Semester/Year: SPRING 2019
Lecture Hours: 3 Lab Hours: 0 Credit Hours: 3
Class Time: 10:00 - 10:50 AM Days: M/W/F Room: BU 309

Instructor's Name: Heather Lloyd

Instructor's Contact Information:
Office Phone: (307) 268-2764
Email: heather.lloyd@caspercollege.edu

Email is the best way to reach me. I will try to respond to any emails within 24 hours.
Office: LH 175G BU 211

Office Hours:
Please note: I have offices in both Liesinger Hall (LH 175G) and the Thorson Business Building (BU 211). This semester all scheduled office hours will take place in BU 211. I may occasionally be in my LH office in the afternoons. You are always free to email me to set up an appointment outside of regular office hours.

Monday: 8:00 am – 9:00 am (BU 211)
Tuesday: 8:00 am – 9:30 am (BU 211)
Wednesday: 8:00 am – 9:00 am (BU 211)
Thursday: 8:00 am – 9:30 am (BU 211)

*Additional office hours available by appointment. Email me to set up an appointment.

Course Description: Business Law I (BADM 2010) is an introductory survey course providing a broad overview of business-related legal topics. Students will be familiarized with the nature and sources of law, court systems, jurisdictions of state and federal courts, small claims court, common law, statutory law, constitutional law, criminal law, torts, contracts, (especially as they are affected by the Uniform Commercial Code), social responsibility and business ethics, property law, estate planning, and how to avoid probate.

Statement of Prerequisites: There are no prerequisites for this course.

Goal: Students will demonstrate basic knowledge and understanding of the sources and applications of various laws relevant to the business environment. Students will be able to identify the types of legal issues that arise in a business setting and to respond appropriately to those issues. This course is designed to develop students’ legal reasoning and analysis and to encourage students to utilize those skills to make sound and informed decisions in their business and personal affairs.
Outcomes: The following Casper College General Education Outcomes (in **bold**) will be promoted and reinforced through successful completion of this course:

1. **Demonstrate effective oral and written communication**
2. Use the scientific method
3. **Solve problems using critical thinking and creativity**
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. **Use appropriate technology and information to conduct research**
7. Describe the value of personal, civic, and social responsibilities
8. Use quantitative analytical skills to evaluate and process numerical data

Course Objectives: Successful students in this course will:

1. Understand the historical development and structure of the American legal system and to articulate the role of the courts in resolving business disputes. (CCGE Outcome #1)
2. Identify the various types and sources of law affecting the business environment. (CCGE Outcome #1)
3. Identify relevant legal issues and be able to analyze and apply those concepts to specific factual scenarios in a business setting. (CCGE Outcomes #1, 3)
4. Research and summarize case law relevant to the business environment and be able to articulate their findings clearly and concisely. (CCGE Outcome #6)

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Methodology: Course content will be delivered primarily in lecture format. Additional instruction will be provided through independent reading and research assignments, as well as class discussion and case studies relevant to the topics presented. Students are encouraged to fill out course evaluations at the completion of this course. Your feedback regarding the methodology used is valuable, as the instructor uses course evaluations in determining course methodology.

Evaluation Criteria: Grades for this course will be based on the following criteria:

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<thead>
<tr>
<th>Grade Category</th>
<th>% of Total Grade</th>
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<tbody>
<tr>
<td>Participation/Attendance/Homework</td>
<td>15%</td>
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<tr>
<td>Quizzes</td>
<td>15%</td>
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<tr>
<td>Case Studies/Case Briefs</td>
<td>30%</td>
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<tr>
<td>Exams</td>
<td>40%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
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**Class Participation/Attendance – 15%**

Attendance will be taken at the start of each class. Students are expected to come to class having completed the assigned reading. If a student is absent or, in the instructor’s sole discretion, fails to adequately prepare for class, he or she will forfeit attendance points for that class period. If an absence is unavoidable, a student may request an opportunity to make up the attendance and participation points for that class by emailing the instructor **in advance of**
The absence. It is within the instructor’s sole discretion whether to grant requests for makeup attendance points.

**Online Chapter Quizzes - 15%**
Quizzes cover approximately 1-2 chapters each. Quizzes consist primarily of multiple choice and true/false questions drawn from the textbook. Quizzes are open book and open notes. Students have two attempts to complete each quiz. **Quiz deadlines are listed on the Course Calendar. No late quizzes will be accepted.**

**Case Studies/Case Briefs – 30%**
Students will be required to complete 2 Case Studies requiring independent reading, research, and written analysis. Case Studies will reinforce the information presented in the text and lectures. Directions and/or a grading rubric for each case study will be distributed via Moodle at least 2 weeks in advance of the deadline. **Case Studies must be completed by the deadlines listed on the Course Calendar. No late Case Studies will be accepted.**

**Midterm/Final Examinations – 40%**
There will be two examinations: a Midterm and a Final Examination. Exams will be closed-book, timed, proctored examinations administered via Moodle. Exam dates are listed in the Course Calendar. If you have a conflict with the testing dates listed in the Course Calendar, you should speak with the instructor as soon as possible before the scheduled test date to make alternate arrangements. **No alternate test arrangements will be approved after-the-fact.**

**Extra Credit**
Extra credit *may* be given from time-to-time. In no event shall cumulative extra credit exceed 5% of a student’s total grade for the course.

**Grades:**
The grading scale for this course is as follows:

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<tr>
<th>Percentage</th>
<th>Grade</th>
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<tr>
<td>90-100%</td>
<td>A</td>
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<td>80-89%</td>
<td>B</td>
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<td>70-79%</td>
<td>C</td>
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<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-59%</td>
<td>F</td>
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**Required Text, Readings, and Materials:**
*Additional reading assignments will be distributed in class and/or via the Moodle course page.

Class Policies:

**Moodle Page:** There is a Moodle page for this course. The Course Calendar, additional reading assignments, Case Study instructions, quizzes, and other information for this course will be posted in Moodle. Students should consult the Moodle page, and the Course Calendar every Monday, **at a MINIMUM**, to make sure they are completing all assigned reading and quizzes on time.

Students experiencing difficulties with Moodle can contact the CC Help Desk at 307.268.2486 or by email helpdesk@caspercollege.edu. For more technical assistance with Moodle4Me, you can also contact the Digital Learning Center, dlc@caspercollege.edu or (307) 268-3882.

**Cell Phones:** Please do not use cell phones or similar electronic devices during class. If you are expecting an emergency contact during class (e.g., family medical emergency), please let me know and we will discuss a suitable arrangement for you to be contacted that does not disrupt other students.

**Last Date to Change to Audit Status or to Withdraw with a W Grade:** The last day to change to audit status or to withdraw from this course with a “W” grade is consistent with the Casper College institutional withdrawal deadline. For the Spring 2019 semester, the withdrawal deadline is **April 18, 2019**.

**Automatic Withdrawal:** Students who have not attended and/or participated in a class they are enrolled in during the first week of the semester will be automatically dropped from that class at the beginning of the second week. If you have questions about this, please contact your instructor.

**Late Work:** Late work is generally not accepted and will not be accepted without **prior approval** from the instructor. Please refer to the Moodle Page and the Course Calendar for all deadlines. A deadline extension may be given at the sole discretion of the instructor, but generally will be granted only for college-excused absences and major emergencies. A deadline extension may result in the student being eligible for only partial credit for the assignment.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department
Chair, Scott Nolan, followed by the Dean of the School of Business and Industry, Dr. Roberta Marvel, and lastly, the Interim Vice President for Academic Affairs, Dr. Brandon Kosine.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands academic honesty. Academic code violations focus on academic dishonesty, which includes but is not limited to, cheating, plagiarism, buying, selling, or stealing exams; substituting for another person, collusion when collaboration is not approved; knowingly furnishing false information; and copyright violations. Violations of the college’s academic code can result in a range of negative consequences from failing a grade assignment to expulsion from the college. See the Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also where you will find course evaluation links during course evaluation periods.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Harassment and Discrimination:** Casper College seeks to provide an environment that is free of bias, discrimination and harassment. If you have been the victim of sexual harassment/gender or sex discrimination/sexual misconduct/assault, we encourage you to report this. If you report this to an employee, she or he must notify our college’s Title IX Coordinator, Linda Toohey, Associate Vice President for Student Services, 125 College Drive, GW 412, Casper, WY 82601; (307) 268-2667; linda.toohey@caspercollege.edu about the basic facts of the incident. Employee concerns should be directed to the Human Resources Director. For more information about your options, please go to: http://www.caspercollege.edu/nondiscrimination.

**Course Calendar:** The Course Calendar outlines all deadlines and weekly reading, quiz, and homework assignments. It is posted at the top of the Moodle course page and updated frequently. This calendar is tentative and subject to change at the instructor’s discretion. It is the student’s responsibility to check Course Calendar posted on Moodle each week to verify all assigned reading and course submission deadlines.