

**IDEAL PROGRAM  
COURSE SYLLABUS**

Dear Student,

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

**The IDEAL Program assumes joint responsibility in the learning process.** The activities and assignments in our classes build on the shared experience of all learners in each class. This is why each student's preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount of time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend a minimum of ten-twelve hours per week on course material.

**To participate in the IDEAL Program, it is expected that you will do the following:**

1. Attend every class session. Be on time.
2. Obtain the required course materials prior to the first class session.
3. Complete the first assignment prior to the first class session and all subsequent assignments to the best of your ability.
4. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.

If you cannot perform these four expectations, **it is recommended that you drop the course.**

***Missing one class session will drop the final grade by one letter grade (for example if the student earned a grade of "B" in the course, the final grade would be a "C"). If a student misses two or more classes a grade of F will be entered as their final grade.***

**Cheating and Plagiarism**

It is the student's responsibility to become familiar with and adhere to the standards set forth in the policies on cheating and plagiarism as defined in Chapters 2 and 5 of the Key to UB <http://www.bridgeport.edu/pages/2623.asp> or the appropriate graduate program handbook

**E-mail correspondence**

It is imperative that you check your UB e-mail on a regular basis. All written correspondence, to include IDEAL and the University will be sent to you through his e-mail. **The University can no longer correspond to your personal e-mail account(s).**

**Ethics Statement of Confidentiality**

An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

**The IDEAL Program**

**Instructor:** Attorney Dawn M. Bradanini  
**E-mail:** [dbradani@bridgeport.edu](mailto:dbradani@bridgeport.edu)  
**Office Hours:** Immediately following class or by appointment  
**Course Location:** Saturdays October 26, 2013 to December 14, 2013 – 9a-12p - Bridgeport

**Course Description:** Court system, sources of law in the United States, the constitutional basis of the legal system, government power to regulate business, the types and powers of administrative agencies, civil dispute resolutions and alternatives to civil litigation; the law of contracts, fairness and good faith in interpretations of contracts, and the United Nations Convention on Contracts for the International Sale of Goods; problems in Agency and Employment, the ethical implications of business decisions, the broad function of criminal and tort law, the Foreign Corrupt Practices Act, and the constitutional limitations on criminal procedure.

**Textbook:** *Essentials of Business Law* by Anthony L. Liuzzo, Eighth Edition, McGraw-Hill, c. 2010, ISBN 9780073511856

To order textbooks, go to the bookstore website at: <http://www.bridgeportbookstore.com>  
Select IDEAL Campus and login to the bookstore. Select the course and follow instructions.

**Course Objectives:** To be able to effectively, efficiently and perhaps profitably conduct any business enterprise within the United States requires a fundamental knowledge of a number of legal concepts, relationships, rules and regulations, as well as an awareness of the risks and range of consequences connected with failing to recognize or comply with them. It is at best risky, and at worst perilous, for those who choose to be engaged in business in the United States, at any level, from start-up entrepreneur to Fortune 500 board chair, to dismiss certain legal issues as “things we’ll let the lawyers will worry about later,” because often, by the time the lawyers have become involved, irreversible damaging business consequences may have already occurred. The course will provide the student with an awareness of the laws that control, regulate, shape and determine the form, method and means by which business is conducted. Specifically, the student will gain an understanding of: (i) the various sources of U.S. law; (ii) the structure of the two U.S. court systems; (iii) the several categories and types of law which impact upon business operations; (iv) the process of U.S. litigation; (v) the fundamental legal instrument which is the basis for conducting business, the Contract; (vi) the various structural forms business organizations may take; and (vii) the ethical standards and expectations of business conduct.

**Course Structure:** Class sessions will be devoted to reviewing assigned reading materials, examining key concepts and involving constructive participation for the in class discussions. Important material, not always presented in the textbook, will be incorporated into class lectures. Electronic devices such as cell phones must be turned off before entering the classroom.

**Course Requirements/Grading:** Your final grade will be comprised of several quizzes worth 30 points, class participation worth 10 points, discussion board utilizing Canvas 10 points, in-class presentation worth 20 points and a writing assignment worth 30 points (see below).

**Grading: Point System**

Quizzes: 30 points  
 Participation: 10 points  
 Discussion Board: 10 points  
 Presentation: 20 points  
 Writing Assignment: 30 points  
 100 points\*

**Letter Grading Scale:**

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

**\*5 points will be added directly to your lowest quiz if you write a summary on a current news article that discusses a topic related to our course material. You then should be prepared to discuss the article in class.**

**Quiz Format:** The quizzes may be “closed book” or “open book” which will require you to incorporate the material discussed in class. The quiz format may consist of essay, multiple choice, true/false or any combination. Generally, at the start of each class session, you will be given a quiz covering the subject matter for the prior session. The final quiz of the term will be more in depth covering all the material from the term.

**Class Participation:**

Class participation is 20 points of the overall grade. Class participation will be derived from an assessment as to involvement in the course material. It is not solely based on speaking in class. Hopefully students will feel comfortable to speak, since the class will only benefit from various perspectives. However, students will have other means of demonstrating involvement in the course objective, including:

- Regular Class Attendance;
- Involvement in Group Discussions;
- Satisfactory completion of in-class exercises; and
- Completion of Homework Assignments

**Discussion Board:** This class will utilize Canvas on a regular basis. During the weeks indicated I will post discussion question(s). You are required to log online and answer the question. You will then be required to respond to another student’s post of your choice.

**Presentation:** Each student will be required as a group to present a topic to the class utilizing one visual aid. During the first day of class, groups will be formed and topics will be chosen. You will be required to present on a topic and engage in a question/answer session. Details to follow.

**Writing Project:** Each student will be given the opportunity to choose a topic and write a paper. This is NOT a research paper however you still must utilize 3 sources. The paper will be 20 points of your final grade. Details of the assignment will be provided during the first day of

class. See attached assignment sheet for due dates. No LATE papers will be accepted – No Exceptions – even for good cause.

**Course Expectations:** Success in the classroom is based upon the same behavior, which is expected of individuals employed in the work environment. Each instructor is expected to deliver a meaningful instruction and each student is expected to commit with honesty and preparation. The instructor's responsibility will include, class preparation; respect; student assistance; meaningful, clear and concise assignments; and prompt return of grades/assignments. The student's responsibility will include, class preparation; completion of assignments on time; respect towards the instructor as well as others; honesty and appropriate business behavior.

**NOTE:** THE COURSE OUTLINE HAS A HUGE AMOUNT OF INFORMATION. MANY TIMES WE COVER A LARGE AMOUNT OF MATERIAL IN A SHORT PERIOD OF TIME. I HAVE PUT THE PAGE NUMBERS ASSOCIATED WITH EACH CHAPTER.

**WEEK 1: October 26, 2013**

Introduction. Course Overview.

**Part One: Introduction to Law**

Our System of Law– Chapter 1 p. 2-19  
Ethics and the Law – Chapter 2 p. 20-29  
Criminal Law – Chapter 3 p. 29-35  
Tort Law Chapter 4 p. 52-71

**ASSIGNMENT: Please answer typed each question for the FIRST day**

1. Case Questions on Page 17 – Chapter 1 – Number 42 and 44
2. Case Questions on Page 48 – Chapter 3 – Number 38
3. Critical Thinking on Page 69 – Chapter 4 – Number 38

**WEEK 2: November 2 (DISCUSSION BOARD)**

**Part Two: Introduction to Law**

Constitutional Law – Chapter 5 p. 72-89  
Administrative Law – Chapter 6 p. 90-104

\*\*\*\*\*QUIZ ONE: CHAPTERS 1-4

**WEEK 3: November 9 (DISCUSSION BOARD)**

**Part Two: Contracts**

Introduction to Contracts – Chapter 7 p. 106-123  
Offer and Acceptance – Chapter 8 p. 124-139  
Mutual Agreement – Chapter 9 p. 140-153  
Consideration – Chapter 10 p. 154-169  
Competent Parties– Chapter 11 p. 170-183

**WEEK 4: November 16 (DISCUSSION BOARD)**

**Part Two: Contracts**

Legal Purpose of Contracts – Chapter 12 p. 184-199  
Form of Contracts – Chapter 13 p. 200-215  
Operation of Contracts – Chapter 14 p. 216-231  
Discharge of Contracts – Chapter 15 p. 232-250

\*\*\*\*\***QUIZ TWO: CHAPTERS 5-11**

**WEEK 5: November 23**

**Part Three: Sales, Agency and Business Organizations**

Transfer of Title – Chapter 16 p. 252-287  
Sales – Chapter 17 p. 268-287  
Warranties – Chapter 18 p. 288-301  
Agency – Chapter 19 p. 302-319

**WEEK 6: November 30 (DISCUSSION BOARD)**

**Part 7: Legal Environment of Business**

The Employer– Employee Relationship - Chapter 31 p. 522-537  
Employment Law – Chapter 32 p. 536-552

**WEEK 7: December 7**

**Part Three: Sales, Agency and Business Organizations**

Business Organizations– Chapter 20 p. 320-335

**Part Five: Property**

Real and Personal Property – Chapter 24 p. 397-413

\*\*\*\*\***QUIZ THREE: CHAPTERS 12-19**

**WEEK 8: December 14 (DISCUSSION BOARD)**

Landlord – Tenant Relations - Chapter 26 p. 430-446

Wills, Intestacy and Trusts – Chapter 27 p. 448-464

**FINAL PAPER DUE: December 14, 2013**

**\*\*The instructor reserves the right to adjust dates/chapters to compensate for any unforeseen changes.**

**FINAL PAPER**

Subject: You may choose your own topic however it must be tied to one of the topics that we have learned about throughout the course. I suggest you look at the syllabus soon for ideas. You must approve your topic by Week 2. Therefore, I suggest you do not wait until the last minute.

Format: Five to seven pages total with at least 3 scholarly sources; typed; double spaced with a 12 font, Times New Roman, 1 inch margins on all sides. APA citations please.

Contents: Your paper should include an introduction of your particular topic. The remaining body of your paper will consist of the information you gathered as well as your reflection. Your reflection should include any observations, opinions, advantages, disadvantages, perceptions and conclusions. This particular section should have sentences such as "I feel" "I believe". Be sure to analyze your topic and discuss the issue thoroughly.

Due Date: Your final paper is due by Week 8, NO EXCEPTIONS! The paper constitutes 20% of your final grade.

Any questions or concerns please let me know. I look forward to the papers.

## ACADEMIC POLICIES

### Attendance Policy

Classroom attendance is an integral part of the academic experience; therefore, students are expected to attend all class sessions. If an absence is unavoidable, the student, prior to class, should advise the instructor. Arrangements should be made at that time for additional assignments if appropriate. It is also expected that students arrive on time and not leave until the class is dismissed. Tardiness will result in a reduced grade for the course. If you cannot attend every class session you should consider dropping the course.

### IMPORTANT:

- **Missing one class session will drop the final grade by one letter grade (for example if the student earned a grade of “B” in the course, the final grade would be a “C”).**
- **Missing two or more class sessions will be cause for a failing grade.**

### Incomplete grade

An incomplete may be given, at the discretion of the instructor, to those students who fail to complete assignments due the last day of your course. These would include absence from a final examination or inability to complete terminal assignments (papers, presentations) due to illness, employment conflicts, etc.

Incompletes will not be given to a student who fails to complete any assignment during the term. At the discretion of the instructor, these assignments could be completed no later than the last scheduled day of your class.

### Drop Procedures

To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the following web page:

<http://www.bridgeport.edu/pages/2595.asp>

### Starting Fall 2012

- Add and/or Drop a course after the start date.....\$30.00 per transaction
- Drop prior to the start of classes.....100% Tuition Refund
- Drop prior to the second class session.....75% Tuition Refund
- Drop prior to the third class session.....50% Tuition Refund
- Drop after the third class session.....0% Tuition Refund

**\*\*Please note students will not be automatically dropped for missing the first class. Missing one class session will drop the final grade by one letter grade. If you have to miss the first class, or the first week of class for online classes, *you must contact your instructor* in writing before or after the first class/first week. However, a grade reduction will apply.**

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the Academic Calendar to see the fees for a drop and the impact on tuition. The Academic Calendar can be found at: <http://www.bridgeport.edu/pages/2595.asp>

### **Cell Phones**

Cell phones must be turned off while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

### **Academic Dishonesty**

We are committed to intellectual integrity in our academic pursuits; therefore, the IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

**Cheating** – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory computer-programming course. He has co-workers who program in the same language as his final project. As the end of the term approaches, he wonders how he will find the time to get the project finished, and asks one of his co-workers for help. His co-worker hands him a disk with a complete program similar to the kind required for the course project. The student makes minor modifications to the program, and submits it under his own name.

Case #2: A student enrolled in a religious studies course has never taken a humanities or history course, and is unsure about how to structure a research paper. She is doing research on the World Wide Web, and comes across a paper written by a student from another university. Using her computer mouse, she copies and pastes the document into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

**Plagiarism** – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet as well as in the library. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own classes; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site:

[http://www.indiana.edu/~istd/plagiarism\\_test.html](http://www.indiana.edu/~istd/plagiarism_test.html)

## ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at:

<http://myub.bridgeport.edu/academics/academicrescenter/Pages/default.aspx> The Center is located in the Wahlstrom Library, Room 506. Hours of operation are Mondays –Thursday 9am – 6pm and Fridays 9am – 1pm. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: [www.etutoring.org](http://www.etutoring.org). To use this free service you must have a UBNet account.

### Obtaining a UBNet Account

Every registered student should obtain a UBNet Account. The account allows you to access your grades, access library services, access online tutoring, access the computers in computer labs, and provides an email account in which the University sends out information. Go to: <http://www.bridgeport.edu/ubnet> - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your Bridgeport.edu email forwarded to any other email account you use. Following the activation of your UBNet account (takes 24 hours), login at: <http://www.bridgeport.edu/email> and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

### Accessing Your Grades & Schedule Online

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. Information on WebAdvisor is password protected and requires you to use your UBNet username and password. To access WebAdvisor, go to:

<http://www.bridgeport.edu/webadvisor>

1. Login in with your UBNet username and password.
2. Click on “Student Menu.”
3. Click on “My Grades.”

If you are carrying a financial balance, access to WebAdvisor will be restricted.

### Using the Library

You can access the library through the library’s website: <http://www.bridgeport.edu/library>.

Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

To access the online journals for research purposes, you will need a UBNet account (see above).

### Using Computers

Open access computer labs are available at three campuses:

- Bridgeport – 1<sup>st</sup> floor of the Wahlstrom library. Check library hours of operation at: <http://www.bridgeport.edu/library>.
- Stamford – Room D; Check open hours at: <http://www.bridgeport.edu/stamford>
- Waterbury – Computer Lab; Check open hours at: <http://www.bridgeport.edu/waterbury>

**Course Cancellations/ Weather Policy**

Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, ([www.bridgeport.edu](http://www.bridgeport.edu)). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

Please note each campus makes weather cancellations independently. You should always check with the specific campus staff. It is best to call the campus emergency phone.

Bridgeport – 203-576-4159

Waterbury - 203-573-8501

Stamford – 203-358-0700

**IMPORTANT CONTACT INFORMATION**

Office	Contact	Telephone	Email
Bridgeport Campus Security		(203) 576-4911	ubsecurity@bridgeport.edu
Bursar	Robinson Hernandez	(203) 576-4692	bursar@bridgeport.edu
Cashier	Lana Mistry	(203) 576-4682	cashier@bridgeport.edu
Financial Aid		(203) 576-4568	sfs@bridgeport.eud
Registrar		(203) 576-4642	registrar@bridgeport.edu
Emergency Notification Phone		(203) 576-4159	
Distance Education Office		(203) 576-4853	ubonline@bridgeport.edu
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu

**CAMPUS CONTACT INFORMATION**

Campus	Address	Telephone	Email
Bridgeport	126 Park Avenue Bridgeport, CT 06604	(203) 576-4800	idealinfo@bridgeport.edu
Stamford	5 Riverbend Drive Stamford, CT 06750	(203) 358-0700	ubstamford@bridgeport.edu
Waterbury	84 Progress Lane Waterbury, CT 06705	(203) 573-8501	ubwaterbury@bridgeport.edu
Woodbridge	6 Lunar Drive Woodbridge, CT 06525	(203) 576-4800	<a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a>
IDEAL Office		(203) 576-4800	idealinfo@bridgeport.edu
<b>Directions to IDEAL Campus locations</b>		<a href="http://www.bridgeport.edu/pages/2260.asp">http://www.bridgeport.edu/pages/2260.asp</a>	

**To fill out your financial aid report to the Federal Government, please go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is **001416**. Federal Student Aid Information: 1-800-433-3243.**