



THE OHIO STATE UNIVERSITY

Instructor:

Name: Andrea Wilttrout
Department: Finance
Office Hours by appt

Email: Wilttrout.8@osu.edu

Class Meeting Schedule:

MWF 3:00-3:50 Section 2438 Schoenbaum 320

Course Materials:

Required: Kubasek, Nancy. Dynamic Business Law. New York: McGraw-Hill, 2020. Sixth Edition. We will use Connect for this class.

Course Description:

This course is an introduction to the U.S. legal system and sources of law and an analysis of basic legal concepts related to business decisions. Primary areas covered include torts, contracts and employment law. It will involve discussions, questions, answers on the materials and case studies. Class participation is mandatory. Students will be expected to discuss the cases and the problems in each chapter covered. Homework is required. 1.5 credit hours.

Course Learning Outcomes:

By the end of this course, students should:

- Understand the legal framework within which American business operates
- be familiar with basic legal concepts relevant to business decisions
- have gained experience in legal analysis
- have improved their communication skills

How This Course Works:

Mode of delivery: This course is 100% in-person, unless otherwise specified.

Credit hours and work expectations: This is a 1.5 semester hour course. Since it only meets for half of the semester, according to [Ohio State policy](#), students should expect around an average of 3 hours per week of time spent on direct instruction (time in class) in addition to 6 hours of homework (reading and assignment preparation, for example).

Attendance and participation requirements: Attendance is not required; however, participation is part of your grade and participation cannot occur without attendance. The following is a summary of everyone's expected participation:

- **Participating in class:** You will be expected to have read the assigned reading for each session. You will be expected to be prepared to discuss the assignment and may be called on. If you have a situation that might cause you to miss a class, please contact via e mail **BEFORE** the scheduled class. If you tell me before or after class, please also follow up with an e mail as I may not remember our conversation.
- **Office hours:** Office hours are optional; however, based on your performance you may be requested to schedule a meeting to discuss your progress.

Course technology:

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** ocio.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu
- **TDD:** 614-688-8743
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Baseline technical skills for online courses

- Basic computer and web-browsing skills
- Navigating Carmen: for questions about specific functionality, see the [Canvas Student Guide](#).

Carmen access

You will need to use [BuckeyePass](#) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the [BuckeyePass - Adding a Device](#) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the [Duo Mobile application](#) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

Grading and Evaluation:

Graded assignments may come in three forms, and students should note the expectations for each in the descriptions of our class assignments below.

- **Independent Work (I):** Strictly non-collaborative, original-individual work. You may discuss this assignment only with your instructor. Discussions with other individuals, either in person or electronically, are strictly prohibited.
- **Collaboration Required (C):** An explicit expectation for collaboration among students either in-class or outside (i.e., group work).

Assignment Name	Points / Weight	Assignment Type
Midterm	280	I
Final	350	I
Homework	170	I
Attendance/participation	200	C
TOTAL COURSE POINTS	1000	

Course Assignments:

Reading assignments for each class will be in Carmen in the Module for each week. They are also in the Assignments section (see schedule below) according to due date. You will be expected to do the reading BEFORE our scheduled class time.

Homework assignments are on Carmen and will be due **BEFORE** each class.

Class will be a discussion of the material with you volunteering and/or me asking you questions. Office hours are also available for additional help.

Grading Scale:

A = 93 – 100%	C = 73 – 76.9%
A - = 90 – 92.9%	C - = 70 – 72.9%
B + = 87 – 89.9%	D+ = 67 – 69.9%
B = 83 – 86.9%	D = 60 – 66.9%
B - = 80 – 82.9%	E = below 60%
C + = 77 – 79.9%	

Course Schedule:

Wk	Day	Date	Assignment
1	M	10/20	Ch 1 Introduction
	W	10/22	Ch 5 Constitutional Law
	F	10/24	Ch 3 US Legal System
2	M	10/27	Ch 3 US Legal System
	W	10/29	Ch 8 Torts
	F	10/31	Ch 8 Torts
3	M	11/3	Ch 9 Negligence & Strict Liability
	W	11/5	Ch 9 Negligence & Strict Liability
	F	11/7	Midterm
4	M	11/10	Ch 13 Contracts
	W	11/12	Ch 14 Contracts
	F	11/14	Ch 15 Contracts
5	M	11/17	Ch 16 Contracts
	W	11/19	Ch 17 Contracts
	F	11/21	Ch 20 Contracts
6	M	11/24	Ch 35 Business Organizations
	W	11/26	No Class – Thanksgiving Break
	F	11/28	No Class – Thanksgiving Break
7	M	12/1	Ch 42 Employment Law
	W	12/3	Ch 42 Employment Law
	F	12/5	Ch 43 Employment Law
8	M	12/8	Review/Catch up
	W	12/10	Final

Attendance Policy:

Any student who fails to attend without giving prior notification to me **may be dis-enrolled after the third instructional day of the term**, the first Friday of the term, or the second scheduled class meeting of the course, whichever occurs first.

Class discussion and participation will be an important part of this class and cannot occur without attendance. Attendance is not required (except as noted above regarding dis-enrollment) but will affect your participation grade. If you know you will be unable to attend class or complete a homework assignment on time, please email me BEFORE the scheduled class or the due date of the homework. Your email should contain both the course number and time of class in the subject line so that it gets to the proper mailbox. If you email me and have not received a response within 24 hours, assume the email was not received and either resend or contact me by phone. If you miss an assignment and believe you have an acceptable reason, please contact me as soon as possible. Any adjustments are entirely within my discretion. If you have a job interview that cannot be scheduled at a time that will not conflict with class, please provide the name of the employer and name, email address and phone number for a contact person at the employer. You should attend another section of the class if it does not conflict with your schedule. Missing an exam without notifying me prior to the exam may result in a zero for the exam grade.

Examination Policy:

Exams: There will be two exams in this course, a Midterm and a Final (the “Exam(s)”). The Exams will be given in class on your device through Carmen. The Midterm is currently scheduled for November 7, 2025, and the Final is currently scheduled for December 10, 2025 (the “Exam Day(s)”).

- You will be expected to take the Exams in class on the Exam Days unless you are taking an Exam through SLDS or have made other arrangements with me prior to the Exam Day. Failure to take an Exam on the Exam Day without my express permission will result in a score reduction based on the following schedule:
 - Automatic score reduction for an Exam not taken on Exam Day without prior arrangement.
 - You will be ineligible to receive any points for an Exam if you do not complete it within two weeks of Exam Day. The score will be 0.
- Exams taken outside of the classroom must be administered by the SLDS or the Testing Center – no exceptions.

Missed exams can only be made-up in extreme cases (e.g., death of family member, personal hospitalization, etc.) with proper documentation (e.g., a physician’s note, ER paperwork, obituary, etc.). Each decision of potentially allowing a make-up exam is made on a case-by-case basis in my sole discretion. Additionally, you MUST contact me as soon as you know of a potential problem or conflict with an exam date. Alternative methods (e.g., oral exam, essay) of testing may be used for make-up exams. If you are experiencing an extreme situation or emergency, please attempt to notify me by email ASAP. Failure to show up for an exam without prior notice may result in a zero for the exam.

Communication:

The best way to reach me is by email. If you would like to notify me regarding an absence it should be by email. Unfortunately I cannot guarantee that I will remember everything I am told before or after class, especially when I have two class in a row so that is why I require an email. Your email should contain both the course number and time of class in the subject line so that it gets to the proper mailbox. Emails not containing the course number and time in the subject line will be disregarded. If you email me and have not received a response within 24 hours, assume the email was not received and either resend or contact me by phone.

Electronic devices:

The absence of unnecessary distractions and interruptions is essential for an effective learning environment. Each and every student must adhere to the following rules regarding the use of electronic devices in the classroom. Your receipt and acceptance of this syllabus shall constitute acceptance of these rules. Electronic device includes cell phones (including smart phones), computers (laptops, notebooks, net books, and handhelds), mp3 and other digital audio and video players (including DVD players), and analog and digital audio and video recording devices (still and movie cameras). A student may not use an electronic device in the classroom without my express permission. Use of cell/smart phones in the classroom is always prohibited, as is leaving the room to answer or make a call.

Academic Conduct:

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct (<https://trustees.osu.edu/bylaws-and-rules/code>), this syllabus, instructions posted in Carmen, and instructions given in class/lectures, *including any sharing, posting, or distribution of any assignment, assessment activity, or solution via any method* may constitute Academic Misconduct (<https://oaa.osu.edu/academic-integrity-and-misconduct>)

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: Any activity that tends to compromise the academic integrity of the University or subvert the educational process. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an excuse for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

All students enrolled in this course are responsible for abiding by the guidelines outlined in the University's Code of Student Conduct. According to University Rule 3335-31-02, all suspected cases of academic misconduct will be reported to the Committee on Academic Misconduct.

Use of Artificial Intelligence (AI): Unless we specifically mention otherwise (and in writing), the use of any AI-generated content in any deliverables in this course will be considered academic misconduct and will be acted on as such. You need to complete the assignments using your own brain and your own thinking...which will lead to more of your own learning!

If I suspect that a student has committed academic misconduct in this course, University Rules obligate me to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. *If you have any concerns or questions about the above policy or what constitutes academic misconduct in this course, please contact me before taking individual action.*

Other sources of information on academic misconduct (integrity) to which you can refer include:

[Committee on Academic Misconduct](https://go.osu.edu/coam) (go.osu.edu/coam)

[Ten Suggestions for Preserving Academic Integrity](https://go.osu.edu/ten-suggestions) (go.osu.edu/ten-suggestions)

Student COVID-related Accommodation Process:

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion.

If you are isolating while waiting for a COVID-19 test results, please let me know immediately. Those testing positive for COVID-19 should refer to the [Safe and Healthy Buckeyes site](#) for resources. Beyond five days of the required COVID-19 isolation period, I may rely on Student Life Disability Services to establish further reasonable accommodations. You can connect with them at slds@osu.edu; 614-292-3307 or slds.osu.edu.

Disability Services:

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's [request process](#), managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue. (repeated by request)

Grievances and Solving Problems:

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, associate dean for programs in the college, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department

Accessibility of Course Technology:

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations as early as possible.

- [CarmenCanvas accessibility](http://go.osu.edu/canvas-accessibility) (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- [CarmenZoom accessibility](http://go.osu.edu/zoom-accessibility) (go.osu.edu/zoom-accessibility)

Mental Health:

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious, or overwhelmed, [on-demand mental health resources](#) (go.osu.edu/ccsondemand) are available. You can reach an on-call counselor when CCS is closed at [614- 292-5766](tel:614-292-5766). **24-hour emergency help** is available through the [National Suicide Prevention Lifeline website](#)

(suicidepreventionlifeline.org) or by calling [1-800-273-8255\(TALK\)](tel:1-800-273-8255). [The Ohio State Wellness app](https://go.osu.edu/wellnessapp) (go.osu.edu/wellnessapp) is also a great resource. Fisher College has a collaborative program with Counseling and Consultation Services (CCS) to help you be your best self, academically, physically and emotionally. Specifically Mary DeCenzo .LISW (decenzo.4@osu.edu) is available to schedule student counseling sessions Monday through Friday from 8:00 am to 5:00 pm (by appointment only)

Harassment, Discrimination, & Sexual Misconduct Free Environment:

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at equity.osu.edu,
2. Call 614-247-5838 or TTY 614-688-8605,
3. Or email equity@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.
- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g. race) , If you are someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu>

Copyright:

© The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Safety and health requirements:

All teaching staff and students are required to comply with and stay up to date on all [University safety and health guidance](#). Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.

Religious Accommodations Policy:

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their

instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance. A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement **and** the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence.

Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy. If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the Office of Institutional Equity.

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