

Welcome to BUSI 3332-120, CRN 80339 (Legal Environment of Business) at Texas A&M University - Central Texas for the fall of 2020!

This a 16 week “Web Enhanced” course that meets on Tuesdays/Thursdays (first week only) from 2:00-3:15 in Founders Hall, Room 119A

Obviously, this will be an unusual semester, but I look forward to our time together and helping you learn more about the legal environment of business and other related matters. In this syllabus, I will try to provide as much information as I can about the course and my expectations. Additional information can be found in our Canvas course as well. Please let me know if you have any questions or need something!

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Lucas Loafman, J.D., M.B.A.

Office Location: Founders Hall Rm 217R

Office Phone: 254-501-5944

Email: loafman@tamuct.edu – This is the best method to contact me for a quick response.

General office hours:

Monday: By advance appointment only.
Tuesday: 11:00-1:00, 3:30-4:30
Wednesday: 9:00-1:00
Thursday: 11:00-1:00, 3:30-4:30
Friday: By advance appointment only.

Please reach out to me to schedule an appointment if possible, so I can make sure I don’t miss you. My Wednesday hours may vary, including shifting to a different day that week. I will try to post an announcement in Canvas if that’s the case.

Mode of instruction and course access:

This course is classified as a web enhanced course and uses the TAMUCT Canvas Learning Management System extensively: [<https://tamuct.instructure.com>] for supplemental materials (like readings and lecture PowerPoints), audio lectures, quizzes, exams, grade reporting, and some other assignment submissions. The current plan is to meet only on Tuesdays after the first week, but we need to be prepared for a possible Thursday meeting if a Tuesday is forced to be cancelled. The instructions that follow in this syllabus will assist you with gaining access and technical support. Once you are in Canvas, *there is an icon on the left with a question mark surrounded by a circle (says Help when you hover over it) that will have additional Canvas resources if you are unfamiliar with the learning management system itself.*

Though no specific legal knowledge is required as a prerequisite to this course, it will be essential that you have a familiarity with the general use of PowerPoint, Microsoft Word, the Internet, copying and pasting information and attaching documents for submission at a minimum.

Student-Instructor interaction:

It's easiest to reach me via email, as I check it very frequently to say the least. I will most likely respond to all email in no more than 24 hours if I'm not traveling, and usually within a couple of hours. I **will try to make an announcement on Canvas** if I will be out of contact for an extended period. Thus, pay attention to the "Announcements" area (it should also send an email to your school account) for course matters and be sure you have your notifications turned on in Canvas.

COVID-19 SAFETY MEASURES

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.
- Face Coverings— Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.
 - If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day's class remotely for all students.
- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.
- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.

- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

WARRIOR SHIELD

Emergency Warning System for Texas A&M University-Central Texas

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION:

Course Overview and description: The study of principles of law relating to the development and sources of law, dispute resolution, ethics, torts, intellectual property, criminal law, contracts, agency, business entity formation, and international law issues in the 21st century.

Course Level Objectives (CLO's):

At the end of the course, the student should be able to, at an acceptable level per the **grading scale** found in syllabus below (Minimum of 715 Points):

1. Extrapolate key legal information from a recent Supreme Court decision tied to class topics. (Chapters 1 and 3 - Week 3 Assignment)
2. Evaluate an ethical dilemma utilizing different ethical decision-making frameworks. (Chapter 2 – Exam #1)
3. Locate sources of legal information that are useful in their daily lives. (Week 7 Assignment)
4. Demonstrate knowledge of the following legal areas:
 - a. Dispute Resolution (Chapters 1-3 – Quiz & Exam #1)
 - b. Constitutional Impacts on Business (Chapter 4/5 Quiz and Exam #1)
 - c. Criminal Law (Chapter 6 Quiz and Exam #1)
 - d. Contracts (Chapters 8-13, 15-17 Quizzes and Exam #2)
 - e. Agency Principles (Chapters 38 and 39 Quizzes and Exam #3)
 - f. Torts (Chapter 7 Quiz and Exam #4)
 - g. Intellectual Property (Chapter 32 Quiz and Exam #4)
 - h. International Law (Chapter 51 Quiz and Exam #4).
5. Identify and apply the principle characteristics of various business entities. (Exam 3 and Chapters 40-45 – Business Entity Application Assignment in Week 12)
6. Communicate professionally. (All Course Communications)

Weekly Learning Objectives (WLO's):

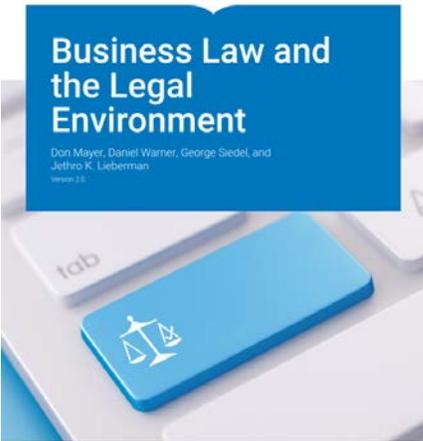
At the conclusion of the course the student should be able to, at an acceptable level per the grading scale found in **Grading Scale** syllabus section below (Minimum of 715 points):

- 1) Classify a law according to its type (Chapter 1).
- 2) Discuss strategic considerations for corporations in the legal environment of business (Chapter 1).
- 3) Explain the concepts of legal precedence and stare decisis (Chapter 1).
- 4) Identify the different types of judicial opinions (Chapter 1).
- 5) Discuss the definition of ethics and why people behave unethically (Chapter 2).
- 6) Differentiate between duty based and outcome based ethical decision making (Chapter 2).
- 7) Recognize when the FCPA applies (Chapter 2).
- 8) Identify when a court may properly exercise jurisdiction (Chapter 3).
- 9) Understand the functioning of the Supreme Court (Chapter 3).
- 10) Contrast the various methods of dispute resolution (Chapter 3).
- 11) Identify and explain select dimensions of the trial process (Chapter 3).
- 12) Recognize the applicability of the Commerce Clause on businesses (Chapter 4).
- 13) Identify where preemption applies (Chapter 4).
- 14) Discuss our fundamental rights (Chapter 4).
- 15) Explain the purpose of administrative agencies (Chapter 5).
- 16) Identify the scope of the quasi-judicial powers of the agencies (Chapter 5).
- 17) Explain the potential criminal liability of corporations and their officers (Chapter 6).
- 18) Properly classify crimes based on factual scenarios (Chapter 6).
- 19) Identify proper defenses to criminal liability, including Constitutional safeguards (Chapter 6).
- 20) Identify the required element to form a valid contract (Chapter 8).
- 21) Classify a contract according to its type (Chapter 8).
- 22) Critique a fact pattern to determine if promissory estoppel may apply (Chapter 8).
- 23) Discuss the issue of legalese in contracts (Chapter 8)
- 24) Indicate the requirements/circumstances for an effective offer, acceptance, revocation and rejection (Chapter 9).
- 25) Analyze a contractual situation to determine if the parties had capacity and legal obligations under contract law (Chapter 10).
- 26) Indicate when a mistake may provide a legal excuse to contract performance (Chapter 10).
- 27) Identify if fraudulent misrepresentation has occurred (Chapter 10).
- 28) Explain the enforceability of a covenant not to compete (Chapter 10).
- 29) Recognize when consideration is legally sufficient (Chapter 11).
- 30) Discuss the boundary of "unconscionability" in contracts (Chapter 12).
- 31) Choose when a contract is subject to the statute of frauds (Chapter 13).
- 32) Recognize when the parol evidence rule applies (Chapter 13).
- 33) Identify the impact of conditions on contractual obligations (Chapter 15).
- 34) Classify the level to which a contract has been performed, including what constitutes a material breach of contract (Chapter 15).
- 35) Explain when a contract may be discharged (Chapter 15).
- 36) Identify the remedies available for breach of contract (Chapter 16).
- 37) Explain the difference between an employee and independent contractor (Chapter 38).
- 38) Discuss the concept of vicarious liability and the duties owed between agents and principals (Chapters 38 and 39)

- 39) Recognize under agency law the responsibility of the principal and agent for contracts and torts of the agent (Chapter 39).
- 40) Identify the proper category of authority at play in factual scenario (Chapter 39).
- 41) Discuss why one chooses to become an entrepreneur (Precursor to Chapter 40).
- 42) Explain the key characteristics of a sole proprietorship (Precursor to Chapter 40).
- 43) Compare the General Partnership, the Limited Partnership and the Limited Liability Partnership (Chapters 40 and 42).
- 44) Indicate the rights and duties of partners under Texas law (Chapter 41).
- 45) Identify partnership duties in the absence of express agreement to be partners (Chapter 41).
- 46) Explain the key characteristics of a LLC (Chapter 42).
- 47) Recognize the steps involved in forming a corporation (Chapter 43).
- 48) Classify a corporation by definition and status (Chapter 43).
- 49) Explain possible shareholder liability, including piercing the corporate veil (Chapter 45).
- 50) Classify torts (Chapter 7).
- 51) Identify where negligence has occurred (Chapter 7).
- 52) Discuss the duty owed to business invitees/customers (Chapter 7).
- 53) Recognize the issues in products liability cases (Chapter 20).
- 54) Discuss the extent to which companies should be held liable in products liability cases (Chapter 20)
- 55) Identify the differences between trademarks, patents, copyrights and trade secrets (Chapter 32).
- 56) Discuss the protection system we have for IP (Chapter 38).
- 57) Differentiate between the principles of comity, the act of state doctrine and sovereign immunity (Chapter 51).
- 58) Recognize unique contractual considerations in the international setting (Chapter 51).
- 59) Recognize when laws apply extraterritorially (Chapter 51).

Required Textbook(s) and Resources:

1.

 <p style="text-align: center;">Business Law and the Legal Environment Don Mayer, Daniel Warner, George Siedel, and Jethro K. Lieberman Version 2.0 Published in 2017</p> <p style="text-align: right;"><small>FlatWorld</small></p>	<p>After an extensive review of textbooks in the spring and summer of 2020, we will be using:</p> <p><u>Business Law and the Legal Environment</u> by Don Mayer, Daniel Warner, George Siedel, and Jethro K. Lieberman, Version 2.0, Published in 2017</p> <p>I chose this text due to the comprehensiveness, author's history in publishing, and also the affordability to you. You can acquire a bound text for almost \$40 less than our previous text in a loose leaf version.</p> <p>Our bookstore is carrying both the digital version and the print text, but you can acquire the text for less directly through the publisher and have a couple more options. See the following link:</p> <p>https://students.flatworldknowledge.com/course/book/26087</p>
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A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

2. Reliable internet access for accessing materials, quizzes and exams, and assignment submissions.

3. Access to a properly configured computer (details later in the syllabus) with: speakers or a headset (to listen to any audio/video files), a webcam for exams, Google Chrome Browser, PDF reader software like Adobe for additional readings, MS Word & PowerPoint.

4. Other Course Instructional Materials: Click on “Modules” on the left side of Canvas to access audio lectures of the material, a summary PowerPoint, and additional readings, resources, and materials. **I do provide substantial information beyond the text that is found in the PowerPoints and audio lectures. This information is assessed on quizzes and exams.**

COURSE REQUIREMENTS

1. **Weekly Quizzes – 120 total points**- Each week you will have a short quiz on the chapter(s) covered that week. *These will generally be due before the class session where we start discussing that chapter.* Except for first one, these will always be due on Tuesdays. Each quiz will be worth either 5 or 10 points depending on the number of chapters and questions (each will either be 5 or 10 questions). They do come with short time limitations, so you need to be very familiar with the content prior to taking them. I have it set up to reveal the correct answers at 2:00 on the day they are due. There are technically 130 points across the quizzes, so I’m spotting you 10 points in case you miss or have a bad one.

2. **Article Presentation – 45 points** – At the start of most class periods, one or two students will be required to discuss/summarize a recent news article that relates to the topics assigned, generally relating to the class material for that class period. It is up to you to **make the connection very clear** as to how the news article relates to the assigned class concepts. That component and the summary are worth 25 points of the grade. The remaining 20 points will go to the quality of the presentation itself. I will post a schedule in Canvas by the end of the first week, so you know which day and topics are yours. Also, see the rubric attached to the assignment instructions in Canvas for guidance on proper presentation skills and how this assignment is scored.

3. **Class Participation - 105 Points** – We have approximately 17 class days (including the first day of class) where we will discuss the chapters further, work on application problems, have a guest speaker, etc. Each of these class days is worth seven points. Your score might come from exercises in class, attendance (sign in sheet), or some other activity/method. Though you may score no higher than 90 points, you do seemingly have two “free” days built in. Historically, those that regularly attend make higher grades.

4. **Analyzing a Supreme Court Decision – 75 Points** – The assignment details are posted in the “Assignments” tab in Canvas. You will **submit this via Canvas on Thursday, September 10th**.

5. **Getting to Know the Law Assignment – 100 Points** – The assignment details are posted in the “Assignments” tab in Canvas. You will **submit this via Canvas on Thursday, October 8th**.

6. **Business Entity Application Assignment – 95 Points** - In your life, it is highly possible that you or a family member may start a business. One of the major decisions facing entrepreneurs is to how to organize their business. This assignment will apply what you have learned to a hypothetical business scenario. You will find more detailed instructions in the “Assignments” tab in Canvas. It will be **submitted online by 11:59PM (23:59) on Tuesday, November 10th**.

7. **Exams - 4 exams (1 every four weeks) comprising 115 Points** of your grade each (**460 points combined**) – Our exams will be available on Thursdays via Canvas so that you can do them without a face covering if the location allows for it. I will also be in the classroom from 2:00-3:30 administering the same exam if you prefer to do it in person. The online exam will be open 6AM-Midnight CST and will have a time limit of 90 minutes. Midnight is a hard cut off, so if you start the exam at say 11:00PM, you will only have one hour. If you have an unavoidable conflict with the scheduled date, an exam might be opened early or later, but only in extreme cases. Unfortunately, since I have been lied to in the past, I will likely require documentation of extreme illness, funerals, sudden necessary trips (like a last-minute purchase receipt), or field exercises. Exams may be comprised of multiple choice, T/F, and essay questions at my discretion. I will provide more details on each exam later. The online exams will also utilize our Proctorio remote proctoring technology, so you will need a webcam. The proctoring software will also require you to use Google Chrome and have the Proctorio extension on the browser.

Grading Scale

Note the C, D, and F Ranges Especially

895-1000 = A - Excellent

795-894 = B - Good

715-794 = C – **Acceptable**

645-714 = D – *Needs Improvement*

644 or less = F – *Unacceptable*

Grades may also be adjusted at the end of the semester based on class results. This means that an average may qualify for a higher letter grade than the scale normally provides for to facilitate an appropriate grade distribution.

Additionally, it is vital for business success to be able to communicate courteously and professionally, as saying the wrong thing to the wrong person could ruin one’s career, thus we have CLO #7. As such, I reserve the right to reduce the grade of a student who communicates in a grossly unprofessional manner (email, discussion board, etc.) with respect to another student or myself. Example: Saying I’m a grumpy grader and giving me a link to a medical center to have

my testosterone level checked, as I need help. Yes, this happened in 2016. We can disagree with one's view or judgment, but we must learn how to do so respectfully to maintain employment and be successful in business today.

******There is a bonus assignment posted on the left side of Canvas under "Assignments." Be sure to comply with the deadline stated. You are ineligible for bonus credit if you have more than one late or missing assignment or exam (Quizzes excluded) without my approval of extenuating circumstances. ******

Posting of Grades

Exam grades will most likely be available by the next class period and the grade will be posted on Canvas. I hope to have the other course work graded within one week.

Late Work Issues:

- 1. NO credit will be given for missed presentations, quizzes, participation, or the bonus without a pre-approved excuse.**
- 2. The Supreme Court, Getting to Know the Law, and Business Entity Assignments will lose 10 points per day late. As an example, 2:01 PM (14:01) on the due date is technically late by one day.**
- 3. For Exams, see the previous explanation under "Course Requirements."**

COURSE OUTLINE AND CALENDAR – All times are Central Standard Time

Week 1 – August 25th	Course Introductions and Syllabus
27th	1. Cover Chapter 1 (Introduction to Law and Legal Systems) and Begin Chapter 2 (Corporate Social Responsibility and Business Ethics) 2. Complete Weekly Quiz over Chapter 1 by 2:00PM (14:00) on Thursday, the 27th
Week 2 – September 1st	1. Finish Chapter 2 and Cover Chapter 4 (Constitutional Law and US Commerce) 2. Complete Weekly Quiz for Chapters 2 and 4 by 2:00PM (14:00) on Tuesday, the 1st
3rd	No Scheduled Class (<i>Possible make-up date</i>) – Be working on Chapters 4 (Constitutional Law and US Commerce) and 5 (Administrative Law) for next week, as well as the Supreme Court Assignment.

Week 3 – September 8th	1. Cover Chapter 3 (Courts and the Legal Process) and 5 (Administrative Law) 2. Complete Weekly Quiz for Chapters 3 and 5 by 2:00PM (14:00) on Tuesday, the 8th
10th	No Scheduled Class (<i>Possible make-up date</i>) – Submit the Supreme Court Case Assignment in Canvas by 2:00PM (14:00) on Thursday, the 10th
Week 4 – September 15th	1. Cover Chapter 6 (Criminal Law) 2. Complete Weekly Quiz for Chapter 6 by 2:00PM (14:00) on Tuesday the 15th
17th	Exam #1 Online – Chapters 1-6
Week 5 – September 22nd	1. Go over Exam 1 and Cover Chapter 8 (Introduction to Contract Law) 2. Complete Weekly Quiz for Chapter 8 by 2:00PM (14:00) on Tuesday, the 21st
24th	No Scheduled Class (<i>Possible make-up date</i>) – Be working on Chapters 9 (Agreement), 10 (Real Assent), and 11 (Consideration) for next week.
Week 6 – September 29th	1. Cover Chapters 9-11 2. Complete Weekly Quiz for Chapters 9-11 by 2:00PM (14:00) on Tuesday, the 29th
October 1st	No Scheduled Class (<i>Possible make-up date</i>) – Be working on Chapters 12 (Legality), 13 (Form and Meaning), and 15 (Discharge of Obligations) for next week, as well as the Getting to Know the Law Assignment
Week 7 – October 6th	1. Cover Chapters 12, 13 and 15 2. Complete Weekly Quiz for Chapters 12, 13 and 15 by 2:00PM (14:00) on Tuesday, the 6th
8th	No Scheduled Class (<i>Possible make-up date</i>) – Submit the Getting to Know the Law Assignment in Canvas by 2:00PM (14:00) on Thursday, the 8th . You should also be working on Chapters 16 (Remedies) and 17 (Introduction to Sales and Leases)
Week 8 – October 13th	1. Cover Chapters 16 and 17 2. Complete Weekly Quiz for Chapters 16 and 17 by 2:00PM (14:00) on Tuesday, the 13th
15th	Exam #2 Online – Chapters 8-13 and 15-17

Week 9 – October	20th	<ol style="list-style-type: none"> 1. Go over Exam 2 and Cover Chapter 38 (Relationships between Principal and Agent) 2. Complete Weekly Quiz for Chapter 38 by 2:00PM (14:00) on Tuesday, the 20th
	22nd	No Scheduled Class (<i>Possible make-up date</i>) – Be working on Chapters 39 (Liability of Principal and Agent; Termination of Agency), 40 (Partnerships: General Characteristics and Formation), and 41 (Partnership Operations and Termination) for next week
Week 10 – October	27th	<ol style="list-style-type: none"> 1. Cover Chapters 39-41 2. Complete Weekly Quiz for Chapters 39-41 by 2:00PM (14:00) on Tuesday, the 27th
	29th	No Scheduled Class (<i>Possible make-up date</i>) – Be working on Chapters 42 (Hybrid Business Forms) and 43 (Corporation: General Characteristics and Formation)
Week 11 – November	3 rd	<ol style="list-style-type: none"> 1. Cover Chapters 42 and 43 2. Complete Weekly Quiz for Chapters 42 and 43 by 2:00PM (14:00) on Tuesday, the 3rd
	5 th	No Scheduled Class (Possible make-up date) – Be working on your Business Entity Paper, as well as Chapters 44 (Legal Aspects of Corporate Finance) and 45 (Corporate Powers and Management)
Week 12 – November	10th	<ol style="list-style-type: none"> 1. Cover Chapters 44 and 45 2. Complete Weekly Quiz for Chapters 44 and 45 by 2:00PM (14:00) on Tuesday, the 10th 3. Submit the Business Entity Assignment Online by 11:59PM (23:59) on Tuesday, the 10th
	12th	Exam #3 Online - Chapters 38-45
Week 13 – November	17th	<ol style="list-style-type: none"> 1. Discuss Exam 3 and Begin Chapter 7 (Introduction to Tort Law) 2. Complete the Weekly Quiz for Chapter 7 by 2:00PM (14:00) on Tuesday, the 17th
	19th	No Scheduled Class (Possible make-up date) – Be working on Chapter 20 (Products Liability) and 51 (International Law)
Week 14 – November	24th	<ol style="list-style-type: none"> 1. Cover Chapters 20 and 51 2. Complete Weekly Quiz for Chapters 20 and 51 by 2:00PM (14:00) on Tuesday, the 24th
	26th	No Class (Thanksgiving) – Be working on Chapters TBD
Week 15 – December	1st	<ol style="list-style-type: none"> 1. Cover Chapters TBD 2. Complete Weekly Quiz for Chapters TBD by 2:00PM (14:00) on Tuesday, the 1st

	3rd	No Scheduled Class (Possible make-up date) – Submit the Bonus Assignment on Canvas by 2:00PM (14:00) on Thursday, the 3rd and begin working on Chapter 32 (Intellectual Property)
Week 16 – December	8th	1. Cover Chapter 32 2. Complete Weekly Quiz for Chapter 32 by 2:00PM (14:00) on Tuesday, the 8th
	10th	Exam #4 Online – Chapters 7,20, 51, ?, ?, and 32

Important University Dates:

August 24th – Classes begin and late registration period (\$25 fee)

August 26th – Deadline for Add, Drop, and late registration

September 7th – Labor Day (University Closed)

September 9th – Deadline to drop 16 week courses with No Record

October 30th – Deadline for graduation application to participate in fall ceremony

November 1st – Deadline for GRE/GMAT scores to Graduate School office

November 2nd – Registration opens for spring 2021 semester

November 6th – Deadline to drop 16 week classes with Quit (Q) or Withdraw (W)

November 11th – Veteran’s Day (University Closed)

November 26th-27th – Thanksgiving (University Closed) – Likely the 25th too

December 11th – Fall semester ends, as well as the deadline to withdraw from the university, apply for the \$1,000 tuition rebate for fall graduates, apply for degree conferral, and graduation at the Bell County Expo Center

December 15th – Grades due by 3PM

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system.

We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report

a Problem,” or call the Canvas support line: 1-844-757-0953.
For issues related to course content and requirements, contact your instructor.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

Other Technology Support

For log-in problems, students should contact Help Desk Central
24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)
[https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled,

FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

University Statement: Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or

other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process,
[<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may submit a report,
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

My Statement: All work in this course is to be **done individually**. You may get the rare/occasional assistance from other students about where you found certain information/answers, but I don't want to see close/identical answers. I have a pretty good eye for this, as my memory is pretty good! If you need help, ask me! Any instance of academic dishonesty likely will result in an F in my course. I have taught this course long enough that I can tell if you are collaborating or not, even though your answers may differ slightly.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion Canvas page (log-in required)
[<https://tamuct.instructure.com/courses/717>]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit Student Affairs [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex

and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring ceased offering writing support on August 1, 2019, but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu .

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center:

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](#) online

[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [<https://www.tamuct.edu/student-affairs/bat.html>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

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Studying the Law Considerations

For some, the legal terminology is a foreign language that may not be understood as quickly as it will be for others, which I understand. There were a few topics in law school that I "got by" on, but didn't really master until a year or two later when I was studying for the bar exam. As such this course is designed to allow the student who struggles with some content, yet is diligent and perseveres, to earn an acceptable grade.