

Business Law 3301- Fall 2020  
Online Asynchronous

**Instructor Information:**

Robert Sandoval, MBA, CPA, JD

Office: COBA Room 217

Telephone: 544-3930 (Leave Message)

E-mail: Use the Email link under the Communications Tab in Blackboard. I will respond to emails within 24-48 hours.

**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.

Frey, Essentials of Contract Law, (2<sup>nd</sup> Edition) (EBook) 2016 Cengage Learning, United States.

**The textbooks and the MindTap access code for the Clarkson book are available through the MindTap link in Blackboard under “Course Contents”.**

The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For \$119.99 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 \$7.99 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 AND Frey/ Essentials of Contract Law, 2nd Edition
- Access your MindTap course materials via Blackboard.

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 in Blackboard.

The course will be online asynchronously. 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.**

The graded assignments in the modules will NOT be re-opened. It is in these weekly modules where 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 order to successfully complete the course, please note the following:

1. Read the Syllabus. Pay particular attention to the grading assessment and to the Exhibits attached to the Syllabus;
2. Complete all the weekly reading assignments (the Clarkson and Frey textbooks and the MindTap assignments can be accessed via the Cengage link under "Course Content");
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. Participate in all discussion boards by posting comments and responding to at least 2 postings (the postings and responses must be a minimum of 100 words). Please read Exhibit "A" of the Syllabus; be advised that the use of any vulgar, profane, or otherwise hurtful language will result in the student being barred from participating in the discussion boards and will, therefore, not receive credit. Postings must be thoughtful and intelligent and must show that you have thought about the topic; superficial postings will not receive credit.
5. Complete all weekly MindTap assignments (the MindTap assignments can be accessed via the Cengage Link under "Course Content");
6. Complete the ethics assessment (these are the case problem analysis problems under Chapter 3 in MindTap and will be open until December 5th at 11:59 pm); and
7. Take the exams when scheduled. The exams will be on Blackboard. The final exam is not comprehensive. There are no makeups for the final.

I strongly suggest that you **DO NOT** use a wireless connection when taking any of the graded assignments. **Technical issues will not be considered valid reasons for missing a graded assignment. Please see the makeup policy in the Syllabus.**

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: Legal Environment of Business (3-0). A study of the legal and ethical environment of business to provide a legal foundation for careers in business or government. BLAW 3301 or BLAW 5306, but not both, may be counted toward degrees awarded in the College of Business Administration. Restricted to majors: ACCT, BASD, CIS, ECON, FIN, MGMT, and MKT.

Legal Environment of Business 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.

## **Dates/Topics/Assignments:**

### **Week I**

Monday, August 24, 2020

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)
Discussion Board:	Read Problem 1, Chapter 1, Page 24 (Mallor Text) Was the city correct? Why or why not?
Video Lecture:	Law and the Legal System
MindTap Quizzes:	Law and Legal Reasoning
Flowcharts/Graphics:	Sources of Law; Court System; Introduction of Evidence; Jurisdiction

### **Week II**

Monday, August 31, 2020

Clarkson Chapters 4 and 5:	Courts and Alternative Dispute Resolution; Court Procedures
Additional Readings:	Mallor, Chapter 2, Pages 28 – 46 to Class Actions
Discussion Board:	Read Problem 5-10(a), Chapter 5, Page 106 (Clarkson Text) Does the federal court have jurisdiction? Why or Why not?
Video Lecture:	Law and the Business Person
MindTap Quizzes:	Courts and Alternative Dispute Resolution Court Procedures
Flowcharts/Graphics:	Court System; Introduction of Evidence; Jurisdiction, Process of Civil Case

### **Week III**

Monday, September 7, 2020

Clarkson Chapter 10:	Criminal Law and Cyber Crime
Additional Readings:	U.S. v. Jones (Mallor Page 147) Berghuis v. Thompkins (Mallor Page 155)
Discussion Board:	Read Problem 4, Chapter 5, Page 176 (Mallor Text) The court held that there was no 4 <sup>th</sup> Amendment violation. Was the court correct? Why or why not?
Video Lecture:	Business Crimes and Business Torts
MindTap Quizzes:	Criminal Law and Cyber Crime
Flowcharts/Graphics:	Crime Detection; Fourth Amendment; Jay-Z's 99 Problems

### **Week IV**

Monday, September 14, 2020

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
Discussion Board:	Read Levine v. Werboff and the Cardozo View flowchart. Was the Court's ruling in Levine correct? Why or why not?  Read Casarez v. Sierra Medical Center. Should the court have expanded Dr. Vasquez' duty of care? Why or why not?
Video Lecture:	Business Crimes and Business Torts
MindTap Quizzes:	Tort Law Strict Liability and Product Liability
Flowcharts/Graphics:	Cardozo View; Andrews View; Negligence.

## Week V

Monday, September 21, 2020

**Exam I: 50 MC Questions. Closed Book.**

Clarkson Chapter 11:	Nature and Terminology
Clarkson Chapter 12:	Agreement
Additional Readings:	Frey Introduction and Chapter 1: Introduction to Contracts Frey Chapter 2: The Offer and The Acceptance
	Mallor, Chapter 10, Page 340 (Objective Theory of Contracts)
	Barnes v. Treece
	Lefkowitz v. Great Minneapolis Surplus Store, Inc.
	Trademark Properties v. A & E Television Networks (Mallor Page 361)
	Lucy v. Zehmer
	Pride v. Lewis (Mallor, Page 363)
Video Lecture:	The Nature of Contract Law
MindTap Quizzes:	Nature and Terminology Agreement in Traditional and E-Contracts
Flowcharts/Graphics:	Offer and Acceptance; Acceptance to Breach of Contract; Breach of Contract to Remedies; Offers; Termination of Offers; Acceptance of Offers

## **Week VI**

Monday, September 28, 2020

Clarkson Chapter 13:	Consideration
Clarkson Chapter 14:	Capacity and Legality
Additional Readings:	Frey Chapter 3: Contract Enforceability Volks v. Murray
Video Lectures:	Consideration, Contractual Capacity, Legal Purpose
MindTap Quizzes:	Consideration Capacity and Legality
Flowcharts/Graphics:	Rose the Cow; Minors and Contracts; Minors and Disaffirmance

## **Week VII**

Monday, October 5, 2020

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)  Frey Chapter 4: The Plaintiff's Allegation of the Defendant's Breach  Frey Chapter 5: The Defendant's Response to the Plaintiff's Allegation of Breach
Video Lectures:	Genuineness of Assent, Writing Requirement
Discussion Boards:	Is the Statute of Frauds necessary in modern times? Why or why not? Discuss the rationale behind the Parol Evidence Rule.
MindTap Quizzes:	Mistakes, Fraud, and Voluntary Consent The Writing Requirement in Our Digital World
Flowcharts/Graphics:	Offer and Acceptance; Acceptance to Breach of Contract; Breach of Contract to Remedies.

## **Week VIII**

Monday, October 12, 2020

Clarkson Chapter 18: Clarkson Chapter 19:	Performance and Discharge Breach of Contract and Remedies
Additional Readings:	Frey Chapter 6: The Plaintiff's Remedies for the Defendant's Breach
Video Lecture: Video Lecture: Video Lecture:	Performance and Discharge Remedies Interpretation of Contracts
Discussion Board:	Answer problems 5 and 6 in Chapter 18 of Mallor. For problem 5, why should late performance be considered a breach; for problem 6, should conditions be strictly enforced?
MindTap Quizzes:	Performance and Discharge Breach of Contract
Flowcharts/Quizzes:	Offer and Acceptance; Acceptance to Breach of Contract; Breach of Contract to Remedies; Conditions; Conditions and Remedies.

## **Week IX**

Monday, October 19, 2020

Clarkson Chapter 17	Third Party Rights
Additional Readings:	Frey Chapter 7: Third-Party Interests
Video Lecture:	Rights of Third Parties
MindTap Quizzes:	Third Parties Rights
Flowcharts/Graphics:	Assignment of Rights; Delegation of Duties



## Week X

Monday, October 26, 2020

### **Exam II: 50 MC Questions. Closed Book.**

Clarkson Chapter 32:	Agency Formation and Duties
Clarkson Chapter 33:	Agency Liability and Termination
Discussion Boards:	Read <i>Opp v. Wheaton Van Lines</i> What could <i>Wheaton Van Lines</i> have done to obligate <i>Mrs. Opp</i> to the contract?
Video Lecture:	Creation and Termination of Agency
Video Lecture:	Principals and Agents
MindTap Quizzes:	Agency Formation and Duties Agency Liability and Termination
Flowcharts/Graphics:	Agency Relationship; Tort Liability for Principal

## Week XI

Monday, November 2, 2020

Clarkson Chapters 36-40:	Business Organizations
Additional Readings:	Mallor Chapter 37
Video Lecture:	Sole Proprietorships
Video Lecture:	Corporations
MindTap Quizzes:	Small Businesses and Franchises All Forms of Partnerships Limited Liability Companies and Special Business Forms Corporate Formation and Financing Corporate Directors, Officers, and Shareholders
Flowcharts/Graphics:	Corporate Veil; Corporations; LLC

## **Week XII**

Monday, November 9, 2020

Clarkson Chapters 34-35:	Employment, Immigration, and Labor Law; Employment Discrimination
Additional Readings:	Darco Transportation v. Dulen (Mallor, Chapter 51, Page 1408)
Discussion Boards:	Read Gonzalez v. Dillard Department Stores What action or actions would you take if you were the store manager and Gonzalez came to you complaining about Tellez' behavior?
MindTap Quizzes:	Employment, Immigration, and Labor Law Employment Discrimination
Flowcharts/Graphics:	Employee v. Independent Contractor; Employer Tort Liability; Employer Liability for Sexual Harassment; Overview of major employment laws

## **Week XIII**

Monday, November 16, 2020

Clarkson Chapter 48 and 49:	Personal Property and Bailments; Real Property and Landlord Tenant Law
Discussion Board:	Read Lindh v. Surman (Mallor, Chapter 23, Page 649) Do you agree with the court's rationale for not following the fault-based theory or do you agree with the dissenting judge? As a matter of public policy, which approach – the no-fault rule or the fault-based-rule – is preferable in engagement ring cases?
Video Lecture:	Personal Property
Video Lecture:	Real Property
MindTap Quizzes:	Personal Property Real Property and Landlord Tenant Law Wills and Trusts
Flowcharts/Graphics:	Property; Acquisition of Property; Joint Ownership of Property;

## **Week XIV**

Monday, November 23, 2020

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 Quizzes:	Creditors' Rights and Remedies Secured Transactions
Flowcharts/Graphics:	Debt; Texas Two-Step

## **Week XV**

Monday, November 30, 2020

Clarkson Chapter 31:	Bankruptcy Law
Additional Readings:	Non-Dischargeable Debts (Mallor, Chapter 30, Page 840)
MindTap Quizzes:	Bankruptcy Law
Flowcharts/Graphics:	Types of Bankruptcy

## **Week XVI**

Monday, December 7, 2020

**Final Exam: 50 MC Questions. Closed Book.**

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:	50 Points	Week 5 (Monday, 7:00 a.m. – Saturday, 11:59 p.m.)
Exam II:	50 Points	Week 10 (Monday, 7:00 a.m. – Saturday, 11:59 p.m.)
Exam III:	50 Points	Week 16 (Monday, 7:00 a.m. – Saturday, 11:59 p.m.)
Video Quizzes	100 Points	<b>Due dates will not be extended</b>
Ethics Assignment	50 Points	<b>(via MindTap.Chapter 3 Case Problem Analysis. 2 questions @ 25 points each. Due December 5<sup>th</sup> at 11:59 p.m.)</b>
MindTap Quizzes:	50 Points	[via MindTap (25 quizzes @ 2 points each. <b>Deadlines will not be extended</b> ].
Attendance/Participation:	<u>150 Points</u>	(via Discussion Boards. Due dates will not be extended)
Total:	500 Points =====	

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 500 (e.g., 450/500 = 90% or “A”).

Exams will be based on the Textbooks, Cases, Discussion Boards, 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 **60 minutes** to complete the exams.

**Technical problems such as internet issues, dropped connection issues, login issues, etc. will not be considered valid excuses for missing an exam. I strongly suggest that you DO NOT use a wireless connection when taking the exams.**

## 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.

1. Preparation: Students are expected to have read the chapters prior to participating in the Discussion Boards.

2. Attendance and Participation: The student is expected to participate in all Discussion Boards. Student posts are expected to be thoughtful, intelligent, and relevant (Please see attached Exhibit "A" regarding etiquette guide for online courses). When, in the judgment of the instructor, a student has not participated 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://utep-public.courseleaf.com/undergrad/curriculum-and-classroom-policies/>

3. Laptops, Tablets or other electronic devices: You must use a computer with access to a web browser.

4. Blackboard: We will use Blackboard in this course and for various matters.

5. Textbooks Required: The textbooks are required.

6. Makeup Exams: As a general rule, there are **no** makeup exams or makeups on any of the graded assignments. However, makeup exams only will be handled on a case-by-case basis at the instructor's discretion and only if the student has provided *compelling reasons with documented evidence* for missing an exam. If allowed, the student will be allowed to makeup **ONE** exam grade and the makeup will be taken during finals week (Week 16) and will be comprehensive. 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, login issues 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://utep-public.courseleaf.com/undergrad/curriculum-and-classroom-policies/>.

The student is expected to take the exams when scheduled.

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

8. Extra Credit, dropping the lowest grade, and substituting a higher grade for a lower grade: There is no extra credit (other than the extra MindTap Quizzes as mentioned on page 12 above), I don't drop the lowest grade, and I don't substitute grades.

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

10. Students with Special Needs: Disabled Student Services Office (DSSO): Disabled Student Services Office (DSSO) 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 DSSO: 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 DSSO 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 DSSO is treated 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 this DSSO immediately to discuss available options. Students should be aware that faculty is not obligated to provide accommodations without proper notification from DSSO. Therefore, if you feel that you may have a disability that requires accommodation, students should contact DSSO at (915) 747-5148 or e-mail at [dss@utep.edu](mailto:dss@utep.edu). You can also visit DSSO's website at [www.utep.edu.dss](http://www.utep.edu.dss) or the Disabled Services Office located in Room 106, East Union Building.

**IT IS YOUR RESPONSIBILITY TO ADVISE ME IF YOU ARE REGISTERED WITH THE DSSO AND TO PROVIDE ME WITH ALL THE NECESSARY DOCUMENTATION REGARDING YOUR DISABILITY AND REQUIRED ACCOMODATION.**

11. 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 in 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 pertaining to the 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 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.

12. Contacting or meeting with the Instructor, posting of grades, and miscellaneous: Please make an appointment to arrange for a mutually convenient time to meet online or telephonically. Please note: office visits are reserved for questions that you cannot answer yourself after a reasonable effort on your part (**see attached Exhibit “B”**).

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; it is up to YOU to lookup your grades; I will not do it for you. To protect your privacy, I DO NOT e-mail or give grades over the telephone.

## 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 up to \$100,000 for each work copied. Copying of 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: 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 via an announcement. Changes posted on Blackboard will control in the event of any conflicts between Blackboard and this Syllabus.

## ACADEMIC CALENDAR

Aug 24th	Fall classes begin
Aug 24-28th	Late Registration Period (Fees are incurred)
Sept 7th	Labor Day Holiday- University Closed
Sept 9th	Fall Census Day
	Note: This is the last day to register for classes. If payment is not received by this day, students will be dropped.
Sept 21st	20 <sup>th</sup> 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.
Oct 2nd	Graduation application deadline for degree conferral
OCT 22nd	Midterm Fall 2020 Grades Due
Oct 30th	Fall 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.
Nov 13th	Deadline to submit candidates' names for commencement program
Nov 26-27th	Thanksgiving Holiday - University Closed
Dec 3rd	Fall - last day of classes
Dec 4th	Dead Day
Dec 7-11th	Fall Final Exams
Dec 12-13th	Fall Commencement
Dec 16th	Grades are Due
Dec 17th	Grades are posted to student records; students are notified of grades and academic standing

# EXHIBIT "A"

## NETIQUETTE GUIDE FOR ONLINE COURSES

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

### SECURITY

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always logout when you are finished using the system

### GENERAL GUIDELINES

When communicating online, you should always:

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING
- Limit and possibly avoid the use of emoticons like :) or ☺
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential patient information via e-mail

### EMAIL NETIQUETTE

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the message author intended for the information to be passed along before you click the "forward" button

## MESSAGE BOARD NETIQUETTE AND GUIDELINES

When posting on the Discussion Board in your online class, you should:

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded



### DECISION TREE FOR CONTACTING PROFESSOR

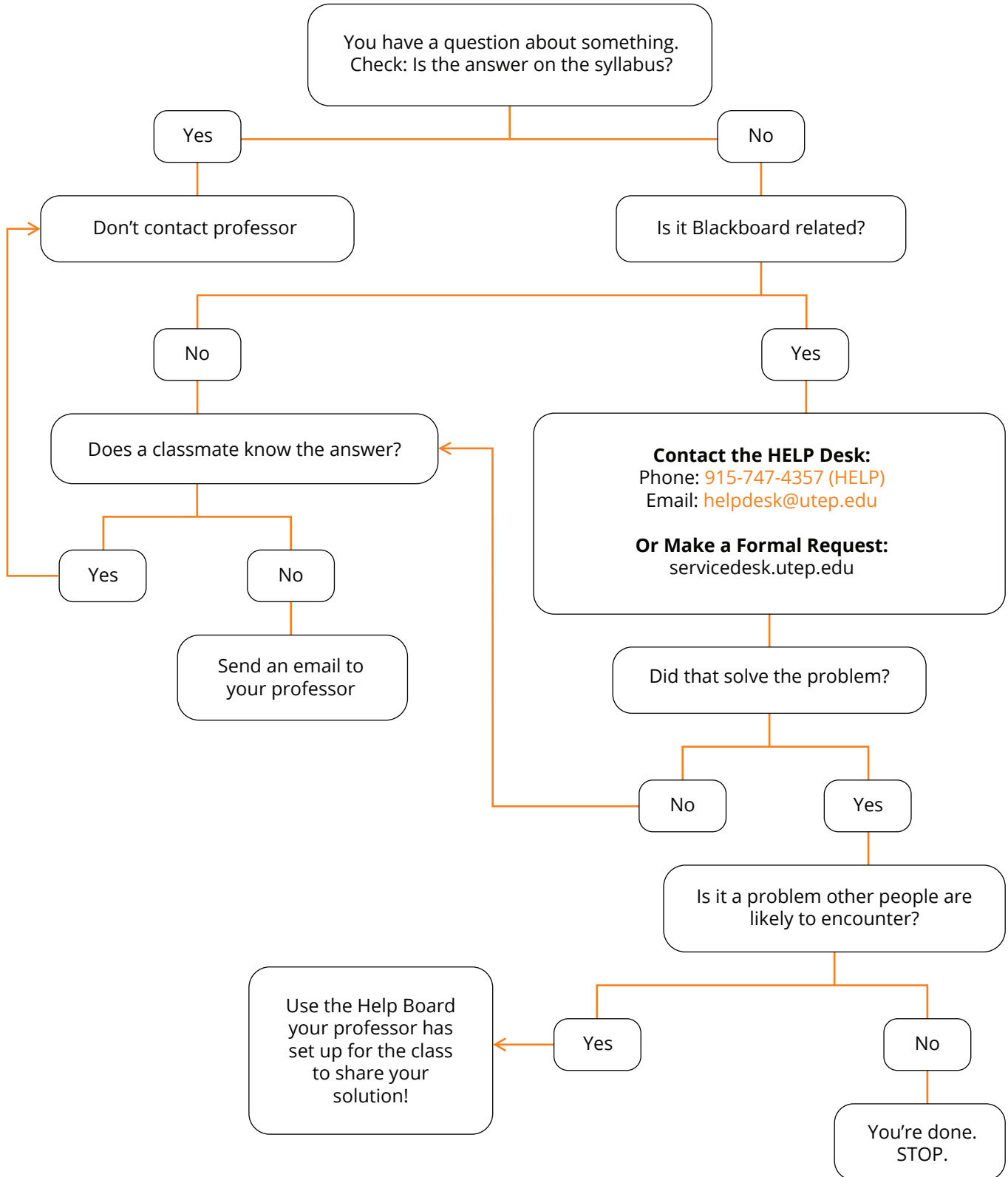


EXHIBIT "C"

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"><li>1. Read the textbook reading assignments.</li><li>2. Read the additional reading assignments.</li></ol>	<ol style="list-style-type: none"><li>1. Complete reading assignments if necessary.</li><li>2. Watch one assigned video.</li><li>3. Take the video quiz.</li></ol>	<ol style="list-style-type: none"><li>1. Review the Flowcharts and Graphics.</li><li>2. Participate in Discussion Board.</li><li>3. Complete the MindTap Assignment.</li><li>4. Watch additional assigned videos and take video quizzes if necessary.</li></ol>	<ol style="list-style-type: none"><li>1. Watch additional assigned videos and take video quizzes if necessary.</li><li>2. Take Exam if necessary.</li><li>3. Participate in Discussion Board if necessary.</li><li>4. Complete MindTap Assignment if necessary.</li></ol>