

Business Law 3301- Fall 2019  
CRN 12355  
Monday — Wednesday 12:00 pm to 1:20 pm

**Instructor Information:**

Robert Sandoval, MBA, CPA, JD

Office: COBA Room 217

Telephone: 544-3930 (Leave Message). Text Messages: 915-820-3930 (Please identify yourself).

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**Office Hours:** Before and after class or by appointment.

**Required Textbook and Course Materials:** Clarkson, Miller, and Cross, Business Law: Text and Cases, (14th Edition). ISBN-13: 978-1-337-374538 (Print Edition with MindTap Bundle) or ISBN-13: 978-1-337-105729 (EBook with MindTap Bundle) 2019, Cengage Learning, United States. The textbook and the MindTap access code are available through the UTEP Bookstore or through the MindTap link in Blackboard. The book is also on reserve in the UTEP Library.

**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 26, 2019

Introduction/Go over Syllabus  
Chapter 1: Law and Legal Reasoning

Wednesday, August 28, 2019

Chapter 1: Law and Legal Reasoning  
Chapters 2 and 3: Courts and Alternative Dispute Resolution

**Week II**

Monday, September 2, 2019

No Class – Labor Day Holiday

Wednesday, September 4, 2019

Chapters 2 and 3: Courts and Alternative Dispute Resolution

**Week III**

Monday, September 9, 2019

Chapters 2 and 3: Courts and Alternative Dispute Resolution

Wednesday, September 11, 2019

Chapter 10: Criminal Law and Cyber Crime

**Week IV**

Monday, September 16, 2019

Chapter 10: Criminal Law and Cyber Crime  
Chapter 6: Tort Law

Wednesday, September 18, 2019

Chapter 6: Tort Law

## **Week V**

Monday, September 23, 2019

**Exam I: Chapters 1, 2, 3, 4, 6, and 10. 40 MC Questions. Closed Book.**

Wednesday, September 25, 2019

Chapter 11: Nature and Terminology  
Chapter 12: Agreement in Traditional and E-Contracts

## **Week VI**

Monday, September 30, 2019

Chapter 12: Agreement in Traditional and E-Contracts  
Chapter 13: Consideration

Wednesday, October 2, 2019

Chapter 13: Consideration  
Chapter 14: Capacity and Legality

## **Week VII**

Monday, October 7, 2019

Chapter 14: Capacity and Legality  
Chapter 15: Mistakes, Fraud, and Voluntary Consent

Wednesday, October 9, 2019

Chapter 15: Mistakes, Fraud and Voluntary Consent

## **Week VIII**

Monday, October 14, 2019

Chapter 16: The Writing Requirement

Wednesday, October 16, 2019

Chapter 17: Third Party Rights (Introduction Only)  
Chapters 18 and 19: Performance and Discharge and Breach of Contract

## **Week IX**

Monday, October 21, 2019

Chapters 18 and 19: Performance and Discharge and Breach of Contract Remedies

Wednesday, October 23, 2019

Chapter 20: The Formation of Sales and Lease Contracts (Introduction Only)

## **Week X**

Monday, October 28, 2019

Chapter 20: The Formation of Sales and Lease Contracts (Introduction Only)

Wednesday, October 30, 2019

**Exam II: Chapters 11 - 20. 40 MC Questions. Closed Book.**

## **Week XI**

Monday, November 4, 2019

Chapter 32: Agency Formation and Duties  
Chapter 33: Agency Liability and Termination

Wednesday, November 6, 2019

Chapters 36-40: Overview of Business Organizations (selected parts)

## **Week XII**

Monday, November 11, 2019

Chapters 34-35: Overview of Employment Law (selected parts)

Wednesday, November 13, 2019

Chapter 48: Personal Property

## **Week XIII**

Monday, November 18, 2019

Chapter 49: Real Property and Mortgages

Wednesday, November 20, 2019

Chapter 49: Real Property and Mortgages  
Chapter 51: Wills and Trusts (Introduction Only)

**Week XIV**

Monday, November 25, 2019

Chapter 29: Creditor's Rights and Remedies  
Chapter 30: Secured Transactions

Wednesday, November 27, 2019

Chapter 29: Creditor's Rights and Remedies  
Chapter 30: Secured Transactions  
Chapter 31: Exempt Property and Bankruptcy

**Week XV**

Monday, December 2, 2019

Chapter 31: Exempt Property and Bankruptcy

Wednesday, December 4, 2019

Review

Friday, December 13, 2019

**Final Exam: Final Exam: Chapters 32-33, 36-40, 34-35, 48-49, 51, 29-31. 40 MC Questions. Closed Book.**

**Note: Meeting Time for Final Exam is 1:00 p.m. – 2:20 p.m.**

The ability to remember material and to respond under pressure is an important skill. We will have three examinations this semester. Each exam is worth a maximum of 50 points. The exams will consist of multiple choice or true/false questions similar to those we cover in class. The exams may be online in class or hard copy at the instructor's discretion.

Class Assessment:

Exam I:	50 Points	
Exam II:	50 Points	
Exam III:	50 Points	
MindTap Quizzes:	50 Points	(via Blackboard. Deadline will not be extended)
Attendance/Participation:	50 Points	(via iClicker Reef. See attached Exhibit "A")
Total:	250 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 the total points into 250 (e.g.,  $225/250 = 90\%$  or "A").

Class meetings will be composed of lecture, class discussion, discussion of court cases, and going over case problems.

Exams will be based on the textbook and the lectures. Exams must be taken when scheduled (there are no exceptions).

## 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 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 are able to 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: The student is expected to attend all classes and laboratory sessions. It is the responsibility of the student to inform each instructor of extended absences. When, in the judgment of the instructor, a student has been absent 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.

**Note: There are no “excused” absences other than for documented University approved school functions. You will be allowed 3 “free” absences. Your final grade will be reduced by one letter grade if your overall attendance is equal to or less than 60%.**

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 may **not** bring your laptop or tablet to class. The only exception is for use with iClicker REEF.

4. Cell Phones: Use of cell phones or similar devices is strictly prohibited in class. If you use your cell phone or 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 for various matters. Please login to Blackboard regularly for announcements, to lookup your grades, and for class handouts.

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

7. Leaving Early: Please let me know if you plan to leave class early, otherwise you will be counted absent.

8. Textbook Required: The textbook is required and will be used in class.

9. Makeup Exams: As a general rule, there are no makeup exams. Makeup exams will be handled on a case-by-case basis at the instructor's discretion. If allowed, the student will be allowed to makeup one missed exam and the makeup will consist of counting the student's lowest exam score twice of the remaining exams, *minus 10 points*. 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.

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 and is expected to be on time. If the student is more than 10 minutes tardy to an exam, the student will not be allowed to take the exam.

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 don't drop the lowest grade, and I don't 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: 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.**

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 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 allow 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 of grades, and miscellaneous:  
Please see me before or after class to arrange for a mutually convenient time to meet in person. Please note: office visits are reserved for questions that you cannot answer yourself after a reasonable effort on your part. Your grades and grade average 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 the course syllabus and course outline if necessary. The failure or delay by the instructor in the enforcement of any of the policies in the syllabus shall not constitute a waiver of those policies. Notice of any major changes to the syllabus or course outline will be posted on Blackboard or announced in class.

## EXHIBIT "A"

### Creating Your iClicker Reef Student Account

In order to participate in the iClicker Cloud sessions follow the instructions below:

- Students **who do not have** an existing iClicker REEF account, need to open a browser and go to <https://app.reef-education.com/#/login> or download the iClicker Reef Student app from the App Store or Google Play to "**Sign Up!**" for an iClicker REEF student account. iPad users may need to change the search to iPhone App.
  - You should **use your university email address** (*username@miners.utep.edu*) when creating your account. When asked to register a remote device, *choose not at this time or skip*. **If you are having issues creating your account please contact the UTEP Technology Support HelpDesk**. Do **not** create and use more than one Reef account as you will only receive credit for a single account.
- Note:** Upon signing up for a **new** account you will see a message about a 14 day free trial. You **will not** need to purchase a subscription after the 14 day free trial is over because the use of iClicker REEF this semester is provided to you for free.
- **Students who have existing iClicker REEF account and have used it in past semesters, DO NOT need to create a new one. If you do not remember your account email or password please contact the UTEP Technology Support Helpdesk.**

**Add This Course to Your Student Account** (*everyone must do this if you are not using the Blackboard link*)

Search with the following information to find this course and add it to your iClicker REEF account:

**Institution: UTEP**

**Course: Business Law 12355**

**How to participate in my iClicker sessions during each class.**

- Each time our class meets, make sure you have selected my course from the main screen of your iClicker Reef account.
  - When I start a session, click the **Join** button that appears on your screen, then answer each question I ask in iClicker Reef.
  - For short answer, target and numeric questions, make sure you press **Send/Enter**.
- I have turned on the Attendance GPS location requirement for iClicker Reef in our class. If you are not physically in class when you try to join my session, you will not be counted as present.
  - You will need to allow the device you are using to reveal your location in order to successfully check in.
  - If you have any issues with your device's geolocation contact the **UTEP Technology Support HelpDesk**.

### Cheating

I consider submitting votes for a fellow student to be cheating and a violation of the University Honor Code. If you are caught voting for another student or have votes in a class that you did not attend, you will forfeit all Reef points and may face additional disciplinary action.

## FALL 2019 CALENDAR

<b>Aug 26th</b>	Fall classes begin
<b>Aug 26-30th</b>	Late Registration Period(Fees are incurred)
<b>Sept 2nd</b>	Labor Day Holiday- University Closed
<b>Sept 11th</b>	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.
<b>Sept 23rd</b>	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.
<b>Oct 4th</b>	Graduation application deadline for degree conferral
<b>Nov 1st</b>	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.
<b>Nov 15th</b>	Deadline to submit candidates' names for commencement program
<b>Nov 28-29th</b>	Thanksgiving Holiday - University Closed
<b>Dec 5th</b>	Fall - last day of classes
<b>Dec 6th</b>	Dead Day
<b>Dec 9-13th</b>	Fall Final Exams
<b>Dec 14-15th</b>	Fall Commencement
<b>Dec 18th</b>	Grades are Due
<b>Dec 19th</b>	Grades are posted to student records; students are notified of grades and academic standing

## Final Examination Schedule

### Exam Policy

Exemption from final examination may not be given. Final examinations are scheduled to be two hours, forty--five minutes in length and take place during the final examination period. It is the policy of the university not to administer a second final examination in the course. It is also university policy that students shall not have more than two final examinations in a single day. In the unlikely event that the examination schedule results in a student having three final examinations on a single day, the faculty member upon the request of the student shall reschedule the second of that student's three examinations. Listed below are the final examination schedules. It is the student's responsibility to check this schedule carefully. Confusion as to the exam time will not be accepted as a valid reason for missing an examination.

### Alternate Part of Term Exams

Alternate part of Term exams follow a different exam schedule. Final exam for alternate part of terms are given on the last day of the part of term. Please check with the scheduling office for specific date at [scheduling@utep.edu](mailto:scheduling@utep.edu)

### NOTE TO FACULTY:

Courses being taught at a non--standard meeting time do not have a final exam time slot on the exam table. Faculty should email the Scheduling Office to reserve a special time for their final exam at [scheduling@utep.edu](mailto:scheduling@utep.edu) Please include your course CRN on your email request.

### NOTE TO STUDENTS:

Please contact your course instructor if you do not see your final exam time on the table below.

### Final Examinations

#### Group Exams

Your class is....	Group Exam Is...	
ENGL 0312	Monday, December 9 <sup>th</sup>	7:00 am – 9:45 am
ESOL 1309, ESOL 1311, ESOL 1312, ESOL 1610, ESOL 1910	Monday, December 9 <sup>th</sup>	7:00 am – 9:45 am
ACCT 2301	Monday, December 9 <sup>th</sup>	7:00 am – 9:45 am
CHEM 1305, CHEM 1306	Tuesday, December 10 <sup>th</sup>	7:00 am – 9:45 am
CS 1420	Tuesday, December 10 <sup>th</sup>	1:00 pm – 3:45 pm
ACCT 2302	Tuesday, December 10 <sup>th</sup>	7:00 am- 9:45 am
QMB 2301	Wednesday, December 11 <sup>th</sup>	7:00 am – 9:45 am

#### Exams by Meeting Time

Your class meets...	Your Final Is....	
MWF 7:30 - 8:20 am or MW 7:30 – 8:50 am	Friday, December 13 <sup>th</sup>	7:00 am – 9:45 am
MWF 8:30 – 9:20 am	Monday, December 9 <sup>th</sup>	10:00 am – 12:45 pm
MWF 9:30 – 10:20 am or MW 9:00 – 10:20 am	Wednesday, December 11 <sup>th</sup>	10:00 am – 12:45 pm
MWF 10:30 – 11:20 am or MW 10:30 – 11:50 am	Friday, December 13 <sup>th</sup>	10:00 am – 12:45 pm
MWF 11:30 am – 12:20 pm	Wednesday, December 11 <sup>th</sup>	1:00 pm – 3:45 pm
MWF 12:30 pm – 1:20 pm or MW 12:00 pm – 1:20 pm	Friday, December 13 <sup>th</sup>	1:00 pm – 3:45 pm
MWF 1:30 – 2:20 pm or MW 1:30 – 2:50 pm	Wednesday, December 11 <sup>th</sup>	4:00 pm – 6:45 pm
MWF 2:30 – 3:20 pm or MW 3:00 – 4:20 pm	Monday, December 9 <sup>th</sup>	1:00 pm – 3:45 pm
MW 4:30 – 5:50 pm	Monday, December 9 <sup>th</sup>	4:00 pm – 6:45 pm
Mondays 4:30 – 7:20 pm	Monday, December 9 <sup>th</sup>	4:00 pm – 6:45 pm
Wednesdays 4:30 – 7:20 pm	Wednesday, December 11 <sup>th</sup>	7:00 pm – 9:45 pm
MW 6:00 - 7:20 pm	Wednesday, December 11 <sup>th</sup>	7:00 pm – 9:45 pm
Mondays 6:00 pm – 8:50 pm	Monday, December 9 <sup>th</sup>	7:00 pm – 9:45 pm
Wednesdays 6:00 pm – 8:50 pm	Wednesday, December 11 <sup>th</sup>	7:00 pm – 9:45 pm
TR 7:30 am – 8:50 am	Thursday, December 12 <sup>th</sup>	7:00 am – 9:45 am
TR 9:00 am – 10:20 am	Tuesday, December 10 <sup>th</sup>	10:00 am – 12:45 pm
TR 10:30 am – 11:50 am	Thursday, December 12 <sup>th</sup>	10:00 am – 12:45 pm
TR 12:00 pm – 1:20 pm	Tuesday, December 10 <sup>th</sup>	1:00 pm – 3:45 pm
TR 1:30 pm – 2:50 pm	Thursday, December 12 <sup>th</sup>	1:00 pm – 3:45 pm
TR 3:00 pm – 4:20 pm	Thursday, December 12 <sup>th</sup>	4:00 pm – 6:45 pm
TR 4:30 pm – 5:50 pm	Tuesday, December 10 <sup>th</sup>	4:00 pm – 6:45 pm
Tuesday 4:30 pm – 7:20 pm	Tuesday, December 10 <sup>th</sup>	4:00 pm – 6:45 pm
Thursday 4:30 pm - 7:20 pm	Thursday, December 12 <sup>th</sup>	7:00 pm – 9:45 pm
TR 6:00 pm – 7:20 pm	Thursday, December 12 <sup>th</sup>	7:00 pm -- 9:45 pm
Tuesdays 6:00 pm – 8:50 pm	Tuesday, December 10 <sup>th</sup>	7:00 pm – 9:45 pm
Thursdays 6:00 pm – 8:50 pm	Thursday, December 12 <sup>th</sup>	7:00 pm – 9:45 pm
S 8:00 am, 9:00 am, 10:00 am, 11:00 am, 12 noon, 2:00 pm	Saturday, December 14 <sup>th</sup>	Regularly sched time/location