Instructor: CAROL A VANCE CPA, J.D. (Licensed in FL and CA)

Office: College of Business, SMC 225

Email: cvance@usf.edu or if time-sensitive: cvance@cavcpa.com – I do not text.
Ms. Finn is my teaching assistant this semester.
(alicefinn@mail.usf.edu)

Phone: USF 941-359-4654, or office 727-367-1222, Fax 727-367-1221

Office Hours: Monday 1:45-2:30pm 1/5, 2/9, 4/13 or by appointment.
Video sessions will be posted to review exams and schedule chat sessions via email.

Use of Canvas: All course communications are through Canvas and course materials supplemental to the textbook also are contained or referenced on Canvas. It is your responsibility to set up proper communications and monitor Canvas and to read all the instructions provided in this syllabus, on the course schedule and on Canvas. Keep a calendar of all quizzes, assignments and exams.

Information on how to use Canvas is available at: http://www.usfsm.edu/infocommons/students.php

Course Time and Location: Monday in Selby Hall at 11:00am. This is a blended Course students will only be on campus for the presentations but not for lectures and not exams or quizzes. Please refer to the Assignment schedule on Canvas for the quiz, exam and presentation dates. All course materials will be destroyed by the end of the second week of the semester that follows your course. Drop date is March 21, 2015.

Course Description and Purpose: This course provides the student with a basic understanding business law and ethics as it relates to business operations and consumers. The main topics to be covered include the Ethics, Administrative Law, Torts, Contracts, Principal and Agent, Bankruptcy, SARBOX,
Course Learning Outcomes:

At the conclusion of this course the student should have an fundamental understanding of legal terms governing business and consumers and be capable of recognizing and analyzing legal issues and how ethical concepts are related and sometimes in conflict with the rule of law. Expose the students to the importance of soft skills so critical in the workplace such as: teamwork, listening, following directions, timeliness, organization, familiarity with technologies.

Text and Materials and Software:

Text and Exams: Custom Edition Business Law, Henry Cheeseman, 8th Ed., ISBN:10:1256658596 and study guide or go to: http://wps.prenhall.com/bp_cheeseman_blaw_8/ If you choose to deviate from the assigned text it is your responsibility and not the Professor’s to match the appropriate chapters and pages. The text was ordered by the instructor at the USF S/M bookstore (941) 355-5252. Website follows: http://usfsarasota.bncollege.com/webapp/wcs/stores/servlet /BNCBHomePage?storeId=15065&catalogId=10001&langId=-1

Add Respondus Lockdown browser. Follow the instructions and link provided under Syllabus on Canvas. Once Respondus is loaded on your computer you will have a desktop icon available and when you take quizzes, exams or practice quiz you should log on with that icon and choose “learn USF” as server. All the rest will look normal. Take the practice quiz (No points) to indicate your first day of class attendance and test your Respondus download BEFORE 5pm Wednesday the first week of class or you will be dropped from the course.

Turn off all other applications and set Mozilla Firefox as your default browser, turn off all pop ups before using Respondus.

You cannot take the quizzes or exams without this loaded on your computer. There is a practice quiz posted for you to test your Respondus. You may practice it as many times as needed to get comfortable with how the on line testing works. Contact IT at USF with any problems loading or using Respondus.

DOWNLOADS REQUIRED: In order for all Canvas to work
effectively with all of these downloads, USE MOZILLA FIREFOX not Safari or Internet Explorer. Also Load Java 7 or higher. For Apple products QuickTime or FLIP4Mac or other patches/downloads to view power points and save to PDF may be needed. I will provide video quiz and exam review sessions feedback periodically. The CHROME browser make work better when you are watching videos. Students are responsible for knowing how to use all the software applications used in this course. I am not a computer expert and cannot solve your computer problems. Please call USF IT or your computer helpline for assistance.

Lectures: Power Point handout Links are at https://www.dropbox.com/sh/pqy09x1mstgwmrrn/YEdWpzLeAd . Please copy and paste this into your internet browser to locate this file. When you get to the power points please right click and download to your computer, do not attempt to view these on dropbox, the system will freeze up with too much traffic.

Additional technical support for Students:
USF Help Desk 813-974-1222 or email help@usf.edu

Grading, Evaluation and Attendance Policies

Grade Determination: Your course grade will be determined based on your performance on the 4 exams – 50 questions – 2 points each (400 points), 9 quizzes, 10 questions, one point each (90 points) and an ethics case assignment (50 points). One extra credit quiz will be offered, see the assignment schedule. No other extra credit or makeups available for missed quizzes and cases. The instructor will not grant requests to raise your grade because your exam score falls just below the break point for that higher requested grade. The Instructor reserves the right to add, delete or edit dates or contents of assignments, quizzes, projects or exams.
Your final grade will be assigned using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>540 - 486</td>
</tr>
<tr>
<td>B</td>
<td>485 - 432</td>
</tr>
<tr>
<td>C</td>
<td>431 - 378</td>
</tr>
<tr>
<td>D</td>
<td>377 - 324</td>
</tr>
<tr>
<td>F</td>
<td>Below 323</td>
</tr>
</tbody>
</table>

Plus and minus grades will not be used in this course.

**Attendance Policies:**
Students are expected to read and follow the directions for this course as prescribed by the assignment schedule. Read the text, listen to the lectures, take notes and study the notes for the quizzes and exams. All quizzes and exams are cumulative. Weekly work in this course is essential for successful completion of this course. Students are expected to have read the assigned textbook material and any assigned handouts (posted on Canvas) prior to the date the material is covered in class. Anything discussed in the lectures, whether covered in the text or not, may appear on the exams.

**Copyright Protection:**
Whether or not registered with the Register of Copyrights, the instructor’s class lectures are original works subject to copyright protection. They may not be reproduced, sold or distributed without the instructor’s specific written authorization.

**Make Up Exam & Quiz Policy:**
Make-up Exams: These are on line exams and may be taken from any computer in any location provided that you have loaded the appropriate applications described above for the Practice Quiz. So it is highly unlikely that a student cannot take an exam. If a student cannot be present for an exam for a valid reason, (validity to be determined by the instructor and anything short of you in a hospital bed or coffin is not usually acceptable for an on line test) a make-up essay test will be given **only if the student has notified the instructor 48 hours in advance that he/she cannot be present for the exam.** Missed exams must be made up
BEFORE the original test date. You will be given an essay makeup exam at 6am on the date assigned and before the class exam date. Please contact instructor for further information.

No makeups are available for the quizzes. Make sure you do not log on too late on Monday night for the quiz or exams. Canvas will lock you out of the quiz at exactly 9:15pm for quizzes or 7pm for exams. The week of Thanksgiving your quiz will be at 6pm and end at 6:15pm instead of a class meeting. No email announcements will be sent for the quiz. You must check Canvas, assignment schedule and mark your calendar. Your quizzes are all cumulative and are derived from a test bank. No two quizzes will be identical.

Exams and Quizzes:

ONLINE testing is a privilege that may be revoked by the instructor. If any student is suspected or disciplined for any misconduct on any USF campus or any other University or College then the Instructor may revoke the online testing privilege and require the student to take all tests in a supervised setting at a time and place to be determined by the Instructor. Students may receive no assistance from any source during testing.

Four closed-book on line exams, consisting of objective questions, will be given during the semester. The limited time and dates for the exams and the material covered by each are provided in the course schedule posted on CANVAS. You will be given 40 minutes to complete each examination. Once you log on at the start time, you may not backtrack, print or log out. You must complete your exam before the end time listed. Make sure you log on with a reliable computer at the start time. Mark your calendars now for all the dates and times for quizzes, presentations and exams.

You must load Respondus (see instructions above under text and software) in order to take your 9 quizzes and your 4 exams. Your 9 quizzes dates and times are shown on the course schedule and your quiz will be available on Canvas for you to take on Monday morning at 11am until Monday 12pm. You will have 8 minutes to take the 10 point quiz. Once you log on, you may not backtrack, print or log out. Make sure you log on with a reliable computer.

Feedback for quizzes and exams will be available on taped Video sessions. I will review the most missed questions on the quizzes and exams. These will be announced as they
are posted. I am happy to review your individual test with you on campus during office hours, via email or chat, or phone call. Please contact me at my email address to schedule any of these review modes.

You also have course café available under discussions on Canvas. This allows you to chat with fellow students.

**Ethics Case:**

Bring your university ID when you present your ethics case. Everyone must attend the ethics case presentations to provide peer review feedback to the presenters and the instructor reserves the right to check your ID. Attendance will be taken. Points deducted for failing to attend the two mandatory class dates for presentations. **All students must read and follow all directions below before the first presentation even if you are not presenting in the first group.**

Your ethics case will be assigned to you on CANVAS the second week of class. You will assigned an alpha (A – CC) team of three – four students and a specific ethics question (see the course schedule once you are assigned a team), located in your textbook. So if you receive case 38.9 that case is located in Chapter 38 of your text at the end of the chapter. You will each read the case summary in your text, locate the full case using the internet and the cite listed at the end of the case. (the letters and numbers are important – 525 N.E. 2d 1185) and write a response to be turned in to the Instructor. Your individual responses shall be unique writings and may not be plagiarized from the team’s efforts. Do not restate the case facts. Any indication of plagiarism will result in a zero grade for this assignment and the Instructor will impose the academic honesty policy on the wrongdoer. Then your team will confer and write one team response based on the team’s best combined resolutions and editing efforts. Obviously now you will use the best of each team members writings to prepare a team submission. The individual and team responses shall be a one page 12 point font 1.5 space typed response **to be turned under ASSIGNMENTS on the date your team presentations is assigned before the start of class (see the course assignment schedule). PDF and Word documents may be submitted in
advance but the computer will lock your
Assignment out at 11:00am exactly. Do not wait
until the last minute. No late assignments will be
accepted even for partial credit. Please include all
team member’s names, Team name, case number
and date of presentation on the paper. Do not restate
the case or facts. Assume the reader has read the
case. The format for a legal memo (FRAC) is posted
on Dropbox for you to utilize along with an example
FRAC memo. Your grade will depend on your
ability to read and follow these instructions, the
accuracy of the grammar (I suggest that all team
members edit the team response for grammar and
spelling accuracy), thoughtfulness, logic and a non-
equivocal answer in your response. The cases in the
text will cite an actual case, I highly recommend that
you find and read this case in its entirety. We have
case law in our USF library and it can be accessed
on line. Many cases are also available on the
internet. Cases are cited by name and number. Your
responses should incorporate knowledge of the real
case determination as well as ethical theories
discussed in Chapter 42 that you believe are
consistent or inconsistent with the Courts findings in
your case. You will turn in one copy of the team
response and one copy of your individual responses.
So each team member will turn in two documents,
their own work before the team conferred and then
the teams joint memo. The individual memo shall
include the relative rating (see below) that you will
write somewhere on the side or lower margins of the
Individual response. The entire team will prepare
and present no more than a 4-5 minute presentation
to the class. You are responsible for reading all of
the cases assigned, just as are your classmates.
Your classmates will evaluate you using the
SURVEY provided under quizzes on canvas. The
rubric for the peer group evaluations is also posted
on Dropbox. Bring this to class with you so that you
can evaluate your peers manually and complete the
survey later on Canvas. Be prepared to use this to
critique your fellow classmates. I suggest you print it
and bring it to class on presentation dates. The Peer
review evaluation survey must be completed on
the date of the presentation between 2pm and
9pm. No one expects you to perform like a
professional speaker but a few basics such as, dress
appropriately, DO NOT READ or memorize the
written paper for your presentation, make eye
contact, do not speak too quickly, smile, and,
practice will help you to shine. You will also turn in a
hand written letter grade that is a relative rating for 
yourself and your teammates anonymously on your 
separate individual response. You must assign only 
one A, one B and one C (and one D with 4 team 
members) to yourself and your teammates. So you 
will be making a relative determination for you and 
your teammates efforts. Everyone on your team 
should not receive an A in your team evaluation; you 
must assign a different letter grade to each team 
member. If a team member does not participate at all 
please give them a zero instead of a letter grade. All 
the team, class and instructor evaluations will be 
utilized to assign the 50 possible points for this 
assignment to your ethics case grade. If there is a 
single grammatical or spelling error you will lose 10 
points. If you fail to evaluate your team members or 
complete the survey you will lose 5 points. If you fail 
to follow directions you will lose points. If you are 
tardy for the presentation sessions or not prepared 
you will lose points. Throughout your education you 
will be required to make presentations, this is 
designed to provide you with valuable feedback.

You will find your teammates email under Email on Canvas 
Also your team may set up a discussion board available 
under discussions on Canvas and google docs are 
available on Canvas. Look under Learn.usf to determine 
how to use google docs and/or google hangout.

Professionalism and following Directions and Seeking your 
own Solutions,
You are months away from being business professionals 
who will be expected to follow directions and solve 
problems. We would like to see you start exercising these 
qualities. You are expected to read the announcements for 
the course weekly as if you are following up with your 
supervisor for assignments at work. You are also expected 
to read the syllabus and assignment sheets and search for 
your answers to procedural questions regarding the course. 
If you still have procedural questions then please email 
those questions to me. I may respond with: “Please see the 
announcements or syllabus or assignment sheet.” 
Understand that at your work place each time you go to 
your supervisor with redundant questions that have already 
been answered he or she will not likely think much of your 
level of professional responsibility. Given the competitive 
nature of the workplace, too many of these instances may 
be detrimental to your career. So PLEASE start practicing, 
reading the directions and following those directions now. 
ON THE OTHER HAND – DO NOT HESITATE to direct 
substantive course questions to me as often and as
redundantly as necessary! I am here to assist you with obtaining the law skills necessary to help you become a business professional.

Explanation for Cumulative Testing:

All tests are cumulative and may cover any material covered to date. This is no differently tested than if instead I used unannounced pop quizzes. You will need the information you learn in the first chapters all the way through to the end of the course. Life is cumulative. I want you to be successful and I believe you can do it!

Explanation for the testing times - online testing is a privilege

Your tests are set at the times listed on the assignment schedule because I have to contend with several constraints:

1. I cannot require you to take online testing at any time any USF campus has classes in session, unless it is your class time. So that rules out 8am -10pm Monday - Friday, and Saturday 9-5pm. Except for 4:50pm - 5pm, M-F, when currently no USF business class is in session. Because this is a hybrid class, I am able to set the test times during or directly after the class session.

2. I cannot give you a large time frame to take the test whenever you like because first I cannot provide timely feedback to students that stay on the syllabus schedule and second it would allow you to cheat. The exams are not open book or group projects. If you get caught cheating on a large scale, accreditation of the University is at stake and you will be expelled. Online classes would be terminated in the College of Business. Your degree would be worthless if it was from an unaccredited University.

3. I cannot set an exam time different for different people; Canvas notices the entire class of all testing times and therefore will confuse the students who have scheduled their time around the assignment schedule.

Keep in mind that I am watching your test progress from my end, so the times are not to torture you, it is the only option..

I appreciate your polite and respectful emails. I WANT to help you all with your questions as quickly as you request the help and while you are thinking about the questions. So my responses are quick but brief. I in no way intend to be rude or sarcastic; I am trying to be personally responsive to over 150 students very quickly. I want you all to succeed and have brilliant careers!

Keep sending the questions; I will continue to respond as
USF Sarasota - Manatee Policies

Academic Dishonesty: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the USFSM Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

Academic Disruption: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the USFSM Catalog, USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

Contingency Plans: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor the Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information.

Disabilities Accommodation: Disabilities: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo
Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

Religious Observances: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

Web Portal Information: Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address.
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>Minutes per lecture</th>
<th>QUIZ and Exam dates - all material assigned on test date will be included but days specified must be completed before end of day.</th>
<th>Subject</th>
<th>Presentations to class &amp; text if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 9</td>
<td>Chapters</td>
<td>42,10</td>
<td>Quiz 1 1/12 11am-11:15am, Extra credit quiz 1/12 11:15-11:30am</td>
<td>Course &amp; Case</td>
<td>Course Introduction, Ethics, Contract</td>
</tr>
<tr>
<td>12</td>
<td>11:14:17</td>
<td>21,21,13</td>
<td>Quiz 2 1/22 11am-11:15am, Extra credit quiz 1/22 11:15-11:30am</td>
<td>Contracts &amp; Commerce</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>MLK day - use this time to work ahead</td>
<td>8:25:23</td>
<td>Quiz 3 1/29 11am-11:15am, Extra credit quiz 1/29 11:15-11:30am</td>
<td>Real Property, Mortgages &amp; Secured Transactions</td>
<td></td>
</tr>
<tr>
<td>Feb 2</td>
<td>Exam 1 Online 12/2 at 11am, no class meeting Start reading Ch 40, 41, 42</td>
<td>18,15,24</td>
<td>Quiz 4 2/2 11am-11:15am</td>
<td>Multiple Choice questions - multiple essays</td>
<td></td>
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<tr>
<td>9</td>
<td>Presentations in Class 1/29 am 11am in the memos before 11am on canvas, Ch 40, 41, 42</td>
<td>12,13,14</td>
<td>Quiz 5 2/9 11am-11:15am</td>
<td>Multiple Choice questions - multiple essays</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Ch 29,21.32</td>
<td>12,22,28</td>
<td>Quiz 6 2/16 11am-11:15am</td>
<td>Reading</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Spring Break</td>
<td></td>
<td>Quiz 7 2/23 11am-11:15am</td>
<td>Apology, Enlargement Law and EEOC</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Exam 2 - Online 11am-noon, no class meeting</td>
<td>16,8,16</td>
<td>Quiz 8 3/2 11am-11:15am</td>
<td>YES Multiple Choice questions - Multiple essays</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Presentations in Class 3/9 am Turn in the memos before 11am on canvas, Peer review surveys due on Canvas by 1pm Thursday</td>
<td>15,15,11</td>
<td>Quiz 9 3/9 11am-11:15am</td>
<td>Computer, Web &amp; Teams, Evidence</td>
<td></td>
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<tr>
<td>25</td>
<td>Exam 3 - Online 11am-noon</td>
<td>16,5,4</td>
<td>Quiz 10 3/16 11am-11:15am</td>
<td>Exam 3 3.368 11am-noon</td>
<td></td>
</tr>
<tr>
<td>Apr 6</td>
<td>Presentations in Class 3/26 am Turn in the memos before 11am on Canvas, Peer review surveys due on Canvas by 1pm Thursday</td>
<td>14,12,10</td>
<td>Quiz 11 4/6 11am-11:15am</td>
<td>Exam 4 4.027 11am-noon</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Final Exam - Log in and take exam 11am-noon on line no class meeting</td>
<td>20,10,10</td>
<td>Quiz 12 4/20 11am-11:15am</td>
<td>Multiple Choice questions - No makeups available</td>
<td></td>
</tr>
<tr>
<td>Exams 400 points - 100 points each</td>
<td>Read Chapters BEFORE the lecture</td>
<td>No quiz or case presentation makeups</td>
<td>Non-presenting Students will evaluate presentations and must read the cases before the presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics Case 50 points</td>
<td>6 minutes per quiz</td>
<td>Makeup exams are more difficult - avoid them!</td>
<td>All quizzes exams will be held on line and start and end as times indicate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Quizzes - 10 points each</td>
<td>45 minutes per exam</td>
<td>All exams and quizzes are cumulative - just like life</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total points available</td>
<td>640 points</td>
<td>All exams are assigned on date of exam to be tested on quiz that same day, Read ahead</td>
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</table>

Use syllabus for grade scale