to be saved as a rich text file with an rtf extension; this helps to ensure that the file can be opened and viewed. *If you have Microsoft Word, just save it in the default format (doc or docx).*
- Specific assignment information will be given in Canvas.
- **Late assignments can be submitted up to a week late (review late work policy). After that, you cannot submit the assignment for grading.**

Posting to the discussion board

Successful learning online requires you to actively participate in each course. Participation in this course is measured by recording the posting date on which you make a substantive posting in the course, which is **approximately 1-2 paragraphs**.

What are substantive postings? Substantive postings include:

- Responding to discussion questions as well as discourse between students related to subject matter within the course. This may include posting notes and responding to the notes of others' answers within a **Discussion Area**. A response may be a question about another's work, agreement with or challenge to the point of view expressed (supported by a reference to the text or lecture), or critique of someone's work.
- Contributing to the discussion based upon course content, theory, or personal experiences, not simply personal opinions.

Substantive postings do not include:

- Posting completed assignments
- Asking the faculty member or classmates a question about an assignment
- Posting a simple "I agree" comment
- Sending emails to the faculty member or classmates

You are required to read all of the notes posted in the **Discussion Area** from the professor and classmates. *The quantity and quality of your participation in the discussion area will be graded.* The participation point value is defined within each assignment; and/or as assigned by the professor.

Everyone's comments are important. The diversity of the experience among members of your class will enhance learning. All students will be treated equitably within the classroom. Discussion and all communications are required to be respectful. Inappropriate language will not be tolerated, and your

professor determines what is inappropriate. Students not treating the professor and/or classmates with respect are subject to discipline or dismissal from the course and/or program.

Participation in the **Discussion Area** must be completed by 11:59 p.m. Eastern Standard Time (EST) by the day the Discussion Topic closes in Canvas.

What should you do if you are unable to participate? If you are unable to participate due to prolonged serious illness or personal emergency, you are expected to contact your professor as soon as possible. If you are unable to participate due to technical problems, you are expected to notify the appropriate technical support personnel and then, notify your professor. You should also contact your academic advisor or your on-campus contact person (whomever is appropriate for your program) within 48 hours to discuss your situation. Failure to notify your professor will be considered a missed deadline. All assigned work must be completed regardless of the reason for nonparticipation.

Polk State College Plagiarism Policy (as taken from Board Rule 4.01)/Academic Integrity

1. Academic Dishonesty

Polk State College considers academic dishonesty as an assault upon the basic integrity and meaning of a college. Cheating, plagiarism, and collusion in dishonest activities are serious acts which erode the college's educational role and cheapen the learning experience not only for the perpetrators, but also for the entire community. It is expected that all PSC students will understand and subscribe to the ideal of academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. The fundamental purpose of this rule is to emphasize that any act of academic dishonesty attempted by any PSC students is unacceptable and will not be tolerated. Examples of academic dishonesty include:

1. Cheating or plagiarizing on tests, projects, or assignments
2. Cheating is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade. Plagiarism is defined (Black's Law Dictionary, Revised 4th Edition) as "the act of appropriating the literary composition of another, or parts or passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one's own mind." Plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any printed source and paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student's

assignment. The following items have been identified as a partial list of examples of cheating and/or plagiarism by the faculty and students at PSC.

3. Asking for information from another student before, during, or after a test, quiz or exam situation.
4. Copying answers from another's paper during a test, quiz or exam situation.
5. Knowingly letting someone copy from one's paper during a test, quiz or exam situation.
6. Using sources other than what is permitted by the professor in a test, quiz or exam situation.
7. Copying material exactly or essentially from outside sources while omitting appropriate documentation.
8. Copying or falsifying a report of a laboratory, clinical project, or assignment without doing the required work.
9. Changing answers on a returned graded test, quiz or exam in order to get the grade revised.

If a student is found Plagiarizing, he/she will receive a zero for that assignment, quiz, project or exam. Depending on the seriousness of the violation, a student maybe referred to the appropriate Dean's Office.

Course Grading

Grades and Grading Scale

Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

Evaluative Criteria: Students will have weekly activities, spaced throughout the term. This will include quizzes, exams, post comments to the discussion board, and a Term Paper. Your final grade will be based upon the following (Out of 100pts):

Participation: 10% (10 pts)...includes Discussion Topics

Quizzes: 3, each worth 5 points....15% (15 pts)

Exams: 3, each worth 20 pts (60pts)

Term Paper: 15% (15 pts)

Grading Scale

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 0 - 59%

Weekly Course Schedule

The course schedule is an outline of topics to be covered in the course. The professor will notify students of any changes to the schedule.

Week	Topics/Lessons/Chapters	Activities to Complete
Week 1 Start - End	SEE Weekly Modules in Canvas	SEE Weekly Modules in Canvas
Week 2 Start – End		
Week 3 Start – End		
Week 4 Start – End		
Week 5 Start – End		
Week 6 Start – End		
Week 7 Start – End		
Week 8 Start – End		

Week 9

Start – End

Week 10

Start – End

Week 11

Start – End

Week 12

Start – End

Week 13

Start – End

Week 14

Start – End

Week 15

Start – End

Week 16

Start – End

Syllabus Disclaimer

The professor views the course syllabus as an educational contract between the professor and students. Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make syllabus changes necessary. The professor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email or in the course site News/Announcements. Please remember to check your PAL email and the course site News/Announcements often.

Technical Support Contact Information









For technical assistance contact the Help Desk:


Phone: **863-298-6839**

Equal Opportunity for Students with Disabilities

A student with a disability who requires special accommodations or auxiliary aids under *The Americans with Disabilities Act* (ADA) should contact the Student Services Office on either campus and speak with the Coordinator of Academic Advising.

Course Summary:

Date	Details	Due
Mon May 10, 2021	 Vocabulary Quiz #1 (https://polkstate.instructure.com/courses/21370/assignments/561903)	due by 11:59pm
Sun May 30, 2021	 Exam #1 (https://polkstate.instructure.com/courses/21370/assignments/561897)	due by 11:59pm
Sun Jun 6, 2021	 Vocabulary Quiz #2 (https://polkstate.instructure.com/courses/21370/assignments/561904)	due by 11:59pm
Sun Jun 13, 2021	 Exam #2 (https://polkstate.instructure.com/courses/21370/assignments/561898)	due by 11:59pm
Sun Jun 20, 2021	 Sarbanes-Oxley Exercise (https://polkstate.instructure.com/courses/21370/assignments/561901)	due by 11:59pm
Fri Jun 25, 2021	 Term Paper (https://polkstate.instructure.com/courses/21370/assignments/561902)	due by 11:59pm
Sun Jun 27, 2021	 Exam #3 - (https://polkstate.instructure.com/courses/21370/assignments/561899)	due by 11:59pm
	 Roll Call Attendance (https://polkstate.instructure.com/courses/21370/assignments/561900)	

Date	Details	Due
	 <u>Weekly Reading, Textbook Chapters, and Assignments</u> <u>https://polkstate.instructure.com/courses/21370/assignments/561905</u>	