

ACADEMIC FREEDOM STATEMENT

Brooks Institute is committed to protecting and encouraging the principles of academic freedom. Academic freedom provides the foundation for scholarship, teaching and learning, and reflects the Institutes fundamental mission to promote collaboration, critical thinking, and creativity. Essential elements for the intellectual vitality of a college include: the ability to exchange ideas and concepts freely, to explore and disseminate new knowledge, and to speak openly as a professional and as a private citizen. All are encouraged to promote a learning environment that provides opportunities for the free exchange of ideas between faculty, staff and students.

Programmatic Student Learning Outcomes/Mission

The Liberal Arts program prepares graduates who will connect their lives as artists to a world of constant change with an historically informed and global perspective. Through the Liberal Arts curriculum, students receive the breadth of learning that forges links between reflective thought, creative endeavor, and ethical practice. Courses in the humanities, social sciences and sciences provide a foundation of creativity, an appreciation of other cultures and ways of living, communication skills, information literacy, and a love of learning. The Liberal Arts aims to create graduates who will thrive in their personal and professional lives.

Upon Completion of Liberal Arts, students should be able to:

- Assess themselves as individuals and global citizens (Visual Literacy, Global, Ethics, Problem Solver)
- Evaluate history and the arts (Adept, Visual Literacy, Global)
- Produce imaginative and innovative work. (Adept, Problem Solver)
- Evaluate ideas critically to formulate their own conclusions.
- Generate written work across various contexts (Problem Solver)
- Create prepared, purposeful oral presentations (Problem Solver)
- Apply quantitative reasoning to solve problems in practical situations (Adept, Problem Solver)
- Develop a habit of reflection on prior learning to enhance their knowledge throughout their life-times (Ethics)
- Analyze information and sources critically (Problem Solver)

Course Title	Business Law
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Course Code	BUS302
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Credit Hours	3 Semester
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Contact Hours	3 Hours
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Prerequisites	BUS101
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Course Type	Lecture
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Instructor	Alec Wilczynski
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Course Syllabus

Term Start/End Date September 8 – December 18, 2015

Course Description

This course introduces students to basic principles of jurisprudence and to the United States legal system. Students examine those laws that impact business activities, which include laws pertaining to contracts, corporations and business organizations, employment and agency, property and intellectual property (patents, trademarks, trade secrets, and copyrights). Specific attention is given to legal issues related to the visual arts, such as cyber law, copyright, privacy rights and First Amendment rights.

Learning Objectives

Upon completion of this course the student should be able to identify legal issues that can arise in business situations, be familiar with the rules and precedents that govern the legal process and have a general understanding of the factors and precedents which influence outcomes in specific cases.

Required Reading: Goldman, et al., *Business Law, Principles and Practices (Seventh Edition)* Houghton Mifflin Co., 2006. Available "used" on Amazon.com.

Recommended reading: Leonard D. Duboff, *The Law (in Plain English) for Photographers* (Third Edition), Allworth Press, 2010. Available "used" on Amazon.com

Handouts or readings (from sources other than textbook)

Course Outline

Week 1: Course overview; introduction to the law; the common law approach; anatomy of a Lawsuit.

Homework: Read Chapters 1 and 2; Complete Questions 1-10 on page 20 and Questions 1-5 on page 39.

Week 2: The criminal justice system; felonies and misdemeanors; criminal procedure.

Homework: Read Chapter 3; Complete Questions 1-10 on pages 62-63.

Week 3: Business entities including sole proprietorships, corporations, partnerships, and LLCs.

Homework: Read Chapters 26 and 27; Complete Questions 1-12 on page 431 and Questions 1-10 on page 448

Week 4: Torts including negligence; strict liability and intentional torts; defenses to tort claims.

Homework: Read Chapter 4; Complete 1-11 on pages 86-87.

Week 5: Contracts including elements of a valid contract; standard contract provisions.

Homework: Read Chapters 6-10; Complete Questions 1-5 on page 123, Questions 1-5 on page 139, Questions 1-5 on pages 152-153, Questions 1-5 on page 166 and Questions 1-5 on pages 181-182.

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Week 6: Contracts including taints on agreement; legal and equitable remedies.

Homework: Read Chapters 11-14. Complete Questions 1-5 on page 194, Questions 1-5 on page 206, Questions 1-5 on pages 214-215, and Questions 1-5 on pages 230-231.

Week 7: Midterm review; Midterm exam.

Week 8: Property; distinction between real and personal property; landlord tenant issues; estates in land.

Homework: Read Chapters 29-32. Complete Questions on pages 479-480, Questions 1-5 on pages 492-493, Questions 1-5 on page 507, Questions 1-5 on page 522

Week 9: Intellectual property; trademarks, trade dress, patents, trade secrets

Homework: To be assigned.

Week 10: Intellectual property: requirement for copyright protection; elements of copyright infringement

Homework: To be assigned.

Week 11: Intellectual property; the issue of "fair use" in copyright law

Homework: To be assigned.

Week 12: The First Amendment; scope and limitations; right of privacy; right of publicity, common law limits on expression.

Homework: To be assigned.

Week 13: Employment Law: agency; laws governing employment; contractors vs. employees

Homework: Read Chapters 23-25. Complete Questions 1-5 on page 387, Questions 1-5 on page 402 and Questions 1-5 on pages 409-410

Week 14: Borrower and Creditor relations; Bankruptcy; insurance

Homework: Read Chapters 36-39. Complete Questions 1-5 on page 591, Questions 1-5 on page 600, Questions 1-5 on page 625, and Questions 1-5 on page 639.

Week 15: Course review; final exam

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GENERAL ASSESSMENT CRITERIA AND METHODS OF EVALUATING STUDENTS

Letter grades (A, A-, B+, B, etc.)

The student's overall grade for this class is derived from a combination of class participation, assignments, and quizzes and exams. A student's grade will be adversely affected by being tardy to class and by any unexcused absence. Only the instructor can authorize exceptions to class policies, deadlines or grades. Students must confirm (in writing) any exceptions to class policies or deadlines with the instructor. Class work is weighted as follows:

Grade Weighting		Grading Scales		
		Percent	Letter	Numeric
Quizzes	100	93–100	A	4.00
		90–92	A-	3.70
Class Participation	15	87–89	B+	3.30
		83–86	B	3.00
Homework	15	80–82	B-	2.70
Quizzes	120	77–79	C+	2.30
Midterm	20	73–76	C	2.00
		70–72	C-	1.70
Final Project/Final Exam	20	67–69	D+	1.30
		63–66	D	1.00
Total	190	0–62	F	0.00

Grade is based on percentage attainment of 170 points.

DEFINITIONS OF CRITERIA USED IN GRADING

Outstanding = A	Outstanding work, showing insight and demonstrating excellence in skill and craft. Work goes well beyond what is required
Superior = A-, B+	Superior work, shows clear understanding and thorough demonstration of skill and craft
Good = B, B-	Competent work, clear understanding, often showing creativity and good use of skills
Satisfactory = C+, C, C-	Adequate understanding, inconsistent demonstration of skills, some elements missing or problems with priorities
Unsatisfactory = D, F	Lacks understanding, inadequate amount of time and effort demonstrated, many missing elements, inconsistent participation, skill and craftsmanship not demonstrated

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ATTENDANCE POLICY

Faculty takes attendance for each class period and posts it to the student's record through the campus management system. Upon reaching three unexcused absences, faculty may lower the final grade for the course one full grade and may drop the grade again for each absence after the fourth one. Students may review their attendance through the Student Portal under each course the student is enrolled in.

Students who do not attend during the first week of class may be subject to withdrawal. Brooks Institute may also withdraw any student who has not been in attendance for 14 consecutive days. However, the institute will withdraw any student who has had non-attendance for 35 consecutive days; this timeframe may be extended due to extraordinary circumstances that affect the entire student population. Students will be responsible for all financial obligations incurred if and when they are withdrawn for lack of attendance

Regular classroom attendance is not only an essential ingredient for academic achievement, but it is also a fundamental building block for success. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the internship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled Institutional holidays or breaks, and/or students who officially withdraw from all current courses may be administratively withdrawn from the Institution.

Academic Integrity

Brooks Institute expects all students to exemplify integrity in all academic work. Brooks Institute will not permit students to engage in the following dishonest acts:

- **Cheating** – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, electronic or other devices not authorized by the instructor. Using or borrowing information from another person, or submitting someone else's work as one's own work including images and motion clips. Using work previously submitted for another purpose, without the instructor's permission, is prohibited. Duplicated use of copyrighted material in violation of federal copyright laws is prohibited.
- **Plagiarism** – Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, images, motion clips, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgement; paraphrasing ideas without quotation marks or without citing the source.
- **Accessory to Dishonesty** – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.
- **Falsification or Alteration of Records and Official Documents** - The following are examples of acts under this category, but the list is not exhaustive: altering academic records, forging a signature or authorization on an academic document, or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulations or to exempt from compliance.

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• **Software Code of Ethics** – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization's standards of conduct. Brooks Institute disapproves of such copying and recognizes the following principles as a basis for preventing its occurrence:

- Brooks Institute will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- Brooks Institute will only use legally acquired software on our computers.
- Brooks Institute will comply with all license or purchase terms regulating the use of any software we acquire or use.
- Brooks Institute will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measure for violation of these standards.

• **Communication Devices**-To maintain academic integrity and to eliminate distractions for other students the use of electronic devices in the classroom is dictated by the instructor.

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CREDIT AScription ADDENDUM

BUS302 – Business Law - 3 semester credit hours

Type: Reading, lecture and classroom participation

Credit Ascription- The amount of hours spent outside of class and assignment alignment with Course Learning Objectives

Course Learning Objectives:

1. Demonstrate understanding of the role of law and legal systems in business.
2. Demonstrate skills in logical reasoning
3. Demonstrate skill in critical thinking
4. Develop the trait of ethical responsibility

	Assignment Title	Homework Hours	Assignment Objectives
Week 1	Reading/homework/ Class discussion	5	1,2,3,4
Week 2	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 3	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 4	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 5	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 6	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 7	MIDTERM EXAM	15	1,2,3
Week 8	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 9	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 10	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 11	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 12	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 13	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 14	Reading/homework/ Class discussion/quiz	5	1,2,3,4
Week 15	FINAL EXAM	12	1,2,3
Total		92	