THE CAMERON SCHOOL OF BUSINESS

UNIVERSITY OF ST. THOMAS

MGMT 4331-A&N  Business Law  Spring 2018

Section A: Tuesdays & Thursdays, 3:35-4:50, Strake 204
Section N: Tuesdays & Thursdays, 5:30-6:45, Strake 204
Classes Meet from January 18 through May 3, plus final exams

**Prerequisite: 50 hours completed**

**Instructor:** Dr. David D. Schein  
Office: 224 Welder  
Phone: 713-942-5936*  
Skype: ProfDSchein1  
Email: scheind@stthom.edu  
Emergency: 713-880-9563  
*Please do not leave voicemails. If you get voicemail, send me an email.

**SPECIAL NOTE** – There is only one Blackboard site for both sections. There are slight differences for when assignments are due. Know your section, and submit all assignments – including the Final Exam – when due for your section. There will be NO EXCEPTIONS for failure to submit your quizzes and exams when your section is due.

**Spring 2018 Office Hours:**

Tuesdays: 1:00 - 3:30 PM, 5:00-5:30 and immediately after 2nd class
Wednesdays: 1:30 - 3:30 PM
Thursdays: 1:00 - 3:30 PM, 5:00-5:30

Other times by appointment. I am on campus a great deal, so let me know if you need to meet at a time other than listed. As Director of Graduate Programs, I attend many meetings, so often on campus, but not in my office. Please email me to confirm your time and day.

Skype is now an option for students, as well. Contact me through my Skype address to initiate contact, and I will accept your invite, and then we can Skype.

**Text:**

- **Title:** *Business Law – 5th Edition*  
  Author(s): James F. Morgan  
  Access for this e-book is at the following website:  
The book is also available in a hard copy loose-leaf format that many students have found useful:

https://www.bvtstudents.com/2140

This book is required for the course and you must either have an e-copy of this text or you may purchase a hard copy of the book from the publisher. You may also print out some of, or the entire, book. You are not required to have a hard copy, but you must have access to the book. This is a very affordable way to obtain a textbook. Other learning aids are available at the textbook site.

- Additional resources will be posted to the Blackboard course site. Please check it often and check your UST email for updates emailed to you. Note that all of the PowerPoints for this text are already loaded to your course site. Some students find it is useful to take notes on the slides.

**Course Description**

This course introduces students to the general principles of the law as it relates to business. Specific topics include the legal system, business formation, contracts, agency, bailment, sales, mortgages, negotiable instruments and bankruptcy.

**Program Goals and Objectives**

When students complete the BBA degree at the University of St. Thomas:

1. They will communicate clearly, effectively and logically in a business situation:
   - Objective 1: Graduates can demonstrate mastery of appropriate communication technology.
   - Objective 2: Graduates can produce written materials that flow logically and are grammatically correct.
   - Objective 3: Graduates can deliver a compelling oral presentation grounded in relevant information and facts.

2. They will be adept at critical thinking and be able to demonstrate creative decision making skills.
   - Objective 1: Graduates can identify the main problem and key surrounding assumptions.
   - Objective 2: Graduates can evaluate the logic, validity and relevance of data.
   - Objective 3: Graduates can solve challenging problems and discuss conclusions, implications.

3. They will be able to work effectively in teams towards achievement of goals.
   - Objective 1: When working in a group, graduates can demonstrate collaborative behaviors in the achievement of group goals
   - Objective 2: When working in a group, graduates can evidence accountability for the achievement of group goals
Objective 3: When working in a group, graduates can demonstrate a positive attitude towards the group and the other members of the group.

4. They will be able to state moral standards/principles, recognize possible moral issues and bring their moral knowledge to bear in resolving these moral issues.

- Objective 1: Graduates can state professional codes for ethical conduct as they apply to business situations.
- Objective 2: Graduates can discern moral issues in a business case.
- Objective 3: Graduates can bring moral principles to bear in resolving business issues.

5. They will demonstrate an understanding of fundamental business issues and processes.

- Objective 1: When students complete the BBA, they can demonstrate their management specific skills and competencies in Accounting, Economics, Management, Quantitative Methods, Finance, Marketing, Legal and Social Environments, Information Systems and Global Issues.

Course Learning Objectives

Upon successful completion of this course, students will be able to:

- Understand and appreciate the impact of law on most aspects of business.
- Identify and analyze the key legal components of business operations, with emphasis on business forms, negotiating and drafting contracts, and dealing with many of the daily issues business persons face, such as financial instruments and bankruptcy.
- Work together in teams to prepare projects designed to give students real world experience with legal issues in business.
- Understand the legal ramifications of being an employer within a digital and physical space.
- Understand the U.S. court system, legal terminology and legal procedures.
- Understand the different forms of business structures and ownership.
- Write case analyses related to business organizations and their legal environments.
- Analyze and distinguish the differences between various agency relationships.
- Define and explain different types of torts that apply to business and product liability.
- Identify and distinguish the various types of intellectual property rights.

Class Design / Instructional Methods

Class Design:

Class format uses an adult learning model. It is highly interactive and participatory with its success, depth and breadth contingent upon student willingness to contribute. In each class, we will discuss the readings. The focus of this class is on conversation and discussion at a level that promotes critical thinking and ethical analysis of business management issues.

Team Assignment – Employment Case Brief:
Your two-person team is to select a US Supreme Court employment law decision from 2000 to present before the end of January and prepare a brief of that case using the Blatt “Student Brief Format” described in that article. **Note that you must also add a section at the end of your brief describing the significance of the case, including at least four law review or scholarly academic sources.** Either team member will submit the case brief on the due date listed in the Detailed Class Schedule below. Your team will then present a summary of your enhanced case brief in the classes as scheduled below. On the day of your in-class presentation, either team member will submit the Powerpoint slides for your presentation to your instructor via email.

*It is critical that all written work be your own work or properly cited to your sources. This is a growing problem in academia, and UST is not immune from this problem. If you are not certain how to cite your sources, get help from the Tutoring Center, referenced below. There will be substantial penalties for plagiarism and there are no “redos” on assignments.*

All writing is to be in compliance with APA 6th Edition. For a head start, see this quick reference guide: [http://campusguides.stthom.edu/content.php?pid=91540](http://campusguides.stthom.edu/content.php?pid=91540)

**Workshop Requirement**

In order to (1) bolster the student’s performance in courses in the business school and (2) better prepare students for their professions and careers after school, faculty in CSB set aside 3% of the grade in each course for this workshop requirement. Each student is required to **complete a minimum of three (three hours total) workshops.** There are numerous workshops for all students including live workshops on campus and online workshops. The current list of on-campus workshops will be available on BB in the Assignments Folder. Workshops on computer applications are being offered through an online provider [www.lynda.com](http://www.lynda.com) through the Houston Public Library.

- Workshops are offered during the activity period and in the evening on weekdays.
- Workshops are also being offered online via Lynda.com through the Houston Public Library.
- While the students have to complete a minimum number of workshops per semester, the same workshops could be used for various courses.
- Students need to attend a workshop lasting at least one hour to complete one activity. For instance, if a student decides to take a half hour session in an on campus workshop, she/he then needs to take an additional half hour session on something else to complete one required activity. Note that the maximum credit for each course is one hour. So, if you attend a two-hour course, it will still only count one hour.
- **If you have not previously taken the UST plagiarism course, one hour will be required to be that course, found at this link:** [https://www.stthom.edu/libtraining/ustplagiarism/ustplagiarism.htm](https://www.stthom.edu/libtraining/ustplagiarism/ustplagiarism.htm)
Download and turn in the UST Plagiarism Certificate when you complete that course. You can also take the course again at your option for the one hour credit.

- Submit your proof of completion for each workshop to me by email to the instructor as you complete each one. You will receive a credit equal to 3% of your final course grade for completing and documenting all the required work by Midnight, Sunday, April 8, 2018. This deadline will be strictly enforced and there will be no credit for any workshops not substantiated by the deadline.

Grading Scale:
The grading scale below indicates the ranges for specific letter grades.

The numeric scores you receive from the tests and assignments will be weighted based on the weights indicated below. The final score will be automatically rounded to a whole number. The rounded score will then be used to assign a course grade, based on the scale below.

- A: 100 points – 94 points
- A-: 93 points – 90 points
- B+: 89 points – 87 points
- B: 86 points – 84 points
- B-: 83 points – 80 points
- C+: 79 points – 77 points
- C: 76 points – 74 points
- C-: 73 points – 70 points
- D+: 69 points – 67 points
- D: 66 points – 64 points
- D-: 63 points – 60 points
- F: Below 60 points

Grading:
The following assignments comprise the student’s grade:

- Participation and Attendance: 10%
- Quiz #1: 7%
- Quiz #2: 10%
- Workshop Requirement: 3%
- Team Employment Case Brief (written): 10%
- Team Employment Case Brief (class presentation): 10%
- Midterm Examination: 25%
- Final Examination: 25%

Class Assignments Format:
All assignments are to be submitted electronically to Dr. Schein’s email address. Timely submission will be based on the time and date of the email submission. Standard format will be
a. Participation and Attendance
   i. This grade is based on appropriate preparation, participation, and timely attendance of classes in accordance with the UST Attendance Policy.
   ii. Attendance and participation during classes is mandatory. In the event of an absence or tardiness, contact your professor by email. Absences or tardiness will affect your grade.
   iii. IMPORTANT – Even with perfect attendance, if a student does not intelligently and actively contribute to the class discussion, they will not receive an A for participation.

a. Quizzes and Exams
   i. Quizzes help to keep you on track and prepare you for the mid-term and final exams. Quizzes will be spaced throughout the semester. Most quizzes will have multiple-choice questions.
   ii. Exams are comprehensive and cover the course material up to that point in the course.
   iii. Blackboard’s Test Module will be used to administer the tests. Keep in mind that the tests are timed and are closed book. If you try to look up the answers while taking the quizzes or exams, you will not be able to complete the work in the assigned time. There will be no extensions. If you have a technical issue while testing, contact Dr. Schein via email immediately, providing as much information as possible. Rather obviously, each quiz, exam or team paper is to be your own work. Cheating is a major problem in academia today and this course follows a “zero tolerance” approach.

a. Team Assignments
   i. **Member Contributions:** Team Projects are intended to be tackled as a team. Each assignment should list the team members who actually contributed to the assignment. Covering for some members who do not work on an assignment is considered cheating and is not tolerated.
   ii. Failure to contribute one’s fair share of work will result in a deduction in individual grades.
   iii. Team Projects are due prior to class on the designated assignment due date.
iv. Conveying the correct information is insufficient for an A. Presentation, grammar, spelling, and level of depth are strong indicators of commitment toward the assignments and will affect project grades.

v. Teams should consider using other visuals, handouts, charts. Extra research is highly recommended for a successful presentation/assignment.

vi. The use of collaborative software to facilitate teamwork is strongly encouraged. Teams may use ANY software insofar as it suits the purpose of the assignment. The purpose is to facilitate team communication and have a record of contribution.

vii. Information about specific team assignments are available in the “Assignments” folder on Blackboard

Please Note: All assignments are due on the dates/times listed in the Detailed Course Schedule. There is a penalty of one letter grade per day for any work that is submitted later. There are no make-up assignments. All assignments are graded in absolute terms and in relationship to your colleague’s work. The professor reserves the right to tailor class activities based on student involvement and interest. The class schedule may be amended due to weather circumstances or other scheduling needs beyond the instructor’s control.

Detailed Class Schedule
It is the instructor’s intention to stay on this schedule as much as possible, but it is not guaranteed. It is your responsibility to read this schedule and check Blackboard on a regular basis to stay up on your school work and prepare for class and other assignments.

<table>
<thead>
<tr>
<th>Day. Date</th>
<th>Topics/Notes</th>
<th>Area of lecture or tasks being completed in class</th>
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</table>
| Thur. 01/18 | **Part I: Introduction (begin)**  
All workshop credits are due via email BEFORE MIDNIGHT April 8 | In Class: Review of syllabus, answer questions, discuss objectives for course. Discuss Team Assignment. Begin review of Chapters 1-6, Anatomy of a Lawsuit, and Blatt article.  
Readings:  
- Syllabus (Blackboard, Course Documents)  
- Morgan Chapters 1-2  
Be prepared to ask questions and actively participate in discussion of this material. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
<th>Details</th>
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<tbody>
<tr>
<td>Tues. 01/23</td>
<td></td>
<td><strong>Part I: Introduction (continue)</strong></td>
<td>Teams formed and cases selected must be completed by February 1.</td>
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<tr>
<td>Thurs. 01/25</td>
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<td><strong>Part I: Introduction (conclude)</strong></td>
<td>In Class: Complete review of Chapters 1-6, Anatomy of a Lawsuit, and Blatt article. Be prepared to ask questions and actively participate in discussion of this material.</td>
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<td>Tues. 01/30</td>
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<td><strong>Part II: Foundational Legal Concepts (begin)</strong></td>
<td>In Class: Begin review of Chapters 7-12. Be prepared to ask questions and actively participate in discussion of this material.</td>
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<td>Thurs. 02/01</td>
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<td><strong>Part II: Foundational Legal Concepts (continue)</strong></td>
<td>Teams formed and cases selected must be completed by Today. Be prepared to ask questions and actively participate in discussion of this material.</td>
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<td>Date</td>
<td>Section</td>
<td>Activity</td>
<td>Readings</td>
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<tr>
<td>Tues. 02/06</td>
<td>Part II: Foundational Legal Concepts (conclude)</td>
<td>Quiz #01 (covering Morgan Chapters 1-12) will be due BEFORE MIDNIGHT 02/10</td>
<td>In Class: Conclude review of Chapters 11-12.</td>
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<td>Thurs. 02/08</td>
<td>Part III: Contractual Relationships (begin)</td>
<td>Quiz #1 due BEFORE MIDNIGHT via Blackboard this Saturday, 02/10.</td>
<td>In Class: Begin review of Chapters 13-20 and Hauptle newsletter.</td>
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<td>Tues. 02/13</td>
<td>Part III: Contractual Relationships (continue)</td>
<td>In Class: Continue review of Chapters 13-20 and Hauptle newsletter.</td>
<td>In Class: Continue review of Chapters 13-20 and Hauptle newsletter.</td>
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<td>Thurs. 02/15</td>
<td>Part III: Contractual Relationships (continue)</td>
<td>In Class: Conclude review of Chapters 13-20 and Hauptle newsletter.</td>
<td>In Class: Conclude review of Chapters 13-20 and Hauptle newsletter.</td>
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<td>Tues. 02/20</td>
<td>Part III: Contractual Relationships (conclude)</td>
<td>In Class: Conclude review of Chapters 13-20 and Hauptle newsletter.</td>
<td>In Class: Conclude review of Chapters 13-20 and Hauptle newsletter.</td>
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<td>Thurs. 02/22</td>
<td><strong>Part IV: Domestic and Global Sales (begin)</strong></td>
<td>Begin review of Chapters 21-23.</td>
<td>● Morgan Chapters 21-22</td>
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<td>Be prepared to ask questions and actively participate in discussion of this material.</td>
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<td>Tues. 02/27</td>
<td><strong>Part IV: Domestic and Global Sales (conclude)</strong></td>
<td>Conclude review of Chapters 21-23.</td>
<td>● Morgan Chapters 22-23</td>
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<td>Be prepared to ask questions and actively participate in discussion of this material.</td>
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<td>Thurs. 03/01</td>
<td><strong>Part V: Agency and Employment (begin)</strong></td>
<td>Begin reviewing Chapters 24-27 and EEO powerpoint.</td>
<td>● Morgan Chapters 24-25</td>
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<td>● EEO powerpoint (Blackboard, Course Documents)</td>
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<td>Be prepared to ask questions and actively participate in discussion of this material.</td>
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<td>Tues. 03/06</td>
<td><strong>Part V: Agency and Employment (continue)</strong></td>
<td>Begin reviewing Chapters 24-27 and EEO powerpoint.</td>
<td>● Morgan Chapters 25-26</td>
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<td>● EEO powerpoint (Blackboard, Course Documents)</td>
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<td>Be prepared to ask questions and actively participate in discussion of this material.</td>
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<td>Thurs. 03/08</td>
<td>Part V: Agency and Employment (conclude)</td>
<td>Midterm Examination (covering Morgan Chapters 1-27) will be due BEFORE MIDNIGHT 03/20</td>
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<td>March 12-16</td>
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<td>Be prepared to ask questions and actively participate in discussion of this material.</td>
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<td>Tues. 03/20</td>
<td>Midterm Examination due BEFORE MIDNIGHT today via Blackboard</td>
<td>NO CLASSES THIS WEEK</td>
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<td>Part VI: Business Organizations (begin)</td>
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<td>Tues. 03/27</td>
<td>Part VI: Business Organizations (continue)</td>
<td>In Class: Conclude review of Chapters 24-27 and EEO powerpoint.</td>
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<td>Case briefs for Team Assignment will be due by Midnight April 3.</td>
<td>Readings:</td>
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<td>Presentations will take place in-class April 17 &amp; 19.</td>
<td>● Morgan Chapters 26-27</td>
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<td>● EEO powerpoint (Blackboard, Course Documents)</td>
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<td>Part VI: Business Organizations (conclude)</td>
<td>Be prepared to ask questions and actively participate in discussion of this material.</td>
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<td>Thurs. 03/29</td>
<td>Easter Break</td>
<td>In Class: Continue review of Chapters 28-32.</td>
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<td>No class</td>
<td>Readings:</td>
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<td></td>
<td>● Morgan Chapters 29-30</td>
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<td>Be prepared to ask questions and actively participate in discussion of this material.</td>
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<td>In Class: Conclude review of Chapters 28-32.</td>
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<td>Readings:</td>
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<td></td>
<td>● Morgan Chapters 31-32</td>
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<td>Be prepared to ask questions and actively participate in discussion of this material.</td>
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<td>Easter break through Easter Sunday, 4/1.</td>
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| Tues. 04/03 | Part VII: Negotiable Instruments (begin) Team Case briefs due by Midnight today by email to instructor. | In Class: Begin review of Chapters 33-36.  
- Morgan Chapters 33-34  
Be prepared to ask questions and actively participate in discussion of this material. |
Readings:  
- Morgan Chapters 35-36  
Be prepared to ask questions and actively participate in discussion of this material. |
| Tues. 04/10 | Part VIII: Creditors and Debtors (begin) Quiz #02 (covering Morgan Chapters 28-39) will be due BEFORE MIDNIGHT Saturday, April 14. | In Class: Begin review of Chapters 37-39 and of Bankruptcy Basics.  
Readings:  
- Morgan Chapters 37-38  
Be prepared to ask questions and actively participate in discussion of this material. |
| Thurs. 04/12 | Part VIII: Creditors and Debtors (conclude) Quiz #2 due BEFORE MIDNIGHT via Blackboard this Saturday, April 14. | In Class: Complete review of Chapters 37-39 and of Bankruptcy Basics.  
Readings:  
- Morgan Chapters 39  
- Bankruptcy Basics (Blackboard, Course Documents)  
Be prepared to ask questions and actively participate in discussion of this material. |
| Tues. 04/17 | Team Case Presentations | Team Case Presentations  
Be prepared to ask questions and actively participate in discussion of this material. Students can gain credit asking questions of other teams that are presenting. |
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| Thurs. 04/19 | **Team Case Presentations Continued as needed**  
**Begin Part IX: Government Regulation of Business (begin)** | In Class: Begin review of Chapters 40-44.  
Readings:  
- Morgan Chapters 40  
Be prepared to ask questions and actively participate in discussion of teams presenting and course material.  
Team case Presentations Continued. |
| Tues. 04/24 | **Part IX: Government Regulation of Business (continue)** | In Class: Continue review of Chapters 40-44.  
Readings:  
- Morgan Chapters 41-42  
Be prepared to ask questions and actively participate in discussion of this material. |
| Thurs. 04/26 | **Part IX: Government Regulation of Business (conclude)** | In Class: Complete review of Chapters 40-44.  
Readings:  
- Morgan Chapter 43-44  
Be prepared to ask questions and actively participate in discussion of this material. |
| Tues. 05/01 | **Part X: International and Entrepreneurial Realms (begin)** | In Class: Begin review of Chapters 45-46.  
Readings:  
- Morgan Chapter 45  
Be prepared to ask questions and actively participate in discussion of this material. |
| Thurs. 05/03 | **Part X: International and Entrepreneurial Realms Last Class** | In Class: Conclude review of Chapters 45-46.  
Readings:  
- Morgan Chapters 46  
Be prepared to ask questions and actively participate in discussion of this material. |
|            | **Final Examination Section A** | Your Section A Final Examination covering all course material will be due via Blackboard not later than the end of the Final Exam period scheduled by the university for your class. |
Your Section N Final Examination covering all course material will be due via Blackboard not later than the end of the Final Exam period scheduled by the university for your class.

Available Support Services:

- **Tutorial Services Center (TSC)**
  
The Tutorial Services Center offers assistance to all current UST students in a variety of content areas, including academic subjects, general concepts, and writing skills. Tutors are available anytime the center is open. The TSC offers on-site tutoring, online tutoring, and tutorial workshops. Office hours and schedules can be found at [http://www.stthom.edu/public/index.asp?page_ID=100289](http://www.stthom.edu/public/index.asp?page_ID=100289). Please contact the center at 713-525-3878 or tutoring@stthom.edu.

- **CSB Tutorials**
  
The Cameron School of Business offers tutoring in business subjects. Please visit [http://libguides.stthom.edu/cameron](http://libguides.stthom.edu/cameron) (under the “CSB Tutorial Services” tab) for the most current tutorial schedule and available subjects.

- **Information Technology Services**
  
The UST IT Solution Center offers assistance with technical issues related to general computer issues, software, email, passwords, MyStThom, and blackboard.

  Manuals, contact information, and discounted software and hardware purchase information may be found at [http://www.stthom.edu/Offices_and_Services/Information_Technology/Index.aqf](http://www.stthom.edu/Offices_and_Services/Information_Technology/Index.aqf).

The Cameron School of Business at the University of St. Thomas

**MISSION STATEMENT**

Inspired by the Basilian Fathers’ motto of Goodness, Discipline and Knowledge, the Cameron School of Business provides a comprehensive, high quality, ethically oriented business education to a diverse student body enabling graduates to serve as leaders of faith and character in a global economy.
ACADEMIC HONESTY

Ethical conduct is essential to a community of scholars and students searching for truth. Anything less than total commitment to honesty and honorable conduct undermines the efforts of the entire community. Academic integrity lies at the very heart of any institution of higher learning. In the Cameron School of Business, students and faculty are expected to commit to a code that exemplifies each individual's honor and integrity. Any conduct that violates this standard and betrays the respect of others is a matter of grave concern and, accordingly, is deemed unacceptable.

The tests/exams will be individual efforts. Student may work together on homework assignments, but must submit their own assignments.

The penalty for an incident of academic dishonesty is, at the discretion of the professor, either a mark of zero for the work in question or the grade of F for the course.

ACCOMMODATIONS

The University of St. Thomas abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." If you have a documented disability that may impact your performance in this class and for which you may require accommodations, you must be registered with and provide documentation of your disability to Counseling and Disability Services which is located on the second floor of Crooker Center. Contact Debby Jones or Rose Signorello at 713-525-6953 or 713-525-3162.

Any student with a documented disability needing academic adjustments or accommodations is requested to speak with me during the first two weeks of class. All discussions will remain confidential.

Tips for Better Classroom Presentations

- Your presentation should be well organized so that the content fits in the time allowed. Leave time for questions, if that is indicated in the assignment.
- A key aspect of an oral presentation is the selection of the material you present.
- When presenting slides, keep in mind that the audience can only absorb so much. A few more slides, with each having a little less material, is more effective.
- Do not let technology overwhelm your message. Content is most important.
- Speak with a clear voice and look at your audience. Avoid reading your presentation.
Seven Steps for Moral Decision Making

1. Determine the relevant facts.
2. Identify the ethical issues.
3. Develop alternatives for resolving the issues.
4. Define the stakeholders for each alternative.
5. Evaluate the ethics of each alternative.
6. Take stock of the practical constraints.
7. Decide on and plan implementation of an alternative.

Based on: Velasquez, Manuel, “Conducting an Ethics Case Discussion,” Copyright 1992 Arthur Anderson & Co. SC.

Some Suggestions for Writing Better Papers

After grading many student papers, I have developed a list of suggestions for students striving to write better papers and to receive higher grades for their efforts:

- Understand the difference between first person, (“I”), second person, (“You”), and third person, (“He”). Formal writing is generally in the third person. For your written assignments, however, when you are making reference to your own involvement or views, that should be written in the first person.
- Avoid contractions in all formal writing, unless the contraction is actually included in the material you are citing.
- Avoid colloquialisms. Again, this is formal writing. Your paper should make sense regardless of who is grading or reading your paper.
- Write short, concise sentences, wherever possible. “Run-on sentences” are very common in student papers and it makes them difficult to read.
- Follow generally accepted writing techniques. Make an outline before you begin writing. Have an introductory section. Then, in the body of the paper, you should present evidence and argument relying on your evidence. End your paper with a conclusion that logically flows from the body of the paper. You will find a great deal of helpful information in the American Psychological Association (“APA”) Publication Manual, 6th Edition.
- Student papers often misuse citations. Every statement of another, whether a direct quote or not, should have a citation in APA form identifying the source of the information. Your opinion should be differentiated from your statement of information from others. The current APA citation form does not use the traditional footnote/endnote format for citations. Endnotes/footnotes are now used only for information that is not appropriate for inclusion in the text, and should be avoided in your papers.
• The quality of your research is illustrated by the quality of the sources you cite. Try to find original research on your subject, “primary sources,” not just an interpretation in a general magazine or newspaper, “secondary sources.”

• Vary your sources of information. Different types of publications should be cited. Even if there is a journal that contains a number of helpful articles, do not rely on that one publication for most or all of your citations.