

Welcome to our Legal Environment of Business course (BUSI 3332-130, CRN 81218) at Texas A&M University - Central Texas for the fall of 2021! This is a 16 week “Classroom Blended” course that meets on Tuesdays (every week)/Thursdays (first week only and for exams) from 2:00-3:15 in Founders Hall, Room 211. It is my intention that each in person session will also be synchronously streamed via WebEx if you cannot make it to class. If you attend via WebEx, I encourage you to participate in the discussion and ask questions, but be sure to “mute yourself” when not speaking.

*I look forward to helping you learn more about the legal environment of business and related matters this semester. In this syllabus, I try to provide as much information as I can about the course and my expectations. Additional information can be found in our Canvas course. Please let me know if you have any questions!*

### **INSTRUCTOR AND CONTACT INFORMATION**

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

**Office Location:** Founders Hall Rm 217R

**Email:** [loafman@tamuct.edu](mailto:loafman@tamuct.edu) or Canvas Inbox: These are the best methods to contact me for a quick response. Please let me know if you have any questions!

**Department Phone:** 254-501-5944 - Just leave a message and I will respond as soon as possible.

### **General Office Hours:**

Monday: By advance appointment

Tuesday: 10:00-1:30 and 3:30-5:00, other times by advance appointment

Wednesday: 10:00-3:00, other times by advance appointment

Thursday: 10:00-2:00, other times by advance appointment

Friday: By advance appointment

Please try to schedule an appointment so I can make sure I don't miss you, as sometimes meetings are scheduled during office hours. I can usually be available earlier in the day or later in the evening with advanced notice and am also available for Web Ex virtual meetings for “after hours” situations, such as nights and weekends. **There may be an occasional shift in some hours** and I will try to post an announcement on Canvas if that is the case.

### **Mode of instruction and course access:**

This is a “Classroom Blended” course and uses the A&M-Central Texas Canvas Learning Management System extensively: [<https://tamuct.instructure.com>] for audio lectures, supplemental materials (like readings and lecture PowerPoints), quizzes, exams, grade reporting, and assignment submissions. The instructions that follow in this syllabus will assist you with gaining access and technical support. Though there is a live meeting scheduled on Tuesdays, I will also do a synchronous WebEx broadcast and you can also complete the application activity asynchronously too. 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, and attaching documents for submission.

### **Student-Instructor interaction:**

It is easiest to reach me via email, as I check it very frequently to say the least. I will most likely respond to email in no more than 24 hours if 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 (should also send an email to your school account) for course matters and be sure you have your notifications turned on in Canvas.

### **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 about class topics. (Chapters 1 and 3 - Week 3 Supreme Court Assignment & Exam #1)
2. Evaluate an ethical dilemma utilizing different ethical decision-making frameworks. (Chapter 3 – Application Problems and Exam #1)
3. Locate sources of legal information that are useful in their daily lives. (Week 7 GTKL Assignment)
4. Demonstrate knowledge of the following legal areas:
  - a. Foundations of law and ethics (Chapters 1-5 – Quizzes, Application Problems and Exam #1)
  - b. Dispute Resolution (Chapters 4-5 – Quizzes, Application Problems and Exam #1)
  - c. Constitutional Impacts on Business (Chapter 2 Quiz, Application Problems and Exam #1)
  - d. Torts (Chapter 6 and 7 Quizzes, Application Problems and Exam #2)
  - e. Intellectual Property (Chapter 8 Quiz, Application Problems and Exam #2)
  - f. Criminal Law (Chapter 10 Quiz, Application Problems and Exam #2)
  - g. International Law (Chapter 24 Quiz, Application Problems and Exam #2).
  - h. Contracts (Chapters 11-16, 18-19 Quizzes, Application Problems and Exam #3)
  - i. Agency Principles (Chapters 32 and 33 Quizzes, Application Problems and Exam #4)
5. Identify and apply the principle characteristics of various business entities. (Chapters 36-39 Quizzes, Application Problems, Exam #4, and Business Entity Application Assignment in Week 16)
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):

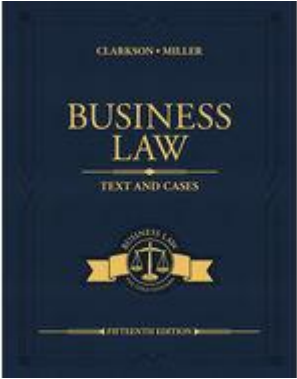
- 1) Classify a law according to its type (CLO 4(a), Chapter 1 Quiz, Application Problems, and Exam #1).
- 2) Discuss strategic considerations for corporations in the legal environment of business (CLO 4(a) and 6, Chapter 1 Class Discussion).
- 3) Explain the concepts of legal precedence and stare decisis (CLO 4 (a), Chapter 1 Application Problems and Exam #1).
- 4) Identify the different types of judicial opinions (CLO 1, Chapter 1 Quiz, Supreme Court and Assignment).
- 5) Recognize the elements/stages of the administrative law process. (CLO 4(a), Chapter 1 Quiz and Exam #1).
- 6) Explain the applicability of the Commerce Clause on businesses (CLO 4(c), Chapter 2 Application Problems and Exam #1).
- 7) Demonstrate knowledge of judicial review (CLO 4(c), Exam #1).
- 8) Discuss and recognize key provisions of our Bill of Rights (CLO 4(c) and 6, Chapter 2 Quiz, Class Discussion, Application Problems, and Exam #1).
- 9) Identify when a court may properly exercise jurisdiction (CLO 4(a), Chapter 4 Quiz, Application Problems, and Exam #1).
- 10) Demonstrate how the Supreme Court functions (CLO 1 and 4(a), Exam #1).
- 11) Contrast the various methods of dispute resolution (CLO 4(b), Chapter 4 Quiz, Application Problems and Exam #1).
- 12) Identify key trial procedural issues (CLO 4(b), Chapter 5 Quiz, Application Problems, and Exam #1).
- 13) Distinguish between the stages of the trial process (CLO 4(b), Chapter 5 Quiz, Application Problems, and Exam #1).
- 14) Discuss the definition of ethics and how people handle ethical dilemmas (CLO 4(a) and 6, Chapter 3 Class Discussion).
- 15) Select appropriate ethical decision making frameworks and perspectives (CLO 2 and 4(a), Chapter 3 Quiz, Application Problems, and Exam #1).
- 16) Recognize when the FCPA applies (CLO 4(a) and (i), Chapter 3 Quiz, Application Problems and Exam #1).
- 17) Determine what tort may have been committed in a factual situation (CLO 4(g), Chapter 6 Quiz, Application Problems and Exam #2).
- 18) Discuss the duty owed to business invitees/customers (CLO 4(g) and 6, Chapter 6 Application Problems).
- 19) Identify the key dimensions of tort law (CLO 4(g), Chapter 6 Quiz, Application Problems and Exam #2).
- 20) Recognize the key determining factors in products liability cases (CLO 4(g), Chapter 7 Quiz, Application Problems and Exam #2).
- 21) Discuss the extent to which companies should be held liable in products liability cases (CLO 4(g) and 6, Chapters 7 Application Problems).
- 22) Identify and differentiate the characteristics of protections afforded to patents, copyrights, trademarks, and trade secrets (CLO 4(j), Chapter 8 Quiz, Application Problems and Exam #2).
- 23) Explain potential criminal liability of corporations and their officers (CLO 4(d), Chapter 6 Application Problems and Exam #2).
- 24) Classify crimes based on factual scenarios (CLO 4(d), Chapter 10 Quiz, Application Problems, and Exam #2).

- 25) Identify proper defenses to criminal liability, including Constitutional and procedural safeguards (CLO 4(d), Chapter 10 Quiz, Application Problems, and Exam #2).
- 26) Differentiate between the principles of comity, the act of state doctrine and sovereign immunity (CLO 4(i), Chapter 24 Quiz, Application Problems and Exam #2).
- 27) Recognize and explain unique contractual considerations in the international setting (CLO 4(i), Chapter 24 Quiz, Application Problems and Exam #4).
- 28) Identify the required elements to form a valid contract (CLO 4(e), Chapter 11 Quiz and Exam #3).
- 29) Classify a contract according to its type (CLO 4(e), Chapter 11 Quiz, Application Problems, and Exam #3).
- 30) Indicate the requirements/circumstances for an effective offer, acceptance, revocation and rejection (CLO 4(e), Chapter 12 Quiz, Application Problems, and Exam #3).
- 31) Recognize when consideration is legally sufficient (CLO 4(e), Chapter 13 Quiz, Application Problems, and Exam #3).
- 32) Distinguish between an accord & satisfaction, release, and covenant not to sue (CLO 4(e), Chapter 13 Quiz and Exam #3).
- 33) Analyze a contractual situation to determine if the parties had capacity and their legal obligations under contract law (CLO 4(e), Chapter 14 Quiz, Application Problems, and Exam #3).
- 34) Discuss the issues of minor's liability for contracts (CLO 4(e) and 6, Chapter 14 Application Problem).
- 35) Explain the issues of enforceability with a covenant not to compete (CLO 4(e), Chapter 14 Application Problems and Exam #3).
- 36) Identify contracts contrary to law (CLO 4(e), Chapter 14 Quiz, Application Problems and Exam #3).
- 37) Indicate when a mistake may provide a legal excuse to contract performance (CLO 4(e), Chapter 15 Quiz, Application Problems and Exam #3).
- 38) Explain/identify the circumstances for fraudulent misrepresentation (CLO 4(e), Chapter 15 Quiz, Application Problems, and Exam #3).
- 39) Discuss how much company's should disclose to current and prospective employees (CLO 4(e) and 6, Chapter 15 Application Problems).
- 40) Distinguish between duress and undue influence (CLO 4(e), Chapter 15 Quiz, Application Problems, and Exam #3).
- 41) Determine when a contract is subject to the statute of frauds and the writing is sufficient (CLO 4(e), Chapter 16 Quiz, Application Problems and Exam #3).
- 42) Recognize when the parol evidence rule applies (CLO 4(e), Chapter 16 Quiz and Exam #3).
- 43) Distinguish between the types of conditions on contractual obligations (CLO 4(e), Chapter 18 Quiz, Application Problems, and Exam #3).
- 44) Classify the level to which a contract has been performed, including what constitutes a material breach of contract (CLO 4(e), Chapter 18 Quiz, Application Problems and Exam #3).
- 38) Determine when a contract may be discharged (CLO 4(e), Chapter 18 Quiz, Application Problems, and Exam #3).
- 39) Identify the remedies available for breach of contract (CLO 4(e), Chapter 19 Quiz, Application Problems, and Exam #3).
- 40) Explain the difference between an employee and independent contractor (CLO 4(f), Application Problems and Exam #4).
- 41) Identify the duties owed between agents and principals (CLO 4(f) and 6, Chapter 32 Quiz, Application Problems and Exam #4)
- 42) Recognize under agency law the responsibility of the principal and agent for contracts and torts of the agent (CLO 4(f), Chapter 33 Quiz, Application Problems, and Exam #4).
- 43) Identify key events and reasons for agency termination (CLO 4(f), Chapter 33 Quiz and Exam #4).

- 44) Classify the proper category of authority at play in factual scenario (CLO 4(f), Chapter 33 Quiz, Application Problems, and Exam #4).
- 45) Discuss the drive and challenges in choosing to become an entrepreneur (CLO 5 and 6, Chapter 36 Application Problems).
- 46) Identify the key characteristics of a sole proprietorship (CLO 5, Chapter 36 Quiz and Exam #4).
- 47) Contrast the General Partnership, the Limited Partnership and the Limited Liability Partnership (CLO 5, Chapter 37 Quiz, Application Problems, Business Entity Paper, and Exam #4).
- 48) Indicate the rights and duties of partners under Texas law (CLO 5, Chapter 37 Quiz, Application Problems, and Exam #4).
- 49) Explain the key characteristics of a LLC (CLO 5, Chapter 38 Application Problems and Exam #4).
- 50) Recognize the characteristics a corporation (CLO 5, Chapter 39 Quiz, Application Problems, and Exam #4).

**Required Textbook(s) and Resources:**

1.

	<p><b>Business Law Text and Cases by Kenneth Clarkson and Roger Miller</b>  <b>15<sup>th</sup> Edition, Cengage, 2021</b></p> <p>There are several ways you can access this text since you DO NOT need access to Mindtap. You just need the book.</p> <ol style="list-style-type: none"> <li>1. Buy it through the Bookstore (Loose Leaf or option 3).</li> <li>2. Buy a used copy online.</li> <li>3. Cengage Unlimited eTextbooks – Buy the option through the Bookstore or through Cengage for about \$70 for one semester. This gives you electronic access to all textbooks (not the electronic resources like MindTap which I do not require) that come with Cengage unlimited, which may include some for your other courses too. If you want a hard copy, Cengage will then rent you one for just \$7.99 per book. <b>So approximately \$80 to rent with eText access and a hardcopy for our class, plus access to more textbooks.</b></li> <li>4. If you want the electronic resources or a longer subscription, then you can buy Cengage Unlimited eTextbooks + Online Homework Platforms for \$120 for 4 months, \$180 for a year or <b>\$240 for 2 years</b>. Rentals of a hard copy are still \$7.99. <i>You might be able to really leverage the 2 year option over multiple courses.</i></li> </ol>
<p><i>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.</i></p>	

2. Reliable internet access for accessing materials, quizzes, 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 (2 minutes per question), 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 2:01 on the day they are due. *These assessments align with CLO’s 4 and 5.*
2. **Application Activities - 105 Points** – We have 15 class days where we will discuss the chapters further and work on application problems, so bring your textbook and a pen. Each of these class days is worth seven points. Historically, those that regularly attend or are engaged synchronously make higher grades. You may earn the points by either turning in the problems sheet at the end of class or uploading your work in Canvas. You will earn 3 of the 7 points, even if you do not submit the sheet, if you are in class or are on the Web Ex for that day. *These activities align with CLO’s 2, 4, and 5.*
3. **Analyzing a Supreme Court Decision – 75 Points** – The assignment details are posted in the “Assignments” tab in Canvas. You will **submit this via Canvas by 11:59PM (23:59) on Friday, September 10th.** *This assessment aligns with CLO 1.*
4. **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 by 11:59PM (23:59) on Friday, October 8th.** *This assessment aligns with CLO 3.*
5. **Article Presentation – 40 Points** – You will find a recent article connected to a course concept. You have the option of either presenting a summary of the article in class (please let me know in advance) or recording and submitting via Canvas. It is up to you to **make the articles connection to class concepts crystal clear.** That connection component and the summary are worth 20 points of the grade. The remaining 20 points will go to the quality of the presentation itself. See the rubric attached to the assignment instructions in Canvas for

guidance on proper presentation skills and how this assignment is scored. **The article presentation must either be presented in class or the video submitted in Canvas by 11:59PM (23:59) on Tuesday, October 26<sup>th</sup>.** *This assessment aligns with CLO 6.*

**6. Business Entity Application Memo – 100 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 via Canvas by 11:59PM (23:59) on Friday, December 7th.** *This assessment aligns with CLO 5.*

**7. Exams - 4 exams (1 every four weeks) comprising 115 Points** of your grade each (**460 points combined**) – Our exams will be available for two days via Canvas (usually Friday/Saturday). I will also be in the classroom from 2:00-4:00 administering the exam during on Thursdays if you prefer to do it in person. The online exam will be open 8AM on day one-Midnight CST on day two with a time limit of 120 minutes. Midnight is a hard cut off, so if you start the exam at 11:00PM, you will only have one hour. If you start too late, I also may not be up still to respond to a message about an exam issue. 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, but the current plan is 34 multiple choice/T/F questions worth 2.5 points each and five short essays worth six points each. 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 or you will get a message about a non-existent code.** *These assessments align with CLO’s 2, 4, and 5 depending on the exam.*

### **Grading Scale and Notes**

Chapter Quizzes	120
Application Activities	105
Supreme Court Case	75
Getting to Know the Law	100
Article Presentation	40
Business Entity Memo	100
Exam Tech Check (Bonus)	5
<u>Exams</u>	<u>460</u>
Total	1005

## *Note the C, D, and F Ranges Especially*

895-1005 = A - Excellent

795-894 = B - Good

715-794 = C – **Acceptable**

645-714 = D – *Needs Improvement (Credit is awarded and a retake is not required)*

644 or less = F – *Unacceptable*

Grades may also be adjusted at the end of the semester based on class results. This means that a point total 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 #6. 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 of December 7th. You are ineligible for bonus credit if you have more than four late or missing assignments or exam (Including Quizzes and Application Exercises) without my approval of extenuating circumstances. \*\*\*\*\**

### **Posting of Grades**

All assignment grades should be posted within seven days of the due date, but I will try for a 72 hour turnaround. The most frequent grading delay is waiting on those who did not submit on time.

### **Late Work Issues:**

1. **NO** credit will be given for missed quizzes, application activities, or the article presentation without pre-approval.
2. The Supreme Court, Getting to Know the Law, and Business Entity Assignments will lose 10% of the total points per day late. As an example, 12:01 AM (00:01) on the next day is technically late by one day even though it is just a minute late.
3. For Exams, see the previous explanation under "Course Requirements" and "Exams."



**COURSE OUTLINE AND CALENDAR – All times are Central Standard Time – See the “Course Information” and “Course Requirements” sections for chapter content and assessment alignment with course objectives.**

**Unit #1 – Weeks 1-4 and Chapters 1-5**

Week 1 – August 24th Course Introduction & Syllabus

- 26th
1. Read Chapter 1 (Overview of Employment Law) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  2. Discuss and Apply Chapter 1 principles in class.
  - 3. Complete the Quiz for Chapter 1 by 2:00PM (14:00) on Thursday, the 26<sup>th</sup>.**
  - 4. Submit Application Activity #1 by 11:59PM (23:59) on Saturday, the 28<sup>th</sup> if you did not do so in class on Thursday.**

Week 2 – August 31st

1. Read Chapter 2 (Business and the Constitution) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. Discuss and Apply Chapter 2 principles in class.
- 3. Complete Quiz for Chapter 2 by 2:00PM (14:00) on Tuesday, August 31<sup>st</sup>.**

September 2nd

1. *No Live or Synchronous Class Scheduled (Possible Make-up Date)*
2. Read **Chapter 4** (Courts and Alternative Dispute Resolution) and listen to the chapter audio lectures for next week. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
- 3. Submit Application Activity #2 by 11:59PM (23:59) on Thursday, September 2<sup>nd</sup> if you did not do so in class on Tuesday.**

Week 3 – September 7th

1. Read **Chapter 5** (Court Procedures) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. Discuss and Apply Chapter 4 and 5 principles in class.
- 3. Complete the Quiz for Chapters 4 and 5 by 2:00PM (14:00) on Tuesday the 7<sup>th</sup>.**

9th

1. *No Live or Synchronous Class Scheduled (Possible Make-up Date)*
- 2. Submit Application Activity #3 by 11:59PM (23:59) on Thursday, September 9th if you did not do so in class on Tuesday.**
- 3. Submit Supreme Court Case Assignment online by 11:59PM (23:59) on Friday, the 10th.**

Week 4 – September 14th

1. Read **Chapter 3** (Ethics in Business) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. Discuss and Apply Chapter 3 principles in class.
- 3. Complete the Quiz for Chapter 3 by 2:00PM (14:00) on Tuesday the 14<sup>th</sup>.**

16th

- 1. Exam #1 covering Chapters 1-5 is available in the classroom starting at 2:00 or may be remotely proctored online on the 17<sup>th</sup> and 18th.**
- 2. Submit Application Activity #4 by 11:59PM (23:59) on Thursday, September 16th if you did not do so in class on Tuesday.**

Unit #2 – Weeks 5-8 and Chapters 6-8, 10 and 24

Week 5 – September 21st

1. Read Chapter 6 (Tort Law) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. Go over Exams and Discuss and Apply Chapter 6 principles in class.
- 3. Complete the Quiz for Chapter 6 by 2:00PM (14:00) on Tuesday, the 21<sup>st</sup>.**

23rd

1. *No Live or Synchronous Class Scheduled (Possible Make-up Date)*
2. Read Chapter 7 (Strict Liability and Products Liability) and listen to the chapter audio lectures for next week. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
- 3. Submit Application Activity #5 by 11:59PM (23:59) on Thursday, September 23rd if you did not do so in class on Tuesday.**

Week 6 – September 28th

1. Read Chapter 8 (Intellectual Property) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. Discuss and Apply Chapter 7 and 8 principles in class.
- 3. Complete the Quiz for Chapters 7 and 8 by 2:00PM (14:00) on Tuesday, the 28<sup>th</sup>.**

30th

1. *No Live or Synchronous Class Scheduled (Possible Make-up Date)*
2. Be working on the Getting to Know the Law assignment due next week.
- 3. Submit Application Activity #6 by 11:59PM (23:59) on Thursday, September 30th if you did not do so in class on Tuesday.**

Week 7 – October 5th

1. Read Chapter 10 (Criminal Law & Cyber Crime) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
2. Discuss and Apply Chapter 10 principles in class.
- 2. Complete the Quiz for Chapter 10 by 2:00PM (14:00) on Tuesday, the 5<sup>th</sup>.**

- 7th
1. *No Live or Synchronous Class Scheduled (Possible Make-up Date)*
  2. **Submit Application Activity #7 by 11:59PM (23:59) on Thursday, October 7<sup>th</sup> if you did not do so in class on Tuesday.**
  3. **Submit the Getting to Know the Law Assignment online by 11:59 PM (23:59) on Friday, the 8<sup>th</sup>.**
- Week 8 – October 12th
1. Read Chapter 24 (International Law Only) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  2. Discuss and Apply Chapter 24 principles in class.
  3. **Complete the Quiz for Chapter 24 by 2:00PM (14:00) on Tuesday, the 12<sup>th</sup>.**
- 14th
1. **Exam #2 covering Chapters 6-8, 10, and 24 is available in the classroom starting at 2:00 or may be remotely proctored online on the 15<sup>th</sup> and 16<sup>th</sup>.**
  2. **Submit Application Activity #8 by 11:59PM (23:59) on Thursday, October 14<sup>th</sup> if you did not do so in class on Tuesday.**
- Unit #3 – Weeks 9-12 and Chapters 11-16 and 18-19
- Week 9 – October 19th
1. Read Chapters 11 (Nature and Terminology) and 12 (Agreement) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  2. Review Exam 2 and Discuss and Apply Chapter 11 and 12 principles in class.
  3. **Complete the Quiz for Chapters 11 and 12 by 2:00PM (14:00) on Tuesday, the 19<sup>th</sup>.**
- October 21st
1. *No Live or Synchronous Class Scheduled (Possible Make-up Date)*
  2. Read Chapter 13 (Consideration) and listen to the chapter audio lectures for next week. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  3. **Submit Application Activity #9 by 11:59PM (23:59) on Thursday, October 21<sup>st</sup> if you did not do so in class on Tuesday.**
- Week 10 – October 26th
1. Read Chapter 14 (Capacity and Legality) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  2. Discuss and Apply Chapter 13 and 14 principles in class.
  3. **Complete the Quiz for Chapters 13 and 14 by 2:00PM (14:00) on Tuesday, the 26<sup>th</sup>.**
  4. **Article Presentations must have be done live in class or the video submitted in Canvas by 11:59PM (23:59) on Tuesday, the 26<sup>th</sup>.**

- October 28th
1. *No Live or Synchronous Class Scheduled (Possible Make-up Date)*
  2. Read Chapter 15 (Mistake, Fraud and Voluntary Assent) and listen to the chapter audio lectures for next week. Also, read any other assigned supplemental readings and watch and supplemental videos in Canvas.
  3. **Submit Application Activity #10 by 11:59PM (23:59) on Thursday, October 28th if you did not do so in class on Tuesday.**
- Week 11 – November 2nd
1. Read Chapter 16 (The Writing Requirement) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  2. Discuss and Apply Chapter 15 and 16 principles in class.
  3. **Complete the Quiz for Chapters 15 & 16 by 2:00PM (14:00) on Tuesday, the 2<sup>nd</sup>.**
- 4th
1. *No Live or Synchronous Class Scheduled (Possible Make-up Date)*
  2. Read Chapter 18 (Performance and Discharge) and listen to the chapter audio lectures for next week. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  3. **Submit Application Activity #11 by 11:59PM (23:59) on Thursday, November 4th if you did not do so in class on Tuesday.**
- Week 12 – November 9th
1. Read Chapter 19 (Breach of Contract and Remedies) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  2. Discuss and Apply Chapter 18 and 19 principles in class.
  3. **Complete the Quiz for Chapters 18 and 19 by 2:00PM (14:00) on Tuesday, the 9<sup>th</sup>.**
- 11th
1. ***Due to the school being closed for Veteran’s Day, Exam #3 covering Chapters 11-16 and 18-19 will be remotely proctored online on the 12<sup>th</sup> or 13th. I may be available on Friday, the 12<sup>th</sup>, for in person proctoring if requested.***
  2. **Submit Application Activity #12 by 11:59PM (23:59) on Thursday, November 11th if you did not do so in class on Tuesday.**
- Unit #4 – Weeks 13-16 and Chapter 32-33 and 36-39
- Week 13 – November 16th
1. Read Chapters 32 (Agency Formation & Duties) and 33 (Agency Liability and Termination) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  2. Discuss and Apply Chapter 32 and 33 principles in class.
  3. **Complete the Quiz for Chapters 32 and 33 by 2:00PM (14:00) on Tuesday, the 16<sup>th</sup>.**

- 18th
1. *No Live or Synchronous Class Scheduled (Possible Make-up Date)*
  2. Read Chapter 36 (Small Businesses and Franchises) and listen to the chapter audio lectures for next week. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  3. **Submit Application Activity #13 by 11:59PM (23:59) on Thursday, November 18th if you did not do so in class on Tuesday.**
- Week 14 – November 23rd
1. Read Chapter 37 (All Forms of Partnerships) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  2. Discuss and Apply Chapter 36 and 37 principles in class.
  3. **Complete the Quiz for Chapter 36 by 2:00PM (14:00) on Tuesday, the 23<sup>rd</sup>.**
- 25<sup>th</sup>
1. *No Class – Thanksgiving Holiday*
  2. Read Chapter 38 (Limited Liability Companies and Special Business Forms) and listen to the chapter audio lectures for next week. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas.
  3. **Submit Application Activity #14 by 11:59PM (23:59) on Thursday, November 25th if you did not do so in class on Tuesday.**
- Week 15 – November 30th
1. Read Chapter 39 (Corporate Formation and Financing) and listen to the chapter audio lectures before class. Also, read any other assigned supplemental readings and watch any supplemental videos in Canvas
  2. Discuss and Apply Chapter 38 and 39 principles in class
  3. **Complete the Quiz for Chapters 38 and 39 by 2:00PM (14:00) on Tuesday, the 30<sup>th</sup>.**
- December 2nd
1. *No Live or Synchronous Class Scheduled (Possible Make-up Date)*
  2. **Submit Application Activity #15 by 11:59PM (23:59) on Thursday, December 2nd if you did not do so in class on Tuesday.**
  3. **Submit the Entity Assignment Online by 11:59PM (23:59) on Friday, the 3rd.**
- Week 16 – December 7th
1. *No Live or Synchronous Class Scheduled (Possible Make-up Date)*
  2. **Submit the Optional Bonus Assignment online by 11:59PM (23:59) on Tuesday, the 7th.**
- 9th
- Exam #4 covering Chapters 32-33 & 36-39 is available in the classroom starting at 2:00 or may be remotely proctored online on the 9<sup>th</sup> or 10th. No Saturday option this time!**

### Important University Dates for the Fall 2021 Session:

- August 23, 2021 Add, Drop, and Late Registration Begins for 16- and First 8-week Classes \$25 Fee assessed for late registrants
- August 23, 2021 Classes Begin for Fall Semester
- August 25, 2021 Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
- September 6, 2021 **Labor Day (University open and classes will be held)**
- September 7, 2021 Deadline to drop 16-week Classes with No Record
- October 18, 2021 Class Schedule Published for Spring Semester
- October 19, 2021 Deadline for Graduation Application for Fall Ceremony Participation
- November 1, 2021 Deadline for GRE/GMAT Scores to Graduate School Office
- November 1, 2021 Registration Opens for Spring Semester
- November 5, 2021 Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
- November 11, 2021 Veteran's Day (University Closed)
- November 25-26, 2021 Thanksgiving (University Closed)
- December 10, 2021 Deadline to Withdraw from University for 16- and Second 8-Week Classes
- December 10, 2021 Fall Semester Ends
- December 10, 2021 Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
- December 10, 2021 Deadline for Fall Degree Conferral Applications to the Registrar's Office \$20 Late Application Fee
- December 10, 2021 Fall Commencement Ceremony Bell County Expo 7 pm
- December 14, 2021 Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class 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](mailto: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.*

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## **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](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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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), [<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), [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](https://tamuct.instructure.com/courses/717) 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/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, 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](mailto: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 except writing support. Access Tutor.com through Canvas.

## **University Writing Center**

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Fall 2021 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. 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. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. 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 at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

## **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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams 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].

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## **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 Wellness and 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/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

## **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](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2)].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](#) website for more information [<https://www.tamuct.edu/bit>]. 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.

### **Copyright Notice**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction, including digitally sharing beyond current BUSI 3332 classmates, of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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### **Studying the Law Considerations**

For some, 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. **Be sure to check out the approaching BUSI 3332 document in Canvas for more information/strategies that will hopefully help you have success!**

Appendix #1 – Article Presentation Rubric

Student:

Article Summary Substance (-5 if more than 3 months old)

Presentation Criteria	0-2.5: Unsatisfactory	3-6.5: Needs Improvement	7-8: Proficient	8.5-10: Exemplary	Comments
Summary	The presentation did not lead to an understanding of what was really going on in the article or case.	The presentation somewhat helped to understand the article or case.	The presentation lead to an adequate understanding of the article or case.	The presentation lead to a complete, concise understanding of the article or case.	
Business Law Connection	Topic was not relevant and/or the connection was not explained.	Topic was somewhat relevant and/or the connection was somewhat explained.	Topic was relevant and the connection was adequately explained.	Topic was extremely relevant <b>and the connection was clearly explained.</b>	

Oral Presentation Rubric

Presentation Criteria	0-1: Unsatisfactory	1.5-3 – Needs Improvement	3.5 or 4 - Proficient	4.5 or 5 - Exemplary	Comments
Time – Target of <b>3 minutes</b>	More than a minute off target	+ or – one minute from target	+ or - 40 seconds from target	+ or - 20 seconds from target	
Audience Connection	The student did not connect with the audience, did not make eye contact, and/or read completely from notes.	The speaker was not well engaged with their audience, only maintained occasional eye contact, and utilized notes or read heavily.	The speaker was appropriately engaged with their audience, maintained fairly consistent eye contact, but frequently looks at their notes.	The speaker was highly engaged with their audience, maintained consistent eye contact, and rarely, if ever, referred to notes.	
Paralanguage	Student mumbled, incorrectly	Student's voice was low causing	Student's voice was mostly clear,	The volume was exemplary for the size of	

	pronounced terms, and/or spoke too quietly for some members of the audience to hear. The pacing may also have been entirely too slow or fast.	the audience to strain to hear the message and/or they pronounced multiple terms. The pacing was a bit too rapid or slow, such that the message was impacted.	they pronounced most words correctly, and the volume was acceptable for all to hear comfortably. The pacing was acceptable, but could be sped up or slowed down a little.	the room and the audience. All words were pronounced correctly and the pacing was exemplary for maximum understanding.	
Noise	The speaker constantly utilized a lot of filler words, sounds or phrases repeatedly, such as OK, err or umm, and/or the speaker constantly utilized distracting gestures, such as rocking or moving about too much, etc.	The speaker frequently utilized filler words, sounds or phrases repeatedly, such as OK, err or umm. The speaker frequently had distracting gestures, such as rocking or moving about too much, etc.	The speaker occasionally utilized filler words, sounds or phrases repeatedly, such as OK, err or umm. The speaker occasionally utilized distracting gestures, such as rocking or moving about too much, etc.	The speaker rarely, if ever, utilized filler words, sounds or phrases repeatedly, such as OK, err or umm. The speaker also refrained from distracting gestures, such as rocking or moving about too much, etc.	

Total Score: \_\_\_\_\_ out of 40

Appendix #2 –Business Entity Memo Rubric

	Retake the Bar Exam	Probably an Ethics Complaint	Paying the Bills	Going to be the next TV star!
Grammar (see separate rubric in Canvas for breakdown of this component)	Not in memo format and/or has rampant issues with the previously listed areas. (0-8 points)	There may be significant issues with formatting, organization, vocabulary, sentence complexity, citations, and/or there are a couple of grammatical mistakes per page on average. (9-16 points)	There may be slight issues with formatting, organization, vocabulary, sentence complexity, citations, and/or there are a couple of grammatical mistakes per page on average. (17-20 points)	The paper is in proper memo format, well organized, uses appropriate vocabulary and complex sentences, appropriately cited, and contains rare grammatical mistakes. (21-24 points)
Entity Choice	There is no way this entity should have been chosen. (0-3 points)	Did not choose an appropriate entity. (4-7 points)	The entity could work given the facts, but is not the best. (8-12 points)	Recommended the most appropriate entity given the facts. (13-16 points)
Analysis	Accuracy issues were rampant and/or business entities were not the focus and the paper deviated significantly into other matters. (0-24 points)	There were significant accuracy issues in discussing the entities and/or multiple entities were not mentioned. (25-42 points)	There were a few minor errors with regards to the entity discussion and/or one key entity may have either been left out or needed to be discussed more. (43-53 points)	In all cases the entity characteristics were discussed accurately and there was good analysis as to why the other entity forms were not recommended. (54-60 points)