Course Objectives: To provide an intensive introduction to the American legal system and particularly the laws applicable to business owners and managers. Emphasis is on contract law.

Required Materials:

- **Test supplies**: Two (2) 8 ½” x 11” ParSCORE Score Sheets (for the exams) and a #2 (soft lead) pencil. ParSCORE score sheets are available for sale at the De Anza College bookstore.

Course Requirements:

- **Attendance**: Class meets twice a week, and attendance is required. Attendance will be called every day at the beginning of class. **Important**: If you are late to class, please come see me either at the ten minute break (midway point) or at the end of class and let me know that you are there, and what time you arrived. If you have to leave class early, please send me an email telling me what time you left the classroom. **Important**: If you will not be attending a class, or miss a class, please send me an email stating the reason for your absence, and expressing an interest in remaining in the class. Alternatively, you could tell me at the class meeting immediately before or after the class you missed. That would be just as good.

**Warning**: Inadequate attendance will get you dropped from this class, and once you are dropped, you will not be able to rejoin the class! Here are the things that, per my attendance policy, if you do any of them, I will drop you from the class:

1. Miss three classes or more before the end of the third week (Friday, Oct 13, 2017)
2. Allow yourself to be marked absent two or more class periods in a row prior to Nov 17 without sending me an email, voicemail, or providing a brief, in-person explanation regarding the reason for at least one of those absences.
3. Beginning at the start of the 4th week (Oct 15) and ending Nov 17, be absent when both your attendance and your grade-so-far in the class are below 65%.
4. And finally, failing to contact me within two days to schedule a late midterm if you miss the midterm, or not showing up for your late midterm appointment, or not taking the midterm within one week of the rest of the class.

**Warning**: Unless you have perfect attendance, it is of critical importance that you check the email account you have listed on MyPortal regularly. If you have changed the email address you are using, update MyPortal right away! **Because if I send you a courtesy email message warning you about your attendance, and you do not respond to it promptly, I will likely drop you from the class.** And once I drop you, I cannot add you back, no matter what effect that has on your financial aid, your ability to remain in the country on a student visa, or anything else.

- **Reading assignments**: Completion of reading assignments is essential for successful performance on the examinations.
- **Access to the Internet:** Access to the Internet is required for this class. You can use your own home computer for Internet access; or, if you prefer, you can use the computers either in the library or the Library West Computer Lab. The Library West Computer Lab is located downstairs in (the basement of) the Learning Center West (LCW) building.

- **Online quizzes:** The online quizzes are due weekly, always at 11:55PM on a Sunday, and are required. You will find them in De Anza’s Canvas system. There is no cost to access the Canvas system, but you must be currently registered in the course on MyPortal in order to have access. Sometimes you will face two chapters’-worth of Canvas quizzes due on the same night. In that situation, I recommend splitting them up by taking as many of them on the days leading up to the due date as possible. The Canvas quizzes are open book, open note. **Please do not cheat on the Canvas quizzes.** If you do, it won’t help you, because you will do terrible on the in-class examinations, and they are worth far more points than the Canvas quizzes. If you do not take a quiz by the due date for any reason, that quiz will be excluded from the calculation of your quiz grade, but your course grade will be lowered by one-eighth (1/8th) of one percentage point for each quiz you miss. The most I will let your performance on the online quizzes lower your course grade is four percentage points. The most I will let it raise your course grade is three percentage points.

- **Examinations:** There will be two exams. Both exams are required, and neither is comprehensive. If you know you will be absent on the day of the midterm, please make arrangements with me to take the midterm early, before the rest of the class. Otherwise, your midterm score will be lowered by a lateness penalty. Lateness penalties are assessed at a rate of 5 percentage points per full or partial week late. If you miss the midterm, please contact me as soon as possible to schedule a make up exam. Students who miss the midterm and do not contact me within two days of that midterm to schedule their makeup exam, or who don’t show up for their makeup appointment, or who don’t take the midterm within one week of the rest of the class, will be dropped from the class.

**Miscellaneous Resources Available to Help You Succeed in This Class:**

Students who believe they might have a learning disability are encouraged to call the Educational Diagnostic Service at (408) 864-8753 to get tested; or if you have already been tested, to make arrangements with the Disability Support Programs and Services department at (408) 864-8839 for extra time on exams. Note that you must contact the Educational Diagnostic Service within the first two weeks of classes or they will generally not accommodate your request to be assessed for learning disabilities.

**Grading Policy:**

Grades shall be assigned based on the following overall scale:

<table>
<thead>
<tr>
<th>Weighted average course grade</th>
<th>Letter grade</th>
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<tbody>
<tr>
<td>99% or above</td>
<td>A+</td>
</tr>
<tr>
<td>92-98%</td>
<td>A</td>
</tr>
<tr>
<td>90-91%</td>
<td>A-</td>
</tr>
<tr>
<td>88-89%</td>
<td>B+</td>
</tr>
<tr>
<td>82-87%</td>
<td>B</td>
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<tr>
<td>80-81%</td>
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<tr>
<td>78-79%</td>
<td>C+</td>
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<tr>
<td>70-77%</td>
<td>C</td>
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<tr>
<td>67-69%</td>
<td>D+</td>
</tr>
<tr>
<td>58-66%</td>
<td>D</td>
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</table>
The three components of the grade shall be weighted as follows:

Online quizzes and in-class exercises 30%
Midterm 35%
Final Exam 35%

**Academic Integrity Policy:**

Students who cheat on exams or online quizzes, or help others while they are taking exams or online quizzes will receive an F in the course, and they will be reported to the Dean of Instruction of De Anza College for further disciplinary action.

**Last Date to Drop is Strictly Enforced:**

If you do not want to continue in the class, be sure to use the MyPortal system to drop the class by November 17, otherwise you will be stuck in the class. State law forbids me from dropping you after November 17 for any reason. Your only option after that date is to request an incomplete grade. But you will only qualify for an incomplete grade if you can prove an unforeseen, unavoidable circumstance that makes it impossible for you to finish the class, such as being called up for active duty by the National Guard, or being hospitalized. Less dire circumstances generally do not qualify for incomplete grade.

**Accessing Canvas:**

Canvas can be accessed from the Student tab in MyPortal, or by going to [https://deanza.instructure.com](https://deanza.instructure.com) and using your MyPortal credentials to log in.

**Important dates to remember:** *(All dates in 2017)*

**Tuesday, Sept 26** – First class meeting. Class begins at 10:00AM and ends at 12:15PM in classroom Forum 3 in the De Anza College campus.

**Sunday, Oct 1** – The chapter 1 quizzes (there are five of them) are due by 11:55PM.

**Friday, Oct 20** – Last day to request a Pass/No Pass grade from the Admissions and Records department, if that’s what you want to do. (Note: **This is not recommended.**)

**Friday, Nov 17** – **Last day to drop with a “W”** *(Warning: This is your last possible opportunity to drop the class. Requests to drop after this date will not be successful, regardless of the reason for the request.)*

**Thursday, Dec 14 – 9:15-11:15AM Final Exam:** Chapters 9 through 17

**Contacting the instructor:**

Office hours: Monday-Thursday 12:30-1:30PM. Other times by appointment.

Office location: Room F41F, Building F4

Telephone: (408) 864-8431

Email: lillybyron@fhda.edu

Website: [http://www.deanza.edu/faculty/lillybyron/](http://www.deanza.edu/faculty/lillybyron/)