

Welcome to our Legal Environment of Business course (BUSI 3332-110, CRN 10192) at Texas A&M University-Central Texas for the spring 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 semester. 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 that others may not view a situation the same way 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. Also, in terms of respect, please avoid distracting behaviors to the extent possible, such as arriving late, packing up/leaving early, and distracting activity on electronic devices. We all know that this will likely happen with work, health, or family obligations, but avoid making it a habit when not necessary.

Just as we have diverse opinions, we also have various 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 syllabus, 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 Canvas for more information/strategies to help you succeed. Please do not hesitate to reach out with a question or concerns. That is why I'm here!

Course Structure/Modality Information:

This is a **16-week "Fully Online" section**, and you may complete all coursework asynchronously. In-person or synchronous activities are NEVER required.

With that said, this section is cross-listed with a "Classroom Blended" section that meets on Tuesdays (first week only and optional for most exams)/Thursdays (every week) from 12:30-1:45 in Founders Hall, Room 211. Each class meeting will be synchronously streamed via WebEx. The live session provides a more direct opportunity to interact and complete that week's application activity together. This unique cross-listing allows you the option each week to complete the application activity on your own asynchronously, attend in person, or join WebEx. You can change your approach weekly, but there are NO expectations of you participating synchronously! If you attend via WebEx, I encourage you to join in the discussion and ask questions but be sure to "mute yourself" when not speaking. The assignments, content, and due dates are the same for both sections. Still, this unique structure allows you a variety of options for how to learn and complete your work.

Instructor Contact Information:

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

Office Location: Founders Hall Rm 217R

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 respond to emails within eight hours if not traveling and usually within a couple of hours.

Department Phone: 254-501-5944 - Leave a message, and I will call back as soon as possible, but it may take longer to respond via phone as I work from home some days.

Planned Hours for In-Office Assistance:

Monday: By advance appointment

Tuesday: 8:15-9:30, 10:45-12:30, and 1:45-2:15, other times by advance appointment

Wednesday: 8:15-2:45, other times by advance appointment

Thursday: 8:15-9:15, 11:00-12:15, and 2:00-4:45, other times by advance appointment

Friday: By advance appointment

If you prefer to meet in person, please schedule an appointment so I can make sure 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.

Keeping up, especially with any unexpected changes:

I will do my best to post an "Announcement" on Canvas if I miss class, be 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 on "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 "Fully Online" course delivered 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 syllabus will assist you with gaining access and technical support. As stated above, there is a live meeting and a synchronous WebEx broadcast option on Thursdays. You are welcome to join but are NOT required or expected to. 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, 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>]

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 in the syllabus below (Minimum of 715 Points):

1. Extrapolate critical legal information from a recent Supreme Court decision about class topics. (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 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. Demonstrate proficiency in written communications. (Business Entity Application Memo – Week 15)**
- 7. Demonstrate proficiency in oral presentations. (Article Presentation – Week 11).**

Module Learning Objectives (M.L.O.s – In Chapter Order):

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

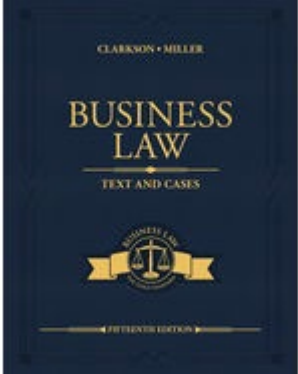
1. Classify a law according to its type (CLO 4(a), Chapter 1 Quiz, Application Problems, and Exam #1).
2. Discuss strategic considerations for corporations in the legal environment of business (CLO 4(a) and 6, Chapter 1 Application Discussion).
3. Explain the concepts of legal precedence and stare decisis (CLO 4 (a), Chapter 1 Application Problem and Exam #1).
4. Identify the different types of judicial opinions (CLO 1, Chapter 1 Quiz, Application Activity, and Supreme Court Assignment).
5. Recognize the elements/stages of the administrative law process (CLO 4(a), Chapter 1 Quiz, and Exam #1).
6. Demonstrate knowledge of judicial review (CLO 4(c), Chapter 4 Application Problem, Exam #1).
7. Identify when a court may properly exercise jurisdiction (CLO 4(a), Chapter 4 Quiz, Application Problems, and Exam #1).
8. Demonstrate how the Supreme Court functions (CLO 1 and 4(a), Chapter 4 Application Problems, and Exam #1).
9. Contrast the various dispute resolution methods (CLO 4(b), Chapter 4 Quiz, Application Problems, and Exam #1).
10. Identify key trial procedural issues (CLO 4(b), Chapter 5 Quiz, Application Problems, and Exam #1).
11. Distinguish between the stages of the trial process (CLO 4(b), Chapter 5 Quiz, Application Problems, and Exam #1).
12. Identify constitutional checks and balances (CLO 4(a)(c), Chapter 2 Quiz).
13. Discuss and recognize critical provisions of our Bill of Rights (CLO 4(c) and 6, Chapter 2 Quiz, Class Discussion, Application Problems, and Exam #1).
14. Explain the applicability of the Commerce Clause on businesses (CLO 4(c), Chapter 2 Application Problems and Exam #1).
15. Discuss the definition of ethics and how people handle ethical dilemmas (CLO 4(a) and 6, Chapter 3 Class Discussion).

16. Select appropriate ethical decision-making frameworks and perspectives (CLO 2 and 4(a), Chapter 3 Quiz, Application Problems, and Exam #1).
17. Recognize when the FCPA applies (CLO 4(a) and (i), Chapter 3 Quiz, Application Problems, and Exam #1).
18. Determine what tort may have been committed in a factual situation (CLO 4(g), Chapter 6 Quiz, Application Problems, and Exam #2).
19. Discuss the duty owed to business invitees/customers (CLO 4(g) and 6, Chapter 6 Application Problems).
20. Identify the critical dimensions of tort law (CLO 4(g), Chapter 6 Quiz, Application Problems, and Exam #2).
21. Recognize the key determining factors in product liability cases (CLO 4(g), Chapter 7 Quiz, Application Problems, and Exam #2).
22. Discuss the extent to which companies should be held liable in product liability cases (CLO 4(g) and 6, Chapters 7 Application Problems).
23. 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).
24. Explain the potential criminal liability of corporations and their officers (CLO 4(d), Chapter 6 Application Problems and Exam #2).
25. Classify crimes based on factual scenarios (CLO 4(d), Chapter 10 Quiz, Application Problems, and Exam #2).
26. Identify proper defenses to criminal liability, including Constitutional and procedural safeguards (CLO 4(d), Chapter 10 Quiz, Application Problems, and Exam #2).
27. 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).
28. Recognize and explain unique contractual considerations in the international setting (CLO 4(i), Chapter 24 Quiz, Application Problems, and Exam #2).
29. Identify the required elements to form a valid contract (CLO 4(e), Chapter 11 Quiz and Exam #3).
30. Classify a contract according to its type (CLO 4(e), Chapter 11 Quiz, Application Problems, and Exam #3).
31. Indicate the requirements/circumstances for an effective offer, acceptance, revocation, and rejection (CLO 4(e), Chapter 12 Quiz, Application Problems, and Exam #3).
32. Recognize when consideration is legally sufficient (CLO 4(e), Chapter 13 Quiz, Application Problems, and Exam #3).
33. Distinguish between an accord & satisfaction, release, and covenant not to sue (CLO 4(e), Chapter 13 Quiz and Exam #3).
34. 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).
35. Discuss the issues of a minor's liability for contracts (CLO 4(e) and 6, Chapter 14 Application Problem).
36. Explain enforceability issues with a covenant not to compete (CLO 4(e), Chapter 14 Application Problems and Exam #3).

37. Identify contracts contrary to law (CLO 4(e), Chapter 14 Quiz, Application Problems, and Exam #3).
38. Indicate when a mistake may provide a legal excuse to contract performance (CLO 4(e), Chapter 15 Quiz, Application Problems, and Exam #3).
39. Explain/identify the circumstances for fraudulent misrepresentation (CLO 4(e), Chapter 15 Quiz, Application Problems, and Exam #3).
40. Discuss how much companies should disclose to current and prospective employees (CLO 4(e) and 6, Chapter 15 Application Problems).
41. Distinguish between duress and undue influence (CLO 4(e), Chapter 15 Quiz, Application Problems, and Exam #3).
42. 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).
43. Recognize when the parol evidence rule applies (CLO 4(e), Chapter 16 Quiz and Exam #3).
44. Distinguish between the types of conditions on contractual obligations (CLO 4(e), Chapter 18 Quiz, Application Problems, and Exam #3).
45. 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).
46. Determine when a contract may be discharged (CLO 4(e), Chapter 18 Quiz, Application Problems, and Exam #3).
47. Identify the remedies for breach of contract (CLO 4(e), Chapter 19 Quiz, Application Problems, and Exam #3).
48. Explain the difference between an employee and an independent contractor (CLO 4(f), Application Problems, and Exam #4).
49. Identify the duties owed between agents and principals (CLO 4(f) and 6, Chapter 32 Quiz, Application Problems and Exam #4)
50. 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).
51. Identify critical events and reasons for agency termination (CLO 4(f), Chapter 33 Quiz and Exam #4).
52. Classify the proper authority category present in a factual scenario (CLO 4(f), Chapter 33 Quiz, Application Problems, and Exam #4).
53. Discuss the drivers and challenges of becoming an entrepreneur (CLO 5 and 6, Chapter 36 Application Problems).
54. Identify the key characteristics of a sole proprietorship (CLO 5, Chapter 36 Quiz and Exam #4).
55. 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).
56. Indicate the rights and duties of partners under Texas law (CLO 5, Chapter 37 Quiz, Application Problems, and Exam #4).
57. Explain the key characteristics of an L.L.C. (CLO 5, Chapter 38 Application Problems and Exam #4).

58. Differentiate between joint ventures, strategic alliances, and other operating forms. (CLO 5, Chapter 37 Quiz, Application Problems, and Exam #4).
59. Distinguish a C, S, PC, PA and non-profit corporation (CLO 5, Chapter 39 Quiz, Application Problems, and Exam #4).
60. Recognize the steps and considerations in forming a corporation (CLO 5, Chapter 39 Quiz, Application Problems, and Exam #4).
61. Identify common aspects of corporate finance (CLO 5, Chapter 39 Quiz, Application Problems, and Exam #4).

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 – 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 \$7.99 per book if you want a hard copy. So approximately \$80 to rent with eText access and a hardcopy for our class, plus access to more textbooks. 4. Suppose 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 \$7.99. <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 also need access to a properly configured computer (details later in the syllabus) with: speakers or a headset (to listen to any audio/video files), PDF reader software like Adobe for additional readings, M.S. Word, & PowerPoint, as well as reliable internet access for accessing materials, quizzes, exams, and assignment submissions.

I provide substantial information beyond the text through audio lectures, PDF 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 have to 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, notetaking is also a personal process; do what is comfortable for you!

Course Assessments:

1. Syllabus Quiz – 10 points – This brief quiz helps ensure you review our syllabus and the video, which is essential for course success. You must complete it by **11:59 pm (23:59) on Friday, January 20th.**

2. Chapter Content Quizzes – 132 total points - Each week, you will have one or two short quizzes on the chapter(s) covered that week (24 total). Except for the first quiz (due Friday), these will always be due on Wednesdays. Each quiz will have five questions worth 5.5 points (1.1 points per question). Each quiz also has a 10-minute time limit, an average of 2 minutes per question, 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 come up from time to time that leads 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 – Each week, we will examine chapter cases and work on application problems over the material in the chapter(s). Each activity is worth 10 points, and your grade is based on completion and effort, not technical accuracy. These will generally be due on **Fridays** except for the first and last ones. As things may come up from time to time that may lead to an incomplete or missed activity, I will replace your lowest activity 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. This is also the **one assignment** you may work on with another student. *These activities align with CLOs 2, 4, and 5 and serve as the second opportunity each week 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, February 5th**. *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. You can either present a summary of the article in a live class session (please let me know in advance) or record and submit it via Canvas. It is up to you to **make the article’s connection to class concepts crystal clear**. That connection component and the summary are worth 20 points for 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 presented in a live class session, via WebEx during a live class session, or through a video submitted in Canvas by 11:59 pm (23:59) on Thursday, March 2nd**. *This assessment aligns with CLO 7.*

6. 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 11:59 pm (23:59) on Sunday, April 9th**. *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 Sunday, May 7th**. *This assessment aligns with CLO 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 two days via Canvas (usually Sunday/Monday). I will also be in FH 211 from 12:30-2:30, administering the exam on Tuesdays if you prefer to do it in person. The online exam will open at 12:00 am on day one and close at 11:59 pm C.S.T. on day two, 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. Suppose you have an unavoidable conflict with the scheduled date. In that case, 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. You may use your textbook, including an eTextbook, or our Canvas page for assistance. Still, you may not use any other resource, or it will violate academic integrity.

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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 at most 1,500 words. You may find additional details in the "Assignments" area of Canvas. You may also submit a draft for brief review and comment for a more polished product. 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.*

Grading Scale and Notes

Syllabus Quiz	10
Chapter Quizzes	132
Application Activities	150
Supreme Court Case	80
Getting to Know the Law	100
Article Presentation	40
Business Entity Memo	100
<u>Exams</u>	<u>400</u>
Total	1012

Especially Note the C, D, and F Ranges

895-1012 = 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*

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 May 9th. *******

Grade and Feedback Timeline

Assignment grades should be posted in Canvas within seven days of the due date, but my goal is a three-day turnaround. The most frequent grading delay comes from needing to wait on late submissions.

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 (C.S.T.) – 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 – January 16th

1. Course Introduction Activity & Syllabus
2. Read Chapter 1 (Overview of Employment Law) and listen to the chapter audio lectures by Thursday, the 20th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
- 3. Complete the Quiz for Chapter 1 by 11:59 pm (23:59) on Thursday, January 19th. (All due on Wednesdays going forward!)**
- 4. Complete the syllabus quiz by 11:59 pm (23:59) on Friday, the 20th.**
- 5. Submit Application Activity #1 by 11:59 pm (23:59) on Saturday, the 21st. (All will be due on Fridays from now on!)**

Week 2 – January 23rd

1. Read **Chapters 4** (Courts and Alternative Dispute Resolution) and **5** (Court Procedures) and listen to the chapter audio lectures by Wednesday, the 25th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
Note That We Jump Slightly Out of the Chapter Order for this Week
- 2. Complete Quizzes for Chapters 4 and 5 by 11:59 pm (23:59) on Wednesday, January 25th.**
- 3. Submit Application Activity #2 (Chapters 4 and 5) by 11:59 pm (23:59) on Friday, the 27th.**

Week 3 – January 30th

1. Read **Chapter 2** (Business and the Constitution) and listen to the chapter audio lectures by Wednesday, February 1st. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
- 2. Complete the Quiz for Chapter 2 by 11:59 pm (23:59) on Wednesday, February 1st.**
- 3. Submit Application Activity #3 (Chapter 2) by 11:59 pm (23:59) on Friday, February 3rd.**
- 4. Submit the Supreme Court Case Assignment by 11:59 pm (23:59) on Sunday, the 5th.**

Week 4 – February 6th

1. Read **Chapter 3** (Ethics in Business) and listen to the chapter audio lectures by Wednesday, the 8th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
- 2. Complete the Quiz for Chapter 3 by 11:59 pm (23:59) on Wednesday, February 8th.**
- 3. Submit Application Activity #4 (Chapter 3) by 11:59 pm (23:59) on Friday, the 10th.**
- 4. Exam #1 covering Chapters 1-5 may be completed online between Sunday, the 12th, and 11:59 pm (23:59) on Monday, the 13th, or is available in FH 211 starting at 12:30 on Tuesday, the 14th.**

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

Week 5 – February 13th

1. Read Chapter 6 (Tort Law) and listen to the chapter audio lectures by Wednesday, the 15th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
- 2. Complete the Quiz for Chapter 6 by 11:59 pm (23:59) on Wednesday, February 15th.**
- 3. Submit Application Activity #5 (Chapter 6) by 11:59 pm (23:59) on Friday, February 17th.**

Week 6 – February 20th

1. Read Chapters 7 (Strict Liability and Products Liability) and 8 (Intellectual Property) and listen to the chapter audio lectures by Wednesday, the 22nd. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
- 2. Complete the Quizzes for Chapters 7 and 8 by 11:59 pm (23:59) on Wednesday, February 22nd.**
- 3. Submit Application Activity #6 (Chapters 7 and 8) by 11:59 pm (23:59) on Friday, the 24th.**
4. If you have not completed it, look for your article for your presentation.

Week 7 – February 27th

1. Read Chapter 10 (Criminal Law & Cyber Crime) and listen to the chapter audio lectures by Wednesday, the 1st. Also, read any other assigned supplemental readings and watch any other videos in Canvas.

2. Complete the Quiz for Chapter 10 by 11:59 pm (23:59) on Wednesday, March 1st.

3. Article Presentations must have been presented in a live class session or the video submitted in Canvas by 11:59 pm (23:59) on Thursday, the 2nd.

4. Submit Application Activity #7 (Chapter 10) by 11:59 pm (23:59) on Friday, March 3rd.

Week 8 – March 6th

1. Read Chapter 24 (International Law Only) and listen to the chapter audio lectures by Wednesday, the 8th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.

2. Complete the Quiz for Chapter 24 by 11:59 pm (23:59) on Wednesday, March 8th.

3. Submit Application Activity #8 (Chapter 24) by 11:59 pm (23:59) on Friday, the 10th.

4. Exam #2 covering Chapters 6-8, 10, and 24 may be completed online between Sunday, the 19th, and 11:59 pm (23:59) on Monday, the 20th, or is available in FH 211, starting at 12:30 on Tuesday, the 21st.

March 14th and 16th

No class this week due to spring break, but your second exam is at the start of next week. With the quick turn, you should read Chapters 11 and 12 this week.

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

Week 9 – March 20th

1. Read Chapters 11 (Nature and Terminology) and 12 (Agreement) and listen to the chapter audio lectures by Wednesday, the 22nd. Also, read any other assigned supplemental readings and watch any other videos in Canvas.

2. Complete the Quizzes for Chapters 11 and 12 by 11:59 pm (23:59) on Wednesday, March 22nd.

3. Submit Application Activity #9 (Chapters 11 and 12) by 11:59 pm (23:59) on Friday, the 24th.

Week 10 – March 27th

1. Read Chapters 13 (Consideration) and 14 (Capacity and Legality) and listen to the chapter audio lectures by Wednesday, the 29th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
- 2. Complete the Quizzes for Chapters 13 and 14 by 11:59 pm (23:59) on Wednesday, March 29th.**
- 3. Submit Application Activity #10 (Chapters 13 and 14) by 11:59 pm (23:59) on Friday, the 31st.**
4. Work on the Getting to Know the Law, due next week.

Week 11 – April 3rd

1. Read Chapters 15 (Mistake, Fraud, and Voluntary Assent) and 16 (The Writing Requirement) and listen to the chapter audio lectures by Wednesday, the 5th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
- 2. Complete the Quizzes for Chapters 15 and 16 by 11:59 pm (23:59) on Wednesday, April 5th.**
- 3. Submit Application Activity #11 (Chapters 15 and 16) by 11:59 pm (23:59) on Friday, the 7th.**
- 4. Submit the Getting to Know the Law Assignment online by 11:59 pm (23:59) on Sunday, April 9th.**

Week 12 – April 10th

1. Read Chapters 18 (Performance and Discharge) and 19 (Breach and Remedies) and listen to the chapter audio lectures by Wednesday, the 12th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
- 2. Complete the Quizzes for Chapters 18 and 19 by 11:59 pm (23:59) on Wednesday, April 12th.**
- 3. Submit Application Activity #12 (Chapters 18 and 19) by 11:59 pm (23:59) on Friday, the 14th.**
- 4. Exam #3 covering Chapters 11-16 and 18-19 may be completed online between Sunday, the 16th, and 11:59 pm (23:59) on Sunday, the 17th, or is available in FH 211 starting at 12:30 on Tuesday, the 18th.**

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

Week 13 – April 17th

1. Read Chapters 32 (Agency Formation & Duties) and 33 (Agency Liability and Termination) and listen to the chapter audio lectures by Tuesday, the 19th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.
- 2. Complete the Quizzes for Chapters 32 and 33 by 11:59 pm (23:59) on Wednesday, April 19th.**
- 3. Submit Application Activity #13 (Chapters 32 and 33) by 11:59 pm (23:59) on Friday, the 21st.**

Week 14 – April 24th

1. Read Chapters 36 (Small Businesses and Franchises) and 37 (All Forms of Partnerships) and listen to the chapter audio lectures by Wednesday, the 26th. Also, read any other assigned supplemental readings and watch any other videos in Canvas.

2. Complete the Quizzes for Chapters 36 and 37 by 11:59 pm (23:59) on Wednesday, April 26th.

3. Submit Application Activity #14 (Chapters 36 and 37) by 11:59 pm (23:59) on Friday, the 28th.

4. 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.

Week 15 – May 1st

1. Read Chapters 38 (Limited Liability Companies and Special Business Forms) and 39 (Corporate Formation and Financing) and listen to the chapter audio lectures by Wednesday, the 3rd. Also, read any other assigned supplemental readings and watch any other videos in Canvas.

2. Complete the Quiz for Chapters 38 and 39 by 12:30 pm (12:30) on Wednesday, May 3rd.

3. Submit Application Activity #15 (Chapters 38 and 39) by 11:59 pm (23:59) on Friday, May 5th.

4. Submit the Entity Assignment Online by 11:59 pm (23:59) on Sunday, the 7th.

Week 16 – May 8th

1. Submit the Optional Bonus Assignment online by 11:59 pm (23:59) on Tuesday, May 9th.

2. Exam #4 covering Chapters 32-33 & 36-39 may be completed online between THURSDAY, the 11th, and 11:59 pm (23:59) on FRIDAY, the 12th, or is also available in FH 211 starting at 12:30 on Thursday, the 12th. NO weekend option this time!

Important University Dates for the Spring 2023 Term:

- January 16th, 2023 Martin L. King Jr. Day (University Closed)
- January 17th, 2023 Add, Drop, and Late Registration Begins for 16- and First 8-Week. \$25 fee assessed for late registrants.
- January 17th, 2023 Classes Begin for Spring Semester
- January 19th, 2023 Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
- February 1st, 2023 Deadline to Drop 16-Week Classes with No Record
- March 13-17, 2023 Spring Break
- March 20th, 2023 Advising Begins and Class Schedule Published for Summer Semester
- March 31st, 2023 Deadline for Graduation Application for Ceremony Participation
- April 1st, 2023 Deadline for GRE/GMAT Scores to Office of Graduate Studies
- April 3rd, 2023 Registration Opens for Summer Semester
- April 7th, 2023 Deadline for Scholarship Applications for the Summer Semester
- April 7th, 2023 Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
- April 24th, 2023 Priority Deadline for V.A. Certification Request (Summer)
- April 28th, 2023 Student End of Course Survey Opens (16- and Second 8-Week Classes)
- May 12th, 2023 Deadline for Applications for \$1,000 Tuition Rebate for Spring Graduation (5 pm)
- May 12th, 2023 Deadline for Degree Conferral Applications to the Registrar's Office. \$20 Late Application Fee.
- May 12th, 2023 Deadline to Withdraw from the University for 16- and Second 8-Week Classes
- May 12th, 2023 Spring Semester Ends
- May 13th, 2023 Commencement Ceremony Bell County Expo Center 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 password

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@tamu.edu

Phone: (254) 519-5466

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

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

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy Information:

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

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

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

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 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 Academic Integrity Statement:

All work in this course, with the exception of the application activities, is to be **completed individually**. You may get rare/occasional assistance from other students about where you found specific information/answers. Still, I want to avoid seeing close/identical answers. I have a good eye for this, as my memory is pretty good! If you need help, please 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 collaborating.

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-) [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](#) 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>] 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, the University Writing Center (U.W.C.) 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 spring 2022 semester, the hours of operation are from 10:00 am-5:00 pm 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 pm and Saturday 12:00–3:00 pm.

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 631,525 eBooks and 75,149 journals, in addition to the 97,443 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) [<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 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](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.

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Appendix #1 – Article Presentation Rubric

Student:

Article Summary Substance (-5 if more than three 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 going on in the article or case.	The presentation somewhat helped to understand the article or case.	The presentation leads to an adequate understanding of the article or case.	The presentation leads 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 highly relevant and the connection was clearly explained.	

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 3 minutes	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 entirely 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, and maintained fairly consistent eye contact, but frequently looked 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 pronounced	Student's voice was low, causing the audience	Student's voice was mostly clear, they	The volume was exemplary for the size of the room and	

	terms, and/or spoke too quietly for some audience members to hear. The pacing may also have been entirely too slow or fast.	to strain to hear the message and/or they incorrectly pronounced multiple terms. The pacing was too rapid or slow, impacting the message.	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.	the audience. All words were pronounced correctly, and the pacing was exemplary for full 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 T.V. star!
Grammar (see separate rubric in Canvas for a 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, is 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 it 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 regarding 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 a good analysis of why the other entity forms were not recommended. (54-60 points)