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Course Description: An introduction to American legal institutions and sources of law and an analysis of basic concepts of public and private law related to business decisions. 1.5 credit hrs.

Course Objectives: The primary objectives of this course are to provide students with: a) an understanding of the legal framework within which American business operates, b) an introduction to basic concepts of public and private law relevant to business decisions, and c) experience in legal analysis.

Course Materials: The book for the course is **Dynamic Business Law by Nancy Kubasek, 5th edition**. I use Carmen Books for this course, so the book is included and available in Connect on Carmen. You may opt to also purchase a hard copy of the book for \$30 (see below for options), but you do not need to do so. I also recommend that you download McGraw Hill's ReadAnywhere app (which is free) and allows you to read the book offline. The app will also read the book to you.

How This Course Works:

Credit hours and work expectations: This is a **1.5-credit-hour course**. According to [Ohio State policy](#), students should expect around an average of 3 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 6 hours of homework (reading and assignment preparation, for example).

Attendance and participation requirements: Class discussion and participation will be an important part of this class and cannot occur without attendance. Attendance is required and will affect your participation grade. If you know you will be absent and believe your absence qualifies as an excused absence (determinations will be made by me on a case-by-case basis), you must notify me **before** the class you will miss. 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.

Seating Chart: On the first day of class, we will complete a seating chart, and your seat will then be assigned for the rest of the term. The seating chart will be used to determine class participation points.

Electronic devices: The absence of unnecessary distractions and interruptions is essential for an effective learning environment. Each student must adhere to the following rules regarding the use of electronic devices in the classroom. Your receipt and acceptance of this syllabus is 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 the express permission of the instructor. Laptops may be used to access the book or to follow the powerpoint. Use of cell/smart phones in the classroom is always prohibited, as is leaving the room to answer or make a call.

A student violating the above rules on the use electronic devices in the classroom will be subject to confiscation of the device for the remainder of the class period or dismissal from the class for the day on which the offense occurs. Violations will negatively impact the student's participation grade.

Grading: The course grade will consist of 5 parts:

midterm	27%
final	33%
connect assignments	30%
attendance/participation	10%

Course Schedule and Assignments:

	<u>Date</u>	<u>Chapters Covered</u>
W	5/11	Constitutional Law and Ch 1 Introduction
M	5/16	Ch 1 (cont.) and Ch 3 The U.S. Legal System (Connect assignment due 5:30—ch. 1 and 3)
W	5/18	Ch 8 Tort Law and Ch 9 Negligence (Connect assignment due 5:30—ch. 8 and 9)
F	5/20	Graded survey on Legal Terms for Midterm due
M	5/23	Midterm* (online; no class that day)
W	5/25	Ch 13, Ch 14, Ch 15 Contracts (Connect assignment due 5:30—ch. 13, 14, 15)
W	6/1	Ch 15, Ch 16, Ch 17 Contracts (Connect assignment due 5:30—ch. 16, 17)
M	6/6	Ch 18 and Ch 20 Contracts (Connect assignment due 5:30—ch. 18 and 20)
W	6/8	Ch. 42, Ch 43 Employment Law (Connect assignment due 5:30—ch. 42 and 43)
M	6/13	Ch 43 Employment Law, Ch 35 Bus Organizations and Ch 38 Corporations (Connect assignment due 5:30—ch. 35 and 38)
W	6/15	Optional class to catch up and for questions on final
F	6/17	Final Exam* (online; no class that day)

* (Date of midterm subject to change depending on progress)

* Midterm and final will be taken on Carmen. You may take it any time that day but must take it in one sitting.

Homework: Homework assignments are required before every class session. They are done in Connect through Carmen and are due **by 5:30 pm** on the day they are due. **I cannot reopen these assignments, so there is no opportunity to redo the assignment if you miss it.** Please note the due dates. In addition, two ungraded surveys are available but not required through Carmen. These involve defining terms and help prepare you for the exams, but they are optional and do not give you any points. You may use them as study tools.

Carmen: Information regarding class will be posted as announcements on Carmen. **You are responsible for signing up on Carmen for notifications. You may not claim lack of knowledge of information posted on Carmen or sent through a Carmen email as an excuse for failure to comply with a class requirement.**

If you believe that a score posted on Carmen is not accurate, you must notify me by email within **five** days of the date that it was posted. If you fail to notify me within the five-day period, you agree that the score posted is accurate and give up all rights to contest the score.

Academic integrity:

Policies for this course:

- Quizzes and exams: You must complete the midterm and final exam yourself, without any external help or communication. The midterm and final exam are online with a time limit; you will not have time to seek external help. All questions and answers in the midterm and final exam are randomized, so every student will take a different exam.
- Reusing past work: In general, you are prohibited in university courses from turning in work from a past class to your current class, even if you modify it.

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>) and this syllabus 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.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules 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 questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Disability Services:

The university strives to make all learning experiences as accessible as possible. Students seeking to request 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.

Accommodated Exams - COVID-19 Operational Adjustments

Students with the following exam accommodations may schedule to take their exams at SLDS:

- Accessible formats (e.g. braille, large print, screen-free)
- Assistive technology (e.g. JAWS, CCTV)
- Private testing room accommodation
- Test assistant (reader or scribe)

For more information on operational changes, visit the [SLDS website](#).

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.

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

Baseline technical skills

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

Required equipment

- Computer: current Mac (OS X) or PC (Windows 7+) with high-speed internet connection
- Webcam: built-in or external webcam, fully installed and tested
- Microphone: built-in laptop or tablet mic or external microphone
- Other: a mobile device (smartphone or tablet) or landline to use for BuckeyePass authentication

Required software

- **Microsoft Office 365:** All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found [at go.osu.edu/office365help](https://go.osu.edu/office365help).

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.

Book Options: The book for the course is Dynamic Business Law by Nancy Kubasek, 5th edition.

For a Connect version of the book: ISBN10: 1260354687 | ISBN13: 9781260354683

For a package (Connect plus the looseleaf): ISBN10: 1260696456 | ISBN13: 9781260696455

For just a looseleaf book: ISBN10: 126051272X | ISBN13: 9781260512724