



Course Syllabus

College of Business
Administration
BUSINESS BEGINS AT MARQUETTE

8/11/17

BULA 4001-101 BUSINESS LAW FALL TERM 2017

Mondays and Wednesdays
2:00 PM – 3:15 PM
David Straz Hall 388

CONTACT INFORMATION

Instructor: Douglas O. Smith, JD, MBA
Please call me Professor Smith.
Graduate Assistant: Dan Szczepanek
Please call him Mr. Szczepanek.
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Include in the subject line of all email communication to me the course & section number as it appears above. You can expect a response to emails within one (1) business day unless there is an Out of Office message that indicates otherwise.

Office Phone: (414) 288-6486; VoiceMail returned within one (1) business day
Mobile Phone: (414) 581-3373

Office Hours: Wednesdays, 10:30 AM to 12:30 PM and Thursdays, 12:30 PM to 2:30 PM during the course, except class breaks and holidays, or by appointment. Check the News section of D2L for any changes to, or cancellations of, regular office hours.
Office hours are first come, first served. To get an appointment during times outside office hours, see the student assistant at the International Business Studies desk in the main office suite on the first floor or send a copy of your class and work schedule via email so that I can schedule a mutually convenient appointment time.

COURSE DESCRIPTION AND OBJECTIVES

This course focuses on the legal concepts and knowledge necessary to perform the duties of a business professional working in and with the modern business organization. We will discuss advanced business law principles in a wide variety of areas. This course will help you to identify legal issues that may affect your ability to do your job as well as to provide you with the business law knowledge to be successful on the Regulation section of the CPA exam.

That means that, when the course is over, you should be able to: (1) evaluate the legal structure of an entity to determine the implications of applicable laws and regulations on how that business entity is organized, governed, and operates; and (2) apply business law concepts in evaluating the economic substance of business transactions such as purchase agreements, loans and promissory notes, sales contracts, leases, and assumptions of liabilities.

This is a “flipped classroom” course. I accepted the Dean’s challenge to create a flipped classroom experience to do two things—(1) promote engagement of students in the course and (2) sharpen the critical thinking skills of these students. Generally, course evaluation scores go down when faculty switch to flipped classroom formats. I am confident, however, that you will get more out of this approach and, in the long run, enjoy the course more as well. If you have concerns, please feel free to see me during office hours or by appointment.

A flipped classroom means that the lecture materials are delivered primarily outside of class. Then, in class, we will focus on case analysis designed to improve student proficiency in critical thinking and in applying the materials covered outside of class. In other words, instead of learning the material inside of class and applying it outside of class, these activities are “flipped.”

As indicated in the Course Calendar, the course is divided into six themes and ten “modules.” A module is a two-class grouping that will involve in the first class in-class work with a partner, overseen by me, and a second class in which pairs will present their answers to the case analysis questions for that module. The case analysis questions are designed to test your mastery of the objectives and sub-objectives listed in D2L for each theme of the course.

The process will look like this:

- Prior to class, students will review in Top Hat a summary of the legal principles required to understand the issues presented for the topic(s) covered by that theme. Students may also listen to short video or Voice Over PowerPoint (VOPP) presentations on key issues in each theme of the course, with a focus on material that students must know for the exams. Any videos will be posted on a YouTube channel so that they can be accessed through the Top Hat presentation tool, which permits the easy organization and scheduled availability of the materials. With 26.67% of the points in the course coming from class participation activities, a student cannot obtain sufficient points to earn credit from this course toward the Accounting major, much less achieve any higher grade that may be desired, without preparing effectively for each module. That means reviewing and understanding the materials provided in Top Hat and D2L.
- When a student arrives for Part A of the module, s/he will be randomly assigned a number that corresponds to the seat in which the student will sit for that module. Each student will legibly print his or her name on the seating chart for that module next to the number assigned and then sit in the corresponding seat in the classroom. The student will sit in that seat for both parts (classes) of that module.
- The student’s partner for that module will be either the person with the odd number immediately preceding his or her assigned even number, or it will be the person with the even number immediately following his or her assigned odd number. For example, 1 is always paired with 2, 3 is always paired with 4, and so on.

- **Students who arrive late will be required to wait outside the classroom until all other students have signed in, taken their seats, and completed attendance in Top Hat.** These students will be marked absent; will not be assigned a partner for that module; and will be required to sit in the seats in the back row that I assign to them for the remainder of that module. Such students can complete the written assignment for that module individually but can receive no in-class participation points for that module. In other words, only students assigned to a pair for that module and attending both parts of the module can earn in-class participation points.
- If there is an odd number of students who have arrived on time, so that one student has no assigned partner, I will be his or her partner for the brainstorming portion of the class. Consider this to be a bonus.
- Part A of the module, typically on Mondays, will begin with a review of events (from the previous week only!) that may be applicable to business law topics. Unlike in the past, I will not be volunteering any news stories. It is up to you to identify the stories and to present them in a knowledgeable way. I will accept as many volunteers as the first fifteen minutes of the class will permit. If there are no volunteers, I will call on students until I have run out of time or we have run out of students. If you don't wish to be called on randomly, volunteer early and regularly when you are prepared. **If you volunteer or I call on you and you are not prepared, you cannot earn any in-class participation points for that module.**
- There will be no lecture during a module. After current events, I will, however, answer any questions that students have about the material that was presented in Top Hat.
- The case analysis for the module will then be presented. The case analysis will include a basic fact scenario and then three (3) questions to be answered. I will briefly review the case analysis with the class.
- The remainder of Part A of the module will be spent working with assigned partners to prepare responses to the case analysis questions. Generally, I recommend that students spend at least 15 minutes reading, thinking, and brainstorming about the answers to the questions and then to prepare a short outline of the proposed answers. Students should take their own notes during this brainstorming and outlining process.
- Students should then begin working individually on their written responses to the questions. Remember, this is law: your analysis and explanation are far more important than getting the one correct answer—because there is not always one correct answer.
- During the brainstorming, outlining, and drafting portions of Part A of the module, I will be walking around the room to check progress and to answer any questions. From time to time, I will ask students to explain their answers and then offer any insights or assistance that I can. This will often be in the form of questions that students may have missed or may need to consider before finalizing the answers.
- At the end of Part A of the module, students will be required to post in Top Hat a reminder for me of any current events topic they presented they in Part A. It is up to the student to provide sufficient detail to allow me to remember what s/he said and to assign an appropriate number of points. If a student fails to post the reminder, and I later fail to give the student participation credit, no remedy is available.
- Each student's written answers to the case analysis questions will be due in Top Hat no later than the beginning of Part B of the module, which will typically be on Wednesday at 2 PM. I recommend that you prepare your answers in a word processing program and then

copy and paste them into Top Hat, so that you can have access to them during Part B of each module, as discussed below. The written assignment is individually graded, so each student must submit his or her answers to the case analysis questions. Partners are free to collaborate with each other, but with no one else, concerning their answers. Partners can even submit the same answers to the questions if they wish, so long as both partners participated in the brainstorming, outlining, and drafting of the answers to the case analysis questions.

- During Part B of each module, I will randomly call on students to explain their answers to the case analysis questions. Again, the focus here is on the application of critical thinking skills, so expect to be asked questions in response to your answers. To give everyone a fair opportunity to earn participation points, I will not be accepting volunteers during Part B of each module.
- At the end of Part B of each module, students will be required to post in Top Hat a reminder for me of any case analysis questions that they answered orally during Part B. It is up to the student to provide sufficient detail to allow me to remember what s/he said and to assign an appropriate number of points. If a student fails to post the reminder, and I later fail to give the student participation credit, no remedy is available.
- When I grade the case analysis, I will choose the best in the class and share it in Top Hat for you to review in preparation for the next exam.

Prior to the First Exam and, if there is no guest speaker, prior the Midterm Exam, I will also take one class to review the material that has been covered so far in preparation for those exams and to make sure that we are on the right track in executing the format for the course.

LEARNING TOOLS

Marquette's D2L portal is the primary way in which you will access information and assignments (examinations and written work product) related to the course. You are responsible for all information provided in D2L. Any changes to the syllabus, the schedule, or anything else related to the course will appear in the News section of D2L. You should check D2L well in advance of each class to assure that you understand everything that is required for that class.

We will also be using the [Top Hat](#) system extensively, and most of the material required for the course will be accessed through Top Hat. This is not optional, and if you wait to sign up for Top Hat, you will fall behind (and you won't save any money). **The Top Hat join code for this course is 470239.** You use Apple or Android smartphones and tablets, as well as PC or Mac laptops. **It is not feasible to complete this course without access to Top Hat during every class, including prior to the first class.**

You can visit the [Top Hat Success Center](#) for the Getting Started Guide, which outlines how you will register for a Top Hat account and provides a brief overview to get you up and running on the system. An email invitation will also be sent to your Marquette email account. Address all technology issues with Top Hat. I am not Top Hat technical support. If you wait until the last minute to do something and there is a technical problem, no relief will be provided.

The first portion of each class will be devoted to discussing recent legal developments in business law. In order for you to be sufficiently well informed to participate effectively in these discussions, I am curating a free Flipboard magazine called “Business Law in the 21st Century.” You can search for the magazine on Flipboard, www.flipboard.com. This online magazine is intended to provide you with a broad range of articles, from a wide variety of perspectives, on business law issues that are currently in transition. You are expected to review it prior to each class. It will be up to you to identify relevant and important articles and to be able to discuss their importance with respect to the materials that we will address in the course.

In addition, you are required to subscribe to the *Wall Street Journal*. (You’ll need this subscription in order to access WSJ articles on Flipboard.) The information concerning subscriptions is provided in the News section of D2L. If it appears that students are not preparing for the current events portion of the class, I reserve the right to ask questions concerning the main stories that have appeared in WSJ since the last class and to rely on them in determining the Class Participation portion of the grade.

Top Hat and WSJ involve subscription fees. I am mindful of asking you to incur additional costs, but I have concluded that each of these services is necessary to promote the kind of student engagement that produces effective learning and maximum student performance in the course. All together, the cost of materials for the course is less than it would be for other options that I would have used in their place. Note that I have omitted the textbook for this course.

COURSE MATERIALS

COURSE CALENDAR

The Course Calendar is an important part of this syllabus. It is posted separately so that it can be easily updated if the need arises. If the Course Calendar is updated, it will be re-posted and a notice will appear in the News section of the main page for the course in D2L.

Requirements for the upcoming week will also be highlighted in class, but you may only safely rely on the Course Calendar. Anything submitted after the time specified on the Course Calendar is late. Late submissions will not be accepted, except for good cause shown.

There is no textbook for this course.

OTHER COURSE MATERIALS

Any other course materials beyond the textbook, *Wall Street Journal*, and Top Hat will be posted electronically in the Content section of D2L.

MISSING DEADLINES, FREAKY FRIDAYS, AND GOOD CAUSE SHOWN

Triple witching hour, also known as Freaky Friday, is the last hour of the stock market trading session (3:00-4:00 P.M., New York City local Time) on the third Friday of every March, June, September, and December. On those days, three kinds of securities--stock market index futures,

stock market index options, and stock options—all expire. It can overwhelm the traders involved in handling the resulting transactions.

More and more, when I ask students if there is a reason for a poor grade, they tell me about their own Freaky Fridays, when multiple exams or other major assignments all occur within a short period of time. If you find yourself facing your own Freaky Friday, you should remember that the responsibility of the faculty is to help you to succeed. If you have a legitimate situation in which your success on an exam or major assignment is in jeopardy, **see me during office hours or by appointment**. I will make limited accommodations to help you be in the best position possible to excel in this course.

If you and I were perfect, we would anticipate every contingency and adversity and never miss a deadline or need an extension of time. Nevertheless, both planning and the ability to adapt to changing circumstances are essential in business. Since we are all thoroughly imperfect, our responsibility is to strive to do the best we can with the hand that we are dealt. My job is to hold you accountable to that standard, not one that says that everything must happen exactly as originally planned.

When you find yourself about to miss a deadline, you should:

- Ask for an accommodation as soon as you are aware of the problem, preferably as part of your submission of the portion of the assignment that you have completed to the Dropbox for that assignment.
- Explain why, if you waited until the last minute to begin an assignment, you nevertheless deserve an accommodation.
- Turn in the completed assignment as soon as humanly possible after the original deadline and no later than one week after the due date.
- See me during office hours, or by appointment, as soon thereafter as you can.

While I will not promise you an accommodation under those circumstances, if you follow my instructions, it will be difficult for me to refuse to grant one.

Throughout the syllabus, you will see reference to “except for good cause shown.” “Good cause shown” requires that you must meet with me in person to discuss the reasons for the absence, late assignment, or other issue, during office hours or at a scheduled appointment.

- A traffic jam or oversleeping is not good cause shown for late attendance or absence. Delivering a baby along the side of the freeway constitutes good cause shown. Anything in between is up to my reasonable judgment.
- If an assignment is submitted late, you must have the late work completed and uploaded to D2L within one (1) week of the scheduled due date, and before meeting with me, in order to obtain any consideration. I reserve the right to accept an assignment late and grade it for full credit; accept the assignment late and reduce the grade earned by up to 50%; or to reject the assignment submitted late and to provide with a zero grade for the assignment. If you ask me for an accommodation before you submit the completed work and before you meet with me, your request will be denied.

- The D2L Drop Boxes for the Case Analysis assignment be set to remain open to allow late assignments to be posted for one week after the due date. Do not be fooled by the date on which the D2L Dropbox closes. D2L Dropboxes are left open for an extra week in case a late assignment is submitted and subsequently accepted by me. Rely on the Course Calendar, and any updates to the Course Calendar, as to when assignments are due. **Do not ask me if I will accept late assignments without first turning them in. The answer will always be no.**
- Study outlines will not be accepted late under any circumstances, including good cause shown.
- You assume all responsibility for the technology that you use to access D2L to turn in a written assignment or study outline. Unless Marquette’s Information Technology Services reports that there was a problem with D2L’s operation, technology problems will not be considered good cause so as to permit you to turn in assignments late. Waiting until the very last minute to submit assignments increases the risk that a problem with technology will interfere with the grade for that assignment or the option to use a study outline during an exam. Students have the ability to avoid these issues by not waiting until the last minute to attempt to upload the assignments.

ATTENDANCE

Part of what you should learn in the College of Business Administration are the traits of professionalism in the workplace. Attendance at each scheduled class session is expected, because attendance every day at work will be expected.

The Top Hat attendance code will be posted as soon as possible after I arrive in the classroom. (If there is a class there in the prior period, we may be delayed in accessing the classroom.) The Top Hat attendance code will be taken down before late students are admitted to the room, so be prompt in logging in for attendance to Top Hat. **Sharing Top Hat attendance codes constitutes academic dishonesty.** If you are not present prior the time that attendance taking is discontinued, you are absent—no exceptions.

If you are not normally punctual for appointments, make this class an exception. **Consider yourself warned that being on time is my personal obsession.** In addition to being marked absent and losing the right to earn in-class participation points, I reserve the right to prohibit students from entering the classroom after the class starts if late arrivals are widespread or become a habit.

Only four missed class sessions are permitted. Students with more than four absences during the academic term will receive a grade of “WA” unless the student meets with me in person and I determine that absences were for good cause shown.

If you have four unexcused absences, the burden is on you to demonstrate why you should not receive a grade of “WA.” Students are required to meet with me after four (4) absences, and after each and every absence after four (4) absences, so that absences status can be confirmed and an appropriate decision on continuation in the course can be made.

Absences excused under the University’s attendance policy, including any required as an accommodation for special needs, are by definition “for good cause shown” for purposes of attendance and for obtaining extensions for the completion of assignments.

Students are still responsible for all material covered during+ their absence from class.

GRADING

OVERALL SCHEME

The purpose of grades is both (1) to communicate to you the effectiveness of your study skills and your ability in the future to apply the material presented and (2) to inform others once the course is complete as to your mastery of the material. The job of the grading scheme is to make sure that you are awarded the grade that you have earned. It would be unfair both to your current and future employers and to you to award a grade that you have not earned.

The points are allocated as follows:

Examinations (4 exams at 100 points each)	400 points
Case Analysis	100 points
Participation	200 points
Pink Time Assignment	50 points
TOTAL	750 points

Final course grades will be determined as follows:

93% and up:	A	697 points or more
90% - 92.9%	A-	675 points to 696 points, inclusive
87% - 89.9%	B+	652 points to 674 points, inclusive
83% - 86.9%	B	622 points to 651 points, inclusive
80% - 82.9%	B-	600 points to 621 points, inclusive
77% - 79.9%	C+	577 points to 599 points, inclusive
73% - 76.9%	C	547 points to 576 points, inclusive
70% - 72.9%	C-	525 points to 546 points, inclusive
67% - 69.9%	D+	502 points to 524 points, inclusive
60% - 66.9%	D	450 points to 501 points, inclusive
Below 60%	F	449 points or less

There will be no curve. Everyone should have an equal chance to earn the top grade. That being said, in exceptional cases, I may provide extra credit points to some or all of the class to reflect any poor performance on a particular examination that may be partly attributable to me (because, for example, I wrote a poor exam question). This kind of extra credit will only be awarded at the end of the course, immediately prior to the posting of final grades.

Extra credit participation points are also available, as described below.

Any concerns about an individual component grade that you received must be brought to my attention within fourteen (14) days of the date on which the assignment was originally due. Otherwise, I will not revisit the assigned grade for that component.

EXAMINATIONS

All examinations will be taken in class as set forth in the Course Calendar. Each examination will consist of mostly multiple-choice and, in some cases, short answer questions and only include material presented since the previous examination. All examinations, including the final examination, will last 75 minutes.

Students are permitted to bring study outlines for use during examinations. **The use of anything else during the examination--the textbook, class PowerPoints, class notes, or any electronic device—is prohibited.** Students are permitted and encouraged to form study groups with other class members to create appropriate study outlines. Each study outline must be the original work of the student(s) who use it, and the names of all students who contributed to the study outline must be listed at the top of the first page of the study guide. Any study outlines that may have been prepared for previous versions of this course are not permitted.

In addition, each person (but just one member of each study group) must turn in a copy of the study outline to be used during the examination in the D2L Dropbox for this purpose forty-eight (48) hours in advance of the examination, and each person using a study outline during the examination must turn a copy of the study guide used together with the completed examination. Any violation of these study outline rules is considered cheating and a violation of academic integrity requirements for this course.

Examinations will be rescheduled for individual students only for good cause shown after meeting with me in person to discuss. Students who have excused absences for exam days should meet with me to determine when the exam can be taken, preferably before the exam is taken by the rest of the class.

CASE ANALYSIS

See D2L for more information on the Case Analysis. This assignment will change from term to term. **Note that this assignment occurs during the first three weeks of the term.**

PARTICIPATION

Participation in classroom and out-of-class instructional activities is an essential part of the learning in this course, not just for yourself but also for others in the course who have the opportunity to learn from you. Continuous engagement in the course provides you with the

exposure to the course materials required to achieve the necessary levels of understanding and of critical thinking.

The participation grade involves three elements:

- Each of the ten (10) modules for the course will have case analyses for which written responses are required by the beginning of the second class in that module. Each module may have more than one question, but all case analysis responses for each module will be worth fifteen (15 points).
- Students may earn up to five (5) points for the presentation of a current events topic or for the presentation of answers to case analysis questions. Only students who participate in class discussions will receive the points. These points are not automatic, and the points awarded will be based on the quality of the answers provided. See the notation below.
- There are questions included within the faculty-prepared summary in Top Hat. Students earn one-half point, or 0.5 points, for each correct answer submitted prior to the beginning of the theme for which that material relates. These dates are called out in the Course Calendar. There is a maximum of thirty-five (35) points available in this category. It appears in the D2L Grades section under Top Hat Quizzes for up to ten (10) points and under Participation Extra Credit up to 25 points.

Five (5) points for written responses to case analysis question or for in-class presentations are reserved for responses that are legally accurate and include evidence of critical thinking. Four (4) points are reserved for answers that may not be legally accurate but include sufficient evidence of critical thinking expected of students in an advanced business law course. Three (3) points or less will be awarded for answers that are not legally accurate and do not include sufficient evidence of critical thinking expected of students in a business law course.

In the past, I have made deductions for absences from class. **In this class going forward, if a student has an unexcused absence from either class of a module, s/he will receive no participation points for the Top Hat Quizzes for the related theme or for the Classroom Presentations for that module.** That should be sufficient enough deduction of points.

If a student earns more than 200 participation points, the balance, not to exceed 25 points, will be added at the end of the term as extra credit points.

Except for good cause on the part of the instructor or the graduate assistant, a student's current status with respect to participation points will be uploaded to the Grades section of D2L by Friday of each week during the course.

PINK TIME ASSIGNMENT

Author Daniel Pink has inspired an experimental teaching strategy. If you wish to get a better sense of the thinking behind this assignment, you can see his video on "The Puzzle of Motivation" at <https://www.youtube.com/watch?v=rrkrvAUbU9Y>.

This term's version of "Pink Time" is as follows:

1. Your job is to: (1) **Savor the moment**—do something new, like learn to play the guitar, or take a golf lesson, or learn to cook something difficult, or visit someplace in Milwaukee that you have never been before; (2) **Thank those who matter**—connect with a former teacher, mentor, or loved one you respect, interview that person, and thank that person for what s/he has done for you or means to you; (3) **Aspire to meaningful goals**—engage in an activity or interaction with another person that will advance you toward your highest personal goal; (4) **Give of yourself**—perform a service activity or *mitzvah* of some kind; or (5) **Empathize with others**—get to know someone suffering from a tragedy or who is from a different culture and is now here in the United States. No repetition of the Pink Time Assignment that you did in BULA 3001 is permitted. Do not test my memory.
2. You must meet with Mr. Szczepanek during his assigned office hours or by appointment to discuss what you learned, especially about yourself. He will provide information in the News section of D2L about his office hours schedule and how to make appointments with him if you cannot go to his office hours because of classes or work. If you make an appointment with Mr. Szczepanek and fail to show up at the required time, you will be required to meet with me during my office hours to complete the Pink Time Assignment.
3. Your grade will either be zero points or 50 points. You will get 50 points if you follow the instructions; devote effort at least appropriate to a fifty-point assignment; and Mr. Szczepanek or I learn something about you as a result of the assignment. Otherwise, you will get zero points.

COURSE POLICIES

CLASS CANCELLATION

In the highly unusual situation that classes are cancelled by the University Provost because of weather, the Class Calendar may change. If I am absent from class for serious illness or other reason beyond my control, I will post the notice of class cancellation to the News section of D2L as soon as I possibly can, along with any instructions.

If the Part A class of a module is cancelled, Part A will move to the Part B class for that module, and the written answers to the case analysis questions will be due not later than the start of the next following class. If the Part B class of a module is cancelled, normally, there will be no change to the Course Calendar, and we will simply skip Part B. In both instances, all students will be assigned five (5) points for in-class participation for the cancelled class. If the cancelled class is not part of a module, watch D2L for further instructions.

If the final exam is cancelled so some reason, I will add your mean average of points from the first three exams as your final exam score and calculate your grade on that basis. If another exam is cancelled, expect the exam to take place at the next scheduled class and that Part A of the next module will be moved to Part B of the next module, with Part B cancelled

GUIDELINES FOR WRITTEN SUBMISSIONS

All written submissions must be submitted either in Microsoft Word, 2009 version or later, or Adobe Acrobat PDF. Margins shall be one inch on each side, and the typeface shall be 12 point Times New Roman or 12 point Arial. Submissions in other formats or not meeting these requirements will not be accepted.

The date and time of submission are the date and time in which a version of the written submission meeting these requirements is uploaded to D2L.

Good writing habits are "portable" and will always reflect well on you. Shoddy written work can have enormous negative consequences in terms of lost opportunities for new positions or advancement. A commitment to quality is essential. To this end, you should proofread your work for content (i.e. cohesion of argument, clarity of logic, support of position, and conciseness), as well as for correct grammar, spelling, and punctuation (re-read even *after* running spell check). Unless you are an uncommonly gifted writer and analyst, your grade will inevitably suffer if you wait until the last minute to complete your written assignments. **Plan ahead.**

In general, your written assignments should include the following:

- Well-organized and concise arguments (avoid padding)
- Clear statements of assumptions and conclusions
- Rigorous use of facts to support arguments without summarizing the material (I've read the materials and I don't care to re-read them in your assignment!)
- Original, not plagiarized text (quote appropriately, and give credit if you quote or paraphrase). Keep in mind that quoting your own previous assignments is not allowed without the advance approval of the instructor and proper citation by you to your previous work.

TURNITIN

In this course you will be required to submit any written work product in electronic form for evaluation by a plagiarism detection website called Turnitin. Your assignment will become a permanent part of the Turnitin database, but your work product will not be used for any other purpose than checking for plagiarism. **Check your Turnitin score before turning in your assignment and eliminate any text that may trigger further investigation.**

CLASS PREPARATION

You are expected to complete and be familiar with all assigned readings and integrate them as appropriate into your written assignments. Please consider me a resource (both in and out of class) to discuss any topics that you do not understand.

GRADE APPEALS

See the Academic Bulletin.

ACADEMIC DISHONESTY

The rules on academic dishonesty for the College of Business Administration apply. See also the discussion concerning the Honor Code below.

OTHER ADMINISTRATIVE DETAILS

- **Be in your assigned seat and ready to go at the beginning of class.**
- It is very important that you check D2L often for any news items, modifications to the syllabus, class notes, and other class materials. There are no excuses for not knowing information that is posted in D2L. I may, but I assume no obligation to, notify you via email message when important information is posted to D2L. Any email message from me will go to your Marquette email address listed in D2L, no exceptions.
- Questions of general interest or concern must be asked in class or addressed to me in person. That includes any matters related to the syllabus. I reserve the right to answer questions that are already plainly and directly answered by the materials in this syllabus by saying “See the syllabus.”
- **Expect that issues related to your individual situation—such as grade calculations or attendance or performance concerns—will be required to be addressed with me in person.** I will be available during office hours and freely by appointment. I am on campus throughout the work day and often available in the afternoon and evenings. Email does not have the required give-and-take to address these kinds of issues fairly and appropriately. In addition, I do not consider it safe or secure to send grade information via email, even within the Marquette ITS system or even if you choose to do so.
- All material used verbatim should be enclosed by quotation marks. Any material upon which you rely, or choose to quote, as part of any written assignment must include a complete citation, sufficient to allow me to find the information. **Note that a student’s use of “recycled” material—material that the student prepared and used in a previous course—without quotation marks or citation, or without prior approval of the instructor, is considered plagiarism.**
- Do not wait until the end of the term to see me regarding problems with the course material or your performance. Your performance in this class is important to me. Please come by my office or make an appointment to discuss potential problems with me as early as possible. Students who have waited to see me until the end of the term about such issues have received no favorable consideration, and you can expect that this will be my approach -going forward.
- In addition, I reserve the right to require students to meet with me in my office, during office hours or at a mutually agreed appointment time, to discuss the course. I will randomly select students for this honor from time to time. If you have already stopped by to see me outside of class, you won’t be asked to come by again.

ACCOMMODATIONS

- If you have a disability and require accommodations, please contact me as soon as possible so that your learning needs may be appropriately met. You will need to provide

documentation of your disability from the Office of Disability Services. If you are unsure of what you need to qualify for services, visit the Office of Disability Service's website at www.marquette.edu/disability-services or contact the Office of Disability Services at 414-288-1645.

- Except to address such situations, no audio recording or photography of any kind is permitted in the classroom.

EMERGENCY PLAN

- Every Marquette University campus building has emergency shelter and evacuation plans. Please familiarize yourself with the plans of each building in which you take classes or attend meetings. Make sure to note the routes to the lowest level of the buildings for shelter during inclement weather, as well as exits from the buildings in the event of fire or other emergency.

UNIVERSITY HONOR CODE

The Associate Deans of the undergraduate colleges at Marquette have adopted an Honor Code that includes procedures for handling violations of those standards. Instructors must:

- Monitor and design exams and assignments so that honest students will not be disadvantaged by other students who might choose to cheat if given the opportunity.
- Report circumstances that may compromise academic honesty, such as inattentive proctoring or premature posting of answers.
- Follow all published procedures regarding cases of academic misconduct.
- Report all observed breaches of the Honor Code and academic honesty to the Associate Dean.

You should review the Honor Code to understand your obligations as a student.

COLLEGE OF BUSINESS ADMINISTRATION ASSESSMENT STATEMENT

- The fundamental mission of the College of Business Administration is to provide a quality education grounded in Catholic, Jesuit intellectual values. Students are expected to learn how to function effectively in a diverse and global economy and develop into responsible members of the business community. As one of many methods of assuring that the goals of our educational mission are successfully met, the college regularly and systematically engages in the assessment of these competencies.
- Students in COBA programs are also assessed on their competency to communicate effectively, communicate effectively, analyze critically, and understand local, national, and global strategic issues of firms and perform fundamental activities of business managers.
- Assessment takes place each semester in all programs and settings using quantifiable measures to gather and analyze information to help continuously improve the educational process. The College of Business Administration is dedicated to providing a quality education for all students. Assessment is the continuous improvement process of evaluating our success. More information on assessment can be found at

[\(http://www.marquette.edu/assessment/\)](http://www.marquette.edu/assessment/)

and

http://www.busadm.mu.edu/graduate/learning_objectives.shtml)

- The undergraduate business core program learning goals are:
 1. Demonstrate effective communication skills in business situations.
 2. Analyze the global business environment.
 3. Analyze the domestic business environment.
 4. Demonstrate critical thinking skills in business situations
 5. Demonstrate an ethical understanding and perspective in business situations
- In addition to assessing the learning outcomes of the business core and the MBA program, each undergraduate major and all business graduate programs have unique program goals and associated learning outcomes. These programs assess their outcomes each semester. The primary rationale for assessment is the assurance of learning for all undergraduate and graduate students in the College of Business Administration.

BULA 3001-101 FALL 2017 COURSE CALENDAR 7/24/2017

Class	Date	Requirements
1	Mon 28 Aug 5:00 PM	You will be introduced to the course and its subject matter. After reviewing the syllabus and the basic structure of the course, we'll discuss what law and business law are and review some basic themes and philosophies that you will encounter during the course. Read the syllabus, located in the Syllabus and Administrative Materials subsection of the Content section of D2L, <u>carefully</u> prior to class. Submit any questions in the Syllabus and Administrative Issues forum in the Discussions section of D2L.
2	Wed 30 Aug 5:00 PM	We'll discuss how law is administered and enforced and the process by which legal principles are derived. Read Chapter 1, Law and Legal Reasoning, and Chapter 5, Business Ethics and Law, in the textbook and any material in the Class 2 subsection of the Content section of D2L. Omit sections 4 and 6 and Exhibits 1-4 and 1-5 in Chapter 1. Omit Cases 5.1 and 5.3 in Chapter 5. Also omit the first part of section 7 in Chapter 1, prior to "Case Titles and Terminology." Read the Unit 1 Focus on Ethics on pages 105-107.
	Wed 30 Aug 6:15 PM	The Case Analysis assignment will be available in the Content section of D2L.
	Mon 4 Sep	LABOR DAY--NO CLASSES
3	Wed 6 Sep 5:00 PM	We'll discuss the judicial mechanisms used to resolve legal disputes. Read Chapter 2, Courts and Alternative Dispute Resolution, and Chapter 3, Court Procedures, in the textbook and any material in the Class 3 subsection of the Content section of D2L. Omit Cases 2.1, 3.2, and 3.3.
	Wed 6 Sep 10:00 PM	A draft of the Case Analysis assignment must be submitted to the Dropbox in D2L.

	Thurs 7 Sep 6:00 PM	Attend Taste of Ireland 2017 at Turner Hall. Eat samples from the best that Milwaukee's Irish bars and restaurants have to offer, listen to great Irish music, and benefit the local schools supported by the Hibernian Foundation. See the News section of D2L for more information.
4	Mon 11 Sep 5:00 PM	NO CLASS. You are expected to read Chapter 4 in the textbook; any material in the Class 4 subsection of the Content section of D2L; and the relevant presentation in Top Hat. Omit Cases 4.1, 4.2, and 4.3.
5	Wed 13 Sep 5:00 PM	Participate in the In-Class Writing Tutorial. See D2L for more information.
6	Mon 18 Sep 5:00 PM	We'll discuss the concept of torts. Read Chapter 6 of the textbook and any material in the Class 7 subsection of the Content section of D2L. Omit Case 6.1. Read the Unit 2 Focus on Ethics on "Do Gun Makers Have a Duty to Warn?" on page 204.
	Tues 19 Sep 10:00 PM	The final Case Analysis assignment is due in the Dropbox section of D2L.
7	Wed 20 Sep 5:00 PM	We'll discuss the law of strict liability and the general area of law called products liability. Read Chapter 7 of the textbook and any material in the Class 8 subsection of the Content section of D2L. Omit Case 7.2.
8	Mon 25 Sep 5:00 PM	We will work through the questions in the Practice Exam included in D2L and understand the best ways to approach the exams in this course.
9	Wed 27 Sep 5:00 PM	FIRST EXAM

10	Mon 2 Oct 5:00 PM	We'll discuss the nature of contract law and the basic terminology necessary to perform an analysis of contract law that affects business operations. Read Chapter 11 in the textbook and any material in the Class 10 subsection of the Content section of D2L.
11	Wed 4 Oct 5:00 PM	We'll discuss the first of the essential elements of a contract, often referred to as "agreement," "meeting of the minds," or "manifestation of mutual assent." Read Chapter 12 in the textbook and any material in the Class 11 subsection of the Content section of D2L.
	Thurs 5 Oct 3:30 PM	The discussion with the instructor concerning the Pink Time project must be completed by this date and time.
12	Mon 9 Oct 5:00 PM	We'll discuss the last three essential elements of a contract--consideration, capacity, and legality. Read Chapters 13 and 14 of the textbook and any material in the Class 12 subsection of the Content section of D2L. Omit Cases 13.3 and 14.2.
13	Wed 11 Oct 5:00 PM	We'll discuss the issues of mistake and fraud as a basis of contract avoidance, as well as the Statute of Frauds and a writing as a (sometimes) required element for a valid contract. Read Chapters 15 and 16 of the textbook and any material in the Class 13 subsection of the Content section of D2L. Omit Cases 15.3 and 16.2.
14	Mon 16 Oct 5:00 PM	We'll discuss privity of contract, third party beneficiaries, and how contracts are performed and how performance obligations under contracts are discharged. Read Chapters 17 and 18 of the textbook and any material in the Class 14 subsection of the Content section of D2L. Omit Cases 17.2 and 18.3.
	Mon 16 Oct 6:15 PM	To the extent possible, we will work continuously through the three previous classes in an effort to cover the remedies material as well. If we don't get to the material, this optional class will discuss the remedies available for breach of contract, as well as preview the midterm exam. Read Chapter 19 of the textbook and any material in the Class 14 subsection of the Content section of D2L. Also read the Appendix to Chapter 19, Reading and Analyzing a Contract, on pages 332-337 and the Unit 3 Focus on Ethics on pages 338 through 340.

15	Wed 18 Oct 5:00 PM	MIDTERM EXAM
	Thurs 19 Oct to Sun 22 Oct	MID-TERM BREAK
16	Mon 23 Oct 5:00 PM	We'll begin discussing Article 2 of the Uniform Commercial Code. Read Chapter 20 of the textbook and any material in the Class 16 subsection of the Content section of D2L. Also read the Appendix to Chapter 20 on pages 363-366.
17	Wed 25 Oct 5:00 PM	We'll discuss issues of title, risk, and insurable interest under Article 2 of the Uniform Commercial Code. Read Chapter 21 of the textbook and any material in the Class 17 subsection of the Content section of D2L.
18	Mon 30 Oct 5:00 PM	We'll continue our discussion of Article 2 of the Uniform Commercial Code by reviewing issues of performance and breach under sales contracts governed by Article 2. Read Chapter 22 of the textbook and any material in the Class 18 subsection of the Content section of D2L. Omit the discussion of "Remedies for Breach of International Sales Contracts" on page 399 of the textbook.
19	Wed 1 Nov 5:00 PM	We'll conclude our discussion of Article 2 of the Uniform Commercial Code by reviewing the concept of warranties. Read Chapter 23 of the textbook and any material in the Class 19 subsection of the Content section of D2L.
20	Mon 6 Nov 5:00 PM	THIRD EXAM
21	Wed 8 Nov 5:00 PM	We'll discuss the general concept of agency. Read Chapter 25 of the textbook and any material in the Class 21 subsection of the Content section of D2L. Omit Case 25.2. Read also the Unit 5 Focus on Ethics on pages 508 and 509 related to "The Agent's Duty to the Principal," "The Principal's Duty to the Agent," and "Respondeat Superior."
22	Mon 13 Nov 5:00 PM	We'll discuss the extent to which principals and agents are liable to third parties and how agency relations can terminate. Read Chapter 26 of the textbook and any material in the Class 22 subsection of the Content section of D2L.

23	Wed 15 Nov 5:00 PM	We'll do an overview of employment, immigration, and labor law. Read Chapter 27 of the textbook and any material in the Class 23 subsection of the Content section of D2L. Omit Cases 27.2 and 27.3. Read also the Unit 5 Focus on Ethics on pages 509 and 510 related to "Immigration Reform" and "Problems with I-9 Verification."
24	Mon 20 Nov 5:00 PM	We'll discuss employment discrimination, the legal basis for most employment-related litigation, and diversity issues. Read Chapter 28 of the textbook and any material in the Class 24 subsection of the Content section of D2L. Read also the Unit Five Focus on Ethics on page 510 related to "Discrimination Against Transgender Persons."
	Wed 22 Nov to Sun 26 Nov	THANKSGIVING BREAK--NO CLASSES
25	Mon 27 Nov 5:00 PM	We'll discuss intellectual property law. Read Chapter 8 of the textbook and any material in the Class 25 subsection of the Content section of D2L. Omit Case 8.3. Read the Unit 2 Focus on Ethics on "Trademark Protection versus Free Speech Rights" and "Trade Secrets versus Free Speech Rights" on page 204.
	Mon 27 Nov 10:00 PM	The Experiential Learning Assignment is due one (1) week after the legal proceeding was attended. This is the last date and time that the assignment may be submitted.
26	Wed 29 Nov 5:00 PM	We'll discuss internet law, social media, and privacy issues. Read Chapter 9 of the textbook and any material in the Class 26 subsection of the Content section of D2L. Omit Case 9.2. Read the Unit 2 Focus on Ethics on pages 202 and 203.
27	Mon 4 Dec 5:00 PM	We'll discuss criminal law in the business context and review for the final exam. Read Chapter 10 of the textbook and any material in the Class 27 subsection of the Content section of D2L. Omit Cases 10.1 and 10.3.
28	Wed 6 Dec 5:00 PM	NO CLASS. This class is cancelled in recognition of the extra class scheduled earlier in the term, the large number of papers and group projects often due during this week, and the need for students to prepare effectively for final exams.
	Wed 13 Dec 5:45 PM	FINAL EXAM
	Tues 20 Dec 12 noon	Final grades must be posted by the instructor to CheckMarq.

	Tues 20 Dec 5:00 PM	Final grades are available to the students on CheckMarq.
	Wed 21 Dec 5:00 PM	D2L is no longer available to students.