

Mission Statement

Saint Xavier University

Saint Xavier University, a Catholic institution inspired by the heritage of the Sisters of Mercy, educates men and women to search for truth, to think critically, to communicate effectively, and to serve wisely and compassionately in support of human dignity and the common good.

Graham School of Management

Graham School of Management prepares students to meet the challenges of providing responsible leadership and effective management in a diverse and changing global society.

**Fall 2012
Business Law 1 (Acct 220)
Syllabus**

T & Th 7:30-7:58AM
T & Th 9:21-10:20 AM
T & Th 5:45-6:28PM

Appointments Recommended but not necessary
Other Office Hours Available by Appointment

INSTRUCTOR: Donald A. Cyze, LL.M., CPA
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INSTRUCTOR Donald A. Cyze, JD, CPA

TEXT Business Law and the Regulation of Business, Mann & Roberts, West Publishing, 10th edition: 9780324786606

OTHER MATERIALS Students are expected to access materials and course information via the internet to SXU's "MyCourses" (Blackboard) module, obtain internet access for research purposes, and have access to Microsoft Word (or equivalent).

**COURSE
DESCRIPTION**

Business Law 1 is the study of the fundamental concepts, principles and rules of laws that apply to business transactions. Primary attention is given to contracts, sales and commercial paper. Each area will be discussed and analyzed through the use of cases and problems.

Anticipated Learning Goals/ Outcomes:

As a result of successfully completing the course, students should be able to (i) Understand the purpose and functions of the law and the civil dispute resolution process, (ii) Understand basic federal constitutional provisions and how affect the relationship between the government and its citizens, (iii) Understand the elements of various intentional torts and negligent torts, (iii) Identify circumstances in which a party may have strict liability for harm that it causes, (iv) Identify and understand the requirements that must be met for an agreement to be treated as an enforceable contract, under the common law and UCC, (v) Understand the remedies available as a result of a breach of a contract under common law and the UCC, including warranty and strict liability, and (vi) Understand the required elements of a negotiable instrument and holder in due course status and the liability of parties to a negotiable instrument.

SEMESTER HOURS 3 Semester Hours

WEEKLY CLASS Tuesdays & Thursdays 8:00AM to 9:200AM.
(Final Exam: Tuesday, December 4, 2012, 8:00AM)

Class

Outline See Attached "Tentative Course Schedule"

GENERAL REQUIREMENTS:

Student Numbers & the Honor Code. Each student will be assigned his/her unique “accounting number”. Students are *required* to write their name AND their accounting number on all items turned in for a grade or credit, including but not limited to tests, quizzes, homework assignments or the like.

In addition, all students are required to write and sign the following honor code on their answer sheet for any quiz, test or other graded item:

I have neither given or received, nor have I tolerated others’ use of unauthorized aid.

Each student’s quiz, test or other graded item **must** contain the Students’

- 1 Name,
- 2 Accounting number,
- 3 Date (later of due date or date submitted), and
- 4 Written and signed Honor Code.

If any of these items are missing, the instructor may (i) treat the otherwise gradable item as not having been submitted for a grade, (ii) downgrade the item by up to 10 points, and/or (iii) take any additional reasonable action under the circumstances.

Academic Honesty Expectation

As explained in Saint Xavier University’s catalog,

“The efforts of students to cultivate academic skills and intellectual virtues in turn requires formative evaluation, accurately and justly assessing student progress. In order to achieve this, instructors must be certain that students’ work is their own, and that all records of accomplishment are authentic and reliable. In this context, when students misrepresent their knowledge or abilities, they are more than simply breaking the rules of academic conduct. Such behavior undermines not only the student’s own academic progress, but the integrity of academic evaluation itself. For that reason, it may result in failure for the assignment, failure for

the course, suspension from the University, or permanent dismissal from the University.”

In the interest of abiding by Saint Xavier University Core Values, especially respect, excellence, and integrity, it is expected that all students will submit only his/her own work. Please see the Saint Xavier University catalog for further information on plagiarism and other academic fraud.

<http://catalog.sxu.edu/Shared/ACA/integrity.html>

Email: Students sending any email intended to notify the instructor of anything or request action or a reply by the instructor **must** show (1) the course number (i.e. "220") and (2) student's four digit accounting number as the first thing in the "RE:" line (the subject line) of the email. Emails without this information in the subject line will be presumed to be spam and therefore may or may not be read by the instructor.

Homework. Generally, homework problems and exercises will be assigned after the lecture on related material. However, some assignments will be made before the related lecture. Generally, all assignments are to be completed for the next class period.

Students are required to timely complete the homework assignments for the day assigned. All homework problem solutions must include a notation of the textbook page number(s) on which the rule(s) applicable to the answer may be found.

Students are encouraged to make corrections and notations on their homework during in-class homework review. One copy of homework should be handed in BEFORE class begins. Students are encouraged to print out a second copy of their homework for their use in class.

Timely submission of homework is a requirement of the course. Failure to satisfy this requirement could result in a reduction in the student's final letter grade for the course or an F in the course, notwithstanding that, numerically, homework is not a computed portion of the student's grade.

Classroom Participation. All students are expected to attend class and will be called upon to verbally respond during class. Students are required to bring calculators to each class period.

It is presumed that every student will come to class prepared for the particular material to be covered and be ready to discuss the homework and participate in class discussions. Students are expected to have read the material and exercised their best efforts to complete the homework before they come to class. Due to the nature of this course, not all the material can be covered in class, and some material may be given little or no classroom discussion. Nonetheless, each student is responsible for knowing any and all the material in the textbook as well as supplemental assigned material, whether or not such is covered during class.

Written Assignments. There may be written assignments for specific chapters. Assignments must be typed

1. On white 8 ½ x 11" paper,
2. With 1.5" line spacing,
3. 1 1/2" left and 1 1/2" right margins, and
4. Left Justification (rather than "full" or right justification).

Answers should be as complete as possible. Students should demonstrate the ability to adequately communicate their written responses to short problems or cases.

Cell Phones/Pagers. Students are expected to turn off their cell phones, headphones, Blue tooth devices, pagers, communication devices, iPods, MP3 players, and similar devices before entering class. None of

these devices may be used or visible during class without the advance approval of the instructor.

The *possession* of any of these devices that are turned “on” and are located on the student’s person or within 10 feet of their reach during any quiz or test is strictly prohibited. This prohibition applies even if the device is operating with the ringer in the silent or vibrating mode. Such unauthorized possession of a device will be considered an honor code violation and reported to the Dean of the Graham School of Management, and may result in sanctions, including but not limited to the issuance of a failing grade for the course.

Notwithstanding the foregoing, if circumstances require a student to have their device “on” during a test or in class, the instructor will consider the student’s advance written request and explanation in this regard, but may require the student to give up possession of the device during the quiz or test.

Classmate Contact Information Requirement. Students are required to maintain a list telephone numbers and other contact information [e.g. email address] for at least three (3) other students who they will contact to obtain classroom information (including future assignment information) or assistance with handing in their homework (or an extension), in the event that the student is unable to attend class.

TESTING

Tests and quizzes will be based on concepts discussed in the textbook and/or in the classroom as well as matters addressed in outside reading assignments, if any. Tests will consist of short written answer, true and false, and multiple-choice questions. Calculators are permitted during tests. Cell phones may not be used as a calculator.

Silence and the Honor Code will be strictly enforced at all times during examinations. Any unauthorized communication or aid during a quiz or test will be treated as an honor code violation resulting in a failing grade for that quiz or test and any other sanctions deemed appropriate by the instructor or the Dean of the G.S.M., including but not limited to the issuance of a failing grade for the course.

Test Seating. During tests, students are required to sit in pre-assigned seats. Students with physical disabilities should make arrangements for any necessary accommodations prior to the 3rd week of semester.

Reviewing of Tests. Time constraints make it impossible to review tests during normal class hours. However, the instructor may make limited time available. Students are strongly encouraged to review their completed tests during designated group review times or independently during office hours or other times arranged through the student's efforts. Additionally, students are encouraged to raise questions regarding test answers or other material during class periods.

In class tests will be available for students review outside of class for 21 days from date grades are posted or distributed in class or until November 27,2012, whichever comes first. Generally, grades will be posted by 1:30PM on the seventh day after date the test is administered.

No make up exams will be given except in hardship situations as determined by the instructor. Submission of a completed Extension Form, compliance with the Extension policy, and reasonable advance notice of a student's inability to take a test is required, if possible, as soon as the student becomes aware of the impending absence from the test. In accordance with Graham School policies, any make up exam will be conducted on the next pre-designated Saturday. Normally, grades for late exams will be made available within 28 days after the late test is completed. In any event, late exams may be downgraded by up to 10% at the instructor's unrestricted discretion and/or additional homework or testing may be imposed to validate the results of the late test.

GRADING

Tests, including, one cumulative final exam, are graded on the basis of a "modified curve" whereby the lowest C represents a minimal level of competency. Achievement tests will normally cover two or three chapters. For grading purposes, normally, each chapter tested is treated as a full chapter test. However, for any chapter whose content is covered in an overview or abbreviated manner, the test on such material may be treated a ½ chapter test rather than as a full chapter test, as announced in class. The overall achievement test grade will be recorded and equally weighted for each chapter (or ½ chapter) tested.

Quizzes may follow or precede in class discussion of the material quizzed. Generally, but not always, quizzes will be announced in advance and conducted during the first 5-10 minutes of class. Quizzes cannot be made up or rescheduled. In aggregate, quizzes will be weighted based on their nature, length, and difficulty. Generally, in aggregate, quizzes can be the equivalent of 1/2 to 1 1/2 chapter tests, depending on the number of quizzes given during the semester. Unlike chapter achievement tests, one quiz score may be dropped.

The instructor reserves the right to make a Discretionary Award of additional grade points to students that excel in classroom attendance, homework, improvement and/or classroom participation. Homework and attendance are scored based on the percentage of daily homework completed on time and regular class sessions attended relative to the total number of daily assignments and class sessions, without any curve. Students that conduct unnecessary side-conversations, nap in class, or are clearly not prepared for class will not be considered as attending the class. Students that notify the Office of Student Affairs of their impending absence from class will not be downgraded for being absent if the Office of Student Affairs notifies the instructor of the absence.

The anticipated weighting of the various grading mechanism is as follows:

In-class tests and quizzes and take-home tests	70%
Final Exam	30%
Discretionary Award	<u>5%</u>
	105%

FINAL GRADE SCALE: 90% = A 80% = B 70% = C 60% = D ≤59% = F

EXTENSIONS

In the business world, our employers and clients expect that we accept responsibility for completing our assigned work on a timely basis and keep them informed if such cannot be so completed. In keeping with this concept, students are responsible for demonstrating timely completion of homework, and/or communicating with the instructor regarding uncompleted homework. Absence from class (just like absence from one's job) does not relieve a student of these responsibilities. Students may satisfy these responsibilities by causing their daily homework (or an extension request) to be timely submitted before each class.

Nonetheless, the instructor acknowledges that, occasionally, circumstances make it difficult to timely complete homework. Accordingly, students are permitted to timely submit a signed request for an Extension of Time to Submit Homework, Form 7004 (sample attached). If the Extension is submitted PRIOR TO CLASS, the Extension will extend the due date for homework to the next class day. However, the Extension does not eliminate any student's duty to complete the homework. A photocopy of the previously submitted extension form and related homework must be submitted to the instructor on the following class day for check-off. In addition, the instructor may assign additional homework in order for the Extension to be validated. If a copy of the homework listed on Form 7004 is not submitted during the following class period, or the additional homework (if any) is not timely completed, the Extension will not be validated.

In the event a student is unable to personally timely file his/her Extension Request, a member of the class may deliver the absent student's homework to the instructor or may file the Extension Request on the student's behalf. Alternatively, the extension form or assigned homework may be emailed or faxed to the instructor prior to class if the student will not be in class to submit the homework.

Three (3) Automatic Extensions, as described above, will be granted as a matter of right if the Extension has been validated as described above.

In addition, a student may *request* additional extensions (a) in excess of the allotted number of automatic extensions, (b) for time to complete the homework or additional work beyond the normal one class period extension, or (c) if the student is unable take a test at the assigned time, by submitting a signed Form 2688, "Request for Additional Time to Submit Homework/Test".

In general, Form 2688 requests (which may be submitted on the student's behalf or emailed or faxed to the instructor) i) must be filed in advance, ii) must demonstrate of serious need beyond the student's control, iii) may not be filed with respect to a quiz, iv) may be rejected at the instructor's sole discretion, and v) if granted, may result in up to a 10 point reduction of the test score for such test. Absent other considerations, serious need does not include testing or assignments related to other classes.

Extension forms should be completed and submitted BEFORE class begins. Additional copies of the Extension Forms are available outside the instructor's office and.

OUTSIDE HELP

Students who have exercised reasonable efforts to grasp the material but nonetheless require additional assistance with the course may (1) Borrow and review text books and solution manuals available through the instructor or on reserve at the library, (2) Work with the Graham School's accounting tutor, if such is available, and (3) Seek additional help from the instructor. Requests for instructor assistance may be denied if they are made "at the 11th hour".

Students with Disabilities. "Saint Xavier University is committed to providing equal access and reasonable accommodations to students with disabilities as defined under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990." Please contact the Saint Xavier University Learning Center for more information. learningcenter@sxu.edu or 773 298-3308.

Integration of Technology The content, delivery and assessment of this course is augmented by the use of the Power Point, Word, and Excel for instructional purposes. 21st Century Literacy Skills are enhanced through students' use of Word, Power Point, Blackboard and the internet

CANCELLED CLASSES

Normally, students will be notified by email or in class of an impending of class cancellation. In the event that advance notice is not provided, students may assume that class has been cancelled if the instructor does not appear in class or otherwise notify the class within 20 minutes after the time that class was scheduled to begin, using Sprint's cellular phone service time (rather than the classroom clock) as definitive of the actual time of the day.

RECORDINGS

Students are hereby advised that classes may be recorded or videotaped by the instructor, primarily for quality control and evaluation purposes. Recordings may also be made available by the instructor to students needing additional assistance with the course, subject to restrictions imposed by the instructor. In no event will the recordings be offered for sale. Any student that

objects to the recording or video taping of class must file a written objection, in advance, with the instructor or will be deemed to have approved such practices.

CAVEAT

The instructor reserves the right and sole discretion to modify any portion of the syllabus or of the course coverage, requirements, or methodologies at any time when, in the view of the instructor, circumstances arise which make such necessary, appropriate, or helpful to cover or omit material related to course topics and/or appropriate for the granting of undergraduate credit.