Course: Legal Environment of Business, BULE 303-002/014
Professor: M. Yvonne Demory, J.D., LL.M., Associate Professor of Business Legal Studies
Class Location: Buchanan Hall #D023
Time: Tuesday/Thursday 7:30-8:45 AM (The Registrar has assigned students to Tuesday or Thursday face-to-face sessions, however, online sessions and assignments will be scheduled on Tuesdays and Thursdays during class time.
Office Hours: Virtually by appointment
Office email: ydemory@gmu.edu

Course Description: This course surveys the legal environment of business, emphasizing legal concepts and legal reasoning to prepare students to recognize legal problems and formulate appropriate responses. Topics include business ethics, torts, crimes, contracts and other topics.

School of Business Undergraduate Program Learning Goals:

1. Our students will demonstrate an understanding of the social, global, ethical, and legal contexts of business and will be able to reflect on the role of the individual in business.
2. Our students will demonstrate an understanding of and the ability to apply knowledge of professional skills necessary for success in business including effective business writing.
3. Our students will demonstrate technical and analytic skills appropriate for success in business.
4. Our students will demonstrate an understanding of and the ability to apply knowledge of core business disciplines including accounting, finance, information systems, management, marketing, and operations management.
5. Our students will demonstrate knowledge and skills appropriate for specialization in their majors.
6. Our students will demonstrate an understanding of how research in the business disciplines contributes to knowledge and how such research is conducted.
**Course objectives:**

1. Students will be able to identify fundamental legal concepts from constitutional law, US court system and ADR, administrative law, tort law, criminal law, contract law, agency, employment law, and business organizations.
2. Students will apply legal concepts through legal reasoning and analysis to business related legal issues.
3. Students will examine the impact of the regulatory environment on business.
4. Students will analyze business behavior based on ethical theories.

**Safe Return to Campus:** All students taking courses with a face-to-face component are required to take Safe Return to Campus Training prior to visiting campus. Training is available in Blackboard ([https://mymason.gmu.edu](https://mymason.gmu.edu)). Students are required to follow the university’s public health and safety precautions and procedures outlined on the university Safe Return to Campus webpage ([www2.gmu.edu/safe-return-plan](http://www2.gmu.edu/safe-return-plan)). Similarly, all students in face to face and hybrid courses must also complete the Mason COVID Health Check daily, seven days a week. The COVID Health Check system uses a color code system and students will receive either a Green, Yellow, or Red email response. Only students who receive a “green” notification are permitted to attend courses with a face-to-face component. If you suspect that you are sick or have been directed to self-isolate, please quarantine or get testing. Faculty are allowed to ask you to show them that you have received a Green email and are thereby permitted to be in class.

**Technology Requirements:** You will need the following system requirements for this course:

- **Windows:** 10, 8, 7
- **Mac:** OS X 10.10 or higher
- **iOS:** 10.0+ (iPad only). Must have a compatible LMS integration.
- Web camera (internal or external) & microphone
- A reliable Internet connection
- Firefox or Google Chrome (compatible with Blackboard functionality)
- The professor reserves the right to use Lockdown Browser and a webcam for online exams/writing assignments at any point during the semester. The webcam can be built into your computer (internal webcam) or can be the type of webcam that plugs in with a USB cable (external webcam). The professor will give prior notice before a test/writing assignment, if Lockdown Browser and a webcam will be used for a test/writing assignment.

**Approach to Learning:** lecture, discussion, homework, class participation, student analysis, writing assignments, and tests.

**Textbook Options** (links are also available on Blackboard):

**Stand-alone hard copy**: ISBN: 978-1-305-07545-0 (MindTap MUST be purchased separately with this option)

**Loose-leaf Bundle (GMU Bookstore)**: includes MindTap (eBook) printed access code and loose-leaf version, term (6 months) Printed Access Card
ISBN: 978-1-305-71458-8

**Stand-alone MindTap Digital book (GMU Bookstore)**: (includes eBook) term 6 months Printed Access Card
ISBN: 978-1-305-11841-6

**MindTap**: MindTap is an online resource offered by Cengage and it is REQUIRED. You must purchase access in order to use MindTap. Cengage offers free usage for the first two weeks of the semester, however, students must purchase access thereafter. The MindTap resource provides the e-book version of the required textbook, audio version of the textbook, flash cards, quizzes, critical thinking exercises, etc. MindTap is required in order to complete Homework (see Homework section below). There are links for purchasing MindTap and how to use MindTap on Blackboard. Do keep in mind that **electronics are not permitted during class** (unless expressly permitted for a in-class assignment). If you want your textbook in class, consider purchasing a bundle, which includes a loose leaf version of the book. There are links for purchasing MindTap and how to use MindTap on Blackboard.

**Email**: Occasionally, the professor will send announcements through GMU email. Please check GMU email regularly. When contacting the professor by email, please give your name and section and use a professional tone, demeanor and format in your email. If you are emailing the professor with an administrative question, please review your syllabus before emailing. Most administrative questions are answered in the syllabus.

**Student Responsibilities**: (1) regular class attendance; (2) preparation of assignments prior to class; (3) participation in discussions/ critical analysis of assignments and lectures; (4) completion of all assessments and (5) in-class conduct which respects the rights and opinions of classmates and the professor. The School of Business is a professional school and students’ behavior and dress shall comport with this professional environment.

**Course repeat policy**: This course requires a minimum grade of C to satisfy the School’s degree requirements, and students will not be permitted to make more than three attempts to achieve a C or higher in this course. Effective Fall 2010, registration in this course will be prohibited beyond three attempts that resulted in a grade lower than C. If you have questions about this policy, please see an academic advisor in ENT 008.

**Disabilities**: The instructor is committed to providing reasonable accommodations for students with disabilities. Such students should contact the university’s Office of Disability Services (ODS)
This instructor must be notified of your request for any accommodations at the beginning of the semester and at least ten days prior to an assignment, if an accommodation for that assignment is being requested.

**Religious Holidays:** A list of religious holidays is available on the University Life Calendar page ([http://ulife.gmu.edu/calendar/religious-holiday-calendar/](http://ulife.gmu.edu/calendar/religious-holiday-calendar/)). Any student whose religious observance conflicts with a scheduled course activity must contact the Instructor at least 2 weeks in advance of the conflict date in order to make alternative arrangements.

**Diversity and Inclusivity:** This course embodies the perspective that we all have differing perspectives and ideas and we each deserve the opportunity to share our thoughts. Therefore, we will conduct our discussions with respect for those differences. For further information on the university’s policy on diversity and inclusivity, please visit: [http://integrity.gmu.edu/](http://integrity.gmu.edu/).

**Honor Code:** George Mason’s Honor Code prohibits cheating and attempted cheating, plagiarism, self-plagiarism, lying and stealing. Students are required to familiarize themselves with the George Mason Honor Code and follow it at all times. As a reminder, homework, tests, writing assignments and project are to be your individual work. It is a violation of the honor code to discuss tests or writing assignments with students who have not taken them yet. **No collaboration is permitted for MindTap Homework, tests, or writing assignments,** unless expressly authorized by the professor. A student receiving help from another student during class participation without authorization will not receive points.

**Class Protocol:**

1. **Electronics** – **Use of laptops and cell phones during class is prohibited, including texting, and checking emails and messages. Occasionally, laptop use may be permitted in class for class participation assignments, but the professor will give notice.** If you carry a cell phone, please be sure to turn it off during class; a ringing phone during class is distracting and constitutes inconsiderate behavior toward your classmates and professor. Text messaging and/or checking messages is also rude and inconsiderate behavior, therefore, text messaging/checking messages during class is also prohibited. Students violating this policy may be expelled from that class session and ultimately from the course. In addition, **violations of this policy will result in one point being deducted from the student’s final grade for each violation.**

2. **Recording** – **Recording of class lectures is prohibited** without express permission of the professor and, if granted, may only be done so for personal use and not shared with others.

**Tests (120 points):** There are five tests scheduled during the semester. Tests will consist of 30 multiple choice questions. Each test is worth 30 points and the lowest score will be dropped with the accumulation of 150 Class Participation points. Tests will be available on Blackboard during class time as indicated on the Schedule below. **Students must answer one question at a time, there will be no backtracking, and questions will be randomized.** All Tests must be completed.
within 30 minutes once started. The chapters covered on each Test are noted on the syllabus. Test 5 will cover chapters 14 and 15 and 10 questions drawn from MindTap homework from the entire semester. **You may use your course material to complete the tests, however, you may NOT collaborate or use the Internet to complete tests.** While you may use course material, with only 30 minutes to complete, it is imperative that students are prepared before beginning a test. **With the accumulation of 150 Class Participation points or more, a student earns the right to drop the lowest Test and Writing Assignment grades (see Class Participation). As a result, early or make-up Tests will not be given.** Please plan accordingly. The professor reserves the right to require lockdown browser and webcam for tests.

**Homework:** MindTap homework assignments can be found in each week on Blackboard. The reading for each chapter can be found there, as well as, the homework assignments for each chapter. With the exception of chapter 1, which only has one assignment, **each chapter has three assignments (Brief Hypotheticals, Video Exercise, and Case Problem).** Each assignment is worth 10 points and there are 400 points available over the entire semester. Assignments may only be completed once, so do not waste an attempt by merely guessing. Points are earned based on correct responses, therefore be as prepared as possible for each assignment to increase learning and point accumulation.

Please note that the “Units” in the syllabus do not correspond to the Units in MindTap. The homework in MindTap is organized in units based on the textbook. The homework in our course is assigned in five units based on the chapters assigned for each Test/Writing Assignment. Complete homework assigned on the syllabus in the units in our syllabus not in the units in MindTap.

**Assignments are to be completed and SUBMITTED for grading in MindTap by 8:00 PM on Monday of the week Writing Assignment/Tests (#1-#4) are scheduled and 8:00 PM on Wednesday December 2 before Writing Assignment #5.** For example, unit one (chapters 1, 4, and 19) MindTap Homework assignments must be completed and submitted for grading by 8:00 PM September 14, 2020. If you start a homework assignment before the due date, but fail to submit it for grading by the due date (which then transfer your grade to Blackboard), you will earn a 0 score and it will not be changed. Students are responsible for checking their MindTap grades in Blackboard once the assignments are completed. Just because you have a grade in MindTap does not mean that you submitted your homework for grading by the due date. **If you believe there is an error in the homework grading, please contact the professor within two days after the due date noted on the Schedule (test dates). If you do not contact the professor within those two days, the homework grades for that unit stand.**

Students will be awarded Homework points in the course based on the number of accumulated MindTap points as follows (**THERE IS NO ROUNDING**, if a student earns 199 MindTap points, the Homework score will be 0):

- **350-400** MindTap points = 40 Homework points in the course
- **300-349** MindTap points = 30 Homework points in the course
250-299 MindTap points = 20 Homework points in the course
200-249 MindTap points = 10 Homework points in the course
0-199 MindTap points = 0 Homework points in the course

**Class Participation:** There will be 5-10 Class Participation exercises during the semester worth 25-50 points each (some will be in-class and some online). These points will NOT count towards a student’s final grade. However, with the accumulation of 150 points or more, a student earns the right to drop the lowest Test grade AND the lowest Writing Assignment grade (because there are more than 180 points available, there will be no make-up class participation assignments for any reason). These assignments are designed to reinforce learning and to help students prepare for Tests and Writing Assignments. Collaboration will generally be permitted when completed in class, see individual exercise for details. For class participation assignments completed online, collaboration will not be permitted. Review the grading rubric on Blackboard for further explanation and guidance. The quantity, point allotment, and topics of assignments may change as the semester progresses.

**Writing Assignments:** There are five Writing Assignments scheduled during the semester. Each writing assignment will consist of one prompt to be answered in 300 words or fewer within 30-35 minutes. Each writing assignment is worth 50 points. The Writing Assignments will be available during class time on the dates noted in the Schedule. All Writing Assignments must be completed within 30-35 minutes. You may use your course material to complete the Writing Assignments, however, you may NOT collaborate or use the Internet to complete them. After uploading your Writing Assignment to the Blackboard “test” portal you MUST then upload your Writing Assignment to SafeAssign within 5 minutes to avoid a 0 score. Unfortunately, Blackboard does not allow for SafeAssign submission in the “test” portal. If you do not upload your Writing Assignment to SafeAssign, you will earn a 0 score on that assignment. With the accumulation of 150 Class Participation points or more, a student earns the right to drop the lowest Test and Writing Assignment grade (see Class Participation). As a result, early or make-up Writing Assignments will not be given. Please plan accordingly.

Expect to be challenged by writing assignments, therefore, it is imperative that you read the material, and listen to the lectures, and take notes before attempting the writing assignments because you will only have 30 minutes to upload your response to each prompt.

Once you access your writing assignment during the class window, you will have 30-35 minutes to UPLOAD your response.

When completing your writing assignments:
- You must upload your response as a Word document to Blackboard within 30-35 minutes (some writing assignments will be completed in 30 minutes, some in 35). Deductions for not submitting in the Blackboard test portal and/or for submitting late are significant.
- After uploading your writing assignment in the test portal, also upload your writing assignment as a Word document to the SafeAssign link within 5 minutes. You will earn
a 0 score if you do not submit to SafAssign.

- You must **double-space** your document.
- Type your **name** and writing assignment number (e.g. Jane Smith, Writing Assignment #4) at the top (not in a header).
- **Underline legal terms** and **case names** (e.g., *stare decisis*, *breach*, *embezzlement*, and *Palsgraf v. Long Island RR*)
- Your response should be 300 words or fewer (words over 300 will not be graded and your name will not be included in the word count).
- Your writing assignment must be in essay format, no bullet points, numbering, or outline format.
- **You may rely on only the material available in the course (textbook/e-book, lectures, and slides) for your writing assignment and your writing assignment must be your own original work. Using Internet resources is prohibited.** Students may not collaborate with anyone in preparing their responses.
- In your analysis you should address the prompt, apply the law with analysis, and include case law support in your analysis. Case law support means providing a brief summary of a relevant court case from the slides that supports your analysis of the prompt. The brief case law summary (2-3 sentences) should summarize the facts and the court’s ruling and show how the case supports your analysis. But please remember that the majority of your score is based on legal analysis, not just case law support. Your legal analysis (applying law to the facts of the prompt, using the legal terminology you have learned in the course) is worth **40 points**, and your case law support is worth **10 points** for a total of 50 points for each Essay. You should prepare your case law support in advance to save time during the Writing Assignment. Writing Assignment guidance will be released on Blackboard before each Writing Assignment.
- Students should prepare for writing assignments as if they are in-class assignments. In a normal face-to-face semester, students would complete these assignments during class in 30 minutes using only hand-written notes.
- For further guidance, please review the Grading Rubric and instructions on Blackboard. The grading rubric posted on Blackboard is a general rubric, law specific rubrics will be used for each writing assignment.
- The professor reserves the right to require lockdown browser and webcam for writing assignments.

**Extra Credit:** Students will not be offered individual opportunities for extra credit, so please do not ask for such. However, there may be extra credit point opportunities offered to the entire class not individual student.

**Syllabus Changes:** Due to the nature of this semester and the hybrid format, the quantity, point allotment, and topics of assignments, particularly class participations assignments, may change as the semester progresses. However, it is very unlikely MindTap Homework, Tests, and Writing Assignments will change unless there are closures. The professor will amend the syllabus as necessary. Please check the syllabus every week for changes.
Grading:

If a student earns at least 150 Class Participation points:

<table>
<thead>
<tr>
<th>Homework</th>
<th>40 points</th>
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<tbody>
<tr>
<td>Tests (4 out of 5)</td>
<td>120 points</td>
</tr>
<tr>
<td>Writing Assignments (4 out of 5)</td>
<td>200 points</td>
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<tr>
<td><strong>Total Points available</strong></td>
<td>360 points*</td>
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</table>

<table>
<thead>
<tr>
<th>Course Avg.</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>At discretion of professor</td>
<td></td>
<td>A+</td>
</tr>
<tr>
<td>92 - 100%+</td>
<td>330-360</td>
<td>A</td>
</tr>
<tr>
<td>90 - 91%+</td>
<td>323-329</td>
<td>A-</td>
</tr>
<tr>
<td>88 - 89%+</td>
<td>315-322</td>
<td>B+</td>
</tr>
<tr>
<td>82 - 87 %+</td>
<td>294-314</td>
<td>B</td>
</tr>
<tr>
<td>80 - 81%+</td>
<td>286-293</td>
<td>B-</td>
</tr>
<tr>
<td>78 - 79%+</td>
<td>279-285</td>
<td>C+</td>
</tr>
<tr>
<td>70 - 77% +</td>
<td>251-278</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69% +</td>
<td>215-250</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>0-214</td>
<td>F</td>
</tr>
</tbody>
</table>

If a student does not earn at least 150 Class Participation points:

<table>
<thead>
<tr>
<th>Homework</th>
<th>40 points</th>
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<tbody>
<tr>
<td>Tests (5)</td>
<td>150 points</td>
</tr>
<tr>
<td>Writing Assignments (5)</td>
<td>250 points</td>
</tr>
<tr>
<td><strong>Total Points available</strong></td>
<td>440 points*</td>
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<table>
<thead>
<tr>
<th>Course Avg.</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>At discretion of professor</td>
<td></td>
<td>A+</td>
</tr>
<tr>
<td>92 - 100%+</td>
<td>403-440</td>
<td>A</td>
</tr>
<tr>
<td>90 - 91%+</td>
<td>394-402</td>
<td>A-</td>
</tr>
<tr>
<td>88 - 89%+</td>
<td>385-393</td>
<td>B+</td>
</tr>
<tr>
<td>82 - 87 %+</td>
<td>359-384</td>
<td>B</td>
</tr>
<tr>
<td>80 - 81%+</td>
<td>350-358</td>
<td>B-</td>
</tr>
<tr>
<td>78 - 79%+</td>
<td>341-349</td>
<td>C+</td>
</tr>
<tr>
<td>70 - 77% +</td>
<td>306-340</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69% +</td>
<td>262-305</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>0-261</td>
<td>F</td>
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</table>
Please do not contact the professor to calculate your grade prior to the deadline for final grades or to determine what grade needs to be achieved on assignments to get a desired grade in the course. Students are expected to monitor their grades on Blackboard and calculate their grades as the semester progresses.

**Disclaimer:** The syllabus may be altered as the semester progresses, as needed, and does not create a contract. Any modifications will be announced in class. It is the student’s responsibility to stay informed as to any changes that are made. The information provided in this course is intended for educational and informational purposes only and does not constitute legal advice. Nothing in this course is meant or intended to create an attorney-client relationship. For specific legal advice relating to your situation, contact a competent attorney in your jurisdiction.
### Schedule of Assignments, Lectures and Tests:

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
<th>CLASS SESSIONS</th>
</tr>
</thead>
</table>
| Week 1     | Aug 24-30 Business and Its Legal Environment (Unit 1) | • Read Chapter 1 prior to class session  
• Listen to Chapter 1 Audio Lecture prior to class session  
• Complete MindTap Homework for chapter 1 | • In-person: Review syllabus, answer questions, recap of chapter 1 |
| Week 2     | Aug 31-Sept. 6 Business and Constitution (Unit 1) | • Read Chapter 4 prior to class session  
• Listen to Chapter 4 Audio Lecture prior to class session  
• Complete MindTap Homework for chapter 4 prior to class session  
• Read Carroll v US and Agnello v. US posted on Blackboard in Week 1 prior to class session  
• Complete Class Participation #1 in-class | • In-person: Recap of Chapter of 4, bring laptop for in-class completion of Class Participation #1 related to common law (25 points) |
| Week 3     | Sept. 7-13 Powers and Functions of Administrative Agencies (Unit 1) | • Read Chapter 19 prior to class session  
• Listen to Chapter 19 Audio Lecture prior to class session  
• Complete MindTap Homework for chapter 19 prior to class session  
• Complete CP #2 in-class | • In-person: Recap of Chapter 4 and 19, video related to First Amendment, bring laptop for in-class completion of Class Participation #2 (25 points) |
<table>
<thead>
<tr>
<th>Week 4</th>
<th>Sept. 14-20</th>
<th>Writing Assignment and Test (Unit 1)</th>
<th>Courts and ADR (Unit 2)</th>
</tr>
</thead>
</table>
|         |             | **DEADLINE: Complete MindTap Homework for Unit 1 by 8:00 PM September 14 (70 Points Available for Unit 1)** | • Read Chapter 3  
• Listen to Chapter 3 Audio Lecture  
• Complete MindTap HW for chapter 3 |
|         |             | • Complete Test Writing Assignment #1 (chapters 1, 4, 19)  
• Complete Test #1 (chapters 1, 4, 19) | |
|         |             | • No in-person class sessions – online sessions only  
• Writing Assignment #1 available on Blackboard from 7:30-8:15 AM Tuesday, 30 minutes to complete  
( upload to SafeAssign within 5 minutes)  
• Test #1 available on Blackboard from 7:30-8:15 AM Thursday, 30 minutes to complete. | |
|         |             | | |
| Week 5  | Sept. 21-27 | (Unit 2) | |
|         |             | • Read Chapter 5  
• Listen to Chapter 5 Audio Lecture prior to class  
• Complete MindTap HW for chapter 5 prior to class | • In-person: Recap of Chapters 3 and 5 |
|         |             | | |
| Week 6  | Sept. 28-Oct. 4 | Torts and Criminal Law (Unit 2) | |
|         |             | • Read Chapter 6  
• Listen to Chapter 6 Audio Lecture prior to class  
• Complete MindTap HW for chapter 6 prior to class  
• Complete CP #3 in-class | • In-person: Recap of Chapter 6 and video related to chapter 5, bring laptop for in-class completion of Class Participation #3 (50 points) |
| Week 7  | Writing Assignment and Test (Unit 2) | **DEADLINE:** *Complete MindTap Homework for Unit 2 by 8:00 PM October 5 (90 Points Available for Unit 2)*  
  - Complete Test Writing Assignment #2 (chapters 3, 5, 6)  
  - Complete Test #2 (chapters 3, 5, 6)  
  - Read Chapter 2  
  - Listen to Chapter 2 Audio Lecture  
  - Complete MindTap HW for chapter 2 | No in-person class session this week – online sessions only  
  - Writing Assignment #2 available on Blackboard from 7:30-8:15 AM Tuesday, 30 minutes to complete (upload to SafeAssign within 5 minutes)  
  - Test #2 available on Blackboard from 7:30-8:15 AM Thursday, 30 minutes to complete. |
|---|---|---|
| Week 8  | Contract Formation (Unit 3) | Read Chapter 10  
  - Listen to Chapter 10 Audio Lecture  
  - Complete MindTap HW for chapters 10  
  - Watch PBS Frontline: The Madoff Affair  
  - Complete The Madoff Affair Group Discussion/Class Participation #4 assignment | No in-person class sessions this week, online only  
  - Watch PBS Frontline: The Madoff Affair (link available on BB)  
  - Complete Initial Post in Group Discussion (Class Participation #4) by noon (12:00 PM) Thursday and complete Replies by noon (12:00 PM) Sunday |
| Week 9  | Contract Performance (Unit 3) | Read Chapter 11  
  - Listen to Chapter 11 Audio Lecture  
  - Complete MindTap HW for chapter 11 | In-person: Recap of Chapters 10-11 |
| Week 10  | Writing Assignment and Test (Unit 3) | • **DEADLINE:** Complete MindTap Homework for Unit 3 by 8:00 PM October 26 (90 Points Available for Unit 3)  
  - Complete Test Writing Assignment #3 (chapters 2, 10, 11)  
  - Complete Test #3 (chapters 2, 10, 11)  
  - Read Chapter 16  
  - Listen to Chapter 16 Audio Lecture  
  - Complete MindTap HW for chapter 16 | • No in-person class session this week – online sessions only  
  - Writing Assignment #3 available on Blackboard from 7:30-8:15 AM Tuesday, 30 minutes to complete (upload to SafeAssign within 5 minutes)  
  - Test #3 available on Blackboard from 7:30-8:15 AM Thursday, 30 minutes to complete. |
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<td>Oct. 26-Nov. 1</td>
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| Week 11  | Employment (Unit 4) | • Read Chapter 17 (pp.487-501)  
  - Listen to Chapter 17 Audio Lecture  
  - Complete MindTap HW for chapter 17  
  - Read articles related to employee v. independent contractor posted on BB  
  - Complete the Employee v. Independent Contractor Group Discussion/CP #5 online | • In-person: Recap of Chapters 16-17  
  - Complete Initial Post in Group Discussion (Class Participation #5) by noon (12:00 PM) Thursday and complete Replies by noon (12:00 PM) Sunday |
| Nov. 2-8 | | | |
| Week 12  | Employment Discrimination (Unit 4) | • Read Chapter 18  
  - Listen to Chapter 18 Audio Lecture  
  - Complete MindTap HW for chapter 18 | • In-person: Recap of Chapter 18 |
| Nov. 9-15 | | | |
| Week 13  | Writing Assignment and Test (Unit 4) | **DEADLINE:** Complete MindTap Homework for Unit 4 by 8:00 PM November 16 (90 Points Available for Unit 4)  
**Complete Test Writing Assignment #4 (chapters 16, 17, 18)**  
**Complete Test #3 (chapters 16, 17, 18)** | **No in-person class session this week – online sessions only**  
**Writing Assignment #4 available on Blackboard from 7:30-8:15 AM Tuesday, 30 minutes to complete (upload to SafeAssign within 5 minutes)**  
**Test #4 available on Blackboard from 7:30-8:15 AM Thursday, 30 minutes to complete.** |
| Nov. 16-22 | | | |

| Week 14  | Small Business Organizations and Corporations (Unit 5) | Read Chapter 14-15  
Listen to Chapter 14-15 Audio Lecture  
Complete MindTap HW for chapter 14-15  
Complete the Small Bus. Orgs/Corps. Group Discussion/CP #6 online | **No in-person class session this week – online only**  
**Complete Initial Post in Group Discussion (Class Participation #6) by noon (12:00 PM) Tuesday and complete Replies by noon (12:00 PM) Sunday** |
| Nov. 23-29 | | | |

| Week 15  | Small Business Organizations and Corporations (Unit 5) | Read Chapter 14-15  
Listen to Chapter 14-15 Audio Lecture  
Complete MindTap HW for chapter 14-15  
**DEADLINE:** Complete MindTap Homework for Unit 5 by 8:00 PM December 2 (90 Points Available for Unit 5)  
**Complete Test Writing Assignment #5 (chapters 14-15)** | **No in-person class session this week – online sessions only**  
**Recap of Chapters 14-15 online Tuesday 7:30 AM (Blackboard Collaborate Ultra session)**  
**Writing Assignment #5 available on Blackboard from 7:30-8:15 AM Thursday, 30 minutes to complete (upload to SafeAssign within 5 minutes)** |
| Nov. 30-Dec. 6 | | | |
| Final            | Complete Test #5 (chapters 14-15 (20 questions) and 10 questions will be drawn from the Brief Hypotheticals in the MindTap HW over the entire semester) | Test #5 available on Blackboard from 7:30-8:15 AM Tuesday, December 15, 30 minutes to complete. |