

ETHICS, LEGAL & REGULATORY ISSUES BADM 644

Credit Hours:	3 (Web-based Course Content)
Prerequisites:	Admission into the Executive MBA Program
Instructor:	Elaine Waterhouse Wilson
Office:	Room 223B (in the library at the College of Law)
Phone:	304 293 7802
Email:	elaine.wilson@mail.wvu.edu*

*(This should only be used as a back-up. The primary means of communication should be through eCampus. If I have not responded to an email in eCampus within 24 hours, then please feel free to use the email address, above).

COURSE DESCRIPTION

This is a survey course that is designed to provide you with a basic understanding of the legal, regulatory and ethical environment in which business operates. The intent of this course is not to create lawyers or legal experts, but rather to provide an introduction to fundamental principles of business law that will help you make the best decisions you can within this framework. Regardless of your career path, you will undoubtedly be exposed to business situations that have significant legal and ethical implications. As such, the goal of this course is to provide you with the tools you will need to work with lawyers and others to develop winning strategies, make well-informed decisions, and react appropriately to ethical situations as they arise.

REQUIRED TEXTBOOK

Constance Bagley, *Managers and the Legal Environment Strategies for the 21st Century*, (7th Edition 2013). ISBN-13: 978-1-111-53063-1; ISBN-10: 1-111-53063-7 (Note: there is an 8th Edition – you do NOT need that for this class).

COURSE OBJECTIVES

By the end of this course, students will be able to:

1. Synthesize and apply various ethical theories and design a corporate code of ethics.
2. Explain the American legal system.
3. Analyze legal issues relating to contracts, product liability, corporate organization and employment law.
4. Explain key concepts relating to, legal foundations, the regulatory environment, and international business.

COURSE STRUCTURE

All course activities will be delivered via eCampus. This course will be set up in eight weekly modules. All assignments must be submitted through WVU eCampus. Please see the specific assignment sections within the syllabus for specific due dates.

As part of this course, you will be required to review the assigned readings in the textbook, participate in the discussion posts, and engage in the weekly quizzes. Each of these materials are designed to help you meet the weekly learning objectives. The readings are designed to help you gain comprehension of the materials, the discussion posts and quizzes are designed to help you apply those materials. In addition, the course modules themselves have numerous activities that are designed to help deepen your knowledge and understanding of the relevant material. For instance, many of the flash activities provide instant assessment and feedback to see if you can apply the information you have learned. As such, it is highly recommended that you take your time with each of these modules as they will provide you with valuable tools to help deepen your understanding of the subject matter.

OFFICE HOURS and AVAILABILITY

All office hours will be delivered through the eCampus system. If there is a particular topic or module that is unclear to you, send me a request and I will set up office hours for that week. You can check in the announcements to see if I have scheduled office hours for that week. Usually, the office hours will begin with a “mini-lecture” (where I cover one of our components in a more in-depth way). The floor is then open to go over any questions you may have. I will also make sure all office hours are recorded in case you cannot be present during the live session.

Apart from office hours, I am generally available through email (in the eCampus system) and phone calls during normal business hours.

Finally, I make it a point to respond to all e-mails within 24 hours of receipt. The only time this may not happen is for any email sent between 5 p.m. on Friday through Monday morning. In those instances, I will generally respond within 48 hours. Also, in the event that I will be traveling and am unable to answer emails within the 24 hour period, I will send out an announcement ahead of time.

ATTENDANCE and PARTICIPATION COMPONENT (DISCUSSION POSTS):

Since this course is delivered via eCampus, active participation is essential for success in this course. Most weeks you will have a discussion post which requires you to make posts at least twice during the week. Your discussion posts will be graded on both quality and quantity. Your comments should advance the discussion, add value and be relevant. Comments such as “I agree” are not value added. In order to receive full credit you must explain your position, relate it to the course material and your personal experience, as well as reference other sources. The first discussion post must be submitted by **Friday at 10 p.m. Your reply post must be submitted by Sunday at 11:30 p.m.**

REGULARLY SCHEDULED QUIZZES:

There will be objective quizzes in most weekly learning modules. You are responsible for all material from the assigned reading. Quizzes will be scored automatically and you will receive your grade immediately upon completion. Make-up quizzes will not be given unless you have made prior arrangements with me. Quizzes will be open until Sunday night at 11:30 p.m. but you may only access each quiz once. A portion of your final exam questions will come directly from these quizzes.

ESSAY ASSIGNMENTS:

There are three essay assignments available for this course. The assignments will provide you with an opportunity to explain, analyze and apply the material you have learned from that module to the question presented in the assignment. You **must complete two out of the three essays**. It is up to you which of the two you would like to complete (depending on your schedule, interest in the topic, etc...)

You must submit your essay through eCampus in a Word (.doc) or Rich Text Format (.rtf) style. Assignment should be a minimum of two pages and a maximum of three pages double-spaced (in a 12 point font such as Times New Roman or Garamond). There should be no cover memo. Instead you should, in the top left hand corner, place your name, the date, the course name and the specific essay assignment that you are completing. The essays are due at **8:00 a.m. the Monday *after* the module has opened**.

If you would like, you may also choose to complete all three essays. I will grade all three but only incorporate your two highest grade into your final grade component.

FINAL EXAM:

The final exam will be 100 multiple choice and true/false questions, similar to (or, in some cases identical to) the ones present on the quizzes. The questions will also test your ability to synthesize information you have learned from different units in the course. You will have four hours to complete the exam. The final exam will be open for the last week of class.

CORPORATE CODE OF ETHICS:

As part of your course work, you will be presented with a factual scenario similar to what you will see throughout the course. You will be required to draft a corporate code of ethics, specific to that fact pattern. You will receive a grading rubric and lecture notes on this ahead of time to help you complete the assignment in a way that reflects my expectations. **The code should be no more than 4 pages, double spaced.**

The code must represent original thought (in other words not cut and pasted from any other source).

You are encouraged to review the fact pattern (available as both a word document and an adobe file) as early as possible and let me know if you have any questions. Start drafting early, but I would encourage you to hold off submitting your final draft until you have completed module 6 (which will give you some practical tips and pointers).

The code is due on **Friday July 8th at 5:30 p.m.** I strongly encourage you not to wait until the last minute to draft this. Therefore, I am imposing a black out date. I will be happy to answer any questions you have about this until Friday July 1st at noon. I won't answer any questions relating to the code after that.

Also, if you look at the fact pattern you will see there is an extra credit memo component associated with this. If you choose to draft the memo it should be no more than 2 pages, double spaced.

Finally, have fun with this! The code is a great time to think through the ethical issues we have learned in a creative way.

EXTRA CREDIT OPPORTUNITIES:

There are many opportunities for extra credit throughout the course. Examples include, extra credit discussion posts, an extra credit memo associated with the corporate code of ethics, along with other opportunities that may arise. For the extra credit post in module 7, if you successfully complete it (per the instructions in the discussion post) then I will substitute your lowest discussion post grade with a "10." For other posts, I may use the extra credit work to bolster your final grade (so, if you have a high B+, I will use the extra credit to bump your grade to an A-).

You may also write a corporate code of ethics memo (the instructions for this are in the attached file to your code of ethics assignment). If you successfully complete this assignment (by providing a well-written, final draft that represents a good faith effort) I will substitute your lowest quiz grade with a "100."

Keep in mind, this is simply how I have done it in the past – if I decide that people are somehow taking advantage of the system (or using it as an easy out), then I may change how I allocate the points for the extra credit assignments.

ACADEMIC DISHONESTY:

Academic Dishonesty includes plagiarism, cheating, fabrication, facilitating academic dishonesty, collaborating with fellow students on individual assignments and having access to unauthorized materials. These are very serious offences and will result in a minimum of a failing grade for the assignment and will be handled in accordance with the University policies regarding academic integrity as set forth in the Undergraduate Catalog and the Student Conduct code: <http://studentlife.wvu.edu/studentconductcode.html>

GRADING & ASSIGNMENT REQUIREMENTS

ASSIGNMENTS:

Unless otherwise directed, assignments are to be submitted through the assignment drop box in eCampus. Please attach assignments as Microsoft Word or Rich Text File (rtf) documents. In order to be eligible for full credit, assignments must be turned in by the due date posted. I will accept assignments for ½ credit within seven days of due date. Late assignments must be submitted through the Assignment Dropbox on eCampus. Except in exceptional circumstances, there will be no make-up exams unless prior arrangements have been made with me. Exam grading appeals should be in writing on the day you receive your grade. I will make every effort to grade your discussion posts within one week of that module's final posting due date. I will make every effort to grade all essays within ten days of its due date. I will make every effort to grade all corporate code of ethics within ten days of its due date. In the event that I am unable to comply with these turn-around times, I will send an e-mail to the class apprising you of the situation and updating you on when you can expect your grades for a particular assignment.

DETERMINATION OF GRADE:

- Weekly reading & lecture comprehension quizzes: 25%
- 2 essay assignments (@ 10% each): 20%
- Drafting assignment - Corporate Code of Ethics: 25%
- Final exam: 10%
- Class participation: 20%

Grading Scale: All points will be added together and the final grade will be based on the percentage of total points earned. The scale is as follows:

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|-------------|------------|------------|
| • 97-100 A+ | • 83-85 B | • 70-72 C- |
| • 94-96 A | • 80-82 B- | • 60-69 D |
| • 90-93 A- | • 76-79 C+ | • <60 F |
| • 86-89 B+ | • 73-75 C | |

COURSE SCHEDULE

WEEK	TOPICS	READINGS	ASSIGNMENTS
1	Law, Value Creation and Risk Management Ethics and the Law Courts: Sources of Law and Dispute Resolution Administrative Law	<ul style="list-style-type: none"> • Chap. 1 – Law, Value Creation and Risk Management (pp.1 -9) • Chap. 2-Ethics and the Law (all) • Chap. 3 – Courts, Sources of Law and Dispute Resolution; pp. 47 - 55 • Chap. 6- Administrative Law pp. 145 – 148; 161 - 167 	Discussion Posts: (Introduction & Module 1 Question Reading Comprehension Quiz Plagiarism Quiz Due
2	Agency Contracts Sales, Licensing and E-Commerce	<ul style="list-style-type: none"> • Chap. 5:Agency (all) • Chap. 7: pp. 172 - 178; 183 - 188; 190 – 193; 195 - 201 • Chap. 8: pp. 205 - 213; 220 - 228 	Discussion Post: (Question on Module 2) Reading Comprehension Quiz
3	Forms of Business Organizations Directors, Officers and Controlling Shareholders	<ul style="list-style-type: none"> • Chap.19 – Forms of Business Organizations (all) • Chap.20- Directors, Officers and Controlling Shareholders (all) 	Discussion Post: (Question on Module 3) Reading Comprehension Quiz Essay Assignment #1 Due
4	Public and Private Offerings of Securities Fraud and Insider Trading	<ul style="list-style-type: none"> • Chap. 21- Public and Private Offerings of Securities(all) • Chap. 22- Securities Fraud and Insider Trading (all) 	Discussion Post: (Question on Module 4) No Quiz Essay Assignment #2 Due
5	The Employment Agreement Civil Rights and Employment Discrimination Worker's Compensation	<ul style="list-style-type: none"> • Chap.12- (pp. 344 – 358; 356 - 366; 377- 385) • Chap. 13- Civil Rights and Employment Discrimination (all) • Supplemental reading on Workers' Compensation 	Discussion Post: (Question on Module 5) Reading Comprehension Quiz Essay Assignment #3 Due
6	Corporate Code of Ethics	<ul style="list-style-type: none"> • Readings from various Corporate Code of Ethics 	Discussion Post: (Question on Module 6) No Quiz Begin working on Code of Ethics
7	Bankruptcy International Law and Transactions	<ul style="list-style-type: none"> • Chap. 23 - (pp. 787 – 814) • Chap. 24 – International Law and Transactions (all) 	Discussion Post: (Question on Module 7) Reading Comprehension Quiz
8	Final Exam	None	All assignments and work for this module must be completed by Ju 10th.

DUE DATES

ONGOING ASSIGNMENTS	
<i>Assignments</i>	<i>Due Dates</i>
Initial Post (Discussion Posts)	Friday Night at 10 p.m.
Reply Post (Discussion Posts)	Sunday Night at 11:30 p.m.
Weekly Quizzes (all quizzes)	Sunday Night at 11:30 p.m.

SIGNIFICANT ASSIGNMENTS	
<i>Assignment</i>	<i>Due Dates</i>
Essay #1	Monday June 6 th at 8:00 a.m.
Essay #2	Monday June 13 th at 8:00 a.m.
Essay #3	Monday June 20 th at 8:00 a.m.
Corporate Code of Ethics	Friday July 8 th at 5:30 p.m.
Final Exam	Sunday July 10 th at 11:30 p.m.

SOCIAL JUSTICE

West Virginia University is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veterans, status, religion, sexual orientation, color or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration. If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Disability Services (304-293-6700). I will make every effort to assist you.

ACADEMIC INTEGRITY

The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. Therefore, I will enforce rigorous standards of academic integrity in all aspects and assignments of this course. For the detailed policy of West Virginia University regarding the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions, please see the Student Conduct Code at <http://studentlife.wvu.edu/studentconductcode.html>. Should you have any questions about possibly improper research citations or references, or any other activity that may be interpreted as an attempt at academic dishonesty, please see me before the assignment is due to discuss the matter.