

Syllabus may be subject to change intermittently considering the calendar and rhythm of the course.

Bus& 201 Section C, Item 5455 Syllabus

Professor: Ciarelle Valdez, J.D., Esq.

Spring class day and times: M,W 5:30 – 7:40 pm (room C208) | **Office hours:** M,W 10:00 am – 11 am (or by appointment [C207])

Text: Roger LeRoy Miller, *Business Law Today* (11th edition) | **Professor Contact:** via Canvas Inbox

This syllabus represents the proposed plan for this term and may be subject to change. However, there may be changes according to unexpected circumstances, and students are responsible for inquiring about any updates in the event of their absence from class when any changes are announced. Failure to read, understand, and/or to clarify any dissemination of course information required by this syllabus and/or course guidelines and/or College policies will not excuse and/or waive enforcement of such course and/or College policies.

TIMELINE

WEEK 1 – April 3

Introduction to the American legal system

read text, Ch. 1 (entire)

Due: Cengage Worksheets 1.1,1.2; Explore MindTap's A WALK THROUGH; Explore MindTap's THE LEARNING PATH

WEEK 2 - April 8th and 10th

The American Constitution and constitutional law

read text, Ch. 2 (entire);

Ch. 3 (Sec. 3-1 to Sec. 3-5)

Due: Cengage Worksheets 2.3, 3.3

Due: Online Quiz #1

WEEK 3 – April 15th and 17th

Alternative Dispute Resolution and Administrative Agencies

read text, Ch. 3, Sec. 3-6(a) through 3-6(f);

Ch. 37 (entire)

Due: Cengage Worksheets 30.1, 30.2, 37.2, 37.3

Due: Online Quiz #2

Due: LMC Tutorial proof of completion, submit paper copy to professor

Due: Court Visit consent form completed and signed, submit paper copy to professor

WEEK 4 - April 22nd and 24th

Law and Business Associations

read text, Ch. 30 (entire);

Ch. 31, Sec. 31(1)(f) through 31-5(b);

Ch. 32, Sec. 32-1 through 32-3;

Ch. 33, Sec. 33-1 through 33-3(a)

Due: Cengage Worksheets 27.2, 27.3, 31.1, 31.3, 32.1, 32.2

Due: Online Quiz #3

WEEK 5 (GUEST [CPA](#) SPEAKER) - April 29th and May 1st

Ethics, Social Responsibility, and the Business Manager; Securities

read text, Ch. 9, Sec. 9-1 through 9-3(c);

Ch. 34, Sec. 34-2 through 34-2(c);

Ch. 36 (entire)

Due: Cengage Worksheets 9.2, 9.3, 34.1., 34.1, 36.1, 36.2

Due: Online Quiz #4

WEEK 6 (MIDTERM) - May 6th and May 8th

Torts, Strict Liability, and Products Liability

read text, Ch. 4 (entire)

Due: Cengage Worksheets 4.2, 4.3, 5.1, 5.2, 5.3

Due: Online Quiz #5

WEEK 7 – May 13th and 15th

Presentations Day I & II

Contracts, Part I

read text, Ch. 4, Sec. 10-1 through 10-4;

Ch. 11 (entire)

Ch. 12, Sec. 1 & 12-5;

Ch. 13, Sec. 13-1 & Sec. 13-2

Due: Cengage Worksheets 10.1, 11.1, 12.2

Due: Online Quiz #6

Due: Term Research Project paper, e-submission on VeriCite AND paper submission to professor for presenters

WEEK 8 – May 20th and May 22nd

Presentations Day III & IV

Contracts, Part II

read text, Ch. 14, Sec. 14-(1)(a) through 14(3)(b);

Ch. 16, Sec 16-4(d) through 16(4)(e);

Ch. 20 (entire);

Ch. 22, Sec. (3)(b) through Sec. 22-4(f)

Due: Cengage Worksheets 15.1, 16.1, 20.1, 20.2, 22.1, 22.2

Due: Online Quiz #7

Due: Court Visit Report, e-submission on VeriCite AND paper submission to professor

Due: Term Research Project paper, e-submission on VeriCite AND paper submission to professor for presenters

WEEK 9 (GUEST [JUDGE](#) SPEAKER) - May 29th

Criminal Law and Business

read text, Ch. 8 (entire);

review Ch. 36 (entire)

Due: Cengage Worksheets 36.1, 36.2, 36.3

Due: Online Quiz #8

WEEK 10 - June 3rd and June 5th

Intellectual Property

read text, Ch. 6 (entire);

Ch. 19, Sec. 19-1(b)

Due: Cengage Worksheets 7.1, 7.2

Due: Online Quiz #9

WEEK 11 – June 10th and June 12th

Employment and Discrimination

read text, Ch. 29 (entire)

Ch. 28, Sec. 28-1 through Sec. 28-1(b)

Ch. 27, Sec. 27-5 through 27-6(b);

review Ch. 2, Sec. 2-3(a) through Sec. 2-3(b)

Due: Cengage Worksheets 28.1, 29.1, 29.2

Due: Online Quiz #10

Due: Term Journal; e-submission on VeriCite
AND paper submission to professor

**WEEK 12 (FINAL) - The final will cover
material up to 6/12/2019.**

ASSIGNMENTS

Unless I indicate otherwise, all assignments are due no later than class time via hard (paper) copy and a VeriCite submission. At any point thereafter, there is a minimum one grade deduction. There is also a one grade deduction for each calendar day that an assignment is late. Example: A student turns in her paper on Wednesday even though the due date was the previous Monday. It is two calendar days late. The paper, which would otherwise have received a “B,” becomes a “D” after the two- letter grade deduction for being late two calendar days. If she turns it in on Monday of the following week, it is five days late, one day too late for an “F” grade.

You must save all of your work and keep track of it for your own records. Grades will appear on Canvas, and it is your responsibility to check your grades on a regular basis so that you can avoid any surprises. If you cannot submit all or part of an assignment because of an accidental loss, etc., this will not excuse a late or missing assignment; if we don’t have it, I can’t grade it.

Worksheets from Cengage online via our Canvas site 1 point each

Throughout the quarter, in accordance to our timeline, there will be worksheets that will go towards your final grade. Anticipate a worksheet per topic and plan to complete the sheet the week that topic is covered. Any worksheets assigned to a particular week not completed by Friday of that week will receive a zero.

Weekly Quizzes 10 points each

They will be online, posted each Wednesday and available until Friday; timed for 10 minutes and immediately graded (no second attempts). The quiz will be based on the topic(s) discussed that week.

Law Research Project 50 points for presentation / 50 points for the paper

You will be required to research a law that relates to the legal implications related to the many topics covered in the chapters *listed above* for the quarter. For example, product liability, employment discrimination, international law, etc. You may also research any aspect of internal law i.e. human rights issues; intellectual property issues, etc. Once you select one of the subtopic research areas above begin conducting research about that topic. In doing research you can analyze a case or discuss a business law related to the topics listed above. In order to complete this paper you may have to conduct research in a law library, a court or an internet related legal research site. Your references must also appear in the body of the paper where they are appropriate, whether you are quoting directly or indirectly from the source. Therefore, almost all of your paper should be referenced or footnoted. Finally your sources must be this assignment is two-tiered:

1. You will be expected to do a brief three minute presentation on your thesis, topic, why and how you decided the topic, plus the sources used to come that decision and your final opinion. **To sign up for one of the four presentation days (5/13, 5/15, 5/20, 5/22) go to [People](#), then Presentations tab, click and drag your name. Sign up soon because slots fill and there is no exceptions or make-ups.**
2. On the day of your oral presentation a written presentation (paper) that shows your thesis, argument and sources, approximately 5-7 pages are expected.

Topics to avoid: crypto currency, hybrid/electric vehicles, animal testing, sports gambling, abortion, gaming, climate change; please feel free to meet with me regarding a topic. Finally, make sure to complete the mandatory LMC Tutorial assignment.

Go to <http://bellevuecollege.libguides.com/business201> (this is not a direct link; you must either manually type or copy-and-paste it into a new browser window) and complete the activity.

After you have gone through the tutorial to the very end, you will find a completion confirmation page. Please type your name into the confirmation page, print it, and then bring it to the instructor.

Journal 100 points

The Journal consists of writing an entry each week subjectively reflecting upon specific legal concepts that we have studied for the week, as well as how you applying the material in your group works, and observations in the world outside the classroom. The purposes include: reflecting upon, and reinforcing, what you have learned during the week; and practicing and improving your writing skills. I may occasionally assign a weekly question or comment to consider different angles to the form of your journal. You should have no less than 10 entries at the end of the quarter. A sample is inside our Files' [Journal](#) folder.

Court Visit 50 points

A visit to the King County District Court, in either Seattle or Kent, in which you shall view cases to see how the court process is, how the attorneys behave and how the judges run their courtroom. I strongly recommend you visit the online website (<https://www.kingcounty.gov/courts/clerk/calendars.aspx>) and confirm what hearings or trials you will attend. It must be a civil and criminal case as it pertains to this course. A sample is inside our Files' **Court Visit** folder.

Plagiarism

The professor has Zero Tolerance Policy. This means that any form of plagiarism will be treated seriously (grade of assignment resulting in an “F”) and can result in expulsion. Academic honesty is serious, especially in Business Administration Transfer program. What is plagiarism? It is the act of taking another’s work and representing it as your own. Whether it is copying someone else’s essay or even copying sentences from passages without proper citing and quotation marks. More details below under *INSTRUCTOR'S EXPECTATIONS*.

Examples:

- Copying code off the internet and passing it as your own.
- Presenting other people’s code in yours without any references.
- Having a teacher or any other students write code for you that you submit as your own.

EXAMS

There are two exams: 1) a **mid-term exam (50 points)** and 2) a **final exam (50 points)**. We will have both 1) a study guide and 2) a review session before the exams. Unless you have a doctor’s note, no one will be permitted to leave the exam session once s/he has begun her/his exam any earlier than 60 minutes after the exam session has begun. Any makeup of an exam must satisfy the following requirements: a request must 1) be via email 2) specify the date, time, and place of the exam and 3) be confirmed in all respects by the instructor in writing no later than 48 hours *prior* to the proposed makeup exam date. No makeup is permissible without instructor confirmation of all details.

GRADING SCALE

A 93-100; A- 90-92; B+ 87-89; B 83-86; B- 80-82; C+ 77-79; C 73-76; C- 70-72; D+ 67-69; D 60-66; F 0-59

EXTRA CREDIT

This instructor does not offer extra credit unless and until the Business Administration Transfer Program makes an official announcement pertaining thereto. Students are to understand that extra credit, even if available, is not a substitute for, nor is it intended, to make up for deficiencies in regularly-assigned coursework. Please also be sure to thoroughly familiarize yourself with all course policies, including

requirements for exceptions. Having an unsatisfactory grade is not an excuse for gaining extra credit opportunities.

The grading scale will be as follows: 2-3 points out of a possible 3 for solid effort, combined with perfect or nearly-perfect writing skills; 1-2 points for solid effort, albeit indicating moderate to minor, yet recurring, errors in writing skills; 0-1 points for inadequate effort and/or significant, recurring errors in writing skills. Additional, detailed guidelines may be distributed.

OUR CLASSROOM

Contacting Professor Valdez

In general during the current quarter, please ***do not*** email the instructor other than through Inbox, the internal course messaging system in Canvas. The instructor receives dozens of emails in her/his regular BC email, and s/he does not want to risk losing one of your messages if you try to message her/him outside of the regular, course messaging system in Canvas.

If you do email the instructor on her/his regular BC email system ***as a last resort only*** due to an inability to communicate with the instructor via the Canvas course messaging system, though, please keep the following in mind. *It is critical* that you include in the subject line of all emails you send to the instructor 1) an identification of the matter to which the note pertains (example: NOT “question”; BUT “Week 1 Assignment Comments,” etc.) Not knowing what the email is about or what information it contains will only cause the instructor – as well as you – delays. Also, if you do not receive a reply from the instructor within 24 hours (longer on weekends/holidays), it could mean that, for whatever reason, the instructor did not receive your email. In this case, please feel free to keep sending the instructor the email until you do get a response from her/him. Strict adherence to these guidelines is critical, as the instructor often receives dozens of emails in a single day, and your email will easily become invisible if you do not identify it according to these rules. You are responsible for confirming receipt of any email. Consequences for any glitches resulting from not following these or any other instructions are your responsibility.

Please DO NOT try to communicate with the instructor via the Comments box in your grade book. Canvas does not send any notification to the instructor if a student leaves a message there, so it will likely be a week – or even several weeks – before the instructor sees the message. Instead, please adhere to all guidelines on communications so as not to cause yourself delays or misunderstandings.

Attendance

Attendance is taken each Monday and Wednesday we meet.

Instructor's Expectations

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to, talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/ pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct.

The instructor's expectations are that students abide by all course and college policies as indicated in the syllabus and any other pronouncements thereof, including Student Conduct Code Violations.

All academic assignments are to be the work of the individual student. The following are some examples of dishonesty or unethical behavior:

- Using another person's words, ideas, or results without giving proper credit to that person; giving the impression that it is the student's own work.
- Any form of cheating on examinations.
- Altering academic or clinical records.
- Falsifying information for any assignments.
- Partly or wholly completing an assignment(s) partially or wholly completed by another person or source.
- Copying work or written text from a student, the internet, or any document without giving due credit to the source of the information in a manner making it clear that you are not the sole creator of the work.
- Over-reliance on direct quotations in any written work and/or any other form of writing submitted with little evidence of originality.

The above is not a complete list; any act of dishonesty may result in pursuit of additional course and/or College policies. The penalty for first violation: 0 on the assignment without possibility of makeup on that assignment. Depending on the severity of the act of the academic dishonesty, additional course and/or College policies pertaining to academic dishonesty may also take place.

In addition, at the instructor's discretion and whether or not it is a first offense, the instructor may refer the incident to appropriate channels and/or take additional steps, which may result in one or more of the following: 1) suspension 2) expulsion 3) an academic "hold" on your record, preventing you from enrolling in future terms 5) failing grade and/or 6) permanent notation on the student's academic transcripts. There may be additional penalties on a case-by-case basis.

Technical problems

Technical problems – including either those related to unfamiliarity with the course website or those that are computer-related, printer-related, etc. – *do not excuse late submissions*. If you are experiencing technical difficulties, the resources to consult include the online tutorials available from your home page, as well as the student technical help people, online, via telephone, or on campus. Among the ways to get technical help are those at <https://bellevuecollege.teamdynamix.com/TDClient/Home/>.

Incompletes, Hardship Withdrawals, Medical Withdrawals:

There is no eligibility for a grade of Incomplete unless you have finished at least 90% of all course work up to the time that you make the request. The request must be in writing and have your name, course name/number, and a detailed explanation concerning why you will not be able to finish the remaining work. You must make the request no later than **Wednesday of Week 9**. The instructor retains sole discretion, however, and will grant requests only on a case-by-case basis and with appropriate documentation.

There must be a legitimate "emergency" before the instructor may, at her/his sole discretion, agree to grant a request for an Incomplete. However, there must be ample, written, documented proof of the

emergency. You must attach the documentation to your written request for the Incomplete (see the section above about acceptable documentation for makeup requests). All supporting documentation must explicitly identify the date(s) of the “emergency”; if there are no dates and/or the date(s) do not match the date(s) of the “emergency,” no exception may be granted. Hardship and Medical Withdrawals are granted only in exceptional circumstances. In addition to other syllabus policies, there may be other requirements including, at a minimum, supporting, official documentation. *However, there are no guarantees, and the instructor retains discretion about the grant of such withdrawals.*

Accessibility

Is designed to be welcoming to, accessible to and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new. Be sure to let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming to, accessible to, or usable by students who take this course in the future.

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. Affirmation of Inclusion (<https://www.bellevuecollege.edu/inclusion/>)

Religious Holidays

Students who expect to miss classes, examinations, or any other assignments because of their religious observance should be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious holidays on which they will be absent, preferably at the beginning of the term. Students who are absent on days of examinations or class assignments should be offered an opportunity to make up the work without penalty (if they have previously arranged to be absent), unless it can be demonstrated that a makeup opportunity would constitute an unreasonable burden on a member of the faculty. Should disagreement arise over what constitutes an unreasonable burden or any element of this policy, parties involved should consult the department chair, or Dean. Policy 2950 Accommodations for Reasons of Faith or Conscience (<http://www.bellevueCollege.edu/policies/id-2950p-2/>).

Grade Dispute

Students who wish to dispute a grade may start the process as soon as the grade in question is issued, but, no later than two quarters (including summer quarter) after the college posts the final grade to the student’s transcript for the class in question. This timeline ensures availability of instructor records for review if needed. The college may dismiss a grade dispute if the stated timelines in this procedure are not followed. <https://www.bellevuecollege.edu/policies/3000p-grade-dispute-procedures/>

College Anti-Discrimination Statement

Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity: Equal Opportunity (<http://www.Bellevuecollege.edu/equal/>).

Confidentiality and Mandatory Reporting

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. dating violence, domestic violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2641 and more information can be found at: Title IX (<http://www.bellevuecollege.edu/titleix>). If you have any concerns, you may report to: Report Concerns (<https://www.Bellevuecollege.edu/reportconcerns/>).

Special accommodations

Please make note of the following statement provided by the Disability Resource Center (DRC):

“The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc., please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact asn@bellevuecollege.edu or (425) 564-2764. ASN is located in the Library Media Center in D-125: www.bellevuecollege.edu/autismspectrumnavigators/.

The DRC office is located in B-132 or you can call our reception desk at (425) 564-2498. Deaf students can reach us by TTY at (425) 564-4110.

Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc/.”

Please also note that accommodations in this class do not apply retroactively, so please plan accordingly. There must also be reasonable notice to the instructor for any accommodations requests. In general, what

constitutes “reasonable” notice in this class is at least one week in advance of execution of such accommodation(s).

Tutoring

Tutors may be available on an individual basis for students who are earning a “C” or below at the time that they request a tutor. Please see me as soon as possible if you are interested in working with a tutor.

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**Failure to read, understand, and/or to clarify any dissemination of course information required by this syllabus and/or course guidelines and/or College policies will not excuse and/or waive enforcement of such course and/or College policies.

***Continuing enrollment in this course constitutes understanding of and agreement to abide by these, as well as all other, course and/or College policies. Please do not ask for exceptions; they will not be granted. Applying different policies to individual students on a case-by-case basis is unfair to your classmates.

****The instructor will not provide legal advice. The student understands that any comments on legal issues are understood to be purely hypothetical. The student also understands that, under no circumstances does enrollment in this class give rise to an attorney-client relationship or privileged communications. Any divulging of confidential information by students shall be considered, except otherwise provided under FERPA and/or other educational privacy laws, a waiver of any pertinent right to privacy and/or of confidentiality and/or of any claims to confidentiality.