Office: My real office is at my house, where I am available almost all the time. For everyone who wishes to see me in person, I will be using my husband’s office in the basement of Ag Hall, room #044.

His office is easiest to find if you enter Ag Hall from the north door and go immediately down the stairs and turn right. Please call me ahead of time, if you are dropping by, as I may be elsewhere in the building or meeting with another student and I don’t want to miss anyone. I will generally be on campus on Tuesday mornings.

Email: tanya.raun@okstate.edu, please feel free to text, call, or email me anytime with questions about the material. I check emails everyday; morning and evening, and will do my utmost to be promptly responsive to your questions.

Phone: (405) 762-0841. Please limit calls to the hours between 8:00 a.m. and 8:00 p.m. Texts are fine anytime, but they will generally not be address until the following morning if received after 8:00 p.m.

Office Hours: Tuesday mornings, 10:15 a.m. to 12:15 p.m., or by appointment. Ag Hall #044. I am available for at least part of every weekday, except Wednesdays, for individual appointments. As this is an online class, most of our interaction will be online, as well, but I am happy to schedule in-person appointments for local students.

Please do not hesitate to contact me with your questions and concerns about the material. I appreciate receiving questions as they arise. I am happy to discuss via phone, email and text. Don’t be shy – I am your instructor and this is my job. Questions requiring lengthy responses will be answered and returned as attachments to an email since I type faster than I text.

Course Site: Desire2Learn (Online Classroom): http://oc.okstate.edu Please review the Content section and periodically check any news posts. Run a quick check to verify that you are able to watch the videos. If you encounter problems, try using a different browser. For the last several years, the most problem-free option was Firefox. If you have ANY problems, immediately contact the number listed below and they will help.
Distance Learning Technical Support: (405)744-4048. Call if you have problems with D2L, particularly if you cannot get the videos to play.

Overview of the Course

This course covers the fundamentals of contracts. Approximately half of the material deals with contractual issues. The U.S. Court system, including Alternative Dispute Resolution methods will be reviewed. We will also cover Constitutional provisions that affect contracts and business entities. Finally, a brief overview of torts, negligence, and strict liability will be covered.

An independent assignment will require students to visit a court proceeding of his or her choice, and write a report about the experience.

This course provides practical information that is useful regardless of the student’s area of study, particularly regarding contracts.

Course Objectives

Course Objective: At the end of the semester the student should have an appreciation for the role of law in society, a familiarity with the operation of the American legal system, a recognition of the principal classifications of law, and a recognition of the legal basis for government regulation of business activity; additionally, the student should have a practical understanding of the substantive law of contracts, agency and torts.

Course Outline:

The independent court attendance assignment is due no later than Friday, March 20, 2015. Note that this due date is during Spring Break. Early submissions are appreciated!


| Chapter 1     | Introduction to Law and Legal Reasoning |
| Chapter 2     | Courts and Alternative Dispute Resolution |
| Chapter 3     | Court Procedures –this material will not be tested but will be necessary for you to complete the court attendance assignment. |
| Chapter 4     | Constitutional Authority to Regulate Business Ethics and Business Decision Making |
Chapter 5  Ethics and Business Decision Making
Chapter 6  Intentional Torts and Privacy
Chapter 7  Negligence and Strict Liability

Exam #1  Local Students - Wednesday, February 18th, 2015.

Distance Students - Monday, Tuesday or Wednesday, Feb 16, 17, or 18th

Local Students will test in person on Wednesday evenings at 5:00 p.m., room TBA. Any local student requiring special accommodation needs to contact instructor to make alternate arrangements at least the week before the test.

Distance students may test at their designated testing centers on Monday, Tuesday or Wednesday, of the week tests are scheduled.

Material for Exam Two: Part ONE of Contracts. Please note that the chapter numbers are 10-15 if you are using an older version of the textbook, and the titles of the chapters may vary slightly.

Chapter 11  Contracts – Nature and Terminology
Chapter 12  Agreement in Traditional and E-Contracts
Chapter 13  Consideration
Chapter 14  Capacity and Legality
Chapter 15  Mistakes, Fraud and Voluntary Consent
Chapter 16  The Writing Requirement and Electronic Records

Exam #2  Local Students – Wednesday, April 1st, 2015.

Distance Students – Monday, Tuesday or Wednesday, March 30, 31, or April 1st.

Local Students will test in person on Wednesday, at 5:00 p.m., room TBA. Any local student requiring special accommodation needs to contact instructor to make alternate arrangements at least the week before the test.

Distance students may test at their designated testing centers on Monday, Tuesday or Wednesday,
Material for Exam Three: Part TWO of Contracts, Third Party Rights and Agency. Please note that the chapter numbers are 16- 18, 22, and 32-33 in the older version of the textbook.

Chapter 17 Third Party Rights
Chapter 18 Performance and Discharge in Traditional and E-Contracts
Chapter 19 Breach of contract and Remedies
Chapter 23 Warranties and Product Liability
Chapter 32 Agency Formation and Duties
Chapter 33 Agent’s Liability to Third parties and Termination

Exam #3 Local Students – Wednesday, May 6th, 2015.
Distance Students – Monday, Tuesday, or Wednesday, May 4th, 5th, or 6th.

Local Students will test in person on Wednesday, 5:00 p.m. in room TBA. Any local student requiring special accommodation needs to contact instructor to make alternate arrangements at least the week before the test.

Distance students may test at their designated testing centers on Monday, Tuesday or Wednesday of finals week. All testing must be completed by Wednesday, May 6th, 2105.

Advice on how to approach the course.

- Calendar the exam dates NOW. Prepare a regular, weekly, study schedule for yourself, allowing ample time to cover the specified material.
- Do not forget to schedule time to complete the court attendance assignment by the due date.
- In order to stay on track, you should expect to cover approximately one to two chapters per week.
- The class will cover the entire textbook. There is a lot of reading and it the material is detailed.
- Do not procrastinate – Read the textbook and watch videos every week.
- It is essential that you read the text in conjunction with the Companion Notes and that you watch the videos. I have prepared the companion notes to serve as a supplement to the text, but they should not be used as a substitute for reading or for watching the lectures.
• Students may wish to multitask and watch, read and follow companion notes all at the same time.
• If you are a more linear student, try reading the textbook chapter first, then watch the video as you complete the companion notes.
• Be willing to read the text more than once.
• Write out your questions and send them to me in an email or call me. I am your instructor even if we never meet in person. I will respond.
• The material is detailed and there will be many new terms. Pay particular attention to the terms and concepts at the end of each chapter - they are essential to your mastery of this material.

Texts and Supplementary Materials


Attendance Policy

Students who have not participated in at least one assignment in Desire2Learn (discussion board, specific assignment, viewing videos, submitting introductory message, etc.) within the first two weeks of the course, will be reported as not having attended class on SIS and it will be recommended that said student withdraw from the course. Periodic checks of D2L statistics will be reviewed to ascertain whether students are viewing the available video lectures.

Grading Policy

There will be three (3) major examinations. Students are expected to take exams on the specified testing date.

Even though this course is an online course, exams will be paper based and must be taken in person. Distance Students need to complete the necessary forms with the Distance Learning Office and take each exam at a testing center or with a proctor. If the student is physically located in Stillwater, OK, he or she will be expected to test with the instructor on the specified testing date. Please contact the instructor at the beginning of the semester with special scheduling needs or requests.

There will also be a self-directed assignment outside of class time which will require attendance at an actual court session of the student’s choice during the first section covering Judicial Systems. Students should complete
this assignment as soon as practicable. The assignment is due by Friday of SPRING BREAK. Early submissions are appreciated.

Semester grades will be determined using a standard 90%, 80%, 70%, 60%, scale, based on total points possible. There will be approximately 450 points available for the entire course. This will include 400 test points distributed over three tests and one assignment which will be done independently by students with a written report to follow. The assignment and report will be worth 50 points. Adjustments to this scale may be made by instructor when, in her opinion, such adjustment is academically appropriate.

The student’s final grade is calculated almost exclusively on test grades. Therefore, students who have testing issues may wish to enroll in another section which has a different method for calculating final grades.

No additional assignments will be made to allow a student to raise his or her grade.

Make-up Policy

Students are expected to take each exam on the date given and submit the assignment in a timely manner. If for any reason a student cannot attend an exam he or she must notify the instructor prior to the examination.

University Policy

Drop Policy

Information about university drop policy and dates is at this website: http://registrar.okstate.edu/

Click on “class schedules,” and “short, internet, and outreach courses”

To drop this course, contact the Registrar’s office, (405) 744-6876, or drop through SIS (Student Information Services).

Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, http://academicintegrity.okstate.edu/.
Accessibility
Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, so we may discuss accommodations necessary to ensure full participation and facilitate your educational opportunity. For more information about OSU Student Disability Services, please go to: http://sds.okstate.edu.

Internet Netiquette Guidelines (provided and recommended by the Distance Learning Office)

A melding of the words "network" and "etiquette", netiquette refers to the manner in which communication is conveyed in an electronic environment.

Here are some guidelines for communication within this course:

- REFRAIN FROM USING ALL CAPS. It is considered SHOUTING when communicating online.
- Do not post or forward offensive or racially insensitive jokes or comments.
- Be careful with humor and sarcasm.
- Don’t respond to personal attacks: Contact the instructor for action and referral.
- Always add in the subject line a concise statement describing the email or discussion post.
- Respect others' opinions. If you disagree with what another has said, post your thoughts in an objective, respectful manner. Do not make remarks that can be taken personally.
- Reflect upon the text you have entered before posting.
- Keep the discussion within the scope of the course material.
- Communication should be grammatically correct. Adhere to correct sentence structure, grammar, and spelling conventions. Proofread for errors before posting a message.
- Before you respond to a threaded message, read all the messages related to that message that have been previously posted.
- Send out an email to a group using the blind carbon copy field – BCC does not allow your recipients to view who was sent the email.

Attached hereto is the 2015 version of the OSU Syllabus Attachment. Said attachment may also be found at http://academicaffairs.okstate.edu/faculty-a-staff
OKLAHOMA STATE UNIVERSITY
SYLLABUS ATTACHMENT
Spring 2015
http://academicaffairs.okstate.edu/faculty-a-staff

YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.
THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.

IMPORTANT DATES

Last day to add a class (without instructor permission) 1/20/2015
Last day to drop a course with no grade and 100% refund 1/20/2015
Last day to add a class (requires instructor & advisor permission) 1/23/2015
Last day to drop a course or withdraw from the University with an automatic “W” and receive a partial refund (requires advisor signature) 1/23/2015
Last day to post 6 week grades 2/24/2015
Last day to file diploma application (for name to appear in Spring Commencement program) 4/1/2015
Last day to drop a class or withdraw from the University with an automatic “W” 4/10/2015
Last day to withdraw from all OSU classes with an assigned grade of “W” or “F” 4/24/2015
Pre-Finals week 4/27/2015 – 5/1/2015

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet and Outreach Class Schedules page of the Registrar’s website.

Spring Semester Holidays
University Holiday 1/19/2015
Students’ Spring Break 3/16/2015 – 3/20/2015

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY, students often confuse these terms. Dropping a Course (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar’s website.

Withdrawing from the university means that you are dropping all of your courses and are no longer enrolled for the current semester. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor in your student academic services office. For additional information and dates, go to: http://academicaffairs.okstate.edu/policies-a-procedures/35-adding-a-dropping-policy

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and are posted on the OSU website. Exams, classes, or assignments that are missed in these circumstances may be rescheduled at times that are outside the normal meeting schedule for the class. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.
OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized destroying the work of others, and altering academic sanction. Violations may subject you to receiving a failing grade on an assignment, of a violation of academic integrity on your University. You have the right to appeal the to http://academicintegrity.okstate.edu/ for a video additional information.

COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS
Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared.

CLASS ATTENDANCE
Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES. If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY
Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses. No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY
In the event that you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time and place of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time and place for administration of the final exam. After one week, if an agreement cannot be reach, take the request to the department head.

INFORMATION TECHNOLOGY
Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website: https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx. Lab information is also available
by calling the Information Technology Help Desk, 405-744-HELP (4357).

EDMON LOW LIBRARY HOURS  
www.library.okstate.edu
405-744-9773 or 405-744-9741  
Text 405-592-4128
Sunday  
9:00 a.m.-12:00 midnight
Monday-Thursday  
24 hours a day
Friday  
12:00 midnight-10:00 p.m.
Saturday  
9:00 a.m.-10:00 p.m.
*For holiday and intersession hours, check http://www.library.okstate.edu/services/hours.htm

*Contact the following for information on hours of operation:
  Architecture Library  
  405-744-6047
  Curriculum Materials Library  
  405-744-6310
  Veterinary Medicine Library  
  405-744-6655

GENERAL EXPECTATIONS OF STUDENTS
By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University’s mission. The Student Rights and Responsibilities Governing Student Behavior document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University’s response to violations http://studentconduct.okstate.edu/

In general, the University expects you to respect the rights of others and authorities, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

WHERE TO GO FOR HELP
Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Academic Services Director for your college.

Academic911.okstate.edu - Your online resource for academic and personal success, sponsored by Student Affairs.

Mathematics Learning Success Center
5th Floor, Edmon Low Library/405-744-5818 http://www.math.okstate.edu/  
Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

Writing Center
440 Student Union/405-744-6671 http://osuwritingcenter.okstate.edu 
The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques.

Learning & Student Success Opportunity (LASSO) Tutoring Center
021 Classroom Building/405-744-3309 https://lasso.okstate.edu/  
LASSO offers free individual tutoring for a variety of courses.

University Counseling Services
320 Student Union/405-744-5472 or 405-744-7007 http://ucs.okstate.edu/  
Professional counselors offer confidential personal and/or career counseling.

Office of Student Disability Services (SDS)
315 Student Union/405-744-7116 http://sds.okstate.edu/ 
According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student
Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations.

Office of Equal Opportunity - 408 Whitehurst/405-744-9153
OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or the University’s Victim Advocate (Suzanne Burks: 405-744-5458). For more information regarding Title IX violations, please go to: http://1is2many.okstate.edu.