



Tech 3115 - LEGAL ISSUES IN ADMINISTRATIVE & TECHNICAL MANAGERS

Course Syllabus

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, 678-466-5445, disabilityservices@mail.clayton.edu.

Instructor Information:

Name: Professor Southard

Office Hours: Tuesdays and Thursdays 8:30 a.m. to 11:30 a.m.

(Note: Please email me if you like to meet for office hours, so that I can ensure that no one else is in my office).

Email: **Where:** Please email me at my CSU email (SheryneSouthard@clayton.edu) and from your CSU email account. For privacy reasons, I cannot discuss certain information outside of the CSU secured email account.

Credit Hours: 3.0 semester credit hours (3-0-3)

Catalog Description: Managers are called on daily to make decisions that have legal implications. Some of the topics that this survey course will cover are basic legal concepts, legal implications of contracts, ethics, partnerships, corporations, employment law, legal rights and liabilities in the business environment. This course is not open to BBA students and does not count toward a BBA.

Course Prerequisites and Co-requisites: None

Class Meetings: No class meetings. This is a pure online course.

Textbook Information: Foundations of Business Law and the Legal Environment. The book is an open access resource, which is free. If you prefer a hardcopy version, use your cost savings from the free resource to print out the chapter. Do not print out the entire book. See the course schedule for the chapters that will be covered in the class this semester. You can select from the versions below:

Link to the Web Version: This version is easier to access on the web because the table of contents contains hyperlinks to each chapter.

https://saylordotorg.github.io/text_foundations-of-business-law-and-the-legal-environment/

Link to PDF Version: This version is easier to print.

<https://www.saylor.org/site/textbooks/Foundations%20of%20Business%20Law%20and%20the%20Legal%20Environment.pdf>

Link to Word Version: This version is easier to print and useful if you prefer to take notes on your computer within the text of the book.

<https://www.saylor.org/site/textbooks/Foundations%20of%20Business%20Law%20and%20the%20Legal%20Environment.docx>

Computer Requirement:

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook Computer Policy, please go to

<http://www.clayton.edu/hub/itpchoice/notebookcomputerpolicy>

Software Requirements:

To properly access the course content you will need to download the following free software:

- Adobe Reader (needed to access files in PDF format): <http://get.adobe.com/reader/>
- Adobe Flash (needed to access video content): <http://get.adobe.com/flashplayer/>

BAS Outcomes:

- UNDERSTANDING THE BUSINESS ENVIRONMENT. Graduates should have an understanding of the business environment in today's global economy, including the impact of cultural diversity in the workplace.
- INTERPERSONAL SKILLS. Graduates will possess the interpersonal skills required for successful performance in the business environment.
- COMPUTER LITERACY. Graduates will be computer-literate and use modern computer-based programs to make solid business decisions.
- CRITICAL THINKING. Graduates will be able to analyze business situations in a critical manner from practice gained in progressive, carefully assessed business problem-solving situations.
- MANAGING IN CAREER AND TECHNICAL ENVIRONMENTS. Graduates will have an understanding of specific career and technical fields and will know how to manage and supervise in these environments.

Course Learning Outcomes:

Upon completion of this course, a student should be able to:

- Describe judicial procedure, types and sources of laws and the alternative dispute resolution process.
- Analyze the characteristics, advantages and disadvantages of sole proprietorships, partnerships, limited liability companies and corporations.
- Examine business ethics and the relationship between ethics and the law.
- Understand state law (such as agency, contract, and torts) and federal law (such as intellectual property, bankruptcy, federal labor and employment discrimination) concepts relevant in the business environment.

Evaluation:

Examinations	240
Assignments and Quizzes	60
TOTAL	300

Grades:

A	270 to 300 points
B	240 to 269 points
C	210 to 239 points
D	180 to 209 points
F	179 points or below

No extra credit will be given.

Mid-term Progress Report: The mid-term grade in this course which will be issued by **October 3rd** reflects approximately **40%** of the entire course grade. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must submit an official withdrawal form, available in the Office of the Registrar, by mid-term. The last day to withdraw without academic accountability is **October 6th**. [Click here for instructions for withdrawing are provided at this link.](#)

Hardship Withdrawal

Students who experience an unexpected event or circumstance beyond their control that directly interferes with their ability to continue to make satisfactory progress in class(es), such as serious illnesses or unexpected major life events, may petition the Dean of their major for a hardship withdrawal. In order to be considered for a hardship withdrawal, the student must have been passing the course at the time that the emergency or other hardship arose and notify his or her instructors or other University officials about the hardship situation as soon as possible after it arose (per University and BOR policy, —passing is defined as a grade of —D or above). Hardship requests that are not filed in a timely manner are subject to denial even if the student was passing and the hardship was legitimate. Students who attend class through the end of a term and complete all course requirements (i.e. final project or exam) are not eligible for hardship withdrawal. If you have taken a final exam, you may not request a hardship withdrawal.

Online Course Overview:

Accessing the Course: All work for the course is completed in Desire 2 Learn (D2L), which can be accessed at the following link: <http://clayton.view.usg.edu>. Please check D2L at least twice a week. To minimize access issues, please use Google Chrome as your browser.

Schedule – The schedule references the learning modules for each week and includes the assignment deadlines. Access the learning modules folder and print out the instructions, module and any other handouts for that week. Follow the instructions for that week

Learning Modules – The weekly instructions and course content are covered in weekly learning modules, which are posted in advance. Students waiting until the last minute to submit work assume the risk of missing the deadline and receiving a “0” or late penalty (as indicated below). Deadlines are strictly enforced

Exam & Quizzes

- All exams and quizzes are administered online through the Desire 2 Learn website.
- Immediately after completing an exam, your partial exam score is posted (the full score will be published within one week from the exam). But, for exam integrity and security purposes, the questions and answers will not be posted. If you have any concerns about the questions you missed, email me within one week from date the scores are release to receive information about the answers you missed. This information will not be released to you until all the students have submitted the exam.
- Late Quizzes are **not accepted**. Anyone that does not complete a quiz by the deadline will receive a “0”.
- Late Exams
 - Exams 1 and/or 2 receive a 10% deduction per day late. You will be assigned a “0” for if exams 1 and/or 2 are not submitted within 3 business days of the due date/time.
 - Exam 3 is the final last exam. Exam 3 will not be accepted late.
 - Anyone that does not complete Exam 3 by the deadline will receive a “0”.

Assignments – All online assignments must be submitted via the Desire 2 Learn Dropbox tool for full credit. Any assignments submitted via the CSU email or any other means will be deducted 20%.

- Late Assignments - All late assignments will be deducted 10% per day. A “0” will be assigned for any assignment not submitted within 3 days of the due date/time.

Discussions – Discussion postings must be submitted on time.

- Late Discussion Postings- **Late discussion postings are not accepted.** Anyone that does not complete a discussion posting by the deadline will receive a “0”.

Grades - Grades for each assignment, discussion posting and tests are posted approximately within one week from the due date. Access them under the “Grades” tab in Desire 2 Learn.

General Policy

Students must abide by policies in the [Clayton State University Student Handbook](#), and the [Basic Undergraduate Student Responsibilities](#).

University Attendance Policy

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Course Attendance Policy

As an online class, attendance is not required. However, students are expected to log into Desire 2 Learn each week and complete the instructions outlined in the module for the respective week.

Academic Dishonesty

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs. Judicial procedures are described at [Student Handbook](#).

Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at:

<http://www.clayton.edu/Portals/5/DisruptiveClassroomBehavior.pdf>

Important Dates:

Graduation Application Deadlines:

Fall Semester - June 1

Spring Semester - September 15

Summer Semester - January 30

Pure Online Tech 3115
Course Schedule

Week	Meeting Week	Lecture	Assignments/Class Points	Your Progress
One	Week of August 14 th	Content: Orientation and <u>Learning Module 1:</u> Introduction to Law Book: Chapter 1	Complete Module 1 Instructions Deadline: Syllabus Quiz Due by Friday, August 18th at 11:45 p.m. - 5 points. (Quiz covers materials from the syllabus. This is the only Friday deadline. All remaining deadlines are on Wednesdays.) Timely completion of this quiz is necessary to avoid being dropped per the CSU "NO SHOW" policy	<input type="checkbox"/> Completed
Two	Week of August 21 st	Content: <u>Learning Module 2:</u> Corporate Responsibility and Business Ethics <u>Learning Module 3:</u> Courts & the Legal System Book: Chapters 2 & 3	Complete Module 2 and 3 Instructions Wednesday, August 23rd at 11:45 p.m. - 5 points <i>Your grade will be posted one</i>	<input type="checkbox"/> Completed
Three	Week of August 28 th	Content: <u>Learning Module 4:</u> Criminal Law Book: Chapter 6	Complete Module 4 Instructions. <i>Your grade will be posted one week from the deadline.</i> No Assignment or Quiz	<input type="checkbox"/> Completed
Four	Week of Sept. 4 th	Content: <u>Learning Module 5:</u> Introduction to Torts Book: Chapter 7	Complete Module 5 Instructions Deadline: Review Quiz by Wednesday, Sept. 6th at 11:45 p.m. - 10 points	<input type="checkbox"/> Completed
Five	Week of Sept. 11 th	Content: Exam	Deadline: Exam 1 Due by Wednesday, Sept. 13th at 11:45 p.m. - 80 points. <i>Your grade will be posted one week from the deadline.</i>	<input type="checkbox"/> Completed
Six	Week of Sept. 18 th	Content: <u>Learning Module 6:</u> Introduction to Contract Law Book: Chapter 8	Complete Module 6 Instructions. No Assignment or Quiz	<input type="checkbox"/> Completed
Seven	Week of Sept. 25 th	Content: <u>Learning Module 7:</u> Contract Law Book: Chapter TBD	Complete Module 7 Instructions Assignment Due by Wednesday, Sept. 27th at	<input type="checkbox"/> Completed

			11:45 p.m. – 10 points <i>Your grade will be posted one week from the deadline.</i>	
Eight	Week of Oct. 2 nd	Content: <u>Learning Module 8: Principal-Agent Relationship</u> Book: Chapter 14	Complete Module 8 Instructions. Deadline: Quiz Due by Wednesday, Oct. 11th at 11:45 p.m. – 10 points <i>Your grade will be posted one week from the deadline.</i>	<input type="checkbox"/> Completed
Nine	Week of Oct. 9 th	Content: <u>Learning Module 9: Liability in Agency Law</u> Book: Chapter 15	Complete Module 9 Instructions No Assignment or Quiz	<input type="checkbox"/> Completed
Ten	Week of Oct. 16 th	Content: Exam	Deadline: Exam 2 Due by Wednesday, Oct. 18th at 11:45 p.m. – 80 points. (Covers 5, 6, 7 and 8 materials) <i>Your grade will be posted one week from the deadline.</i>	<input type="checkbox"/> Completed
Eleven	Week of Oct 23 rd	<u>Learning Module 10: Employment Law</u> Book: Chapter 16	Complete Module 10 Instructions No Assignment or Quiz	<input type="checkbox"/> Completed
Twelve	Week of Oct. 30 th	Content: <u>Learning Module 11: Labor Law</u> Book: Chapter 17	Complete Module 11 Instructions Deadline: Quiz Due by Wednesday, Nov. 1st at 11:45 p.m. – 10 points <i>Your grade will be posted one week from the deadline.</i>	<input type="checkbox"/> Completed
Thirteen	Week of Nov. 6 th	Content: <u>Learning Module 12: Sole Proprietorships & Partnerships</u> Book: Chapter 18 & 19	Complete Module 12 Instructions No Assignment or Quiz	<input type="checkbox"/> Completed
Fourteen	Week of Nov. 13 th	Content: <u>Learning Module 13: Hybrid Entities</u> Book: Chapter 20	Complete Module 13 Instructions Deadline: Assignment Due by Wednesday, Nov. 8th at 11:45 p.m. – 10 points <i>Your grade will be posted one week from the deadline.</i>	<input type="checkbox"/> Completed
Fifteen	Week of Nov. 20 th	Content: No Class	THANKSGIVING HOLIDAY – Enjoy a week off!	
Sixteen	Week of Nov. 27 th	Content: <u>Learning Module 14: Corporations</u> Book: Chapter 21	Complete Module 14 Instructions No Assignment or Quiz	<input type="checkbox"/> Completed
Final Exam	Week of Dec. 4 th	<u>Exam 3</u>	EXAM 3: Deadline: Wednesday, Dec 7th at 11:45 p.m. – 80 points <i>NO</i>	<input type="checkbox"/> Completed

			<i>LATE EXAM IS ACCEPTED. MUST BE SUBMITTED TIMELY</i>	
--	--	--	--	--