

COURSE SYLLABUS

PLGL 323: BUSINESS LAW FOR PARALEGALS (3 semester hours)

Tuesdays, 7:20 – 10:00 PM
Web based

Instructor: Steven Lilley, Attorney at Law

Phone (work): (903) 408-4180

Phone (cell): (903) 243-8519

Email: lilleysteven@tamuc.edu

Availability: I will be available on Tuesdays before class is to begin starting at 6:30pm. You may contact me with any questions or concerns you have

Required Texts

Roger LeRoy Miller, *Business Law Today, The Essentials*, 13th ed. (ISBN-978-0-357-63522)

Course Description

This course provides the paralegal student with a basic and thorough understanding of laws governing the creation and operation of businesses. Topics covered include the formation of business entities (including sole proprietorships, partnerships, corporations, and other business structures), corporate filings, minute book preparation, ethical obligations of the paralegal working in this field, and computer applications being utilized in corporate law practice. Practical skills are emphasized through assigned drafting and formation projects.

Course Objectives

The goal of this course is to enable the student to:

- Understand and apply general business law concepts;
- Draft simple contracts
- Understand common business structures, including corporations, partnerships, etc.
- Understand and be able to identify legal issues involved in lease agreements
- Understand basic concepts of intellectual property law

Attendance Policy

Attendance is required and roll will be taken at every class. It is vital to attend each class as we only meet once per week. **Unless you are granted an exception for a particular class period, you will only be considered to have attended class if you are present during the live online presentation.**

Attendance/participation contributes 10% of the total final grade. The follow table illustrates how missed classes will affect this portion of your overall grade

<u>Classes missed</u>	<u>% deduction from attendance/participation</u>
1	0%
2	2%
3	5%
4 or more	10% and possible failure of class

Grading Policy

You are also responsible for completing assignments. Your assignments will be reviewed, graded and returned to you. This is a cumulative grade over the course of the semester. Weekly assignments cover the material who have just finished learning about in class and are due at the beginning of next class meeting.

All assignments must have a cover page indicating the following: your name, class, name of the assignment, and date the assignment is due.

All written work will be graded not only on content, but also on writing style, **including punctuation and grammar**. You must speak with me if you plan to turn in work late but wish for it to be graded. Depending on the circumstances, I may or may not grade late work.

You will be required to submit a legal memorandum during finals week. This is the culmination of the work you will be doing in this class and it must be a solo project. Any two or more memos that appear to be the result of collaboration will be met with skepticism and a potential failing grade.

Your grade will be calculated according to the following formula:

Attendance/Participation	10 points
Assignments	30 points
Exam 1	20 points
Exam 2	20 points
<u>Final Exam</u>	<u>20 points</u>
Total	100 points

Grade Distribution is as follows:

A = 90-99

B = 80-89

C = 70-79

D = 65-69

F = 64 and below

Student Conduct and Etiquette

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Student's Guide Handbook, Policies and Procedures, Conduct) You are expected to exhibit respect for the instructor and fellow students at all times. All electronic devices (except laptops) must be turned off during class. Laptop use is limited to reading notes made for class and taking notes during class. In the event you choose to use a laptop, sound features must be disabled. Surfing the internet and playing games on your laptop during class time are strictly prohibited. Failure to adhere to these policies may result in removal from class.

The University's Pandemic Response

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring accommodation, please contact:

**Office of Student Disability Resources and
Services Texas A&M University – Commerce
Gee Library
Room 132
Phone: (903)886-5150 or (903)886-5835
Fax: (903)468-8148
StudentDisabilityServices@tamuc.edu**

Non-discrimination notice

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Student Counseling Services

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by

calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel.

Statement regarding on campus firearms

Texas Senate Bill-11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatments/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/ or consult your event organizer).

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

What is Plagiarism

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

1. to steal and pass off (the ideas or words of another) as one's own
2. to use (another's production) without crediting the source
3. to commit literary theft
4. to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

But can words and ideas really be stolen?

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your

work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism. If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized. (www.plagiarism.org)

If you plagiarize, you will receive an F for the assignment in question and the matter will be referred to the Office of the Dean of the College of Arts and Sciences.

Course Readings (Assignments to be announced)

8/31/2020

INTRODUCTION TO CLASS and
Read: Chapter 3 – ETHICS IN BUSINESS

9/7/2020

Read: Chapter 8 – AGREEMENT AND CONSIDERATION IN
CONTRACTS
Chapter 9 – CAPACITY, LEGALITY, AND ENFORCEABILITY

9/14/2020

Read: Chapter 10 - CONTRACT PERFORMANCE, BREACH, AND
REMEDIES

9/21/2020

NO CLASS – Instructor at professional conference

9/28/2020

Exam 1

10/5/2020

Read: Chapter 11 - SALES AND LEASE CONTRACTS
Chapter 12 - PERFORMANCE AND BREACH OF SALES AND
LEASE CONTRACTS

10/19/2020

Read: Chapter 13 - NEGOTIABLE INSTRUMENTS
Chapter 14 - BANKING

10/26/2020

Exam 2

11/2/2020

Read: Chapter 16 - AGENCY RELATIONSHIPS IN BUSINESS
Chapter 17 – EMPLOYMENT LAW

11/9/2020

Read: Chapter 18 - THE ENTREPRENEUR'S OPTIONS
Chapter 19 - CORPORATIONS

11/16/2020

Read: Chapter 22 - CONSUMER LAW

11/23/2020

NO CLASS

Thanksgiving Week

11/30/2020

Read: Chapter 5 - INTELLECTUAL PROPERTY RIGHTS
Chapter 6 - INTERNET LAW, SOCIAL MEDIA,
AND PRIVACY

12/7/2020

REVIEW OF CLASS AND OTHER ITEMS

12/14/2021

FINAL EXAM

*****As Instructor, I reserve the right to amend, modify, or alter this syllabus as the situation may require.*****