

Welcome to our Legal Environment of Business course (BUSI 3332-110, CRN 80029) at Texas A&M University-Central Texas for the fall of 2023!

As you may have experienced, or will soon see, the law impacts many aspects of business operations and our lives. I really look forward to helping you learn more about the legal environment of business this fall. Please feel free to ask questions about legal issues you may see in the news and want to understand more about. Also, feel free to ask questions after you have completed the course, as I still field questions from students I had many years ago!

Due to the way the law impacts us, it is vital that we feel comfortable discussing the various legal issues thoroughly. In doing so, please understand that you all have unique backgrounds and perspectives, and others may not view a situation as you do. Please ensure that our discussions are productive and respect the diverse perspectives that your classmates are likely to have. Conflicts or hurt feelings often arise not from the content of what is said but from the tone and delivery.

Just as we have diverse opinions, we also have diverse life circumstances. I have worked hard to create a rigorous yet flexible course to respect those differences. As we explore the law, it can sometimes be confusing. For some, legal terminology is like a foreign language that may not be understood as quickly as it will be for others. There were a few topics in law school that I “got by” on but did not master until a year or two later when I was studying for the bar exam. As such, the course design allows the student who struggles with some content yet is diligent and perseveres to earn an acceptable grade. I do not always see the course the same way you do. If you see an improvement I could make in the structure or presentation of the material, please let me know. I want to avoid issues that interfere with your learning success.

In this learning guide, I provide as much information as possible about the course and my general expectations to put you in the best position to succeed. Additional information is available in our Canvas course. Please check out the “Approaching BUSI 3332” and the “Success Tips from Recent Students” documents in the “Modules” area of Canvas for more information/strategies to help you succeed. **Please do not hesitate to reach out with questions or concerns, even if it’s late at night or on the weekend. That is why I’m here, and I do view my job as being available as much as possible to help!**

Course Structure/Modality Information:

This is a **16-week "Classroom Blended" section** that meets on Tuesdays and Thursdays from 9:30-10:45 in Founders Hall, Room 304. With that said, I intentionally allow flexibility for your own circumstances. I have structured the course so that if you need to miss class, you can still access the material and complete the in-class work. Also, I was recently appointed Interim Dean of the College of Business. I did not want to cancel this class on short notice, so I may need some flexibility as well and must miss class at some point. I will provide as much notice as possible, and the existing structure should allow us to stay on pace.

Instructor Contact Information:

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

Office Location: Founders Hall Rm 217R (Normally)

Email: loafman@tamuct.edu or Canvas Inbox: These are the best methods to contact me for the quickest response, as I frequently check them! I will normally respond to emails within eight hours if not traveling or sleeping, and usually within a few hours.

Phone: 254-519-5730

Planned Hours for In-Office Assistance:

Monday: By advance appointment

Tuesday: 8:15-9:15, 11:00-12:15, 2:00-2:30

Wednesday: By advance appointment

Thursday: 8:15-9:15 & 11:00-12:15

Friday: By advance appointment

If you prefer to meet in person, please schedule an appointment so I can ensure I don't miss you. Sometimes meetings get scheduled during office hours, or I must step away from my desk for a bit. I can be available earlier or later in the evening with advanced notice. I am also available for WebEx virtual meetings for "after-hours" situations, such as nights and weekends, if that helps you. **Just let me know how I can help!**

Staying up to date, especially with any unexpected changes!

I will do my best to post an "Announcement" on Canvas if I am out of contact for an extended period, or if my planned office hours need to change. Rather than having to check the "Announcements" area in Canvas frequently, you should have your **notifications turned on in Canvas to receive immediate course notifications**. You can do this by clicking on your profile image, clicking notifications, and then changing the announcement alert setting to "notify immediately." Also, if you click "settings" under your profile, you can modify where Canvas sends a course notification. By default, notifications go to your school address, but you can add a personal email or text message notification option. Please let me know if you have any questions!

Course Access Information:

This is a “Classroom Blended” course supported via the A&M-Central Texas Canvas Learning Management System: [<https://tamuct.instructure.com>] for audio lectures, supplemental materials (like readings and lecture PowerPoints), quizzes, exams, grade reporting, and assignment submissions. The instructions in this learning guide 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.*

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

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

SafeZone provides a public safety application that allows you to call for help with the push of a button. It also enables Texas A&M University-Central Texas to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app. You can download SafeZone from the app store and use your myCT credentials to log in. For more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [<https://apps.apple.com/app/safezone/id533054756>]
 - o [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
[<https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp>]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

Course Description and Objectives:

Catalog 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.

Program Specific Level Outcome (P.L.O.) Map for how BUSI 3332 ties into programmatic assessment:

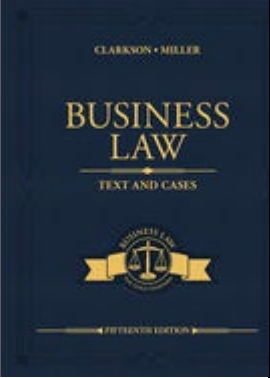
Course and Learning Activities	PSLO 1: Writing Ability: Demonstrate proficiency in written communications.	PSLO 2: Presentation Skills: Demonstrate proficiency in oral presentations.	PSLO 3: Exhibit cross-cultural competencies that will aid in communicating and working with people	PSLO 4: Design and defend a reasoned resolution to an ethical challenge by applying ethical	PSLO 5: Demonstrate knowledge proficiency in the core business disciplines and integrate across multiple business disciplines	PSLO 6: Make decisions through business data analysis
BUSI 3301 Business Communications and Research	I	I	I			
MGMT 3301 Principles of Management	P		P	I	I	I
MKTG 3301 Marketing	I		P		I	
BUSI 3311/2305 Business Statistics						P
BUSI 3332/2301 Legal Environment of Business	P	P		P		
FIN 3301 Financial Management I					I/P	I/P
BUSI 4301 Business Ethics				P		
BUSI 4359 Business Strategy	R	R				
BUSI 4090 (COBA Exam)			R	R	R	R

Course Level Objectives (CLOs) - Bold Indicates it is also a practiced P.L.O.:

At the end of the course, the student should be able to, at an acceptable level per the **grading scale** found on page eight of this learning guide (Minimum of 715 Points):

1. Extrapolate critical information from a recent Supreme Court decision. (Chapters 1 and 4 - 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 11 GTKL Assignment)
4. Demonstrate knowledge of the following major 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 8)
- 6. Demonstrate proficiency in written communications. (Business Entity Application Memo – Week 16)**
- 7. Demonstrate proficiency in oral presentations. (Article Presentation – Week 8).**

Required Textbook(s) and Resources:

	<p>Business Law Text and Cases by Kenneth Clarkson and Roger Miller, 15th Edition, Cengage, 2021.</p> <p>You can access this text several ways since you DO NOT need access to Mindtap, and you only need the book.</p> <ol style="list-style-type: none">1. Buy it through the Bookstore (Loose Leaf or option 3).2. Buy a used copy online.3. Cengage Unlimited eTextbooks – You can buy the option through the Bookstore or Cengage for about \$70 for one semester. This gives you electronic access to all textbooks but not the electronic resources like MindTap, which I do not require, that come with Cengage Unlimited. This may include some textbooks for your other courses too. Cengage will rent one for just \$9.99 per book if you want a hard copy. This is approximately \$80 to rent with eText access and a hard copy for our class, plus access to more textbooks.4. If you want the electronic resources or a more extended subscription, you can buy Cengage Unlimited eTextbooks + Online Homework Platforms for \$120 for four months, \$180 for a year, or \$240 for two years. Rentals of a hard copy are still \$9.99. <i>You can leverage the two-year option over multiple courses.</i>
<p><i>A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The exact text may also be available from an independent retailer, including online.</i></p>	

You need access to a properly configured computer (details on page 13) with speakers or a headset for any audio/video files, a **webcam for online exams, Google Chrome Browser**, PDF reader software for additional readings, MS Word, & PowerPoint, as well as reliable internet access for accessing course materials, quizzes, exams, and assignment submissions.

I provide substantial information beyond the text through class or audio lectures, PowerPoints, and other resources. I assess this information on quizzes and exams. You may access it by clicking on “Modules” on the left side of Canvas for desktop computer viewing or via the dropdown at the top right of your mobile device. As such, it is highly beneficial that you are actively engaged in the learning process and taking notes. Taking notes, particularly handwritten, has been proven in research to improve knowledge retention. I have provided some resources on notetaking in the "Tips for BUSI 3332 Success" folder in Canvas's "Modules" area. On a personal note, I have been taking an online course with many videos, and taking notes has helped my level of engagement. If I don't take notes, my mind wanders, and I often must rewatch the video. I would suggest printing the PDF slide document that outlines some key concepts for you and then making notes in the available white space, so you have both the slides and notes together. However, note-taking is also a personal process; do what is comfortable for you!

Course Assessments (All Times are Central Standard Time):

1. Learning Guide Quiz – 10 points – This brief quiz helps ensure you have reviewed our learning guide and the video, which is essential for course success. You must complete it by **11:59 pm (23:59) on Friday, September 1st.**

2. Chapter Content Quizzes – 132 total points - Each week, you will have one to three short quizzes on the chapter(s) covered that week (24 total). These will **generally** be due on **Tuesdays each week early in the semester before shifting to other days at the end.** Each quiz will have five questions worth 5.5 points (1.1 points per question). Each quiz also has a 10-minute time limit, giving you an average of 2 minutes per question (average completion time for each is usually under six minutes), so be very familiar with the content by reading the chapter(s) and listening to the audio content before taking them. I have the quizzes set up to reveal the correct answers and feedback at midnight the day after they are due. They will remain visible up to the start of the exam for that unit.

As things will happen that lead to lower performance or a missed quiz, twelve additional points are built into the scoring from the uneven value of 1.1 points per question. These points will make up for missed questions or even two missed quizzes. *These assessments align with CLOs 4 and 5 and are the first opportunity to check your learning for the chapter(s).*

3. Content Application Activities - 150 Points – Most weeks, we will examine cases and work on application problems over the material in the chapter(s) in class one day. Each activity is worth either 10 or 15 points depending on the chapters and number of questions, and your grade is based on completion and effort, not technical accuracy. If you are in class and actively participate, I will likely award full credit without the need to submit anything. If you miss class, you may complete it online and submit by the stated deadline. As things sometimes come up that may lead to an incomplete or missed activity, I will replace your lowest score with the average score on your remaining activities (rounding up above .5 and down at .49 or less). This gives you a somewhat “free week” at some point. *These activities align with CLOs 2, 4, and 5 and are the second weekly opportunity to check your learning for the chapter(s).*

4. Analyzing a Supreme Court Decision – 80 Points – The assignment details are posted in the “Assignments” tab in Canvas, along with an example from a previous term. You will **submit this via Canvas by 11:59 pm (23:59) on Sunday, September 17th.** *This assessment aligns with CLO 1*

5. Article Presentation – 40 Points – You will find a recent article (within the last three months) connected to a course concept, summarize it, and explicitly discuss the connection to class concepts in a live class or through a video recording submitted in Canvas. The 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 the scoring details of the assignment. **The article presentation must be done in a live class by October 19th. Please let me know in advance when you will be presenting.** *This assessment aligns with CLO 7.*

6. Getting to Know the Law Assignment (GTKL) – 100 Points – The assignment details are posted in the “Assignments” tab in Canvas. You will **submit this via Canvas by 11:59 pm (23:59) on Sunday, November 12th**. *This assessment aligns with CLO 3.*

7. Business Entity Application Memo – 100 Points - You or a family member may start a business in your life. One of the major decisions facing entrepreneurs is how to organize their businesses. 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, along with an example from a previous term. You will **submit this via Canvas by 11:59 pm (23:59) on Tuesday, December 12th**. *This assessment aligns with CLOs 5 & 6.*

8. Exams - 4 exams (approximately one every four weeks) comprising 100 Points of your grade each (**400 points combined**) – Our exams will be available for one full day via Canvas (usually Tuesdays), as well as in-class. The exam will open at 12:00 AM Central Standard Time and close at 11:59 PM, with a time limit of 120 minutes. 11:59 pm is a hard cut-off, so if you start the exam at 11:00 pm, you will only have one hour. If you start too late, I may still not be awake to respond to a message about an exam issue. If you have an unavoidable conflict with the scheduled dates, an exam might be opened early or later, but only in extreme cases, given the replacement possibility below. Since I have been lied to, I will likely require documentation of severe illness, funerals, sudden necessary trips, or field exercises. Exams may include multiple choice, T/F, and essay questions at my discretion. Still, the current plan is 34 multiple choice/T/F questions worth 2.2 points each and five short essays worth 5.04 points each. The online exams utilize 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 access code. I tried one semester not to use Proctorio and had over ten students get impermissible help during the exam.** You may use your textbook, including an eText, or our Canvas page for assistance, but no other resources may be used, or it will be an academic integrity violation.

To help with exams, I have also posted a "practice exam" that contains half the number of exam questions and is similar in format. It is not intended as a review but as an example of the structure. It allows you to practice timing to answer all the questions within the allotted time. *Depending on the exam, these assessments align with CLOs 2, 4, and 5 and serve as the third opportunity to assess your learning of the covered chapters.*

Students occasionally have an exam grade that differs substantially from performance on the rest, particularly the first when learning the timing and structure. If this is the case or you miss an exam with a valid excuse, you may submit a research paper to replace a grade on one of your first three exams. The topic would have to be approved by me, cover a learning objective in the replaced exam, and be 1,200 - 1,500 words. You may find additional details in the "Assignments" area of Canvas. You may also submit a draft for a brief review and comment on a more polished product. **To be eligible for this replacement option, you must not have had an academic integrity violation in the course.**

Grading Details - Especially Note the C, D, and F Ranges

Assessment	Points	% of Total	CLO's	Total Point Ranges	Equivalent Letter Grade
Learning Guide Quiz	10	1%	NA	895-1017	A - Excellent
Chapter Quizzes	132	13%	4 & 5	795-894	B - Good
Application Activities	150	15%	2, 4, & 5	715-794	C - Acceptable
Supreme Court Analysis	80	8%	1	645-714	D – Credit awarded, but GPA implications
Article Presentation	40	4%	7	644 or less	F – No Credit
GTKL Assignment	100	10%	3		
Entity Memo	100	10%	5 & 6		
Proctorio Check	5	Bonus	NA		
Exams	400	40%	2, 4, & 5		
	1017	100%			

I may also adjust grades at the end of the semester based on class results, meaning that a point total may qualify for a higher letter grade than the scale normally provides to facilitate an appropriate grade distribution.

******* A bonus assignment is posted on the left side of Canvas under "Assignments." Be sure to comply with the deadline of *Friday, December 8th*. To be eligible, you must not have more than three missing minor assignments (Quizzes and Application Activities) or one major assignment without permission. Also, you cannot have had an academic integrity violation in the course. *******

Grade and Feedback Timeline

Assignment grades should be posted in Canvas within seven days of the due date, but my goal is less than three days. The most frequent grading delay comes from waiting on late submissions to preserve integrity.

Late Work Policy Information:

1. No credit will be given for missed quizzes, application activities, or the article presentation without pre-approval, as flexibility is already built into the grading system.
2. The Supreme Court, Getting to Know the Law, and Business Entity Assignments will lose 10% of the points available per day late. It is generally in your best interest to submit an assignment a day or two late and complete than on time with only half done, especially the GTKL. **You are allowed one extra day on one of these assignments by sending me an email before the assignment is due with a brief explanation of the reason for the delay (even if it is just procrastination, as honesty is a great trait), and submitting the assignment within the initial 24-hour extension.**
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 1-5 and Chapters 1-5

Week 1 – August 29th	Course Introduction Activity, Learning Guide Discussion, and Introductions
August 31st	<ol style="list-style-type: none">1. Read Chapter 1 (Overview of Employment Law), which we will cover in class on the 31st. Also, read any other assigned supplemental readings and watch any other videos in Canvas prior to class.2. Complete the Learning Guide (AKA syllabus) quiz by 11:59 PM (23:59) on Friday, September 1st.
Week 2 – September 5 th	<ol style="list-style-type: none">1. Complete the Quizzes for Chapters 1 and 4 by 9:30 AM (23:59) on Tuesday, September 5th.2. Read Chapter 4 (Courts and Alternative Dispute Resolution), which we will cover in class on the 5th. Also, read any other assigned supplemental readings and watch any other videos in Canvas before class. <i>Note that we jump slightly out of the chapter order for this week and next.</i>
September 7 th	We'll work on Application Activity #1 for Chapters 1 and 4 in class, but it must be submitted by 11:59 PM (23:59) must be submitted by Friday, September 8th.

- Week 3 – September 12th
- 1. Complete the Quizzes for Chapters 5 and 2 by 9:30 AM (09:30) on Tuesday, the 12th.**
 2. Read **Chapters 5** (Cour Procedures) and **2** (Business and the Constitution), which we will cover in class on the 12th. Also, read any other assigned supplemental readings and watch any other videos in Canvas before class.
- September 14th
1. We'll work on Application Activity #2 for Chapters 5 and 2 in class, but it **must be submitted by 11:59 PM (23:59) on Friday, September 15th.**
 - 2. Submit the Supreme Court Case Assignment in Canvas by 11:59 PM (23:59) on Sunday, the 17th.**
- Week 4 – September 19th
- 1. Complete the Quiz for Chapter 3 by 9:30 AM (09:30) on Tuesday, the 19th.**
 2. Read **Chapter 3** (Ethics in Business), which we will cover in class on the 19th. Also, read any other assigned supplemental readings and watch any other videos in Canvas before class.
- September 21st
- We'll work on Application Activity #3 for Chapter 3 in class, but it **must be submitted by 11:59 PM (23:59) on Friday, September 22nd.**

Unit #2 – Weeks 5.5-9 and Chapters 6-8, 10 and 24

- Week 5 – September 26th
- Exam #1 covering Chapters 1-5 may be completed online Tuesday, the 26th, or is available in FH 304 starting at 9:30 AM on Tuesday, the 26th.**
- September 28th
- Read Chapter 6 (Tort Law), which we will cover in Class on Thursday, the 28th. Also, read any other assigned supplemental readings and watch any other videos in Canvas before class.
- Week 6 – October 3rd
- 1. Complete the Quizzes for Chapters 6 and 7 by 9:30 AM (09:30) on Tuesday, the 3rd.**
 2. Read Chapter 7 (Strict Liability and Products Liability) which we will cover in class on the 3rd. Also, read any other assigned supplemental readings and watch any other videos in Canvas before class.

- October 5th We'll work on Application Activity #4 for Chapters 6 and 7 in class, but it **must be submitted by 11:59 PM (23:59) on Friday, October 6th.**
- Week 7 – October 10th **1. Complete the Quizzes for Chapters 8 and 24 by 9:30 AM (09:30) on Tuesday, the 10th.**
2. Read Chapters 8 (Intellectual Property) and 24 (International Law, but we're not covering space law), which we will cover in class on the 10th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
- October 12th We'll work on Application Activity #5 for Chapters 8 and 24 in class, but it **must be submitted by 11:59 PM (23:59) on Friday, October 13th.**
- Week 8 – October 17th **1. Complete the Quiz for Chapter 10 by 9:30 AM (09:30) on Tuesday, the 17th.**
2. Read Chapter 10 (Criminal Law & Cyber Crime), which we will cover in class on the 17th. Also, read any other assigned supplemental readings and watch any other videos in Canvas before class.
- October 19th 1. We'll work on Application Activity #6 for Chapter 10 in class, which **must be submitted by 11:59 PM (23:59) on Friday, October 20th.**
2. **Article Presentations must have been presented in a live class session no later than October 19th.**

Unit #3 – Weeks 9.5-13 and Chapters 11-16 and 18-19

- Week 9 – October 24th **Exam #2 covering Chapters 6-8, 10, and 24 may be completed online on Tuesday, the 24th, or is available in FH 304, starting at 9:30 AM on Tuesday, the 24th.**
- October 26th Read Chapters 11 (Nature and Terminology) and 12 (Agreement), which we will discuss in class on the 26th. Also, read any other assigned supplemental readings and watch any other videos in Canvas before class.

- Week 10 – October 31st
- 1. Complete the Quizzes for Chapters 11, 12, and 13 by 9:30 AM (09:30) on Tuesday, October 31st.**
 2. Read Chapter 13 (Consideration), which we will cover in class on the 31st. Also, read any other assigned supplemental readings and watch any other videos in Canvas before class.
- November 2nd
1. We'll work on Application Activity #7 for Chapters 11, 12, and 13 in class, but it **must be submitted by 11:59 PM (23:59) on Friday, November 3rd.**
 2. Read Chapter 14 (Capacity and Legality), which we will cover in class on the 7th.
- Week 11 – November 7th
- 1. Complete the Quizzes for Chapters 14, 15, and 16 by 9:30 AM (09:30) on Tuesday, the 7th.**
 2. Read Chapters 15 (Mistake, Fraud, and Voluntary Assent) and 16 (The Writing Requirement), which we will cover in class on the 7th. Also, read any other assigned supplemental readings and watch any other videos in Canvas before class.
- November 9th
1. We'll work on Application Activity #8 for Chapters 14, 15, and 16 in class, but it **must be submitted by 11:59 PM (23:59) on Friday, the 10th.**
 - 2. Submit the Getting to Know the Law Assignment in Canvas by 11:59 PM (23:59) on Sunday, the 12th.**
- Week 12 – November 14th
- 1. Complete the Quizzes for Chapters 18 and 19 by 9:30 AM (09:30) on Thursday, November 16th.**
 2. Read Chapters 18 (Performance and Discharge) and 19 (Breach and Remedies), which we will cover in class on the 14th. Also, read any other assigned supplemental readings and watch any other videos in Canvas before class.
- November 16th
- We'll work on Application Activity #9 for Chapters 18 and 19 in class, but it **must be submitted by 11:59 PM (23:59) on Friday, November 17th.** *(It is possible I am gone on this day.)*

Unit #4 – Weeks 13.5-16 and Chapters 32-33 and 36-39

Week 13 – November 21st **Exam #3 covering Chapters 11-16 and 18-19 may be completed online on Tuesday, the 21st, or is available in FH 304 starting at 9:30 AM on Tuesday, the 21st.**

November 23rd **1. No Class – Thanksgiving Holiday**
2. Read Chapters 32 (Agency Formation & Duties) and 33 (Agency Liability and Termination) and listen to the chapter audio lectures by Tuesday, November 28th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
3. Complete the Quizzes for Chapters 32 and 33 by 11:59 PM (23:59) on Sunday, November 26th.

Week 14 – November 28th We'll work on Application Activity #10 for Chapters 32 and 33 in class, but it must **be submitted by 11:59 PM (23:59) on Tuesday, November 28th.**

November 30th **1. Complete the Quizzes for Chapters 36 and 37 by 9:30 AM (09:30) on Thursday, November 30th.**
2. Read Chapters 36 (Small Businesses and Franchises) and 37 (All Forms of Partnerships), which we will cover in class on Thursday, the 30th. Also, read any other assigned supplemental readings and watch any other videos in Canvas before class.

Week 15 – December 5th We'll work on Application Activity #11 for Chapters 36 and 37 in class, but it **must be submitted by 11:59 PM (23:59) on Tuesday, the 5th.**

December 7th **1. Complete the Quiz for Chapters 38 and 39 by 9:30 AM (09:30) on Thursday, the 7th.**
2. Read Chapters 38 (Limited Liability Companies and Special Business Forms) and 39 (Corporate Formation and Financing), which we will cover in class on Thursday, December 7th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
3. Submit the Optional Bonus Assignment online by 11:59 PM (23:59) on Friday, December 8th.
4. Be working on the Entity Memo due Tuesday, the 12th.

Week 16 – December 12th 1. We'll work on Application Activity #12 for Chapters 38 and 39 in class, but it **must be submitted by 11:59 PM (23:59) on Tuesday, December 12th.**

2. **Submit the Entity Memo in Canvas by 11:59 PM (23:59) on Tuesday, the 12th.**

December 14th **Exam #4 covering Chapters 32-33 & 36-39 may be completed online on THURSDAY, the 14th, or is also available in FH 304 starting at 9:30 AM on Thursday, the 14th.**

Important University Dates for the Fall 2023 Term:

August 28, 2023 Classes Begin for Fall Semester and Add, Drop, and Late Registration Begins for 16-week Classes \$25 Fee assessed for late registrants
August 30, 2023 Deadline for Add, Drop, and Late Registration for 16-Week Classes
September 13, 2023 Deadline to drop 16-week Classes with No Record (Census)
October 23, 2023 Advising Begins for Spring Semester
October 27, 2023 Deadline for Graduation Application for Fall Ceremony Participation
November 1, 2023 Deadline for GRE/GMAT Scores to Graduate School Office
November 6, 2023 Registration Opens for Spring Semester
November 9, 2023 Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
November 10, 2023 Veteran's Day
November 23-24, 2023 Thanksgiving
December 1, 2023 Deadline for Scholarship Applications for the Spring Semester
December 1, 2023 Student End of Course Survey Opens (16- and Second 8-Week Classes)
December 1, 2023 Priority Deadline for VA Certification Request (Spring)
December 15, 2023 Deadline to Withdraw from University for 16- and Second 8-Week Classes
December 15, 2023 Fall Semester Ends
December 15, 2023 Deadline for Applications for Tuition Rebate for Fall Graduation (5pm)
December 15, 2023 Deadline for Fall Degree Conferral Applications to the Records and Admissions Office \$20 Late Application Fee
December 15, 2023 Fall Commencement Ceremony Bell County Expo 3 pm

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 passwor

Canvas Support Information:

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 Information:

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 Information:

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

Email: helpdesk@tam.u.edu

Phone: (254) 519-5466

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

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**Drop Policy Information:**

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdId=https://eis-prod.ec.tamuct.edu:443/samlso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Records and Admissions Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Records and Admissions 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 Records and Admissions 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.

Warrior Center for Student Success

The Warrior Center for Student Success is a comprehensive academic support department at A&M-Central Texas, dedicated to fostering an environment of excellence and empowerment among its student body. The center offers a wide range of programs and services to ensure every student reaches their full potential, and is a haven for students seeking guidance, resources, and a strong support network to excel in their educational journey.

ADA Access and Accommodations: Texas A&M University-Central Texas ensures that students with disabilities have equal access to educational opportunities by providing appropriate accommodations and support services. If you believe you have a physical, learning or socio-emotional disability requiring reasonable accommodations, please visit [Access and Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) [https://www.tamuct.edu/student-affairs/access-inclusion.html] for more details or contact the Office of Access and Inclusion, WH-212; (254) 501-5836. Any information you provide is private and confidential.

Success Coaching and Peer Mentoring: Our experienced Success Coaches work one-on-one with students to develop personalized action plans, set academic goals, and build effective study strategies, time management skills, and resilience. Our Peer Mentors provide a valuable support system, offering guidance, encouragement, and a relatable perspective to help students navigate their academic and personal challenges. For more details call 254-501-5836 or 254-501-5928 or visit [Academic Support](https://www.tamuct.edu/student-affairs/academic-support.html) [https://www.tamuct.edu/student-affairs/academic-support.html]. Click the link to schedule a session (virtual or in-person) with a success coach bit.ly/3q7uB50 or visit WH, 111.

Testing Services: We offer a secure and comfortable environment for students and members of the community to take courses and distance learning exams, as well as placement tests and professional certification exams. Our Testing Service also offers resources and support referrals for testing related challenges (test anxiety, learning disabilities, etc.) and supports all approved ADA accommodations. Call (254) 519-5830 or visit the [Testing Center](https://www.tamuct.edu/testing-center/) [https://www.tamuct.edu/testing-center/].

Tutoring and Supplemental Instruction Services: Our team of qualified Tutors and Supplemental Instructors assist students in various non-writing subjects, promoting academic comprehension and enhancing learning outcomes. Click the link to schedule a tutoring session with a TAMUCT tutor (virtual or in-person) or view tutor availability bit.ly/43Q6wNz. You may also chat live with a remote tutor 24/7 for a variety of subjects through our partnership with Tutor.com, an online tutoring platform that is free to all TAMUCT students. To learn more please visit [Tutoring Services](https://www.tamuct.edu/student-affairs/academic-support.html#tutoring) [https://www.tamuct.edu/student-affairs/academic-support.html#tutoring] or call (254) 501-5836 or visit the Tutoring Hub in Warrior Hall, 111.

University Academic Integrity 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 about 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 Academic Integrity Statement:

Except for the application activities, all work in this course is to be **completed individually**. You may get rare/occasional assistance from other students about where you found specific information/answers, but I want to avoid seeing close/identical answers. I have a good eye for this, as my memory is very good! **The usage of AI, or similar technologies, and/or student “support” sites like Course Hero, Chegg, etc. for course assignments is strictly prohibited. I will be watching for this very closely!** 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 quickly tell if you are colluding or getting impermissible assistance.

Copyright Notice:

The reproduction of **ANY** course material (**assignments, questions, etc.**), including digital sharing beyond current BUSI 3332 classmates, is strictly prohibited without my permission. Violation of copyright, such as posting course materials on websites like Course Hero, Chegg, etc., 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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Academic Accommodation Assistance:

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 Warrior Center for Student Success, Equity 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 U.S. 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 Information:

Tutoring is available to all A&M-Central Texas students, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [<https://tutormatchingservice.com/TAMUCT>] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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:

Located in Warrior Hall 416 and online, 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. The face-to-face hours of operation are from 10:00 a.m.-5:00 p.m. Monday and Thursday in Warrior Hall 416. Online tutoring is available Monday thru Thursday from 10:00 a.m.-5:00 p.m. and from 6:00-9:00 p.m. and on Saturdays from 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 U.W.C. 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 U.W.C. 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 if you have any questions about the U.W.C., 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 if you have any questions about the U.W.C., need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

University Library Information:

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 1,203,947 eBooks and 134,750 journals, in addition to the 96,879 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. [Schedule an appointment here](#)

[<https://tamuct.libcal.com/appointments>]. 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 workspaces, 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](https://tamuct.libguides.com/index)

[<https://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 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](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) 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/bit) 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 254-501-5805.