

Instructor Information:

Robert Sandoval, MBA, CPA, JD

Office: COBA Room 217

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E-mail: Use the Email link under the Communications Tab in Blackboard. *Alternate E-Mail Address: rsandoval1@utep.edu.*

Office Hours: By Appointment.

Required Textbooks and Course Materials: Clarkson, Miller, and Cross, Business Law: Text and Cases, (15th Edition) (EBook with MindTap Bundle) 2020, Cengage Learning, United States.

Tepper, The Law of Contracts and the Uniform Commercial Code, (4th Edition) (EBook) 2024 Cengage Learning, United States.

Hinkel, Practical Real Estate Law, (8th Edition) (EBook) 2021 Cengage Learning, United States.

The Cengage textbooks and the MindTap access code for the Clarkson book are available through the Cengage link in Blackboard.

The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For \$124.99 per semester, you get access to ALL your Cengage online textbooks and access codes in ONE place. Four FREE hardcopy textbook rentals are also available for select titles for just \$9.99 S&H each.

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· Cengage Unlimited ISBN: **9780357700006** with Cengage Unlimited, you only need to purchase one subscription. Add the items below (and any other Cengage ebook or access code for other classes) to your dashboard at no additional cost.

· Titles: MindTap for Clarkson/ Business Law: Text and Cases, 15th Edition, Tepper, The Law of Contracts and the Uniform Commercial Code, (4th Edition), and Hinkel, Practical Real Estate Law, (8th Edition).

· **Access your MindTap course materials via Blackboard.**

The link to access the Negotiation Assignment is on Blackboard under Weekly Modules. Note that there is a cost of \$75 to access the assignment.

We will also use selected cases and problems from Mallor, Barnes, Bowers, Langvardt, Business Law: The Ethical Global, and E-Commerce Environment. This material will be available on Blackboard.

The course is divided into weekly modules. **The modules will be open each Monday at 7 a.m. and will close each Saturday at 11:59 p.m. except for the Week 7 module which will close on Monday, March 4th at 11:59 p.m.**

The graded assignments in the modules (including the exams) will NOT be re-opened or extended under any circumstances. It is in these weekly modules that you will get your work done. The modules will contain the reading assignments and the graded activities for that week. **THE WEEKLY MODULES CAN BE ACCESSED UNDER THE "WEEKLY MODULES" LINK UNDER "COURSE CONTENT" in Blackboard.**

To successfully complete the course, please note the following:

1. Read the Syllabus. Pay particular attention to the grading assessment and the Exhibits attached to the Syllabus;
2. Complete all the weekly reading assignments (the Clarkson, Tepper, and Hinkel textbooks and the MindTap assignments can be accessed via the Cengage link under "Course Content"). ***Note: The MindTap assignments will open every Monday at 7:00 a.m. and close on Saturdays at 11:59 p.m. The due dates will NOT be extended.***
3. Watch the assigned videos and complete the video quizzes (I strongly suggest that you **DO NOT** watch more than 1-2 videos per day and that you take notes as you watch the videos);
4. Complete all weekly MindTap assignments (the MindTap assignments can be accessed via the Cengage Link under "Course Content");
5. Complete the ETHICS ASSIGNMENT (Note: Failure to complete the Ethics Assignment will result in the student being dropped the course);
6. Take the exams when scheduled. The exams will be on Blackboard. The final exam is not comprehensive. There are no makeup exams;
7. Complete the Negotiation Assignment; and
8. Attend class and participate in class discussions and in-class quizzes (not applicable to online classes).

I strongly suggest that you **DO NOT** use a wireless connection (e.g. Cellular or Wi-Fi) when taking any of the graded assignments. I also suggest that you use the on-campus computers when possible. **Technical issues (e.g., internet issues, dropped connection issues, login issues, computer crashes, power issues, accidental submissions, etc.) will not be considered valid reasons for missing a graded assignment.**

The following applies to the online course: the following article discusses the difference between synchronous and asynchronous online classes:

<https://thebestschools.org/magazine/synchronous-vs-asynchronous-education/>

While the class will be asynchronous, I will be available to discuss the topics covered in class, either individually or in a group setting via Blackboard. Let me know.

Course Description, Prerequisites, and Objectives:

Catalog Course Description: Business Law and Ethics (3-0) A survey course covering fundamental concepts in business law and litigation, with an emphasis on compliance and risk management as those issues are seen through the lens of various established ethical theories. The course emphasizes analytical writing from raw data and verbal advocacy. Restricted to majors: ACCT, BSAD, and ECON. Prerequisite: Admission to a graduate program in Business.

Business Law and Ethics is an introductory study of the legal and ethical environment of business. There are no prerequisites for this course.

Some of the objectives of the course will be to:

1. Discuss the historical sources of law in the U.S.;
 2. Discuss the nature of the legal U.S. legal system and discuss the resolution of disputes inside and outside the legal system;
 3. Discuss the role the U.S. Constitution plays in the regulation of business;
 4. Discuss the difference between civil and criminal law, and the duties and liability of each;
 5. Discuss the distinction between intentional torts, negligence, and strict liability and examine the nature of each of type of tort;
 6. Examine the legal requirements for contract formation and enforcement of contracts;
 7. Discuss the different types of business entities;
 8. Discuss the different type of employment regulations;
 9. Distinguish between real and personal property and examine the acquisition and transfer of such property;
 10. Examine the nature of the debtor-creditor relationship and bankruptcy law.
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Dates/Topics/Assignments:

Weeks I and II

Monday, January 15, 2024 and Saturday, January 27, 2024

Introduction:	Review Syllabus
Clarkson Chapter 1:	Law and Legal Reasoning
Additional Readings:	Mallor Chapter 1, Pages 3-4; 16 (Statutory Interpretation - top of page 18 to James v. City of Costa Mesa)
Video Lecture:	Law and the Legal System
MindTap Assignments:	<u>Learn It:</u> Creation of the Common Law <u>Learn It:</u> Stare Decisis <u>Brief Hypothetical:</u> Law and Legal Reasoning
Flowcharts/Graphics:	Sources of Law; Court System; Introduction of Evidence; Jurisdiction
Cases:	Marbury v. Madison; Hyatt v. Anoka Police Dept.

Clarkson Chapters 4 and 5:	Courts and Alternative Dispute Resolution; Court Procedures
Additional Readings:	Mallor, Chapter 2, Pages 28 – 46 to Class Actions
Video Lecture:	Law and the Business Person
MindTap Assignments:	<u>Learn It:</u> Jurisdiction <u>Learn It:</u> Arbitration, Negotiation, and Mediation <u>Brief Hypotheticals:</u> Courts and Alternative Dispute Resolution and Court Procedures
Flowcharts/Graphics:	Court System; Introduction of Evidence; Jurisdiction, Process of Civil Case
Cases:	Allstate Indemnity Company v. Ruiz

Clarkson Chapter 10: Criminal Law and Cyber Crime

Additional Readings: U.S. v. Jones (Mallor Page 147)
Berghuis v. Thompkins (Mallor Page 155)

Video Lecture: Business Crimes and Business Torts

MindTap Assignments: Learn It: Actus Reus and Mens Rea
Learn It: Criminal Constitutional Protections
Brief Hypothetical: Criminal Defense, Law, and Protections

Flowcharts/Graphics: Crime Detection; Fourth Amendment; Jay-Z's 99 Problems

Cases: Berghuis v. Thompkins; Florida v. Jardines;
U.S. v. Hanousek; U.S. v. Jones

Clarkson Chapters 6 & 7: Tort Law; Strict Liability and Product Liability

Additional Readings: Mathias v. Accor Economy Lodging, Inc. (Mallor, Chapter 6, Page 183)

Casarez v. Sierra Medical Center

Levine v. Werboff

Video Lecture: Business Crimes and Business Torts

MindTap Assignments: Learn It: Common Business Torts
Brief Hypothetical: Purpose of Tort Law
Brief Hypothetical: Strict Liability

Flowcharts/Graphics: Cardozo View; Andrews View; Negligence.

Cases: Union Pacific RR v. Loa; Casarez v. NME Hospitals, Inc

Exam I: 50 MC Questions. Closed Book. Saturday, January 27, 2024.

Week III

Monday, January 29, 2024 and Saturday, February 3, 2024

Clarkson Chapter 11:	Nature and Terminology
Clarkson Chapter 12:	Agreement
Additional Readings:	Tepper Chapters 1, 2, and 3
	Mallor, Chapter 10, Page 340 (Objective Theory of Contracts)
Video Lecture:	The Nature of Contract Law
MindTap Assignments:	<u>Learn It: Bilateral and Unilateral Contracts</u> <u>Brief Hypothetical: Nature and Terminology</u> <u>Brief Hypothetical: Agreement</u>
Flowcharts/Graphics:	Offer and Acceptance; Acceptance to Breach of Contract; Breach of Contract to Remedies; Offers; Termination of Offers; Acceptance of Offers
Cases:	Barnes v. Treece; Lefkowitz v. Great Minneapolis Surplus Store; Pride v. Lewis; Trademark Properties v. A & E Television Network; American Heritage Life Ins Co. v. Koch; Lucy v. Zehmer.

Clarkson Chapter 13:	Consideration
Clarkson Chapter 14:	Capacity and Legality
Additional Readings:	Tepper Chapters 4, 5, 6, and 7
Video Lectures:	Consideration, Contractual Capacity, Legal Purpose
MindTap Assignments:	<u>Case Problem Analysis: Mental Incompetence</u> <u>Brief Hypothetical: Consideration</u> <u>Brief Hypothetical: Capacity</u>
Flowcharts/Graphics:	Rose the Cow; Minors and Contracts; Minors and Disaffirmance
Cases:	Calabro v. Calabro; Flex Enterprises LP v. Cisneros; Gottlieb v. Tropicana Hotel and Casino; Hamer v. Sidway

Clarkson Chapter 15:	Mistakes, Fraud, and Voluntary Consent
Clarkson Chapter 16:	The Writing Requirement
Additional Readings:	Concept Review (Mallor, Page 464)
	Mallor, Chapter 16, Page 470 (The Parol Evidence Rule)
	Tepper Chapter 8
Video Lectures:	Genuineness of Assent, Writing Requirement
MindTap Assignments:	<u>Learn It</u> : Mistakes in Contracts
	<u>Learn It</u> : Fraudulent Misrepresentation in a Contract
	<u>Learn It</u> : Parol Evidence Rule
	<u>Brief Hypothetical</u> : Mistakes, Fraud, and Voluntary Consent
	<u>Brief Hypothetical</u> : Writing Requirements
Flowcharts/Graphics:	Offer and Acceptance; Acceptance to Breach of Contract; Breach of Contract to Remedies.
Cases:	Beachcomber Coins, Inc. v. Boskett; Dickerson v. Deno; Link v. Link; Odorizzi v. Bloomfield School District; Stambovsky v. Ackley; Vokes v. Murray; Williams v. Baptist Health Systems, Inc.; Nelson v. Rice. Chavez v. Bravo; Wintersport Ltd. v. Millionaire.com, Inc.

Week IV

Monday, February 5, 2024 and Saturday, February 10, 2024

Clarkson Chapter 18:	Performance and Discharge
Clarkson Chapter 19:	Breach of Contract and Remedies
Additional Readings:	Tepper Chapters 9 and 10
Video Lecture:	Performance and Discharge
Video Lecture:	Remedies
Video Lecture:	Interpretation of Contracts

MindTap Assignments:	<u>Learn It</u> : Commercial Impracticability and Frustration of Purpose <u>Case Problem Analysis</u> : Material Breach <u>Brief Hypothetical</u> : Performance and Discharge <u>Brief Hypothetical</u> : Breach of Contract and Remedies
Flowcharts/Quizzes:	Offer and Acceptance; Acceptance to Breach of Contract; Breach of Contract to Remedies; Conditions; Conditions and Remedies.
Cases:	Ewell v. Those Certain Underwriters of Lloyd's of London; Hoo Siong Chow v. Transworld Airlines

Clarkson Chapter 17	Third Party Rights
Additional Readings:	Tepper Chapter 11
Video Lecture:	Rights of Third Parties
MindTap Assignment:	<u>Brief Hypothetical</u> : Third Parties
Flowcharts/Graphics:	Assignment of Rights; Delegation of Duties
Cases:	Flomer v. Farthing

Week V

Monday, February 12, 2024 and Saturday, February 17, 2024

Clarkson Chapter 32:	Agency Formation and Duties
Clarkson Chapter 33:	Agency Liability and Termination
Video Lecture:	Creation and Termination of Agency
Video Lecture:	Principals and Agents
MindTap Assignments:	<u>Learn It</u> : An Agent's Fiduciary Duty to the Principal <u>Learn It</u> : Principal Indemnification of Agent for Tort Claims <u>Case Problem Analysis</u> : Agency Formation <u>Brief Hypotheticals</u> : Agency Formation and Duties <u>Learn It</u> : Agency Authority <u>Brief Hypothetical</u> : Agency Liability and Termination

Flowcharts/Graphics: Agency Relationship; Tort Liability for Principal
Cases: Opp v. Wheaton Van Lines, Inc.

Clarkson Chapters 36-40: Business Organizations

Additional Readings: Mallor Chapter 37

Video Lecture: Sole Proprietorships

Video Lecture: Corporations

MindTap Assignments: Learn It: Sole Proprietorships vs Other Entities
Brief Hypothetical: Sole Proprietorships
Learn It: Partners' Rights, Duties, and Liabilities
Brief Hypothetical: Partnerships
Learn It: Management Types of LLCs
Brief Hypothetical: LLCs
Brief Hypothetical: Corporate Formation and Financing

Flowcharts/Graphics: Corporate Veil; Corporations; LLC

Clarkson Chapters 34-35: Employment, Immigration, and Labor Law; Employment Discrimination

MindTap Assignments: Learn It: Wrongful Termination
Brief Hypothetical: Employment, Immigration, and Labor Law
Learn It: Employment Discrimination Defenses
Brief Hypothetical: Fundamentals of Employment Discrimination

Flowcharts/Graphics: Employee v. Independent Contractor; Employer Tort Liability; Employer Liability for Sexual Harassment; Overview of major employment laws

Cases: Beaver v. RGIS Inventory Specialists, Inc.; Darco Transportation v. Dulen; Dillard Department Stores, Inc. v. Gonzales; PS2 LLC v. Childers; Reich v. Circle C Investments, Inc. Steamatic of Kansas City, Inc. v. Rhea

Exam II: 50 MC Questions. Closed Book. Saturday February 17, 2024.

Week VI

Monday, February 19, 2024 and Saturday, February 24, 2024

Clarkson Chapter 48 and 49: Personal Property and Bailments; Real Property and Landlord Tenant Law

Video Lecture: Personal Property

Video Lecture: Real Property

MindTap Assignments: Brief Hypothetical: Personal Property and Bailments
Learn It: Real Property Ownership
Brief Hypothetical: Real Property and Landlord-Tenant Law

Flowcharts/Graphics: Property; Acquisition of Property; Joint Ownership of Property;

Cases: Curtis v. Anderson; Grande v. Jennings; Lindh v. Surman

Week VII

Monday, February 26, 2024 and Saturday, March 2, 2024

Clarkson Chapter 29: Creditor's Rights and Remedies

Clarkson Chapter 30: Secured Transactions

Additional Readings: Concept Review (Mallor, Chapter 29, Page 818)

Security Interests In Real Property (Mallor, Chapter 28, Pages 787 to 792)

Mechanic's and Materialman's Liens (Mallor, Chapter 28, Pages 792-794)

MindTap Assignments: Brief Hypothetical: Creditors' Rights and Remedies

Learn It: Prioritizing Competing Interests

Brief Hypothetical: Fundamentals of Secured Transactions

Flowcharts/Graphics: Debt; Texas Two-Step

Clarkson Chapter 31:	Bankruptcy Law
Additional Readings:	Non-Dischargeable Debts (Mallor, Chapter 30, Page 840)
MindTap Assignments:	<u>Learn It</u> : Elements of Bankruptcy <u>Brief Hypothetical</u> : Bankruptcies
Flowcharts/Graphics:	Types of Bankruptcy

Final Exam: 50 MC Questions. Closed Book. March 4, 2024.

The ability to remember material and to respond under pressure is an important skill. There will be three examinations this semester. Each exam is worth a maximum of 50 points. The exams will consist of multiple-choice or true/false questions. The exams will be online via Blackboard.

Class Assessment:

Exam I:	200 Points	Saturday, January 27 th , 7:00 a.m. – 11:59 p.m.
Exam II:	200 Points	Saturday, February 17 th 7:00 a.m. – 11:59 p.m.
Exam III:	200 Points	Monday, March 4 th 7:00 a.m. – 11:59 p.m.
Video Quizzes	100 Points	Due dates will not be extended
Ethics Assignment	100 Points	(On Blackboard. Due March 2nd @11:59 p.m. The due date will not be extended). <i>Failure to complete the ethics assignment will result in the student receiving an “F” for the course.</i>
MindTap Assignments:	200 Points	Due dates will not be extended.
Negotiation Assignment:	<u>200 Points</u>	Due March 2nd @11:59 p.m. No extensions.
Total:	<u>1200 Points</u> =====	

All grades are final and will not be changed unless due to instructor error. There is no “curving” of grades.

Your final grade will be calculated by dividing your total points into 1200 (e.g., 1080/1200 = 90% or “A”). Letter grades will be based as follows: A = 90% or higher; B = 80% - 89%; C = 70% - 79%; D = 60% - 69%; F = 59% and below.

Exams will be based on Textbooks, Class Lectures and Discussions, Court Cases, Videos, and Flowcharts. Exams must be taken when scheduled (there are no exceptions). Exams will consist of **50 TF and MC** questions. The student will be allowed **30 minutes** to complete the exams.

Technical problems, including, but not limited to, internet issues, dropped connection issues, login issues, computer crashes, etc. will not be considered valid excuses for missing an exam or a graded assignment.

I strongly suggest that you DO NOT use a wireless connection when taking any of the graded assignments. I also suggest that you use the on-campus computers when possible.

LATE SUBMISSIONS WILL NOT RECEIVE CREDIT.

CLASS POLICIES AND DECORUM

I AM ASSUMING THAT YOU ARE TAKING THIS COURSE TO LEARN BUSINESS LAW. THESE CLASS POLICIES ARE DESIGNED TO HELP YOU REACH THAT GOAL.

Some of the following policies regarding attendance, tardiness, use of cell phones, Covid-19, etc. will not apply if the class is taken online.

1. Preparation: Students are expected to have read the chapters, the court cases, and the assigned material before each class meeting.

The ability to make oral presentations and to respond to questions and comments from clients, customers, colleagues, employers, employees, shareholders, and the general public are important skills for a business manager. Managers who can communicate orally in a clear, concise, and interesting manner are more valuable to their firms. Therefore, I may, from time to time, call on individual students to answer questions regarding the material covered in class.

2. Attendance and Participation: The student is expected to attend class and participate in class discussions. There are no excused absences other than for university-recognized activities, religious holy days, and military leave provided that the student has complied with the policies set forth in the catalog (see, <http://catalog.utep.edu/policies-regulations/attendance-grading/>).

When, in the judgment of the instructor, a student has excessive tardiness, excessive absences, or has not participated or attended the class to such a degree as to impair his or her status relative to credit for the course, the instructor can drop the student from the class with a grade of W before the course drop deadline and with a grade of F after the course drop deadline.

Please refer to the Academic Regulations of the University's Academic Catalog:

<http://catalog.utep.edu/policies-regulations/attendance-grading/>

If you are experiencing COVID-19 symptoms, I strongly suggest that you contact covidaction@utep.edu and report your symptoms and follow the recommended protocol. Doing so will excuse your absence, not doing so will not. See the Covid-19 policy on Page 17 below.

Note: Students with CASS absence accommodations are eligible for an additional three days above the norm. Provided that the student has contacted the instructor in advance in accordance with CASS instructions.

3. Laptops, Tablets, or other electronic devices: You must use a computer with access to a web browser for all the online assignments and attendance. However, you may NOT use your laptop or tablet in class other than for class-related activities.

4. Cell Phones: Use of cell phones or similar devices is strictly prohibited in class other than for class-related activities. If you use your cell phone or a similar device in class, you will be asked to leave the classroom. Continued violations of this policy will result in the student being dropped from the course.

Do not download the textbook to your phone; you will not be allowed to use your phone in class.

5. Blackboard: We will use Blackboard in this course and for various matters. Please log in to Blackboard regularly for announcements, to look up your grades, and for class handouts and assignments.

6. Tardiness: Tardiness (10 minutes after class has started). Do not come to class if you are tardy.

7. Leaving Early: Please let me know if you plan to leave class early.

8. Textbooks Required: The textbooks are required.

9. Makeup Exams: There are **no** makeup exams or makeups on any of the graded assignments. The final is mandatory; there are **NO** makeups for the final and a student may **NOT** take the final earlier than when it is scheduled.

Technical problems such as internet issues, dropped connection issues, login issues, computer crashes, etc. will not be considered valid excuses for missing an exam or a graded assignment.

Please refer to the Academic Regulations of the University's Academic Catalog:

<http://catalog.utep.edu/policies-regulations/attendance-grading/>

The student is expected to take the exams when scheduled.

10. Incomplete Grades: I do not give incomplete grades. You must seek approval from the Departmental Office before you can get an Incomplete.

11. Eating in Class: Eating in class will not be tolerated. Eat before or after class but not during class.

12. Reading or viewing material other than class-related material: Reading or viewing material other than class-related material is strictly prohibited and will not be tolerated. You will be asked to leave the classroom if you engage in this conduct. Continued violation of this policy will result in the student being dropped from the course.

13. Extra Credit, dropping the lowest grade, and substituting a higher grade for a lower grade: There is no extra credit, I do not drop the lowest grade, and I do not substitute grades.

14. Withdrawing from the class: It is the student's responsibility to drop the class by the deadline set by the registrar's office.

15. Students with Special Needs: The Center for Accommodation and Support Services (CASS): The Center for Accommodation and Support Services (CASS) provides a program of support to students with physical or mental impairments, as well as those who become temporarily disabled due to an injury or recent surgery, and to women with "at risk" pregnancies. The department provides the following services to eligible students registered with CASS: note-taking, sign language interpreter and reader and/or scribe services, priority registration, use of adaptive technology, diagnostic testing for learning disabilities, alternative test format and location, and advocacy.

To register to receive services, students need to schedule an intake interview with the director of CASS and provide medical and/or diagnostic documentation verifying a disability. The documentation must clearly state symptoms and limitations that adversely affect academic performance. All information provided to CASS is treated as highly confidential and is not disclosed without written consent or a compelling need to know.

If students have or suspect a hearing loss and/or a learning disability that is adversely affecting academic performance in math and/or foreign language requirements for a degree, they should contact CASS immediately to discuss available options. Students should be aware that faculty are not obligated to provide accommodations without proper notification from CASS. Therefore, if you feel that you may have a disability that requires accommodation, students should contact CASS at (915) 747-5148 or e-mail at cass@utep.edu. You can also visit the CASS website at <https://www.utep.edu/student-affairs/cass/> or the CASS office located in Room 106, East Union Building.

IT IS YOUR RESPONSIBILITY TO ADVISE ME IF YOU ARE REGISTERED WITH CASS AND TO PROVIDE ME WITH ALL THE NECESSARY DOCUMENTATION REGARDING YOUR DISABILITY AND REQUIRED ACCOMMODATION. FAILURE TO NOTIFY ME PROMPTLY WILL DELAY OR NULLIFY THE IMPLEMENTATION OF YOUR ACCOMMODATION.

16. Dishonesty and Cheating: Do Not Engage in Academic Misconduct. Students may not cheat on exams, submit written work that is not their own, plagiarize, or keep examinations or scantrons.

Academic Dishonesty: The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve based on the quality of the work produced by the individual. In the classroom and all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and

jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative that the members of this academic community understand the regulations about academic integrity and that all faculty insist on adherence to these standards. Any student who commits an act of scholastic dishonesty is subject to discipline. 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, and any act designed to give an unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the handbook of Operating Procedures and available from the Office of the Dean of Students, may result in sanctions ranging from disciplinary probation, to failing grades on the work in question, to failing grades in the course, to suspension or dismissal, among others.

Course Limitations: It is university policy that no student may repeat any subject that he or she has taken three times. If a student has taken a course and received a C or better, that student will not be allowed to repeat the course for a higher grade. If a student registers for a class the third time there will be additional tuition charges assessed.

17. Contacting or meeting with the instructor, posting grades, and miscellaneous: Please make an appointment to arrange for a mutually convenient time to meet. Please note: office visits (whether in person, telephonically, or otherwise) are reserved for substantive questions that you cannot answer yourself after a reasonable effort on your part (**see attached Exhibit "A"**). *I will not respond to emails, text messages, or telephone calls if the communication is to ask for extra credit, an extension of time to complete the assignments, to complain about your grade, to know your grade average, etc.*

Your grades will be posted in the Gradebook on Blackboard; do not e-mail or call me asking me for your grades or your grade average. I will not respond; it is up to YOU to look up your grades; I will not do it for you. To protect your privacy, I DO NOT e-mail or give grades over the telephone.

18. Student behavioral problems. Student behavioral problems (e.g., failure to follow directions, failure to follow the class policies and decorum, etc.) will not be tolerated and will result in the student being dropped from the class.

19. Student resources available on campus. Follow this link to access student resources that may be of help: <https://www.utep.edu/resources/students.html>

COVID-19 PRECAUTION STATEMENT

If you have tested positive for COVID-19 or are experiencing COVID-19 symptoms, you are encouraged to report your results to covidaction@utep.edu so that the Dean of Students Office can support you and help with communication with your professors. It is important to follow all instructions that you receive as part of the diagnosis, including isolation and staying at home until a negative test is produced.

If you experience COVID-19 symptoms, please follow the isolation protocol by staying at home and getting tested as soon as possible. If the test is negative but you are still seeking accommodations, please contact the Dean of Students Office for guidance promptly.

Your instructor will work with the Dean of Students Office to determine the extent of any such accommodations.

Please think and act proactively in all matters related to COVID-19 and your academic endeavors. The Centers for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people.

The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area and will be available at no charge on campus. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

I strongly encourage everyone to get vaccinated and to wear a mask in class. Do so to protect yourselves and to protect others. **Show your civic virtue.** Go, Miners.

UNIVERSITY POLICIES

Notice of Copyright Infringement: Copying a textbook is a violation of U.S. copyright law. Violation of U.S. copyright law can result in civil damages of up to \$100,000 for each work copied. Copying textbooks is not “fair use” under the Copyright Act. The “fair use doctrine” only permits non-commercial copying of part (generally not more than 10%) of a copyrighted work. Please do not bring copied textbooks to this class.

Use of Technology in the Classroom: The University of Texas at El Paso supports the use of technology for learning. We also understand that the use of laptops can be an asset to some students and help them in their note-taking and learning. That being said, we also believe that students should have diverse learning experiences and be adaptable to different styles of learning and note-taking.

Students are expected to follow the rules and guidelines established by instructors for each class that they are taking, and to make a conscious effort to adapt to learning environments that may vary across instructors, classrooms, and disciplines.

Course Repeat Fee: If a student repeats a course for a third time, an additional fee of \$100 per credit hour will be imposed.

Three-time Rule: The University has adopted a policy that limits undergraduate course enrollment. In most instances, a student may enroll in an undergraduate class a maximum of three times, except with the permission of the student’s academic dean. This includes enrollments that result in a grade of “W”, “F”, “D”, or “P”. A student may not enroll in a course in which a grade of “C” or higher has been previously earned. Moreover, a student may not enroll in a course in which he or she has an unresolved grade of “I”. A student may enroll more than three times in a course that is identified as “may be repeated for credit.”

Student Standards of Conduct: Each student is responsible for notice of and compliance with the provisions of the Regents' Rules and Regulations and the rules of the University. Copies of the Regents' Rules and Regulations and all University rules are available for review in the office of the President, Vice President for Student Affairs, Dean of Student Life, Student Activities, and the University Library.

All students are expected and required to obey the law, to comply with the Regents' Rules and Regulations, with System and University rules, with directives issued by an administrative official in the course of his or her authorized duties, and to observe standards of conduct appropriate for the University. A student who enrolls at the University is charged with the obligation to conduct him/herself in a manner compatible with the University's function as an educational institution.

Any student who engages in conduct that is prohibited by Regents' Rules and Regulations, UT System or University rules, specific instructions issued by an administrative official, or by federal, state, or local laws is subject to discipline whether such

conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

Policy on Disruptive Acts: The obstruction or disruption of any teaching, research, administrative, disciplinary, public service, or other authorized activity on campus or under the authority of the University or on property owned or controlled by the University is prohibited and will subject the student or group of students to disciplinary action.

Disclaimer: The instructor reserves the right to revise this course Syllabus and course outline if necessary. The failure or delay by the instructor in the enforcement of any of the policies in this Syllabus shall not constitute a waiver of those policies. Notice of any changes to this Syllabus or course outline will be posted on Blackboard or announced in class.



DECISION TREE FOR CONTACTING PROFESSOR

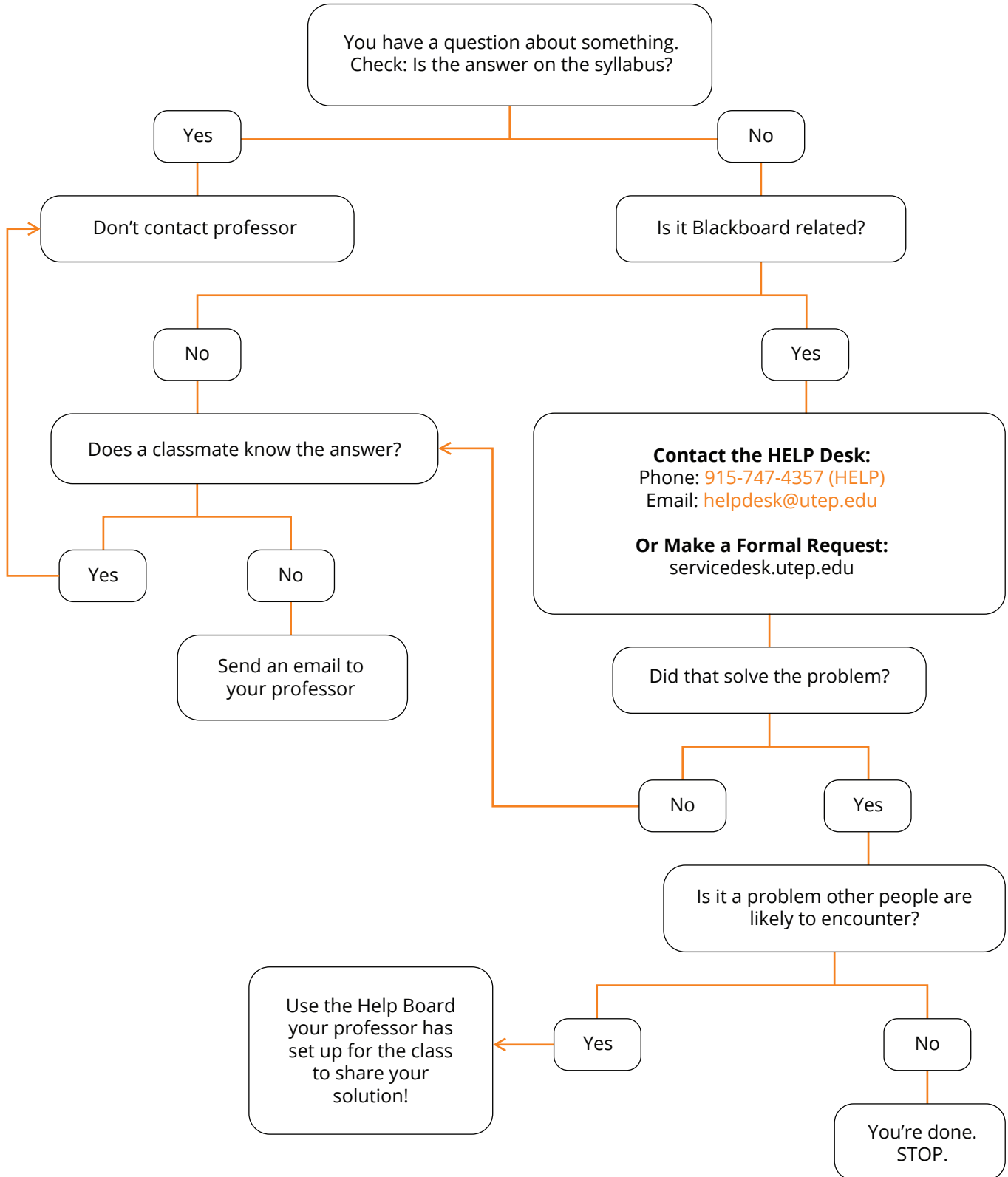


Exhibit "B"

SUGGESTED WEEKLY STUDY SCHEDULE

<u>MONDAY</u>	<u>WEDNESDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u> <u>("Catch-up" Day)</u>
<ol style="list-style-type: none">1. Read the textbook reading assignments.2. Read the additional reading assignments.3. Take the Exam if necessary.	<ol style="list-style-type: none">1. Complete reading assignments if necessary.2. Watch one assigned video.3. Take the video quiz.	<ol style="list-style-type: none">1. Review the Flowcharts and Graphics.2. Complete the MindTap Assignment.3. Watch additional assigned videos and take video quizzes if necessary.	<ol style="list-style-type: none">1. Watch additional assigned videos and take video quizzes if necessary.2. Complete MindTap Assignment if necessary.3. Study for Exam

ACADEMIC CALENDAR

Oct 23rd	Spring Registration Begins
Jan 4th	Last Day to Clear Students on Suspension/Probation as well as those with Insufficient Prerequisites
Jan 5th	Drops for Students with Unsatisfactory Academic Standing, Insufficient Prerequisites, and Prior Grades of C in the Course
Jan 8th	Financial Aid is Disbursed
Jan 15th	Dr. Martin Luther King, Jr. Holiday – University Closed
Jan 16th	Spring classes begin
Jan 16th-19th	Late Registration (Fees are incurred)
Jan 31st	Spring Census Day
	Note: This is the last day to register for classes. Payments are due by 5:00 pm.
Feb 12th	20 th Class Day
	Note: Students who were given a payment deadline extension will be dropped at 5:00 pm if payment arrangements have not been made.
Feb 16th	Graduation application deadline for degree conferral
Mar 11th-15th	Spring Break
Mar 20th	Freshman midterm grades are due
Mar 28th	Spring Drop/Withdrawal Deadline
	Note: Student-initiated drops are permitted after this date, but the student is not guaranteed a grade of W. The faculty member of record will issue a grade of either W or F.
Mar 29th	Cesar Chavez Holiday - No classes; Spring Study Day
Apr 12th	Deadline to submit candidates' names for commencement program
May 2nd	Spring – Last day of classes
May 3rd	Dead day
May 6-10th	Spring Final Exams
May 11-12th	Spring Commencement
May 15th	Grades are Due
May 16th	Grades are posted to student records; students are notified of grades and academic standing
Payment Deadlines	For more information on payment deadlines, visit the Student Business Services Website

FREQUENTLY ASKED QUESTIONS

1. I really need to meet with you. What do I do?

See Item 17 of the Syllabus. If you still want to meet, email me at: rsandoval1@utep.edu.

2. I sent you several emails and you haven't responded. Why?

See Item 17 of the Syllabus.

3. Do I need a product key to access the book materials?

Not if you access the material via the Blackboard link and have registered as instructed to do so in the Syllabus.

4. I cannot log on to Blackboard, Cengage, etc. What do I do?

Do not contact me. I cannot help you. Contact the appropriate helpdesk.

5. Can I get more time to complete the MindTap Quizzes?

No

6. Can I get more time to complete the Video Quizzes?

No

7. I was taking the exam but I had problems with my computer, internet connection, etc., and could not complete it. Can I retake it or take a make-up?

No. Technical problems such as internet issues, dropped connection issues, login issues, accidental submissions, etc. will not be considered valid excuses for missing an exam or any other graded assignment. Do not ask. I strongly suggest that you DO NOT use a wireless connection when taking a graded assignment. I also suggest that you use the computers in the computer lab(s) on campus if your computer or internet service is not reliable.

8. My MindTap grades are not showing up on my Blackboard Gradebook. What do I do?

Do not contact me. I cannot help you. Contact the MindTap help desk or Lisa Goodrich at lisa.goodrich@cengage.com

9. I missed an Exam can I make it up?

No. See the exam makeup policy in the Syllabus.

10. My quiz, exam, etc. was submitted late. Can I get more time or partial credit?
No.
11. What if I miss the Final?
You get a grade of zero for the Final.
12. Can I take the exam at another time?
No.
13. Will the grades be curved?
No
14. Can I get extra credit?
No
15. I'm just a few points away from getting an A, B, C, passing the course, etc., can I do something to get the extra points.
No
16. I have 2 full-time jobs, a wedding to plan, a business trip, etc. Can I get an extension to complete the assignments? Will my absences be excused?
No. You obviously have too much on your plate and should take the course when you have more time. I cannot plan the course around your life.
17. I don't feel well and I can't go to class. Will my absences be excused?
See the attendance and Covid-19 policy in the Syllabus
18. I registered late. Can I make up the work that I missed?
No
19. Why are you so mean?
Why are you such a crybaby?