



Instructor: Julie Helmreich, M.B.A., J.D.
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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.
This class will take place entirely online.

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: Kubasek, Nancy. *Dynamic Business Law 5e*. New York: McGraw-Hill, 2017. See below for the options on where to get the book. Additional material will be posted on Carmen.

How This Course Works:

Mode of delivery: This course is 100% online. There is one required session on the first day of class when you must be logged in to Carmen at a scheduled time.

Pace of online activities: This course is divided into **weekly modules**. Students are expected to keep pace with weekly deadlines but may schedule their efforts freely within that time frame.

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: Because this is an online course, your attendance is based on your online activity and participation.

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 for online courses

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

Required Technology skills specific to this course

- [CarmenZoom virtual meetings](#)

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](http://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.

Grading: The course grade will consist of 4 parts:	midterm	25%
	final	30%
	quizzes	20%
	graded surveys	25%

Course Schedule and Assignments: (all times are EST)

M	1/11	Class meeting on Zoom at 5:30 pm (required) ; Video lectures on Constitutional Law
W	1/13	Video lectures on Constitutional Law and Ch 1 Introduction
W	1/20	Video lectures on Ch 3 The U.S. Legal System (Quiz due 11:59 pm) Optional zoom session at 5:30 pm
M	1/25	Video lectures on Ch 8 Tort Law (Quiz due 11:59 pm)
W	1/27	Video lectures on Ch 9 Negligence and Strict Liability; Optional zoom session at 5:30 pm
F	1/29	Graded survey on legal terms due 11:59
M	2/1	Midterm* (you may take this any time between 1/29 and 2/1)
W	2/3	Video lectures on Ch 13 and Ch 14 Contracts
M	2/8	Video lectures on Ch 15 and Ch 16 Contracts (Quiz due 11:59 pm) Optional zoom session at 5:30 pm
W	2/10	Video lectures on Ch 17 and Ch 18 Contracts
M	2/15	Video lectures on Ch 20 Contracts (Quiz due 11:59 pm) ; Optional zoom session, 5:30 pm
W	2/17	Video lectures on Ch 42 Employment Law
M	2/22	Video lectures on Ch 43 Employment Law (Quiz due 11:59 pm) Optional zoom session at 5:30 pm
W	2/24	Video lectures on Ch 35 Bus Organizations and Ch 38 Corporations Optional zoom session at 5:30 pm
F	2/26	Graded survey on legal terms due 11:59

M 3/1 **Final Exam*** (you may take this any time between 2/26 and 3/1)

* Midterm and final will be taken on Carmen. You can choose when you take it but must take it in one sitting. Optional zoom sessions are offered to allow you to ask the instructor questions about the material or class.

Homework: Two graded surveys are required through Carmen. These involve defining terms and help prepare you for the exams. You may complete these surveys over multiple sessions as long as you complete it by the due date. Any additional homework assignments will be posted on Carmen.

Quizzes: Quizzes will appear on Carmen for many of the class weeks. You will have several days to complete the quiz, and it will cover material to be discussed in class that week.

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.

Late Assignment Submissions: Due dates for quizzes and homework are listed above and on Carmen. Please make a note of these due dates, as you will not have an opportunity to make up any quizzes or homework assignments. Quizzes and assignments will be locked after the due date, and if the quiz or assignment is not complete, you will receive a zero for that quiz or assignment.

Academic integrity:

Policies for this online 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. Quizzes may be completed with others.
- Short-answer surveys: Your written assignments, including short-answer surveys, should be your own original work.
- 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. 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.

Accommodated Exams - COVID-19 Operational Adjustments

In order to promote the health and safety of students, Student Life Disability Services will only proctor exams for students with accommodations that necessitate in-person testing for autumn 2020. Modified exam hours for autumn 2020 are 9 AM – 5 PM.

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)

Students requesting exam accommodations not listed above, such as extended time or a small-group testing space, will need to take their exam off-site utilizing Carmen or other virtual assessment method. 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

Book Options: 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, 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.

For the 5th edition of the book:

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

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](#), which includes wearing a face mask in any indoor space and maintaining a safe physical distance at all times. Non-compliance will be warned first and disciplinary actions will be taken for repeated offenses.