

Business Law & Ethics for Managers LES 305 Course Syllabus, Spring 2024

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Class Location: HAIRD 102; T, Th, Noon-1:15 PM AZ Time

Office Hours: By appointment or immediately after class

Text: Business: Its Legal, Ethical, and Global Environment, 12th Edition

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Media: Wall Street Journal (WSJ) and NY Times (NYT); free to ASU students. Follow links to subscribe:

<https://lib.asu.edu/librarychannel/Get-free-digital-access-Wall-Street-Journal>

<https://askalibrarian.asu.edu/faq/233074>

Course Description: This course examines legal theories, ethical issues, and regulatory climate affecting business policies and decisions.

Objectives

The course will help the future manager better understand business law and ethics.

Class Structure

This course will combine the readings' lessons and the real-world workplace environment discussion. We will develop our leadership and professional identity through the text and other documents, talks, and exercises.

Please look around the class Canvas portal and the course Google folder. You should be able to see the syllabus, weekly assignments and submission guidelines, the grade book, and folders containing documents and resources. Assignments are submitted through Canvas. Do not email assignments to the professor.

This course consists of collaborative learning with the discussion of topics and required reading, group interaction, multimedia, and class discussion. All student in-class learning activities are action-based and provide hands-on approaches to real-world situations. These activities include research and analysis and active participation in class discussions.

Course Documents

All course documents, including assignments and rubrics, can be accessed using the link below.

Google docs/sheets/slides/draw for course documents and student collaboration are utilized in this course. **This link is only accessible using ASU credentials.** This link will take you to the student

Google folder:

https://drive.google.com/drive/folders/1QNh89bTom8G-ghOINKI6L3RJIQpU3I1e?usp=drive_link

Syllabus:

Read the course syllabus here. **This link is only accessible using ASU credentials.**

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Course Schedule and Assignments Calendar

See the course at a glance here for a complete course schedule and assignment calendar. This document is subject to change. All changes will be discussed in advance with the class. **This link is only accessible using ASU credentials.** This link will take you to the course schedule and assignments calendar:

 LES 305 Course & Assignment Schedule Spr 24

Assignment Submission

Assignments are stored and submitted in Canvas. Do not email assignments to the professor. All written assignments (except Talking Points) will adhere to the following minimum APA 7th Edition formatting requirements and be submitted to Canvas as *Word* documents. PDFs, Pages, or Google Docs are not acceptable. Talking points must be APA 7th edition formatted as bullets. See your 7th Edition manual for specifics.

- Double-spaced (do not triple or quadruple space between sections).
- 12-point font in Times New Roman, 11-point font in Georgia, Calibri, or Arial
- One-inch margins all around.
- Indent every paragraph
- Align text to the left
- Insert the page number in the header, flush right.
- Write in the third person, present tense.
- Correct spelling and grammar are required. Students should run their papers through Grammarly.com to double-check spelling and grammar.
- Topic and subtopic section headings aligned to the rubric elements are required ([sample](#)).
- A title page with the student name, course name, section number, the paper's title, and submission date is required.
- A reference list page of works cited (embedded) throughout the paper.

Course Deliverables

Assignments - 8 Assignments @ 60 points each	480 Points
Talking Points – 16 Chapters @ 10 points each	160 Points
Mid-term Assignment	100 Points
Final Assignment	200 Points
Total	1000

Email/Text/Calls

All communication is returned within 24 hours during the week, but if you are still waiting to receive a reply, please feel free to send a reminder. Students are expected to check their email daily. All communication will take place using student/faculty University email addresses.

Office Hours

By appointment or immediately after class.

Late Assignments

Assignments will be unavailable in Canvas after the due date.

Unless prior arrangements have been made, mid-term and final assignments not turned in on time will receive half points if submitted within 24 hours of the deadline. The exception to this rule is for final presentations. If the student is absent from the presentation, the student forfeits those points because the presentation cannot be delivered "late."

No credit will be given for assignments that are over 48 hours late. Due dates will be provided on the course schedule and assignments calendar. Second-chance opportunities to submit late work are available on a limited basis. Submitting late work as a regular practice is discouraged.

Attendance

Each student is allowed four (4) absences during the semester. Absences may negatively impact your grade. Additional absences without permission of the instructor will result in either a reduction in the student's final grade or involuntary withdrawal from the course. Students are responsible for assignments and readings even if they are absent. See Late Assignments above for submission guidelines.

Accommodations for Disaster, Military, Religious, and University Activities

Please follow the appropriate University policies to request an [accommodation for religious practices](#), [accommodation due to University-sanctioned activities](#), or [accommodation for military activation of students](#).

Accommodations for those assisting in government-declared disaster incidents will also be considered. The student should provide the course instructor (instructional team member) with an accommodation request accompanied by an [explanation of the disaster-related deployment](#) and the anticipated timeline for such deployment.

Workload Expectations

The Arizona Board of Regents has a policy for how much time students should invest in their courses: "A minimum of 45 hours of work by each student is required for each unit of credit." Therefore, in a 3-credit course, students should expect to invest 45 hours in class meetings (or the online equivalent) and 90 hours doing homework and assignments for 135 hours in any given session (A, B, or C). This translates to 9 hours per week for classes that meet over a 15-week semester. For 7.5-week classes, the workload doubles to 18 hours per week, engaging in online

activities, reading, doing other homework, completing assignments or assessments, and studying. As you register for courses, keep this 135-hour standard in mind because, during some semesters, your work and/or family commitments may prevent you from taking full classes.

Participation and Collaboration

Students are expected to participate actively in course discussions. Assignments that have a participation component include points for participation. Students who do not participate will not receive full points for the subject assignment.

Students are expected to collaborate with other students to enhance their learning actively. Assignments may be identified as group or individual.

Appropriate Materials

Students are responsible for choosing materials for all projects and assignments. Inappropriate communication and materials that a reasonable person would find offensive are not permitted. A student who purposely presents and/or communicates offensive materials may withdraw academically from the course and face additional actions.

Electronic Review of Written Submissions

Written submissions will be submitted to SafeAssign, Turnitin, or a similar plagiarism detection program to ensure compliance with academic integrity policies. Submission of any writing assignment in the course to the professor constitutes consent by the student for the instructor to upload the paper to check against any anti-plagiarism database.

Syllabus Changes

Mindful planning has gone into the design of this course. However, if the instructor needs to change(s) to the syllabus during the term, students will be notified in class. Changes to the course schedule will be highlighted on the related Google document.

Students with Special Needs

Following the Americans with Disabilities Act, students in this class with a documented learning disability will be provided with reasonable accommodations to meet their needs. Before any such assistance can occur, the student must see that documentation is on file with the Lake Havasu campus front office. Please reach out as soon as possible to discuss any need for accommodations.

Academic Integrity

Arizona State University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are unacceptable and will not be condoned. Students involved in such activities are subject to serious disciplinary action, such as failure of an assignment or the course. Safe Assign plagiarism software is used to check student work. Please see the following page <https://provost.asu.edu/academic-integrity> for a further definition of plagiarism.

Plagiarism Statement

Plagiarism is the act of stealing or passing as one's own the ideas or words of another. Specifically, this includes: a) copying the words of another student from examinations, themes, term papers or

theses; b) copying the printed words or ideas of a writer without giving credit to the author; 1) failing to cite quotations and borrowed ideas, 2) failing to enclose borrowed language in quotation marks, and 3) failing to put summaries and paraphrases in your own words”; using, borrowing, stealing, presenting or downloading another’s ideas/writing and submitting such material as your work; resubmitting work, in whole or in part, that has been previously submitted in another course without prior permission from the current instructor.

Student Conduct

Required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures, Computer, Internet, and Electronic Communications policy](#) and outlined by the Office of Student Rights & Responsibilities.

Students are entitled to receive instruction free from interference by other class members. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per [Instructor Withdrawal of a Student for Disruptive Classroom Behavior](#).

Although you are welcome to disagree with the professor or your classmates, everyone is **expected** to participate respectfully. Students who engage in personal attacks, use rude, insulting, or disrespectful language, or engage in disruptive or threatening behavior may face disciplinary action. Indeed, an instructor may withdraw a student from a course with a mark of 'W' or 'E' when the student's behavior disrupts the educational process. Students may face formal disciplinary action in the Office of Student Judicial Affairs. For more details about the University's Student Code of Conduct, please visit the following link and read the Arizona Board of Regents Policy Manual Sections 5-301 to 5-404.

The Office of Student Rights and Responsibilities accepts **incident reports** from students, faculty, staff, or others who believe that a student or organization may have violated the Student Code of Conduct.

Title IX: Sex Discrimination, Sexual Harassment, and Sexual Abuse

Title IX is a federal law that provides that no person be excluded based on sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Title IX and university policy clearly state that sexual violence and harassment based on sex are prohibited. Individuals who believe they have been subjected to sexual violence or harassed based on sex can seek support from the university, including counseling and academic support. If you or someone you know has been harassed based on sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

Faculty and university employees **are mandated to report** allegations of unwelcome sexual conduct (<http://www.asu.edu/aad/manuals/acd/acd401.html>). If you tell your instructor about unwelcome sexual conduct involving an ASU student or employee, they must report this information to university authorities. It is your right to choose who, when and where you disclose information about unwelcome sexual conduct; it is also your right to understand the responsibilities of anyone to whom you disclose such information. Before disclosing information about unwanted sexual conduct to anyone, you can ask them whether they can keep it confidential.

ASU provides a dedicated [Sexual Violence Awareness and Response](#) website with various resources and educational programs designed to prevent sexual violence and other sexual misconduct, provide information about what to do when an incident has occurred, and increase awareness of campus and community resources for support and response. Victims of sexual violence, sexual harassment, stalking, and relationship violence are encouraged to seek support and report the incident. For an online tool designed to help female-identifying students with male or female partners who may be experiencing dating violence evaluate their safety, make decisions, and connect to campus and community services, visit www.myplanapp.org. This tool is also for friends who want to support someone they are concerned may be in an abusive relationship. Those who identify as male also experience dating violence and can call 1-888-7HELPLINE for resources and support.

Copyright

Students must refrain from uploading to any course shell, discussion board, or website used by the instructor or other course forum material that is not the student's original work unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

All course content, including lectures, is copyrighted material. Students may not share, upload, sell, or distribute course content outside the class.

Prohibition of Commercial Note-Taking Services

Following ACD 304-06 Commercial Note-Taking Services, written permission must be secured from the official instructor of the class to sell the instructor's oral communication in the form of notes. Notes must have the notetaker's name, the instructor's name, the course number, and the date.

Course Evaluation

Students are expected to complete the course evaluation. The feedback provides valuable information to the instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available.

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act as amended (ADAAA) of 2008, professional disability specialists and support staff at the Disability Resource Center (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. DRC staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all ASU campuses regarding disability policies, procedures, and accommodations.

Establishing Eligibility for Disability Accommodations

Qualified students with disabilities may be eligible to receive academic support services and accommodations. Eligibility is based on qualifying disability documentation and assessment of individual needs. Students who believe they have a current and essential need for disability

accommodations are responsible for requesting accommodations and providing qualifying documentation to the DRC.

Every effort is made to provide reasonable accommodations for qualified students with disabilities. Before receiving any disability accommodations, verification of eligibility from the DRC is required. Once registered with the DRC, students with disabilities must meet with the instructor to discuss what reasonable accommodations they will need to be successful in this course. Students with disabilities who are known when this course begins are encouraged to request accommodations at the beginning of the semester, either during office hours or by appointment. For disabilities that arise after the course has begun, students should meet with the instructor as soon as possible to arrange accommodations for their learning needs. Disability information is confidential.

Qualified students requesting accommodation for a disability should contact the DRC by going to <https://eoss.asu.edu/drc>, calling (480) 965-1234, or emailing DRC@asu.edu. To speak with a specific office, please use the following information:

Technical Support

This course uses Canvas to deliver content. It can be accessed through MyASU at <http://my.asu.edu> or the Canvas home page at <https://canvas.asu.edu>. To monitor the status of campus networks and services, visit the System Health Portal at <http://syshealth.asu.edu/>.

To contact the help desk, call toll-free at 1-855-278-5080.

University Academic Success Programs

ASU offers several resources to create the best opportunities for success. You are encouraged to take advantage of the resources provided by the University's Academic Success Programs. Programs include tutoring, writing support, supplemental instruction, academic skills, graduate academic support, and more. Visit the academic success programs website at <https://tutoring.asu.edu/>.

Writing Center and Support

Students are encouraged to access the writing center for free assistance with their papers. ASU Writing Centers offer a dynamic, supportive learning environment for undergraduate and graduate students at any stage of the writing process. Free online writing tutoring is available at <https://tutoring.asu.edu/online> tutoring. In addition, many writing tutorials on anything from APA citations to investigating your topic, rhetorical analysis, the Purdue Online Writing Lab, and much more can be found at <https://tutoring.asu.edu/student-resources/academic-resources>.

