This course will use Adobe Connect, Moodle (an online Learning Management System-LMS), MyManagementLab (an online system from Pearson Publishing), and email for communication, synchronous online class sessions, asynchronous exercises and quizzes, and posting assignments, exams and grades. Course details and information on Adobe Connect, MyManagementLab, and Moodle follow.

SCHOOL OF BUSINESS ADMINISTRATION MISSION

School of Business Administration/Mission Statement: The University of Montana’s School of Business Administration is a collegial learning community dedicated to the teaching, exploration, and application of the knowledge and skills necessary to succeed in a competitive marketplace.

School of Business Administration/Assessment and Assurance of Learning: As part of our assessment process and assurance-of-learning standards, the School of Business Administration has adopted five learning goals for our undergraduate students:

- **Learning Goal 1** – SoBA graduates will possess fundamental business knowledge/integrated business knowledge.
- **Learning Goal 2** – SoBA graduates will demonstrate communication skills.
- **Learning Goal 3** – SoBA graduates will possess problem solving skills/creative thinking skills.
- **Learning Goal 4** – SoBA graduates will have an ethical awareness and demonstrate ethical decision making.
- **Learning Goal 5** – SoBA graduates will demonstrate the use of technological skills for communication and problem solving.

COURSE DESCRIPTION

This course is divided roughly equally between coverage of the legal environment of business and management and organizational behavior. The first half of the course will focus on law and the second half of the course will focus on management. Online Adobe Connect sessions (where all students will be logged on at the same time, with headsets or a microphone and speakers) will be scheduled on most (not all) Tuesday evenings from 5:00-7:00 pm during the semester. (An exact calendar of these online class meetings will be posted on Moodle. **Our first online Adobe Connect meeting is scheduled for Tuesday,**
September 3rd at 5 pm. Make sure to log in a few minutes early so that you are ready when class starts.

Make sure that you have worked out the tech issues for Adobe Connect with Don Helliwell (don.helliwell@business.umt.edu) prior to our first online class meeting and log on to Adobe Connect for our first session a few minutes early in order to have time to work out any last minute issues. Please begin reading the first two law chapters by that session date; a reasonable goal is to have completely read Chapter 1 and to have started on Chapter 2. (Chapters 1 and 2 are combined into one PDF document.)

Law Portion of the Course. The law component will provide selected topical coverage of the legal concepts and processes necessary for today’s business managers. The readings and questions are designed to offer a pragmatic approach to the study of business and the law. Students will be introduced to the substantive “rules” of law, as well as its evolving processes, alternatives to litigation, and ethical and international aspects of business and law. (The assigned chapters from my coauthored textbook—The Legal Environment of Business—will be posted on Moodle free of charge. I would like any feedback on improving the text, identification of any typos, etc.)

Law Portion Exams: The law component is broken into two exams covering the law material. (The exact dates of these will be forthcoming- one exam will cover the first set of chapters and will be given through Moodle approximately mid-way through the law material and the other will come at the end of the law material.)

Management Portion of the Course. After we complete the law portion of the course (around mid-semester or a bit later), we will then begin the management portion. The management component is designed to provide you with the opportunity to reflect on your previous experience working in organizations and to develop some of the interpersonal knowledge, skills, and abilities necessary to be an effective manager. If you are like most students enrolled in MBA programs, within three years after graduating you will be given some management responsibilities. This will typically involve leading a team but may also consist of managing an organizational unit or division. Hence, the knowledge, skills, and abilities developed in this course will be important for your future success. For those of you may already hold management positions, this course will help build a formal management education framework that you can apply to your present jobs.

The Management component uses a combination of online readings and interactive exercises from Robbins/De Cenzo/Coulter Fundamentals of Management 7e. These course materials must be purchased and accessed online through http://www.mymanagementlab.com/. (More details will follow on registration, etc. once this platform is set up and customized for our class within the next couple of weeks.) The management component culminates in a final exam given at the end of the semester exclusively over the management material. (More details on this exam will be forthcoming as we near the exam date.) Note that all of the management material and exams are assessed via My Management Lab and that all of the law materials and exams are accessed via Moodle.
ONLINE LEARNING PLATFORMS

- All course announcements will be posted on Moodle. 
  https://moodle.umt.edu/login/index.php
- The law portion of this course will use Moodle for reading assignments, chapter pdfs, and the two law exams.
- The management portion of this course will use Pearson publishing’s MyManagementLab for assignments, quizzes and the final management exam. 
  http://www.mymanagementlab.com/ (Don’t sign up for this until instructed later in the semester.)
- The weekly lecture/discussion sessions for both the law and management portions of this course will use Adobe Connect accessible at 
  http://bumt.adobeconnect.com/mgmt540/

GETTING STARTED

Don’t fret over the start up issues. In addition to carefully reading this syllabus, do the following to get started in this class:

1) Acquire a headset or microphone for your computer (per Justin’s email);

2) Follow Don’s startup information about Adobe Connect and work out any tech issues with him prior to our first formal Adobe Connect session;

3) Read the first chapter and begin the second chapter of the law text (posted and Moodle and sent to you by Martha) and be prepared to discuss chapter topics by the time of our first Adobe Connect session (You will, at some later point, be may asked to answer several questions about the required reading via the Moodle system.);

4) Make sure that you can log on to Moodle in order to periodically check announcements, access law chapters and reading assignments, and take the two law exams; and

5) On Tuesday, September 3rd, log on to Adobe Connect a few minutes early to make sure that you have time to resolve any tech issues with Justin.

READINGS, EXERCISES, AND ASSESSMENTS

Required Law Materials: The Legal Environment of Business, Furniss, et.al (text chapters will be provided on Moodle as PDF documents at no charge to students).

Required Management Materials: Robbins/De Cenzo/Coulter Fundamentals of Management 7e (electronic text and interactive exercises; students must purchase access)
(approximately $65) to these materials on MyManagementLab at http://www.mymanagementlab.com/. More details to follow a couple of weeks after autumn semester starts about purchasing the correct package. Don’t purchase the package until I provide you with more details.

Readings: Please read at least the first law chapter by the first Adobe Connect session date and be prepared to respond to the end of the chapter questions. These first two chapters are provided with this syllabus by email attachment. It is imperative that you access Moodle during the first few days of classes and get used to logging on and checking for announcements and other postings for this course.

Exercises and Assessments: Several exercises and assessments have been selected or developed for this course. These are designed to offer you insight into your previous professional experience as well as to prepare you to be more successful in the future. Assignments and due dates along with the law and management exam dates will be posted on Moodle. Students will receive an advance email notice when important information is posted on Moodle.

STUDENT EVALUATION

The total number of points that a student accumulates throughout this course will determine the student’s final grade for this course. The total possible points are 1000 - a maximum of 500 may be accumulated from the Management component and a maximum of 500 points may be accumulated from the Law component.

Final letter grades will be assigned on the following basis:
A  900 points or above
B  800 - 899 points
C  700 - 799 points
D  600 - 699 points
F  599 points or below

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<td>Class participation</td>
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EMAIL RULES

Based on The University of Montana policy, students must use their GrizMail accounts (netid@grizmail.umt.edu or fname.lname@umontana.edu) to communicate with professors. The umontana address is automatically forwarded to the GrizMail address. (Because of this university policy, I cannot respond to other emails sent by you. For instance, if you send me an email using hotmail or gmail, I will respond by asking you to resend your email via your umontana account.)

ISSUES

If you need help, you can always contact me, night or day, weekdays or weekends, on my office, cell, or home phone, by stopping by my office, or via email.

I am looking forward to working with you this semester.

Good luck!