University of South Florida  
Sarasota - Manatee

BUL 3320- Section 591-3 Credit Hours  
LAW AND BUSINESS  
Summer 2014, 100% Online Course  
The Rules of the Syllabus apply to all Students Equally

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

Office: College of Business, SMC 228

Email: cvance@usf.edu or if time-sensitive: cvance@cavcpa.com – I do not text.

Phone: USF 941-359-4575, or office 727-367-1222, Fax 727-367-1221

Office Hours: By appointment; scheduled phone conferences by appointment. Video sessions will be posted to review exams and offer chat sessions.

How to contact the professor:
If you need to reach me quickly use cvanca@tampabay.rr.com
During the semester I check my USF email only twice a week. When USF is not in session, I do not Use USF email. I am happy to address any substantive questions you have about this course.

For procedural questions about this course, please contact me. The response may be "read your syllabus, announcements, or assignment sheet." At the request of the business community and your future employers, we are trying to teach you how to read and follow directions and promote professionalism and ethics.

If you have computer issues please contact IT support at USF 813-974-1222 or speak with someone at the USFSM Information Commons on the 2nd floor or call the helpdesk at 941-359-4350. You may need to contact Mac or your PC help line. I am not a computer expert and I lack the knowledge about various computers and programs to assist you in this area.

When you contact me please identify what course and section you are enrolled in so we may address your questions properly.

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:
Canvas Support is available through USFSM E-Learning staff from 9am to 5pm Monday through Friday. Please call or email Kendi Judy (941-359-4638 kjudy@sar.usf.edu)

Course Time and Location: This is a 100% ONLINE Course; students will not meet on campus for the class lectures or exam. Everything is held online. 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 **June 7, 2014**.

This is a core business course and the COB is a limited access college.

Prerequisites: There are no prerequisites for this class
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, Negotiable Instruments, Secured Transactions, Consumer Protection, Intellectual Property, Legal Entities, Securities Regulation, Intellectual Property, Employment Law, International Law, Real Property, and Trusts and Wills.

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.


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.

**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. If your computer
has any viruses Respondus may not operate properly.

You cannot take the quizes 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 Respondus 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/pqy09xlmstgwmrn/YEdWpzLeAd . Please copy and paste this into your CHROME 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. These power points have both audio and video. If you are not hearing the audio test your systems and contact IT for assistance.

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). 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>490 - 441</td>
</tr>
<tr>
<td>B</td>
<td>440 – 392</td>
</tr>
<tr>
<td>C</td>
<td>391 - 343</td>
</tr>
<tr>
<td>D</td>
<td>342 - 294</td>
</tr>
<tr>
<td>F</td>
<td>Below 293</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 assigned. 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 Saturday morning for the quiz. Canvas will lock you out of the quiz at exactly 8:15am. 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:

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 quiz dates and times are shown on the course schedule and your quiz will be available on Canvas for you to take on **Saturday morning at 8am until Saturday morning at 8:15 am.** You will have 10 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. **Your first 3 exams are held Saturday morning at 8am until Saturday morning at 9am. The last exam is on Monday morning 7/14/14.** See the dates on the assignment schedule. The computer will lock you out at 9am so 9am is the end time.

Exam Feedback:

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.

**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 workplace 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.

**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 catalog, [USFSM Undergraduate Catalog](#) or [USFSM Graduate 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 catalog: [USFSM Undergraduate Catalog](#) or [USFSM Graduate 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, Collaborate, Panopto, Skype, Dropbox and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor 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 [Safety Preparedness Website](#) for further information.

**Disabilities Accommodation:** 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 of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu [http://www.usfsm.edu/students/disability/](http://www.usfsm.edu/students/disability/)

**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>Week of</th>
<th>ASSIGNMENT</th>
<th>Quiz and Exam dates and times</th>
<th>CLASS</th>
<th>Chapters</th>
<th>On line</th>
<th>Subject</th>
<th>test &amp; quiz pool</th>
<th>number of questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12</td>
<td>Go to Canvas and read syllabus to learn where to find all tools needed to take this course</td>
<td>Course Introduction, Ethics, Contracts</td>
<td>18,17</td>
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<tr>
<td>19</td>
<td>Quiz 1 5/24 8-8:15am</td>
<td>Contracts and E Commerce</td>
<td>19,16,18</td>
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<tr>
<td>19</td>
<td>Quiz 2 5/24 8:15-8:30am</td>
<td>UCC, Negotiable Instruments &amp; E Banking post Patriot Act</td>
<td>20,16,12</td>
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<tr>
<td>26</td>
<td>Exam 1 5/31 8-9am</td>
<td>50 Multiple Choice questions - Makeup 8 Essays</td>
<td>22,17,14</td>
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<td>June 2</td>
<td>Quiz 3&amp;4 6/7 at 8-8:30 am</td>
<td>Bankruptcy, Agency</td>
<td>16,16</td>
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<tr>
<td>2</td>
<td>Quiz 5 6/7 at 8:30-8:45 am</td>
<td>Employment Law and EEOC</td>
<td>16,12</td>
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<td>9</td>
<td>Exam 2 6/14 at 8-9am</td>
<td>50 Multiple Choice questions - Makeup 7 Essays</td>
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<td>9</td>
<td>35,36,39</td>
<td>Partnerships, Corporations, LLC's</td>
<td>15,15,11</td>
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<td>16</td>
<td>Quiz 6 6/21 at 8-8:15 am and Quiz 7 6/21 8:15-8:30am</td>
<td>Sarbox, Wills &amp; Trusts, Landlord Tenant</td>
<td>14,18,13</td>
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<td>23</td>
<td>Exam 3 6/28 8-9am</td>
<td>50 Multiple Choice Questions- Makeup 6 Essays</td>
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<td>30</td>
<td>Quiz8 and extra credit quiz 7/5 8-8:30am</td>
<td>Intellectual Property, SEC, Admin Law &amp; EXTRA CREDIT QUIZ</td>
<td>13,7,10</td>
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<td>July 7</td>
<td>Quiz 9 7/12 8:00-8:15 am</td>
<td>Consumer Protections, Product Liability &amp; Negligence, International Law</td>
<td>20,10,10</td>
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<td>14</td>
<td>Exam 4 7/14 at 8am-9am</td>
<td>50 Multiple Choice questions - Makeup 6 Essays</td>
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<td>Exams 400 points - 100 points each</td>
<td>All quizzes and exams will be at 8am - 8:30 or 9:00 am on Saturday of assigned week Except for the final exam. All Exams and quizzes on line</td>
<td>No quiz or case presentation makeups</td>
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<td>9 Quizzes - 10 points each</td>
<td>10 minutes for quizzes starting at 8am and 40 minutes for tests and exams starting at 8am ending at 9am</td>
<td>All exams and quizzes are cumulative - just like life! Test yourself with the study guide and or on line questions. If you miss more than 10% of the questions on the material covered listen to lectures again and take notes</td>
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<td>Extra Credit quiz 10 points</td>
<td>You must complete the test by the end time.</td>
<td>Drop Date June 7, 2014</td>
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<td>Total points available: 490 points</td>
<td>Final exam at 8am on 7/14 - end at 9am</td>
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<td>See syllabus for grade scale</td>
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