BLAW 3337, Business Law I  
Fall 2020

INSTRUCTOR INFORMATION

Instructor: James A. Gleason, J.D., Ph.D.
Office: ECOBE 212G and BPOB 1.101A
Office Hours: Monday through Thursday, 10:00 a.m. – 12:00 p.m., and by appointment
(Note: office hours will be conducted via Blackboard Collaborate Ultra or Zoom)
Do not hesitate to send me an email if we need to talk so we can agree on a convenient time for a meeting or Collaborate session.
Office Telephone: (956) 882-5031 (leave a voice mail and it will be forwarded to me)
E-mail: james.gleason@utrgv.edu (best method of contact)
Response Time: Generally, I respond to emails as I receive them. I am not always at my computer, however, so my response time will vary. I am an early riser and am seldom online after 8:00 p.m. If I plan to be away from my computer for more than 48 hours, I will let you know in advance.
Grading: I will update the online grades each time a grading session is completed—typically within five (5) days following the completion of an activity. You will see a visual indication of new grade posts on your home page when this occurs.

COURSE DESCRIPTION (from UTRGV Catalog)

The course is a study of the development and function of the legal environment of business. It examines the development of case law and precedents, the application of procedural and substantive law pertaining to civil and penal matters, and the study and analysis of cases and analysis of law relating to basic business principals.

Online Asynchronous Course: This course will be delivered fully online. There will be no designated class meeting for real-time instructor/student instruction, which gives you the flexibility to engage with the course materes as best fits your daily schedule. Your learning will be guided by the digital presentation of the course content (e.g., recorded lectures, presentations, outlines, notes) and scheduled assignments. Your instructor will provide you with feedback on assigned work, communicate with you electronically, and be available to meet as defined on this syllabus.

COVID-19 RESOURCES

Please visit the UTRGV COVID-19 Website via the following link for the most up-to-date information and resources (https://www.utrgv.edu/coronavirus/index.htm). This includes information on self-screening questions, links to forms for travel and contact, etc.

Face Covering Protocol: As part of the university’s ongoing COVID-19 mitigation efforts to maintain a healthy environment for all members of our campus community, anyone entering a campus building must wear a face covering that covers the mouth and nose. The covering must be worn in all hallways, public spaces, research labs, teaching/computer labs, libraries, classrooms, automobiles with a passenger, stairwells, elevators and common areas, as well as office spaces. In office spaces, when social distancing of 6 feet is possible and maintained, face coverings may be removed. Face coverings also are required in outdoor settings when safe social distancing and gathering practices are not possible.
PREREQUISITE

Junior standing.

TEXTBOOK & COURSE MATERIALS

Required Text:


Other Required Readings:

- Chapter PowerPoints and Lecture Outlines are available through Blackboard.

COURSE OBJECTIVES

Upon successful completion of the course,

1. Students will comprehend and employ basic legal terminology regarding the legal environment of business, business torts and crimes, contracts and e-contracts, agency and employment, negotiable instruments, creditors’ rights, and bankruptcy.

2. Students will recognize and assess the legal environment of business, the impact of business torts and crimes on commerce, the role of contracts and e-contracts in business, the fundamental aspects of agency and employment law, and the basic principles of negotiable instruments, creditors’ rights and bankruptcy.

3. Students will differentiate for ethical behaviors and social responsibility in business.

4. Students will demonstrate literacy relating to business behavior and social responsibility.

5. Students will analyze and assess case-based scenarios relating to business law and commerce.

TECHNICAL REQUIREMENTS

Computer Hardware:

To participate in this online course, you should have easy access to a computer less than 5-years old with high-speed internet connection via cable modem, LAN or DSL. To ensure you are using a supported browser and have required plug-ins please refer to Supported Browsers, Plugins & Operating Systems for Blackboard Learn from Blackboards resource page.
Student Technical Skills:

You are expected to be proficient with installing and using basic computer applications and have the ability to send and receive email attachments.

Software:
- Mozilla’s Firefox (latest version; Macintosh or Windows)
- Google Chrome (latest version; Macintosh or Windows)
- Adobe’s Flash Player & Reader plug-in (latest version).
- Apple’s QuickTime plug-in (latest version). A free download is available at
- Virus protection UTRGV Software link
- Microsoft Office UTRGV Software link

Technical Assistance:

If you need technical assistance at any time during the course or to report a problem with Blackboard you can:

- Visit the Blackboard Student Help Site
- Submit a Blackboard Help Ticket
- Help Contact Information (UTRGV’s Blackboard Support):

<table>
<thead>
<tr>
<th>Brownsville Campus</th>
<th>Edinburg Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Rusteberg Hall Room 108</td>
<td>Location: Education Building Room 2.202</td>
</tr>
<tr>
<td>Phone: 956-882-6697 or 956-882-6792</td>
<td>Phone: 956-665-5327</td>
</tr>
<tr>
<td>Monday – Friday 7:30AM – 6:00PM</td>
<td>Monday – Friday 7:30AM – 6:00PM</td>
</tr>
</tbody>
</table>

COURSE ORGANIZATION & ONLINE TOOLS

Course Structure:

This course will be delivered entirely online through the course management system Blackboard Learn. You will use your UTRGV account to login to the course from the My UTRGV site. Under Applications click on Blackboard Learn. The course should then appear within the My Courses tab. If the course is not visible, contact UTRGV’s Blackboard Support for assistance. NOTE: The course becomes available August 23, 2020.

The course is organized into five units of instruction, as shown in the Course Schedule below. Each unit is listed sequentially and contains assigned readings, multiple quizzes, a unit exam, and a case study – except for Unit 1 which also includes an Introductions discussion board. The units are organized topically and are of uneven size (in other words, some contain more chapters and quizzes than others). The course concludes with a comprehensive final exam.
Introduction:

The course begins with a short (minimum of 300 words) written assignment that is intended as a course icebreaker. Each student is asked to introduce themselves to the class by sharing some information about themselves – there is no particular content needed or intended – whatever you are comfortable with sharing. The Introduction will be graded on writing quality and overall impression. It constitutes 2% of the final course grade.

Assigned Reading:

Multiple chapters from the Miller, et al. (2012) text are assigned for each unit. PowerPoints and Lecture Outlines each chapter are posted on Blackboard in each unit module.

Quizzes:

Each chapter has a 20-item quiz. There is a quiz due at 11:59 p.m. essentially every Tuesday and Thursday throughout the course, except for Thanksgiving Day. Each quiz may be attempted twice, and you will be awarded the higher score. Collectively the quizzes constitute 28% (1% each) of the final course grade. **NOTE WELL:** Missing a single quiz is not likely to impact your final grade, but multiple misses very likely will.

Case Study Assignments:

Each unit has a four- or five-question Case Study Assignment. The case studies are available on Blackboard under each unit tab. There is a case study assignment due at 11:59 p.m. the day after the last quiz for each unit is due. Collectively the case studies constitute 20% (4% each) of the final course grade. **NOTE WELL:** Missing a case study assignment will do bad things to your course average.

Unit Exams:

Each unit has a 90 minute, 50-question Unit Exam with questions chosen randomly and equally distributed from each chapter in the unit. It is due at 11:59 p.m. the day after the last quiz for each unit is due. Unit exams are due at the same time as case studies. Collectively the exams constitute 30% (6% each) of the final course grade. **NOTE WELL:** Missing a Unit Exam will have a major impact on your course average.

Final Exam:

There will be a 2-hour, 100-question Final Exam with questions chosen randomly and equally distributed from each chapter. It opens at 12:01 a.m. on Fri., Dec. 4, and is due at 11:59 p.m. on Tues., Dec. 8 and accounts for 20% of the final course grade. **NOTE WELL:** Failure to take the Final Exam will result in a two-letter drop in your final course grade.

**Note Very, Very Well:**

The course has 40 separate grade items, each of which has a due date and time and will figures into your final course grade. All of the items are available in advance of when they are due. You are responsible for completing and submitting each graded item prior to the time it is due. **MAKE-UP WORK IS NOT PERMITTED IN THIS COURSE AND THERE IS NO OPPORTUNITY FOR EXTRA CREDIT.**
**COURSE SCHEDULE**

**Important Note:** Activity and assignment details will be explained in detail within each unit’s corresponding content area on Blackboard. If you have any questions, feel free to contact me, but only after you consult the information posted on Blackboard.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Assignments</th>
<th>Due</th>
<th>Points</th>
</tr>
</thead>
</table>
| 1    | **Assigned Readings:**  
  - Miller, et al., Chs. 1 – 3, 5  
  - PowerPoints, Chs. 1 – 3, 5  
  - Lecture Outlines, Chs. 1 – 3, 5  
  **Introductions Discussion Board:**  
  - Introductions Discussion Board  
  **Case Study:**  
  - Unit 1 Case Study  
  **Quizzes:**  
  - Chapter 1 Quiz  
  - Chapter 2 Quiz  
  - Chapter 3 Quiz  
  - Chapter 5 Quiz  
  **Unit Exam:**  
  - Unit 1 Exam | Friday, August 28 | 100 |
| 2    | **Assigned Readings:**  
  - Miller, et al., Chs. 6 – 9  
  - PowerPoints, Chs. 6 – 9  
  - Lecture Outlines, Chs. 6 – 9  
  **Case Study:**  
  - Unit 2 Case Study  
  **Quizzes:**  
  - Chapter 6 Quiz  
  - Chapter 7 Quiz  
  - Chapter 8 Quiz  
  - Chapter 9 Quiz  
  **Unit Exam:**  
  - Unit 2 Exam | Friday, September 18 | 100 |
<table>
<thead>
<tr>
<th>Unit</th>
<th>Assignments</th>
<th>Due</th>
<th>Points</th>
</tr>
</thead>
</table>
| 3    | **Assigned Readings:**  
|      | • Miller, et al., Chs. 10 – 18  
|      | • PowerPoints, Chs. 10 – 18  
|      | • Lecture Outlines, Chs. 10 – 18  
|      | **Case Study:**  
|      | • Unit 3 Case Study  
|      | **Quizzes:**  
|      | • Chapter 10 Quiz  
|      | • Chapter 11 Quiz  
|      | • Chapter 12 Quiz  
|      | • Chapter 13 Quiz  
|      | • Chapter 14 Quiz  
|      | • Chapter 15 Quiz  
|      | • Chapter 16 Quiz  
|      | • Chapter 17 Quiz  
|      | • Chapter 18 Quiz  
|      | **Unit Exam:**  
|      | • Unit 3 Exam  
| 4    | **Assigned Readings:**  
|      | • Miller, et al., Chs. 32 – 35  
|      | • PowerPoints, Chs. 32 – 35  
|      | • Lecture Outlines, Chs. 32 – 35  
|      | **Case Study:**  
|      | • Unit 4 Case Study  
|      | **Quizzes:**  
|      | • Chapter 32 Quiz  
|      | • Chapter 33 Quiz  
|      | • Chapter 34 Quiz  
|      | • Chapter 35 Quiz  
|      | **Unit Exam:**  
|      | • Unit 4 Exam  

**Assigned Readings:**  
- Miller, et al., Chs. 10 – 18  
- PowerPoints, Chs. 10 – 18  
- Lecture Outlines, Chs. 10 – 18  

**Case Study:**  
- Unit 3 Case Study  

**Quizzes:**  
- Chapter 10 Quiz  
- Chapter 11 Quiz  
- Chapter 12 Quiz  
- Chapter 13 Quiz  
- Chapter 14 Quiz  
- Chapter 15 Quiz  
- Chapter 16 Quiz  
- Chapter 17 Quiz  
- Chapter 18 Quiz  

**Unit Exam:**  
- Unit 3 Exam  

**Assigned Readings:**  
- Miller, et al., Chs. 32 – 35  
- PowerPoints, Chs. 32 – 35  
- Lecture Outlines, Chs. 32 – 35  

**Case Study:**  
- Unit 4 Case Study  

**Quizzes:**  
- Chapter 32 Quiz  
- Chapter 33 Quiz  
- Chapter 34 Quiz  
- Chapter 35 Quiz  

**Unit Exam:**  
- Unit 4 Exam
<table>
<thead>
<tr>
<th>Unit</th>
<th>Assignments</th>
<th>Due</th>
<th>Points</th>
</tr>
</thead>
</table>
| 5     | **Assigned Readings:**  
|       | • Miller, et al., Chs. 24 – 30  
|       | • PowerPoints, Chs. 24 – 30  
|       | • Lecture Outlines, Chs. 24 – 30 | Wednesday, December 2 | 100 |
|       | **Case Study:**  
|       | • Unit 5 Case Study |                     |        |
|       | **Quizzes:**  
|       | • Chapter 24 Quiz  
|       | • Chapter 25 Quiz  
|       | • Chapter 26 Quiz  
|       | • Chapter 27 Quiz  
|       | • Chapter 28 Quiz  
|       | • Chapter 29 Quiz  
|       | • Chapter 30 Quiz   | Thursday, November 5 | 100 |
|       | **Unit Exam:**  
|       | • Unit 5 Exam       | Wednesday, December 2 | 100 |
| Final | **Final Exam:**  
|       | • Final Exam, cumulative | Tuesday, December 8 | 100 |

**GRADING POLICY**

**Graded Course Activities:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Quizzes (28 Total, 20 questions worth 5 points each)</td>
<td>28%</td>
</tr>
<tr>
<td>Unit Exams (5 total, 50 questions worth 2 points each)</td>
<td>30%</td>
</tr>
<tr>
<td>Case Studies (5 total, 100 points each)</td>
<td>20%</td>
</tr>
<tr>
<td>Introduction (100 points)</td>
<td>2%</td>
</tr>
<tr>
<td>Final Exam (100 questions, 1 point each)</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

A = 90 - 100%
B = 80 > 90%
C = 70 > 80%
D = 60 > 70%
F = Below 60%
Late Work Policy:

One of the most important lessons in business is the need to be proactive. Waiting to get things done and waiting for business to come to you is a recipe for disaster! You MUST be proactive in this class. Be sure to pay close attention to deadlines—there will be no make-up assignments or quizzes, or late work accepted (without a serious and compelling reason and instructor approval, which will be very limited). Many students lose a letter grade (or two) off their final course grade because they fail to complete all of the course requirements in a timely fashion!

Make-up work is not permitted in this course. If you fail to complete a graded item in a timely fashion, you will receive a zero for it. Exceptions to this policy are rarely, if ever, granted. Only documented emergencies will be considered. Customers and employers are little considered about the people they do work with – either we get work done in a timely fashion or they find someone else who will.

Viewing Grades in Blackboard:

Points you receive for graded activities will be posted to the Blackboard Grade Book. Click on the My Grades link on the left navigation to view your points. Your instructor will update the online grades each time a grading session has been complete—typically within three (e) days following the completion of an activity that requires instructor grading (quizzes and exams are graded by the computer automatically upon completion). You will see a visual indication of new grades posted on your Blackboard home page under the link to this course.

OTHER COURSE POLICIES

Participation

Online courses require your active participation. Here are some tips for success:

- Log in to the course frequently (at least every other day) and check announcements. This will keep you apprised of any course updates, progress in discussions, assignment information, and messages requiring immediate attention.

- Be aware of and keep up with the Course Schedule in the Syllabus.

- Be proactive. Summer courses move quickly and this course is sufficiently challenging when assigned readings and assignments are completed as scheduled. If you fail to be proactive, you will miss deadlines and it will be difficult for you to be successful.

Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the course so that we can help you find a solution.
Complete Assignments

All assignments for this course will be submitted electronically through Blackboard.

Communication Skills

All students must have adequate writing skills to communicate content in a professional and concise manner. You must observe length requirements and be proficient in the manner in which you present your ideas. This includes emails to the instructor.

Netiquette

Netiquette describes the code of conduct for an online environment. It ensures respect for others and prevents misunderstandings or unintentional offenses to others. The netiquette described here is amended to ensure your success in this course.

- When you are typing or submitting a response, do not use all capital letters (caps). Caps is equal to SHOUTING YOUR MESSAGE.
- Although it is customary to use acronyms (ex., BTW - by the way, or FYI - for your information) when chatting online, avoid using them in this course and in emails.
- Although you are encouraged to participate and ask questions, it is asked that you do not spam other users (SPAM refers to unwanted or excessive email). Before sending mass emails, consider using the discussion board to post general inquiries or requesting assistance from your instructor.

Time Commitment

Online courses are typically just as time intensive, and may be more rigorous, than traditional courses. Many students claim that online courses require more time and commitment. As you begin this course, you would be wise to schedule no less than 3 hours or more each day for studying materials and completing assignments. Plan accordingly!

Understand When You May Drop This Course

It is the student’s responsibility to understand when they need to consider de-enrolling from a course. Refer to the UTRGV Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student’s family.

Incomplete Policy:

Under emergency/special circumstances, students may petition for an incomplete grade.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, a commitment to active learning, and participate appropriately.
UTRGV Academic Honesty Policy & Procedures:
“The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades.”

Read more about UTRGV’s Academic Honesty Policy & Procedures

At UTRGV, Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

“Plagiarism is a form of cheating. At UTRGV, “plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own academic work offered for credit.” Source: UTRGV HOP

Important Note: Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs.

Course policies are subject to change. It is the student’s responsibility to check Blackboard for corrections or updates to the syllabus. Any changes will be posted in Blackboard.

UTRGV POLICY STATEMENTS

Students with Disabilities
Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive reasonable academic accommodations should contact Student Accessibility Services (SAS) for additional information. In order for accommodation requests to be considered for approval, the student must apply using the mySAS portal located at www.utrgv.edu/mySAS and is responsible for providing sufficient documentation of the disability to SAS. Students are required to participate in an interactive discussion, or an intake appointment, with SAS staff. Accommodations may be requested at any time but are not retroactive, meaning they are valid once approved by SAS. Please contact SAS early in the semester/module for guidance. Students who experience a broken bone, severe injury, or undergo surgery may also be eligible for temporary accommodations.

Pregnancy, Pregnancy-related, and Parenting Accommodations
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting
(reasonably immediate postpartum period) are encouraged to apply to **Student Accessibility Services** using the following link: [Pregnancy Accommodations Request Form](https://www.utrgv.edu/pregnancy).

**Mandatory Course Evaluation Period**

Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account ([http://my.utrgv.edu](http://my.utrgv.edu)); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available on or about:

- **Module 1** October 7-13, 2020
- **Module 2** December 2-8, 2020
- **Full Fall Semester** November 13 – December 2, 2020

**Sexual Misconduct and Mandatory Reporting**

In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report to the Office of Institutional Equity & Diversity (OIED@utrgv.edu) any instance, occurring during a student’s time in college, of sexual misconduct, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at [www.utrgv.edu/equity](http://www.utrgv.edu/equity), including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like confidential assistance, or have questions, they can contact OVAVP (Office for Victim Advocacy & Violence Prevention) at (956) 665-8287, (956) 882-8282, or [OVAVP@utrgv.edu](mailto:OVAVP@utrgv.edu).

**UTRGV Fall 2020 Academic Calendar (Other important dates)**

The UTRGV academic calendar can be found at [http://my.utrgv.edu/home](http://my.utrgv.edu/home) at the bottom of the screen, **prior to login**. Important dates for Fall 2020 include:

- **August 24** First day of classes
- **August 27** Last day to add a class or register for Fall 2020 classes
- **September 7** Labor Day – no classes
- **September 9** Census Day – last day to drop course without it appearing on your transcript
- **November 11** Last day to drop a class or withdraw
- **November 26 - 27** Thanksgiving holiday – no classes
- **December 3** Study day – no classes
- **December 4 – 10** Final exams
- **December 14** Grades due at 3 p.m.