



Your University of Choice

COURSE SYLLABUS

Course/Course No.: BSMT 331/LSCC 332: Law & the Manager II
Term: Spring 2017

INSTRUCTOR INFORMATION

Instructor: Elizabeth Mannion, J.D.
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E-mail: emannion@ccsj.edu
Office Hours: Available by appointment upon request

COURSE INFORMATION

Course Time/Classroom No.:

Monday, 7:00 p.m. – 10:00 p.m./Room TBD

Prerequisites:

Not applicable.

Course Description:

This course is designed to acquaint the students with the law in the areas of commercial paper, debtors' and creditors' rights, agency, legal forms of business organization, real property, estates and sales.

Learning Outcomes/ Competencies:

Students in this course will: Understand the legal and social environment and government's roles; understand crimes, torts, and legal remedies; and know the critical parts and nuances of contracts. These objectives will be accomplished as students work on team projects and engage in collaborative learning exercises.

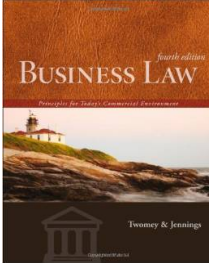
Learning Strategies:

This class will utilize readings and presentations, collaborative learning and discussion, individual research and various analytical exercises, projects, and/or quizzes/examinations.

Experiential Learning Opportunities:

Experiential learning opportunities include problem-based learning activities, project-based learning, direct interaction/familiarization with active professionals, professional settings, and/or situations.

Textbooks:



Title: Business Law: Principles for Today's Commercial Environment
Edition: 4th
Author(s): David P. Twomey & Marianne Moody Jennings
ISBN: ISBN-10: 1133588247; ISBN-13: 9781133588245

Course Plan:

The course is organized into weekly lessons, a prescribed outline of assignments for each of which is included with this syllabus. Follow this schedule/outline, in the specified order, to complete each lesson. Please note that the course may deviate from the schedule/outline, per the instructor's discretion. Students will receive express notice from the instructor of any such changes to the course plan.

ASSESSMENTS

Assessment:

The following table shows the assignment types contained within this course, and the assigned weighting used to determine the final course grade.

Activity Types	Weights
Class participation, assignments, and/or quizzes	50%
Midterm examination	25%
Final examination	25%
	Total: 100%

Grading Scale:

Grade	Points
A	100-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
F	59 and below

COURSE SCHEDULE

Class Dates:	Topics/Assignments:
Week 1 - 1/9/17	Course Introduction Debtor-Creditor Relationships
Week 2 - 1/16/17	Martin Luther King Jr. Day - No Classes
Week 3 - 1/23/17	Debtor-Creditor Relationships, Continued
Week 4 - 1/30/17	Agency and Employment
Week 5 - 2/6/17	Agency and Employment (cont.)
Week 6 - 2/13/17	Agency and Employment (cont.)
Week 7 - 2/20/17	Business Organizations
Week 8 - 2/27/17	Spring Break - No Classes
Week 9 - 3/6/17	MIDTERM EXAM Business Organizations (cont.)
Week 10 - 3/13/17	Business Organizations (cont.)
Week 11 - 3/20/17	Business Organizations (cont.)
Week 12 - 3/27/17	Real Property and Estates
Week 13 - 4/3/17	Real Property and Estates (cont.)
Week 14 - 4/10/17	Negotiable Instruments, if time allows Review
Week 15 - 4/17/17	FINAL EXAM
Week 16 - 4/24/17	TBD

*PLEASE NOTE: Week/lesson numbers do not necessarily correlate with chapter numbers in the course text.

RESPONSIBILITIES

Attendance:

*You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have **more** responsibilities to keep up and meet the objectives of this course.*

Attendance will be taken each class period. Students are expected to be present the entire class period. Two (2) or more unexcused absences may result in the lowering of the final grade by at least one letter grade, and/or the student may be required to complete additional assignment(s) to supplement the original course of study. Please also keep in mind that students will be assessed on their knowledge and understanding of all lessons covered *in class*, whether they are present or not. The instructor will be available for individual or group counseling by appointment upon student request.

Assignments:

Reading assignments should be completed before attendance in class. Unless otherwise instructed, written assignments for each lesson are due at the beginning of the class session for the following lesson. If a student misses a class, they are still responsible for all assignments due that class. It is the student's responsibility to consult with the instructor regarding missed assignments. Any written work or written briefs must be typed or legibly hand-written, preferably in ink. Late or make-up work will be accepted for credit at the instructor's discretion upon a showing of good cause ONLY.

Use of Electronic Devices:

Electronic devices can be used in class for course-related purposes only.

Participation:

You must be on time, be prepared, stay for the whole class and speak on the course materials in a way that shows you have done class assignments.

Doing Your Own Work:

If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.

Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.

PLEASE NOTE: All papers may be electronically checked for plagiarism.

Class-Specific Citation Guidelines:

Should an assignment call for source citation, please utilize MLA, APA, or Bluebook citation format guidelines. However, other formats will also be accepted, provided the student notifies the instructor of the same.

Withdrawal from Class:

After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

RESOURCES

Student Success Center:

The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.

Disability Services:

Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.

CCSJ Alerts:

Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: <http://www.ccsj.edu/alerts/index.html>.

In addition, you can check other media for important information, such as school closings:

Internet: <http://www.ccsj.edu>

Radio: WAKE – 1500 AM
 WGN - 720 AM
 WIJE – 105.5 FM
 WLS – 890 AM
 WZVN – 107.1 FM
 WBBM NEWS RADIO 78

TV Channels: 2, 5, 7, 9, 32

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.

2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.

9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.