**MACOMB COMMUNITY COLLEGE**

**FIRST DAY HANDOUT**

**INSTRUCTOR Name: DANIEL GALLINA, J.D. Attorney at Law**

**INFORMATION:** **Office: Office hours by appointment**

 **Email: gallinad@macomb.edu**

 **Office Number: 586-864-7919 (off campus)**

 **Office Hours: By appointment**

**SECTION: BLAW 1080 S1606**

**MEETING Days: Tuesday and Thursdays**

## INFORMATION: Location/meeting place: South D-222

**REQUIRED TEXT: Title:** Anderson’s Business Law and the Legal Environment **Edition:** 22nd

 **Author:** Twomey, & Jennings **ISBN: 1-285-88910-x Publisher:** Cengage Learning

**ADDITIONAL**

**MATERIALS:** 1. Online Supplement and Interactive Quizzes (may be additional fee)– <http://tinyurl.com/nsc6nbv>

**METHODS OF** Lecture and classroom discussion.

**INSTRUCTION:** Handouts and visuals.

 Classroom (Group) Activities

**COURSE**

**OUTCOMES:** Outcome 1: Upon completion of this course, students will be able to identify and explain the legal and social environment of business.

 Outcome 2: Upon completion of this course, students will be able to identify and explain contracts.

 Outcome 3: Upon completion of this course, students will be able to identify and explain sales and leases of goods.

**GRADING: Percentage Scale: Point Scale:**

92 - 100% = A 644-700 points = A

90 – 91.9% = A- 630-643 points = A-

88 – 89.9% = B+ 616-629 points = B+

82 – 87.9% = B 574-615 points = B

80 - 81.9% = B- 560-573 points = B-

78 – 79.9% = C+ 546-559 points = C+

72 – 77.9% = C 504-545 points = C

70 – 71.9% = C- 490-503 points = C-

68 – 69.9% = D+ 476-489 points = D+

62 – 67.9% = D 434-475 points = D

60 – 61.9% = D- 420-433 points = D-

Below 60% = E 419 and Below = E

 **FINAL GRADE COMPUTATIONS**

Classroom Activities (4 activities) 60 points

Homework Problems (3 assignments) 40 points

Exams (3 exams) 300 points

Quizzes (6 quizzes) 300 points

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**TOTAL 700 points**

## Breakdown of Final Grade Computations:

## Each exam will be worth 100 points for a total of 300 points.

* Chapters covered on each exam

Exam one = Chapters 1, 2, 3, 4, 6, 8, 9, 10 and 11.

Exam two = Chapters 12, 13, 14, 15, 16, 17, 18, 19, and 20.

Exam three = Chapters 21, 22, 23, 24, 25, 26, and 27.

* Each quiz will be worth 50 points for a total of 300 points.
* Graded Homework Assignments (3): Two homework assignments will be worth 15 points each and one homework assignment will be worth 10 points for a total of 40 points. There may be some additional homework assignments that may not be graded, but you will be expected to turn them in for credit.
* Each classroom activity will be worth 15 points for a total of 60 points. You **must be** **in class and must participate** to earn any points for the classroom activities.

**CLASSROOM Student Conduct:** A student’s behavior at the College must comply with educational processes,

**CONDUCT/** and should not disrupt teaching, learning, or the orderly conduct of business. Any misconduct

**EXPECTED** that interferes with the educational mission of the College is a serious offense for which the

**BEHAVIOR:** student will be subject to disciplinary action by the teacher and/or other College personnel.

 A. No person shall conduct themselves in such a way as to deprive others of an

orderly atmosphere for study.

 B. Each student is expected to comply with the classroom regulations of an

individual teacher as established by the teacher in writing at the beginning of the term.

**Integrity of Academic Work:** Any violation of academic integrity is a serious offense for which the student will be subject to grading sanctions up to and including failure in the class involved. Grading sanctions will be administered by the teacher. In addition, the student will be subject to additional disciplinary action by the College.

 A. No student shall cheat on an examination or other academic assignment.

 B. No person or persons shall procure or furnish in any unauthorized manner any

piece or pieces of writing, which can be shown by competent authority to contain questions and/or answers to an examination scheduled for some subsequent date to any individual or group enrolled in any course of study offered by the College.

C. The unauthorized possession of any of the aforesaid writings shall be considered evidence of an attempt to violate the provisions of Section A.

D. No person shall allow another to take an examination or complete any other academic work on the student’s behalf.

E. A person, who fails to give credit for any ideas or material taken from another for either written or oral presentation, is guilty of plagiarism. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism.

F. No person shall gain entry to any records or information stored in the College’s computer system(s) other than those records specifically registered to that person’s user identification code. This includes, but is not limited to, official College records as well as information stored by another student. Tampering shall be defined as unauthorized access to records as well as the altering of information.

 **Student Responsibilities for Refunds/Withdrawals/Waitlist/”I” Grade:**

 A. It is the responsibility of the student, not the instructor, to know the dates related

to refunds or withdrawals.

 <http://mcc.macomb.edu/policies/board/tuitionrefundpolicy.htm>.

 B. It is the responsibility of the student, not the instructor, to withdraw from a class.

The student should check his/her registration statement for the last date to withdraw.

 C. No student shall be permitted to sit in class unless the student is registered in

that class.

 D. An “I” (incomplete) grade is reserved for situations when a student needs to

complete, at most, one-fourth of the work for the term (Fall, Winter, Spring & Summer).

 E. If the student is unable to complete the term, an “I” (incomplete) grade may be

recorded. The student and instructor will complete a faculty/student contract form outlining the necessary requirements needed to complete the class. Once the student completes the necessary requirements for the class, a Change of Grade form and a copy of the faculty/student contract must be submitted for the student to receive a grade greater than an “E”. For those “I” (incomplete) grades that are not changed by the end of the following term, the “I” (complete) grade will default to an “E”.

 **Reservation of Right:**

 A student may be held accountable to other College policies not listed in the above sections.

Please refer to the College website for those policies at [www.macomb.edu](http://www.macomb.edu).

 **BUSINESS DEPARTMENT POLICIES:**

 **Electronic Equipment in Classroom:**

 A. Students must turn cell phones off or to vibrate during class. Texting or receiving

phone calls during class are considered a classroom disruption. Cell phones must be put away during exams, quizzes, etc. Any student, who accepts a cell phone call or a text message during exams, quizzes, etc., shall be considered evidence of cheating.

 B. Personal laptops in the classroom are to be used for class purposes only.

Students using a laptop should sit in the back of the room or to the side so that the student won’t distract other students. Any student using a laptop, PDA, etc. in a classroom for non-class purposes will be asked to put the laptop, PDA, etc. away. Failure to do so could lead to the student’s removal from the course.

 C. Use of College computers and network in labs, classrooms, library, etc. including

internet access constitutes acceptance of the Acceptable Use of Information Technology Resource Policy. Unauthorized access is prohibited and all activity may be monitored, recorded, and disclosed to authorize personnel for official purposes, including criminal investigations.

1. No tape recorders are allowed in class.

 **Student Responsibility for Special Service Needs:** It is the responsibility of the student, not

the instructor, to obtain proper documentation for any special service needs the student requires. The instructor must receive this documentation during the first week of the course and/or prior to any tests, quizzes, etc.

**Scantron Policies:** Exams, quizzes, or tests may utilize Scantron forms. It is the responsibility of the student, not the instructor, to bring the required Scantron(s) to the exams, quizzes, or tests as well as two number 2 pencils with an eraser. These items are available for purchase in the College Bookstore. Should a student fail to bring the required approved pencils and scantrons, the student will not be allowed to take the exams, quizzes, or tests.

**Testing Policies:**

1. There **will not be** any make-up exams, quizzes, or tests. If arrangements are made in advance, exams, quizzes, or tests may be taken prior to the scheduled date.
2. As provided in section A, Exams, quizzes, or tests must be taken on the day scheduled unless prior arrangements have been made. If a sudden emergency arises, proof of the emergency must be submitted to me in writing and alternate arrangements will be made. Failure to make up a test, quiz, or exam will result in a zero for that test, quiz, or exam. In emergency situations, alternate arrangements must also be made within one week of the original test date.
3. Tests, quizzes, or exams will cover material from the book and my lectures. Therefore, you must attend class to be able to stay up to speed.
4. Exams, quizzes, or tests will be given at the beginning of class unless otherwise noted by the instructor. Once the exams, quizzes, or tests begin, a student will not be allowed to leave the room. **The student must be in the classroom** **within 10 minutes after the quizzes, exams, or tests begin.** If the student fails to appear for the class within the allotted time, the student will not be able to take the exam, quiz, or test and will receive a zero for that quiz, exam, or test.

**Attendance Policies:**

1. Please try to attend every class session. If you are absent, it is your responsibility to obtain any handout materials. A bonus will be awarded for perfect attendance. Points will be deducted from your total score for excessive absences. The absence policy is illustrated as follows:

**Absence** **Points**

0-1 +10

1-2 +5

3-4 0

5 –5

6 –10

7 –15

Etc.

1. **Tardiness:** Students are expected to be on time for class and attend the entire class. If a student must enter the classroom after class has begun, please do so as quietly as possible and do not leave class early unless you have first informed the instructor.

**Assignment Policies:**

1. All assignments must be completed and turned in **at the beginning of the class period** on the date specified by the instructor. **It is the student’s responsibility to turn in assignments as well as to obtain those that were handed out in class.**
2. **Written Work:** Quality of work turned in must be in a professional business-like format, i.e., typewritten or printed, double-spaced, grammatically correct, on the first side of each paper. Students needing work in grammar, spelling, punctuation, reading, or listening skills will be expected to use the facilities of the Learning and Academic Assessment Center to the extent necessary to fulfill class requirements. All work is due on the date specified at the beginning of the class period.
3. **Assignments:** As a college business law course, you are expected to turn in professional work and participate in class discussions and problem solving to the best of your ability.
4. **Homework Assignments:** I will provide you with the homework assignments. It is the responsibility of the student, not the instructor, to obtain a copy of the homework if you were absent.

**Extra Credit Policy:**

No Extra Credit will be available for this class.

The instructor reserves the right to make any changes to the course outline, first day handout,

and/or requirements of this course that a matter of circumstances might necessitate.

**CALENDAR OF CLASS ASSIGNMENTS WITH WEEKS/DATES**

**Week Date Assignment**

Week 1: 01/13 Introduction; Chapter 1

01/15 Chapter 2

Week 2: 01/20 Activity #1, Chapter 3

01/22 Chapter 4

Week 3 01/27 Chapter 6

 01/29 Quiz #1, Chapter 8

 Week 4 02/03 Chapter 9

 02/05 Chapter 10; Chapter 11, Handout HW#1

Week 5 02/10 Quiz #2, Work on Activity #2

 02/12 Review for Exam 1, Homework #1 Due

 Week 6 02/17 Exam #1

 02/19 Review Exam, Activity #2

 Week 7 02/24 Chapter 12, Chapter 13

 02/26 Chapter 14

 Week 8 03/03 Chapter 15

 03/05 Chapter 16

 **03/10 No Class- Break**

 **03/12 No Class- Break**

 Week 9 03/17 Chapter 17, Discuss Activity #4

03/19 Quiz #3, Chapter 18, Handout HW#2

 Week 10 03/24 Chapter 19, Chapter 20

03/26 Quiz #4, Homework #2 Due

 **03/31 No Class – Profession. Dev. Day**

 **04/02 No Class - Holiday**

**Week Date Assignment**

Week 11 04/07 Activity #3

 04/09 Review for Exam

Week 12 04/14 EXAM 2

04/16 Review Exam 2, Chapter 21

Week 13 04/21 Chapter 22, Chapter 23

 04/23 Chapter 24; Quiz #5

 Week 14 04/28 Chapter 25, Chapter 26

 04/30 Chapter 27, Classroom Activity #4,

Handout HW#3

Week 15 05/05 Quiz #6; Continue Classroom Activity #4

05/07 Review for Exam 3; Homework #3 Due,

 Week 16 05/12 EXAM 3

 05/14 Review Exam 3