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, SM C 235

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

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

Office Hours: Mondays 12:30-1:30 except for 9/7, 10/19, 11/9, 11/23, 12/7 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 6:00 pm. Quizzes will be held online starting at 8:45 pm on Mondays after class. Exams will be online starting at 6pm. Please refer to the Assignment schedule on Canvas for the quiz and exam dates. All course materials will be destroyed by the end of the second week of the semester that follows your course. Drop date is October 31, 2015.

Course Description and Purpose: This course provides the student with a basic understanding of 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,
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. Students will demonstrate soft skills so critical in the workplace such as: teamwork, listening, reading, following directions, maintaining a calendar, meeting deadlines timeliness, organization, familiarity with technologies.

Text and Materials and Software:

Text and Exams: *Custom Edition Business Law*, Henry Cheeseman, 8th Ed., ISBN:10:125667992-5 or 13-978125667992-9 and optional study guide. This is not available on line – there are plenty of used books since it is used in two BUL courses at USF SM and has been since 2012. Only available new at USF Sarasota bookstore. 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

Test website but not the cheaper custom text: http://wps.prenhall.com/bp_cheeseman_blaw_8/

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/pqy09xlmstgwmrn/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) and 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. 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:

- **A**: 490 - 441 points
- **B**: 440 - 392 points
- **C**: 391 - 343 points
- **D**: 342 - 294 points
- **F**: Below 294 points

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 online 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 9pm 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.

Your individual tests will be drawn randomly from my very large test bank and you will not have time to look up your answers. No two tests will be identical.

Four closed-book online 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 and exams. You cannot keep any other applications open on your computer when using Respondus. If you attempt to use other applications, Respondus will log you out of your test. You will need to reboot immediately. In the event Canvas fails you must continue to check your email every two hours for tests to be rescheduled within the same day as originally scheduled.

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 quizzes will be available on Canvas for you to take on **Monday evening at 8:45pm until Monday 9pm (except for Thanksgiving week – see assignment schedule).** You will have 8 minutes to take the 10 point quiz. Once you log on, you may not backtrack,
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 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.

Explanation for my Emails:

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 quickly as possible. Good luck!
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 of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://usfsm.edu/disability-services/

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.

Protection of Students Against Discrimination and Harassment:

1. **Sexual Misconduct/Sexual Harassment Reporting:** USFSM is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF System Policy 0-004).

2. **Other Types of Discrimination and Harassment:** USFSM also is committed to providing an environment free from discrimination and harassment based on race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity and expression, or veteran status (USF System Policy 0-007).

The Counseling and Wellness Center is a **confidential** resource where you can talk about incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.

Please be aware that in compliance with Title IX and under the USF System Policy, educators **must** report incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. If a student discloses any of these situations in class, in papers, or to a faculty member personally, he or she is required to report it to OSSR or DIEO for investigation. Students who are victims or who have knowledge of such discrimination or harassment are encouraged to report it to either OSSR or DIEO. The Deputy Coordinator for USFSM is Allison Dinsmore, Coordinator of Disability Services & Student Advocacy, 941-359-4714 or adinsmore1@sar.usf.edu.
Campus Resources:
Counseling Center and Wellness Center 941-487-4254
Victim Advocate (24/7) 941-504-8599

List of off-campus resources:
HOPE Family Services: 941-755-6805
Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
First Call for Help- Manatee: 941-708-6488
Sarasota & North Port 941-366-5025
Manatee Glens: 941-782-4800; 24-hr Hotline 941-708-6059

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.

The Guide to Netiquette

1) Act professional in how you communicate.

2) Appropriate use of E-Mail and discussion boards.

   - When you are interacting in an electronic environment as a member of a class you are subject to the same rules of courtesy and conduct that you would find in any face-to-face environment. Treat your instructors and fellow students with respect.

   - Proofread and check the spelling. While online communication is more relaxed, it is not careless communication. Doing a quick proof of your work before you send it may alleviate the need to clarify your posting and save you some time and potential embarrassment.

   - Be aware of copyright and “fair use” law; do not plagiarize, cite your information.

   - Respect others' thoughts and ideas. Be constructive in challenging different views and explain where you disagree and why within the rules of "netiquette."

   - Be clear with your words. It's easy for someone to misinterpret your meaning. They can't see your expressions or hear the tone of your voice.

   - Be careful when using sarcasm and humor. Without face to face communications your comments may be misinterpreted.
• Remember that you are writing to a group; if you need to reply or respond to an individual, do so privately.

• Use the subject line effectively; use meaningful subject titles.

• Group E-mail and discussion board posting are public conversations; therefore do not post anything personal.

• Keep your messages on the course topic.

• Do not send chain main and or spam to others.

• Any personal issues, related to the course, or confidential issues, should be directly communicated to the course instructor. Such items should not be posted on the public course discussion forum.