

LSB 3213- 503 Legal Studies in Business

**Spring 2016 - Online
January 11, 2016 – May 6, 2016**

**Instructor: Tanya Raun
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Please do not hesitate to contact me with your questions and concerns about the course material. I appreciate receiving questions as they arise. I am happy to discuss via phone, email and text. Don't be shy – I am your instructor and this is my job!

Email: tanya.raun@okstate.edu, please feel free to text, call, or email me anytime with questions about the material. I check emails multiple times each day. Please be sure to set up YOUR email consistent with the information on D2L as that is how you will receive group class notices from me. Wednesdays are busiest for me so expect longer response times on Wednesdays.

Phone: (405) 762-0841. I prefer text messages or emails to voice messages, if possible. Please remember to identify yourself in your message.

Office: The marquee in the Spears School of Business Lobby is not correct. I use my husband's office – AG HALL #044, I am only on campus on Tuesday mornings and Thursday afternoons. The office is easiest to find if you enter Ag Hall from the north door and go immediately down the stairs and turn right. If possible, please call ahead.

Office Hours: Tuesday morning from 9:15 –noon, Thursday afternoons, 1:00 -3:45, and by appointment almost anytime.

Course Site: Desire2Learn (Online Classroom): <http://oc.okstate.edu> . Please review the Content section and periodically check any news posts. Run a quick check to verify that you are able to watch the videos. If you encounter problems, try using a different browser. For the last several years, the most problem-free option was Firefox but this may have changed. If you have ANY problems, immediately contact the number listed below and they will help.

Distance Learning Technical Support: (405)744-4048. Call if you have problems with D2L, particularly if you cannot get the videos to play.

Overview of the Course: This course covers all chapters in the required textbook. We will begin with the Sources of law, the U.S. Court system, including Alternative Dispute Resolution methods and the provision of the U.S. Constitutional provisions that affect contracts and business entities. One chapter covers ethics and philosophical approaches to ethical decision making. Tort law, including intentional torts, negligence and strict liability will be introduced. Approximately two thirds of the class will be spent on an in-depth study of contract formation, performance, breach and calculation of damages. Finally, the basics of Warranties, Agency relationships and Third Party Agreements will be covered. This course provides practical information that is useful regardless of the student's area of study, particularly regarding contracts.

Independent Assignment: The independent Court Observation Assignment will require students to visit an actual, live court proceeding of his or her choice, and write a report about the experience. Please refer to the assignment description on D2L. This assignment is due by **MARCH 21, 2016. This is the Monday after Spring Break.** So, if you prefer not to use your Spring Break for this project, get it in early. Late submissions will be accepted for reduced points.

Course Objectives: At the end of the semester the student should have an appreciation for the role of law in society, a familiarity with the operation of the American legal system, a recognition of the principal classifications of law, and a recognition of the legal basis for government regulation of business activity; additionally, the student should have a practical understanding of the substantive law of contracts, agency and torts.

TESTING:

Local Students will have the option to test in person with Instructor on the test dates listed. All in-person exams will be on **Wednesday evenings, probably starting around 5:00 p.m.** Currently, exams are scheduled for the following dates:

#1 February 10,

#2 March 9,

#3 April 6,

#4 May 4.

The location of these exams will be provided as soon as a room is assigned.

Distance students and/or local students using testing centers will have a three days in which to take each exam. All testing periods will be **Monday – Tuesday - Wednesday** as set forth on the testing schedule. In other words, February 8,9,10; March 7,8,9; April 4,5,6; and May 2,3,4.

Students using testing centers will be responsible for scheduling a testing appointment at his/her preferred testing center before each test and notifying the Distance Learning Center of the exam appointment date and time.

Exam One: Test date = second week in February (8th ,9th ,10th)

Introduction to the Course – Courts and ADR, Constitutional Provisions Affecting Business.

- Chapter 1 Introduction to Law and Legal Reasoning
- Chapter 2 Courts and Alternative Dispute Resolution
- Chapter 3 Court Procedures –this material will not be tested but is necessary in order to complete the court attendance assignment. Please read the assignment description before completing the assignment. Prior court visits **do not** count for this assignment.
- Chapter 4 Constitutional Authority to Regulate Business Ethics and Business Decision Making

Remember to be working on the Independent Court Observation assignment.....

Exam Two: Test date =second week in March (7th, 8th, 9th) – Right before Spring Break..... Remember that the court assignment is due right AFTER spring Break.....

Ethics, and Torts:

- Chapter 5 Ethics and Business Decision Making
- Chapter 6 Intentional Torts and Privacy
- Chapter 7 Negligence and Strict Liability

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Exam Three: Test date = April 4th, 5th, 6th .

Part ONE of Contracts. Please note that the chapter numbers are not the same in older versions of the textbook.

- Chapter 11 Contracts – Nature and Terminology
- Chapter 12 Agreement in Traditional and E-Contracts
- Chapter 13 Consideration
- Chapter 14 Capacity and Legality
- Chapter 15 Mistakes, Fraud and Voluntary Consent
- Chapter 16 The Writing Requirement and Electronic Records

Exam Four: Test date during Finals week, May 2nd, 3rd, and 4th

Part TWO of Contracts, Third Party Rights and Agency. Please note that the chapter numbers may have changed.

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| Chapter 17 | Third Party Rights |
| Chapter 18 | Performance and Discharge in Traditional and E-Contracts |
| Chapter 19 | Breach of contract and Remedies |
| Chapter 23 | Warranties and Product Liability |
| Chapter 32 | Agency Formation and Duties |
| Chapter 33 | Agent's Liability to Third parties and Termination |

Advice on how to approach the course.

- Calendar the exam dates NOW. Prepare a regular, weekly, study schedule for yourself. Do not procrastinate.
- Pick a date and commit to attending court on your selected date. Do not procrastinate.
- In order to stay on track, expect to cover approximately two chapters per week.
- The material is detailed and there will be many new terms. Pay particular attention to the terms and concepts at the end of each chapter. The vocabulary is critical. Every discipline has important terms whether it be basketball, cooking, car repair, hair styling, tree identification.... Business law is no different. Think of the vocabulary words as seeds from which understanding will grow.... Own the words and don't be afraid to use them!
- Many legal concepts match what you might expect, but some do not. Pay attention to whether you internally agree or disagree with the rules. Resist the urge to disregard concepts with which you do not agree. Remember to apply the law, not just your gut response to how you think the world SHOULD work.
- My Companion Notes are useful. Print them off. They are provided as an aid and supplement to the text, but they should not be used as a substitute for one's own notes nor for reading the textbook and watching the lectures. All the material on the exams IS IN THE TEXTBOOK: read it.
- Some students multi-task and listen to the videos, read the textbook, and follow companion notes all at the same time. If your style is more linear, try reading the textbook first, then watch the video as you complete the companion notes. Write down the concepts you want to discuss and specific questions.
- Send your questions to me.. I am your instructor even if we never meet in person. I will respond.
- Be confident. You can learn this stuff!

Texts and Supplementary Materials

Required Text: Clarkson, Miller, Cross - Business Law: Text and Cases. LSB 3213 Legal and Regulatory Environment of Business, 13th Edition. 2015, 2012 Cengage Learning.

Attendance Policy

Students who have not participated in at least one assignment in Desire2Learn (discussion board, specific assignment, viewing videos, submitting introductory message, etc.) within the first two weeks of the course, will be reported as not having attended class on SIS and it will be recommended that said student withdraw from the course. Periodic checks of D2L statistics will be reviewed to ascertain whether students are viewing the available video lectures.

Grading Policy

Semester grades will be determined using a standard 90%, 80%, 70%, 60%, scale, based on total points possible. There will be approximately 450 points available for the entire course. This will include 400 test points distributed over four exams and one assignment which will be done independently by students with a written report to follow. The assignment and report will be worth 50 points. Adjustments to this scale may be made by instructor when, in her opinion, such adjustment is academically appropriate.

No additional assignments will be made to allow a student to raise his or her grade.

Even though this course is an online course, exams will be paper based and must be taken in-person. Distance Students need to complete the necessary forms with the Distance Learning Office and take each exam at a testing center or with a proctor. Please contact the instructor at the beginning of the semester with special scheduling needs or requests.

Make-up Policy

Students are expected to take each exam on the date given and submit the assignment in a timely manner. If for any reason a student cannot attend an exam he or she must notify the instructor prior to the examination.

University Policy

Drop Policy

Information about university drop policy and dates is at this website:

<http://registrar.okstate.edu/>

Click on “class schedules,” and “short, internet, and outreach courses”

To drop this course, contact the Registrar’s office, (405) 744-6876, or drop through SIS (Student Information Services).

Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized

advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, <http://academicintegrity.okstate.edu/>.

Accessibility

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, so we may discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. For more information about OSU Student Disability Services, please go to: <http://sds.okstate.edu>.

Internet Netiquette Guidelines (provided and recommended by the Distance Learning Office)

A melding of the words "network" and "etiquette", **netiquette** refers to the manner in which communication is conveyed in an electronic environment.

Here are some guidelines for communication within this course:

- REFRAIN FROM USING ALL CAPS. It is considered SHOUTING when communicating online.
- Do not post or forward offensive or racially insensitive jokes or comments.
- Be careful with humor and sarcasm.
- Don't respond to personal attacks: Contact the instructor for action and referral.
- Always add in the subject line a concise statement describing the email or discussion post.
- Respect others' opinions. If you disagree with what another has said, post your thoughts in an objective, respectful manner. Do not make remarks that can be taken personally.
- Reflect upon the text you have entered before posting.
- Keep the discussion within the scope of the course material.
- Communication should be grammatically correct. Adhere to correct sentence structure, grammar, and spelling conventions. Proofread for errors before posting a message.
- Before you respond to a threaded message, read all the messages related to that message that have been previously posted.
- Send out an email to a group using the blind carbon copy field – BCC does not allow your recipients to view who was sent the email.

Attached hereto is the 2016 version of the OSU Syllabus Attachment. Said attachment may also be found at <http://academicaffairs.okstate.edu/faculty-a-staff>



OKLAHOMA STATE UNIVERSITY SYLLABUS ATTACHMENT Spring 2016

<http://academicaffairs.okstate.edu/>

*YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.
THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS*

IMPORTANT DATES

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| Last day to add a class (without instructor permission) | 1/19/2016 |
| Last day to drop a course with no grade and 100% refund | 1/19/2016 |
| Last day to add a class (requires instructor & advisor permission) | 1/22/2016 |
| Last day to drop a course or withdraw from the University with an automatic "W" and receive a partial refund (requires advisor signature) | 1/22/2016 |
| Last day to post 6 week grades | 2/23/2016 |
| Last day to file diploma application (for name to appear in Fall Commencement program) | 4/1/2016 |
| Last day to drop a class or withdraw from the University with an automatic "W" | 4/8/2016 |
| Last day to withdraw from all OSU classes with an assigned grade of "W" or "F" | 4/22/2016 |
| Pre-Finals week | 4/25-4/29/2016 |
| Final examinations | 5/2-5/6/2016 |

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet and Outreach Class Schedules page of the Registrar's website <http://registrar.okstate.edu/SIO-Schedule>.

Spring Semester Holidays

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| University Holiday | 1/18/2016 |
| Students' Spring Break | 3/14-3/18/2016 |

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY, students often confuse these terms. **Dropping a Course** (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar's website <http://registrar.okstate.edu/Forms>.

Withdrawing from the university means dropping *all* courses and you *are no longer enrolled for the current semester*. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor. For additional information and dates, go to: [HTTP://ACADEMICAFFAIRS.OKSTATE.EDU/CONTENT/ADDING-DROPPING-AND-WITHDRAWING-COURSES](http://academicaffairs.okstate.edu/content/adding-dropping-and-withdrawing-courses)

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and posted on the OSU website. Missed exams, classes, or assignments may be rescheduled at times outside the normal meeting schedule. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.

ACADEMIC INTEGRITY

101 Whitehurst, 405-744-5627 <http://academicintegrity.okstate.edu>

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized destroying the work of others, and altering academic sanction. Violations may subject you to receiving a failing grade on an assignment, of a violation of academic integrity on your University. You have the right to appeal the



advance access to examinations, altering or academic records) will result in an official disciplinary action including the following: examination or course, receiving a notation transcript, and being suspended from the charge.

COPYRIGHT & FAIR USE POLICY OF

Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared.

COURSE MATERIALS

CLASS ATTENDANCE

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES.* If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses.

No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

In the event you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time and place of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time and place for administration of the final exam. After one week, if an agreement cannot be reached, take the request to the department head.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website: <https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx>. Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741

www.library.okstate.edu

Text 405-592-4128

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| Monday-Thursday | 7:00 a.m. – 2:00 a.m. |
| Friday | 7:00 a.m. – 10:00 p.m. |
| Saturday | 9:00 a.m. – 10:00 p.m. |
| Saturday and Sunday | 9:00 a.m. – 2:00 a.m. |

*For holiday and intersession hours, check <http://www.library.okstate.edu/services/hours.htm>

*Contact the following for information on hours of operation:

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|------------------------------|--------------|
| Architecture Library | 405-744-6047 |
| Curriculum Materials Library | 405-744-6310 |
| Veterinary Medicine Library | 405-744-6655 |

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. **The Student Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University's response to violations <http://studentconduct.okstate.edu/>

In general, the University expects you to respect the rights of others and authorities, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

WHERE TO GO FOR HELP

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Academic Services Director for your college.

Academic911.okstate.edu - Your online resource for academic and personal success, sponsored by Student Affairs.

Mathematics Learning Success Center

5th Floor, Edmon Low Library/405-744-5818 <http://www.math.okstate.edu/>

Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

Writing Center

440 Student Union/405-744-6671 <http://osuwritingcenter.okstate.edu>

The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques.

Learning & Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309 <https://lasso.okstate.edu/>

LASSO offers free individual tutoring for a variety of courses.

University Counseling Services

320 Student Union/405-744-5472 or 405-744-7007 <http://ucs.okstate.edu/>

Professional counselors offer confidential personal and/or career counseling.

Office of Student Disability Services (SDS)

315 Student Union/405-744-7116 <http://sds.okstate.edu/>

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations.

Office of Equal Opportunity*408 Whitehurst/405-744-9153*

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or the University's Victim Advocate (Suzanne Burks: 405-744-5458). For more information regarding Title IX violations, go to: <https://1is2many.okstate.edu/>.