



***COURSE SYLLABUS***

**MGMT 310 – Business Management Law**

**Fall 2015**

<b>Class Information:</b>	<b>MGMT 310 Online</b>
<b>Instructor:</b>	<b>Amelia P. Nelson, Esq.</b>
<b>E-Mail:</b>	<b>nelson@unm.edu</b>
<b>Phone:</b>	<b>277-3237 (email preferred)</b>
<b>Fax:</b>	<b>277-7108</b>
<b>Office:</b>	<b>ASM 2130</b>
<b>Face-to-Face Office Hours:</b>	<b>M/W 11:00 to 12:00 or by Appointment</b>

***Texts & Required Supplies***

**Required Text (Hardcover or E-Book):** ***BUSINESS LAW – TEXT AND CASES, Legal, Ethical, Global, and Corporate Environment***, 13<sup>th</sup> Ed., Clarkson, Miller & Cross, South-Western Cengage Learning (2014)

**e-book Textbook + MindTap Access via *Integrated Access Program***

***Course Description***

Legal Issues for Managers is an introductory law course that provides a general overview of the legal system and an introduction to common legal principles. The course focuses on topics relevant to business including, an introduction to the function of law, criminal and civil law, torts, contracts, business organizations, employment law and ethics. The course will assist students in identifying and understanding the sources of liability and provide strategies to minimize and handle legal risk.

***Prerequisite***

None

***Course Objectives***

Upon completion of the course, students will be able to demonstrate their understanding of the following core knowledge:

- Describe how law is developed through statutes, court cases, and executive and administrative agencies;
- Explain the federal court system and the state court system and how the legal system resolves disputes;
- Identify the differences between civil and criminal law;
- Explain negligence, intentional torts, and strict liability;

- Explain the requirements and attributes of contracts and the consequences of breach;
- Understand the concept of business organizations;
- Identify and describe various employment laws; and
- Understand the basis of business ethics and corporate responsibility.

### ***Instructor Expectations***

I commit to help you successfully complete this course and to learn and apply the material.

### ***Course Expectations***

**Students should expect to spend several hours per week on this course.** This is a "nuts and bolts" course. To succeed, you must complete course work on Learn and via *MindTap*, read each chapter and power point, watch any videos or links, post in class discussion, and outline the cases/IRAC (summarize the cases in the book) as assigned. This will require a time commitment from you, one that may exceed 10 hours of work per week in addition to studying for exams. **At a minimum**, you should read the textbook, review the class materials, complete the assigned homework, complete all exams, and ask questions.

It is difficult to “cram” this material and not get confused on exams. I recommend that you work consistently on the material as it is assigned rather than waiting to do all the work around exam time. You should make every effort to have completed (or at least tried to complete) the basic and comprehensive homework per the Class Schedule.

### ***Instructor Announcements***

**Announcements/changes will be posted in Learn as an Announcement and delivered in class:** Please check Learn for **Instructor Announcements**.

### ***Computer Requirements***

IRAC (summaries of cases in chapters), homework and other out of class assignments must be typed and submitted via Learn. There are some minimum hardware and software requirements to complete the course. Students may need access to Microsoft Word, Learn (online), *MindTap*, and PowerPoint for the course and supplements. Students may need to obtain [Adobe Acrobat Reader](#), which can be downloaded for free from the Internet.

**NOTE: All students** should check their browser by clicking the **Check Your Browser link at learn.unm.edu** The Check Your Browser will check the following:

- Which Browser your computer is using to make sure you are using a valid version of the browser (Internet Explorer, Netscape, AOL, Mozilla or Firefox, Google Chrome, etc.)
- Check to make sure your Cookies are enabled
- Check to make sure your Javascript is enabled
- Check to make sure Pop-ups is enabled
- Check which version of Java you are using. If you are not using a valid Java program, it will give you a link to download an updated Java program.

### ***Technical Support***

**Learn Technical Help:**

- Phone: (505) 277-5757

- Email: learn@unm.edu

Any course content related questions should be directed to the instructor. Please refer to instructor contact information from above.

### Grade Weighting

	Percent of Final Grade																				
<b>Exams (4)*</b>	<b>50</b>																				
<b>Notes, Quizzes and Homework (MindTap &amp; Learn)</b>	<b>30</b>																				
<b>Project</b>	<b>10</b>																				
<b>Participation (Discussions, interaction, etc.) (Discussions, etc.)</b>	<b>10</b>																				
<b>Grades are assigned as follows:</b>																					
<table border="1"> <thead> <tr> <th>Percent</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>93-100</td> <td>A</td> </tr> <tr> <td>90-92</td> <td>A-</td> </tr> <tr> <td>87-89</td> <td>B+</td> </tr> <tr> <td>83-86</td> <td>B</td> </tr> <tr> <td>80-82</td> <td>B-</td> </tr> <tr> <td>77-79</td> <td>C+</td> </tr> <tr> <td>73-76</td> <td>C</td> </tr> <tr> <td>70-72</td> <td>C-</td> </tr> <tr> <td>less than 70</td> <td>F</td> </tr> </tbody> </table>	Percent	Grade	93-100	A	90-92	A-	87-89	B+	83-86	B	80-82	B-	77-79	C+	73-76	C	70-72	C-	less than 70	F	
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### Weekly/Semester Tasks

#### Read Assigned Chapter and Notes

Read the assigned chapter in the textbook and complete notes and case summaries on the assigned chapters. Notes will be submitted via Learn Assignment folder.

#### Class Participation

Active participation is required. Students need to complete the course assignments (as stated in the course schedule) before class and be prepared to participate in the course activities and Learn discussions. Students are expected to carefully read, be prepared to discuss, and then actively participate in discussions on all assigned reading and other resources. Participation in these discussions is an important part of refining critical thinking and reasoning skills and thus, is an essential aspect of this course. **You are responsible for all required reading and assigned activities.**

#### Homework/Quizzes

Written homework and quizzes will be given throughout the semester. It must be typed and turned in via Learn, unless otherwise instructed. It is your responsibility to read and take notes (outline the chapters) and submit homework/activities/quizzes prior to the due date per the schedule and as assigned. **Late work will not be accepted absent advance permission.**

**Exams:** Four (4) Exams will be given, *but only three (3) Exams will constitute 50% of your total grade.* The **lowest of the first 3 exams** will be dropped before the final grade is averaged. **The final exam will not be dropped.** **No Makeup Exams** will be given. If you have an obligation or emergency that you are unable to reschedule it is your responsibility to contact the instructor and make the necessary arrangements to take the exam in advance of the exam date.

## *Course Policies*

**Academic Integrity:** Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. Dishonesty is defined as a lack of truth, honesty or trustworthiness. Cheating is defined as influencing or leading by deceit. Deceit is defined as intending to mislead and commonly suggests a false appearance. A student will be considered to be dishonest if he or she is proven to have given answers to homework (not posting for help and receiving guidance) or exams/final (when given during the taking of an exam). For more information, see “Academic and Classroom Misconduct Process” in the [UNM Student Handbook](#).

**Any student cheating on any homework, exams or the final will be subject to the University of New Mexico policies regarding cheating, as per the honor code, all cheating on homework, exams or the final will result in receiving an F for the course.** In addition, the University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.

**Audits, Incompletes, Withdrawals, and Drops:** Students cannot change their grade to audit status. **Incompletes** are only given under extreme circumstances. If you are running into problems with the course, please contact the instructor as early as possible so you do not fall behind

**Instructor Initiated Drops** - **The instructor may drop a student**, if the student does not complete the **Survey and Welcome Posting by the due date per the schedule**. The instructor may also drop a student during the semester, **if a student fails or misses two homework assignments or an exam and does not contact the instructor within one week of the failed/ missed homework or exam.** *Students who miss an exam and do not contact the instructor via Learn email within one week of the close of the exam may be dropped from the course.*

This course falls under all UNM policies for the last day to drop courses, etc. Please see <http://www.unm.edu/studentinfo.html> or the [UNM Course Catalog](#) for information on UNM services and policies. Please see the [UNM academic calendar](#) for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

**Access to Education:** If you are a qualified person with disabilities who might need appropriate academic adjustments, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs in a timely manner. Frequently, we will need to coordinate accommodating activities with other offices on campus. Course materials may be made available in alternative formats. See the Students with Disabilities section on the [UNM Student Handbook](#). For information on assistive technology available for student use and additional information on services available through Student Accessibility Services, see <http://www.unm.edu/~sss/>.

**Collaboration:** Collaborative work, such as studying or discussing course assignments and materials with other class members, is **highly encouraged**. **You are to complete your exams, homework and quizzes individually, however.**

**Copyright:** All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purposes outside of this course.

**BLACKBOARD LEARN TRACKING:**

*Blackboard Learn automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, chat room discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.*

**SPECIAL NEEDS POLICY:** If you are a qualified person with disabilities who might need appropriate academic adjustments, please communicate with and advise me as soon as possible so that we may make the appropriate arrangements to meet your needs in a timely manner. Frequently, we will need to coordinate accommodating activities with other offices on campus. Course materials can be made available in alternate forms.