



SYLLABUS PART II

BUSINESS LAW- 3 CREDIT HOURS

BUS-235S-401FS

Section/Term:	BUS-235S- 401FS
Class Meeting Time:	Wednesdays 10:30 – 11:45 AM
Location:	Piqua Campus (Room 210)
Required Items:	TEXTBOOK: Business Law Today, 13 th edition, Author: Miller. Standard (If you do not purchase from the E-Campus bookstore, be sure you have the right Version) ISBN: 9780357634851
Faculty:	Marva Archibald MBA, University of Phoenix, 2008
E-mail:	marchibald@edisonohio.edu
Telephone Number:	937-778-7908
Faculty Office Hours:	Main Campus: Mondays 10:00 – 11:00 am, Tuesdays 1:00 – 2:00 pm, and Wednesdays 2:00 – 3:00 pm in room #203 Online: 6:00 – 7:00 pm Tuesdays, Wednesdays, and Thursday evenings
Faculty Contact:	If you have questions or concerns, please contact me via email with the course name and number in the subject line (BUS 235S-401FS) through your Edison State email. You are welcome to set up an appointment to meet virtually via Teams or Zoom or stop by my office.

Class Policies

It is generally accepted that academic writing consists of the author's thoughts which are supported by properly cited sources through paraphrasing, summary, and quotations. At the instructor's discretion, papers with excessive quotations, where quotations make up 10% or more of the paper, may not meet the assignment requirements, and be dealt with accordingly.

Academic Integrity

Edison Community College expects students to submit original work for each assignment. The Student Handbook <https://www.edisonohio.edu/digipub/StudentHandbook/index.html> , pages 28-29 clearly define academic dishonesty and how Edison handles cases of academic dishonesty. Using peer support and tutoring services is not considered academic dishonesty, if the work is original and in your own voice, meaning you didn't submit work you did previously or "borrow" words/ideas without crediting the source. The same policy goes for AI-generated text. For example, you may use predictive text to fix spelling errors. You may not tell an AI software to write a critique of an essay for you and copy/paste the text. Any use of AI (outside of spell-checker) must be approved by the instructor and noted with the following at the bottom of the assignment:

"The author generated this text in part with <insert name/URL of AI platform>. Upon generating draft language, the author reviewed, edited, and revised the language to their own liking and takes ultimate responsibility for the content of this submission."

Any final draft exhibiting the use of AI without permission and crediting the source will be counted as plagiarism. **Any assignment that is plagiarized (whether intentional or unintentional) or lacks appropriate citations will automatically receive a failing grade. Intentional submission of someone else's work as your own will result in automatic failure for the course. Whereas assignments that simply fail to cite in MLA format will have points deducted accordingly.**

Grading Policy

If you have issues which prevent you from completing assignments by the due date, please proactively communicate with the instructor. I can make accommodation, but I can't do that if I don't know that accommodation is needed.

AI Mixed Policy

While it is not anticipated that you will have a need to use AI in this course, as the focus of both courses is on your internship experience, the AI policy, should you use it, is as follows: For this course, YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Drafting an outline to organize your thoughts
- Checking grammar and style

The use of AI tools is not permitted in this course for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

Your use of AI tools must be properly documented and cited to stay within college policies on academic honesty. Any assignment that is found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

Revision Policy

Since revision is a major part of writing, I will allow you to revise your essays once they have been graded. You get one attempt at a revision for each writing assignment. I must receive the revision by the assigned deadline. I expect revisions to go beyond simply addressing my comments by carefully examining and trying to meet the grading criteria. You are welcome to submit a revision before the assigned deadline; however, the assignment may not be graded before this assigned date.

Email Policy

For all official course-related email communication to individuals, I will use the Edisonohio.edu email system, or the Send Message option inside of Blackboard. Likewise, you must use your Edison State email which is provided to you at the start of the school year. If you do not know your college email address, please contact the helpdesk at 778-8600, or stop by the desk, and someone will inform you of your email. I do not open emails with personal account addresses, and/or no subject line. You must include your class number and section number in the subject line. **(i.e. BUS235S-401FS).**

Next, you must respond to all emails from the instructor for us to maintain an open line of communication. While some instructors will communicate with you by text, I will be using Edison State's email to reach you (personal or group email to everyone

If I am unable to reach you by email, an attempt will be made to reach you by telephone or text from **24-48 hours, except for Sundays**. If you fail to answer email, phone call and/or voice messages, your name will be submitted to Student Services for further contact. Likewise, you can expect to get a response email from me within **24-48 hours, except for Sundays**. However, I am aware that many of you complete your homework on the weekend, so there are weekends when I will make an exception and respond promptly. Otherwise, you can expect to get a response sometime on Monday morning of the following week, unless I am unavailable for mitigating reasons.

Withdrawal Policy Statement

The last day to withdraw from the course: Click on the big dates link for more information. <https://catalog.edisonohio.edu/index.php> Edison State Community College will provide reasonable accommodation for students with documented disabilities. If you believe you may need accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing accessibilitysupport@edisonohio.edu or by calling 937-381-1548. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.

Netiquette

We will be communicating a lot with each other. You will need to be respectful of the instructor and each

other. Your classmates' ideas and beliefs may differ from your own, be polite! When in doubt, you can agree to disagree. You will be expected to communicate with your classmates and your instructor using appropriate language and style, which includes written/typed communication. Remember: the way you communicate can reflect the level of respect you have for the people with whom you communicate. You will want to practice good e-mail etiquette when typing questions/responses to the instructor and classmates, such as avoiding using all caps when typing or using an accusatory tone.

Discussion Board

You are expected to participate in case discussions via Blackboard. Discussion Forum is a component of your grade for the course. Your comments must be posted by **11:59 PM on Friday**, the week the date is due. Your Responses to two of your peers are due **by 11:59 PM on Sunday**. For you to receive credit for the discussion. There will be no points for late postings. Your threads must be significant contributions, not just "I agree" or "good post" type remarks. All responses should be at least 5 sentences.

Test & Quizzes

The Tests and Quizzes in this Course will be entirely online. You will have limited time to finish the test. You need to finish the exam when you start it. Please make sure that you are taking the exam on a computer (no cell phones) with reliable internet access. If the student does not have access to a computer with reliable internet access, there are several computers available in the library. The test will open in the week that it is due and will close by 11:59 PM on Sunday.

Homework

All homework assignments must be typewritten. Grammar, spelling, and punctuation will be taken into consideration when the written work is graded. A 10-point penalty will be assessed against handwritten work.

The homework will be considered receiving when it has entered Edison's information processing system and I can retrieve it. Please submit your work as a MSWord file via blackboard.

Homework such as Business Scenario Units and Ohio Court Research paper are due by 11:59 PM Sunday on the week stated in the chart. The Ohio Court Research paper is located on blackboard. The Case Problems are located at the end of the chapter. The Task Based Simulations are located at the End of the Unit. A Unit is a collection of groups of chapters.

For example, if you are using an E-Book and looking for Tasked Based Simulation #1. You first go to the table of contents. Select Unit 1. It is directly after Chapter 9. Subsequently, for Unit #2 it is after Chapter 16. If you try to search with pages on E-book you might end up in the wrong area. Be sure to navigate via Table of Contents.

Participation

For Online section there are **15 points** for each Discussion Board. You are required to make an initial post, and to comment on at least 2 fellow students' response. Your threads must be significant contributions, not just "I agree" or "good post" type remarks. All responses should be at least 3 sentences.

Late Work

All work should be submitted on time. Except for major essays, no late work will be accepted after 48 hours of the assigned deadline. Major essays, except the final, may be submitted up to one week past the

due date with a letter grade penalty. **The final essay will NOT be accepted after the term has officially ended.** I reserve the right to make exceptions due to extreme circumstances at my discretion. *Any extension given for extreme circumstances will require documentation submitted to the instructor.

Student Wellness Center

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

Advising Services

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare to navigate through your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

Career Job Services

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provide career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit <https://www.edisonohio.edu/Career-and-Job-Services/> for more information.

BOOKSTORE SERVICES The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Contact us at 937-778-7970, through our email at or check us out online at <https://edisonohio.ecampus.com/shop-by-course>

SUPPORT SERVICES AVAILABILITY

Edison State has built a network of health professionals to support students. With these partnerships, the Student Wellness Center can assist students who need support in areas such as:

- Recovery and Counseling referral
- Housing
- Food
- Physical well-being

Information and Education

We also provide information and education on the topics of:

- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships

- Inclusion and belonging
- Survivor support
- Self-care
- Anti-Hazing

CHARGER STATION AND BASIC NEEDS

Edison State Community College is proud to assist students needing help to obtain necessities. The Charger Station is available for you to restock and refuel so you can refocus your energy on class. The Charger Station is stocked with all kinds of grab-and-go snacks or meal supplies for later. Please note that the Charger Station Food Pantry has been relocated to Room 060 (next to the cafeteria). or in the student lounge at Greenville campus. If you need additional assistance with necessities, please contact Student Affairs in room 160. Please note that the Charger Station Food Pantry has been relocated to Room 060 (next to the cafeteria).

STUDENT WELLNESS CENTER

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

The Student Wellness Center helps students navigate obstacles which might cause issues or create a sense of distress during your school year. Edison State has built a network of health professionals to support students. With these partnerships, the Student Wellness Center can assist students who need support in areas such as:

- Recovery and Counseling referral
- Housing
- Food
- Physical well-being
- Information and education are also provided on the topics of:
- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-Hazing

GETTING HELP

If you are struggling and need to speak with someone in person, please reach out to Dean of Student Affairs, 937-778-7895, RM 160 (stop at the front desk).

Walk in hours on campus are Tuesday, Wednesday, Thursday, 8am-5pm. Hours may vary according to the college schedule or events. You may schedule an appointment by clicking [here](#).

If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

Please note that the Charger Station Food Pantry has been relocated to Room 060 (next to the cafeteria).

DISABILITY STATEMENT

Edison State Community College will make reasonable accommodation for students with documented disabilities. If you believe you may need accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling 937-778-8600. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Disability Services web page at www.edisonohio.edu/disability.

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/Registration-and-Records/> and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <http://stage.edisonohio.edu/digipub/StudentHandbook/index.html>.

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship with the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the coordinator of Health and Wellness Services.

Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX.

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, but we also have an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. LibGuides and short instructional videos are available to help you use these resources and can be found at: <https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the

Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center have computers and printers available for your use.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the instructor should be the first point of contact

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
 - email to support@edisonohio.edu
 - contact 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help.

SCHEDULE OF ASSIGNMENTS

Week 1, Aug 24 – Aug 29

Chapter 1 Reading Requirement Introduction, Homework – Discussion Introduction and Practice Test
Due 8/30

Week 2, Aug 31 – Sep 6

Chapter 4 Reading Requirements Courts/ADR, Homework – Ohio Courts Research. Due 9/6

Week 3, Sep 7 – Sep 13

Chapter 5 Reading Requirements Torts, Homework – Discussions Case Problems 5-2 and 5-3. Due 9/13

Week 4 Sep 14 – Sep 20

Chapter 6 Reading Requirements - Product Liability, Homework - Unit 1 Task Based Simulations (P. 242). Due 9/20

Week 5 Sept 21 – Sep 27

Chapter 10 Reading Requirements - Nature and Classification, Homework - Test #1 (Chapters 1,4,5,6) Discussions Case Problems, 10-1, and 10. Due 9/27

Week 6 Sep 28 – Oct 4

Chapter 11 Reading Requirements – Agreement, Homework – Discussion Case Problems 11-1

Chapter 12 Reading Requirements –, Consideration and Agreement, Homework –Discussions Case Problems 12-1 and 12-2. Due 10/4

Week 7 Oct 5 - Oct 11

Chapter 13 Reading Requirements – Defenses to Enforceability, Homework – Discussions Case Problems 13-2 and 13-3. Due 10/11

Week 8 Oct 12 – Oct 18

Chapter 14 Reading Requirements - Third Party Rights and Discharge, Homework - Discussions Case Problems 14-2 and 14-4, Due 10/18

Week 9 Oct 19 – Oct 25

Chapter 15 Reading Requirements – Breaches and Remedies, Homework - Disussion Case Problems 15-3 and 15-3. Due Oct 25

Week 10 Oct 26 – Nov 1

Chapter 34 Reading Requirements - Personal Property and Bailments, Homework - Test #2 (Chapter 10,11,12,13,14 and 15), Discussions Case Problems 34-3 and 34-6. Due 11/1

Week 11 Nov 2 – Nov 8

Chapter 7 Reading Requirements – Intellectual Property, Homework – Discussions Case Problems 7 “Velvet Elvis” 7-1, 7-2. Due 11/8

Chapter 35 – Reading Requirements - Real Property Landlord Tenant, Homework – Discussion Case Problems 35-1. Due 11/8

Week 12 Nov 9- Nov 15

Chapter 23 – Reading Requirements - Agency Relationship in Business, Homework – Discussions Case Problem 23-2 and 23-6. Due 11/15

Week 13 Nov 16 – Nov 22

Chapter 27 – Reading Requirements - Partnerships, Homework- Test #3 (Chapters 23,34,7,35), Discussions Case Problem 27-3 and 27-4. Due 11/22

Chapter 28 –Reading Requirements – LLC, Homework -None assigned for this chapter. Due 11/22

Week 14 Nov 23 – Nov 29

Chapter 30 – Reading Requirements – Corporations, Homework - Unit Five Task Based Simulation (Pages 770, 2 and 3). Due 11/29

Week 15 Nov 30 – Dec 6

Chapter 21 – Reading Requirements - Security Interest, Homework – Discussions Case Problems 21-1 and 21-2. Due 12/6

Chapter 22 Reading Requirements - Creditor’s Rights, Homework – Discussions Case Problems 22-2 and 22-3. Unit 3 Business Scenario: Task Based Simulation (page 566 #3), Extra Credit (Optional). Due 12/6

Week 16 Dec 7 -12)

Chapter reading requirements completed, Final: Test #4 (Chapter 27-28-29-21-22). Due 12/12 by 5:00 pm

Evaluation Of Student Work

ASSIGNMENTS	INDIVIDUAL WORTH	POINTS
Business Scenarios	Unit 1: (30 points) Unit 2: (40 points)	

	Unit 7: (30 points) Unit 5: (20 points) Unit 3: (20 points)	140
Tests (4)	100 points each	400
Bb Discussion Postings (15)	15 points each	225
Case Problems (15)	10 points each	150
Ohio Court Papers		50
Practice Test		10
TOTAL		+/- 975 - 1075 POINTS

*Bonus opportunities may be created through unannounced quizzes or other activities.

*** The final course grade will be based on the total number of points accumulated by the student. The total distribution of points that can be earned is outlined above. The total does not indicate a passing or failing grade for this course. A valid attempt at all discussion posting, case problems, and Ohio Court Papers, Tests, etc., is necessary to receive a passing grade to pass this course.**

Grading Scale*

A = 90 – 100

B = 80 - 89

C = 70 – 79

D = 60 – 69

F” 59 and Below