INFORMATION SHEET

MANAGEMENT 209 | §501 | TR12:45 PM – 2:00 PM | WCBA 113
§502 | MWF 3:55 PM – 5:10 PM | WCBA 114

Instructor: Keith D. Swim, Jr.
Office: Wehner Building, WCBA, Room. 410
Office Hours: TR 2:15 – 3:45 p.m. Special times can be arranged but they will have to be after 5pm, Friday afternoon or even on the weekends. Any of these special times will be by appointment only.
Office Phone: 845-3905 (Note, I WILL NOT RETURN LONG DISTANCE PHONE CALLS!)
Text: THE LEGAL ENVIRONMENT OF BUSINESS, 4th Ed.
Glasgow, Bierman, Pustay, Rodriguez, Swim
Eddie Bowers Publishing, Inc.
E-Mail: KSwim@mays.tamu.edu
Web site: http://wehner.tamu.edu/mgmt.www/mgmt.211/ (This web site is shared with MGMT 211. After you open the main web site, just click on 209)

Course nature, scope and content
Impact of the external environment-legal, political, economic and international-on business behavior; market and non-market solutions to contemporary public policies confronting businesspersons examined including antitrust law, employment and discrimination law, product safety regulation, consumer, protection and ethics.

Prerequisites
A student must have thirty (30) hours of college credit (sophomore standing) to take this class. This rule is enforced, so if you have less than thirty (30) hours of college credit, please see me at the end of the first class, or as soon as possible.
You must also be a non-business or non-agribusiness major.

Instructor information
I am a 1977 graduate of Texas A&M University. I received my doctor of jurisprudence (law degree) in 1980. I am married and have three daughters. I consider my time at home with my family extremely important. However, I also consider you, to be people and not just students, and therefore, very important. So, school time is your time and home time is time for my family. I also teach other college classes. I also have a law practice where I do mostly minor criminal work (DWI, DUI, PI, MIP, Possession cases, etc.) However, I have tried civil cases and criminal cases from traffic tickets up to and including, capital murder cases.
I teach the College class on Sunday mornings at Cavitt Church of Christ in Bryan. If you are seeking a church home, please come. See me after class for directions and times.
In short, I am a busy person BUT I am NOT too busy for my students. If you need help in this class or on matters of a personal nature please do not hesitate to come to my office to talk to me. If your schedule does not fit my schedule, we can make other arrangements.

Attendance
ATTENDANCE IS STRONGLY ENCOURAGED. There will be material on the exams that is covered in lecture but is not in the book. Current events will also be covered in class and can be on all of the exams.

Makeup Tests
Test make-ups are strongly discouraged. A make-up will only be allowed if:
1. The student has a valid excuse, which shall be limited to:
   (a) Participation in an activity appearing on the university authorized activity list (See authorized list on University web-site) [I will also allow make-ups for sponsored activities with prior explanation and approval.]
   (b) Death or major illness in a student's immediate family
   (c) Illness of a dependent family member
   (d) Participation in legal proceedings or administrative procedures that require a student's presence
   (e) Religious holy day
   (f) Illness that is too severe or contagious for the student to attend class (to be determined by Health Center physician, director or his/her representatives which is more than the standard "Quack Shack" excuse, which I will NOT accept) or off-campus physician) Note this excuse must come from a licensed doctor
   (g) Required participation in military duties and
Written, acceptable proof of any of these excuses will be required. (NO EXCEPTIONS) AND
2. Whenever possible, the student must contact me prior to the exam. If there is no personal
contact then the student is expected to call me at 845-3905. If there is no answer, the student
is expected to leave a message on the answering machine. Note: simply leaving a message on
the recorder does not guarantee the excuse being acceptable and the make-up being given. The
student must notify his/her instructor or department by the end of the next working day after
the absence in order to ensure full rights as per Student Rule 7.5.
3. If the absence is deemed excused by Student Rules (7.1 – 7.4), a make-up will be given
on the date specified below and the test will be administered by the graduate assistants. If you
have a valid excuse you have up to thirty (30) days to take the make-up exam. It will be up to you
to present the written excuse to me during that 30 day period. Prior written proof will be required for
all make-up excuses. These excuses will then be reviewed for accuracy and finally approved by me.
At that time you will be placed on an approved list to take the makeup test. Presentation of the
written excuse should be given to me as soon as possible so the excuse can be verified and your
name put on the list of students cleared to take the make-up exam. If your name is not on the
approved list 24 hours prior to the makeup test, you will not be allowed to take the makeup test.
EVEN A PROPER EXCUSED ABSENCE will only entitle the student to take a make-up, which will
not be the same test given in class. The test will either be essay, oral or maybe multiple choice or
even true/false. The form of the make-up will be determined totally by the professor. Note: the
make-up test is designed to be more difficult that the “in class” exam. If the absence is deemed to
be unexcused, or if the student fails to make arrangements and take the make-up as specified, the
student will receive a zero (0) for that exam. If the student misses test 4, 5 or the final and does not
have the allotted thirty (30) days in which to complete the make-up, the student will have the option
to take the test as specified below in #4 or will be given an incomplete (I) grade, so that they can
have the entire thirty (30) day period in which to take the make-up, if necessary. The (I) must be
cleared no later than the Fall Semester 2005. An incomplete grade (I) is only given for coursework
deficiency and not for performance deficiency. (NO WRITTEN/PROVABLE EXCUSE = NO MAKE-
UP, NO EXCEPTIONS)
4. Makeup tests will be administered as follows:
   Test 1   March 10, 2005 at 7 p.m. in Wehner 408
   Test 2   March 31, 2005 at 7 p.m. in Wehner 408
   Test 3   April 25, 2005 at 7 p.m. in Wehner 408
   Test 4 & 5 May 3, 2005 at 7 p.m. in Wehner 408
5. NO MAKE-UPS WILL BE GIVEN AFTER May 3, 2005.
6. YOU DO NOT WANT TO HAVE TO TAKE A MAKE-UP!

Disability
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 believe you have a disability
requiring an accommodation, please contact the Department of Student Life, Services for Students
with Disabilities in Room 126 of the Koldus Building, or call 845-1637.
If you feel you are entitled to special accommodations because of a disability, please see me within
the first week of class so that appropriate steps can be taken to work through the disability. I will do what I
can to help you learn this material and maximize your test performance. Please do not be embarrassed or
ashamed to tell me of a physical or mental disability. You deserve an equal chance and there are ways to
accommodate you.
To receive accommodation for disabilities, the student must be registered with the Department of
Student Life, Services for Students with Disabilities and the appropriate paperwork be received from that
office.

Examinations and Grading
There will be six required examinations that determine the following proportions of your grade:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>100</td>
</tr>
<tr>
<td>Exam II</td>
<td>100</td>
</tr>
<tr>
<td>Exam III</td>
<td>100</td>
</tr>
<tr>
<td>Exam IV</td>
<td>100</td>
</tr>
<tr>
<td>Exam V</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
</tbody>
</table>

The final examination will be comprehensive. The final is NOT optional and will only be given on
the scheduled day of finals as per the TAMU final schedule. The final will count twice as much as exams I -
V. The final will only be given during the schedules TAMU final times for this class.
For all examinations you will need to bring a Computer Answer Sheet TAMU form (the bluish, grey
A&M scantron), two #2 pencils, and your valid student ID. --Only! Please make sure that the ‘scantron’ is not
crumbled, wet or torn. (This will cause your scantron not to be graded by the scanner) You will be required
to sign the answer sheet in front of the exam proctor when you turn it in and it had better match the signature on your student I.D. or driver’s license, which you MUST bring to each and every exam. **YOU MUST HAVE A STUDENT ID WITH YOUR PICTURE ON IT THAT LISTS YOUR UIN. IF YOU DO NOT HAVE ONE, OBTAIN IT BY THE FIRST EXAM.** If you do not bring your student I.D., your exam grade will not be posted until you convince the Graduate Assistants that you were in fact the student who took the exam.

There will be at least two (2) different forms of each exam in each class. You are not guaranteed of receiving any particular form of the exam. The exams may or may not have the same questions.

**Final Grades**
First, the grade ranges given below are tentative. Follow them as guidelines only:
- 630-700 points: A
- 560-629 points: B
- 490-559 points: C
- 420-489 points: D
- 419 points or below: F

Second, while there will be no planned curve in this course. I do reserve the right to curve the class grades, if needed. The grading policy is relative grading. **Having 630 points does not assure an A.** In the same fashion, if you have only 620 points, for example, it could mean an “A” if your score is in the top end of the class IF a “curve” is deemed appropriate by the professor. The grade ranges shown above are strictly tentative, with the expectation that excellent performers will score 630 points or above, and so on.

Third, all exams are closed book, closed notes and individual efforts. **The lowest exam grade will NOT be dropped.**

The exam dates on the syllabus will NOT be changed except in the most extraordinary circumstances. **Do not assume that a test date will be moved no matter what the reason!**

Please feel free to see me if you have any questions regarding your grade distribution, especially if you are contemplating dropping the class. **Please do not Q-drop, withdraw, etc. without coming to see me first and discuss your standing in the class.** You may not be in as bad a shape as you think and then again...

**Extra Credit**
There is the possibility that extra credit will be offered through a management professor who needs subjects for research. **IF this is offered, there will be details in the future. In any event it will be totally voluntary on your part.** **PLEASE NOTE, THERE IS NO GUARANTEE OF AN EXTRA CREDIT PROJECT. IF THE EXTRA CREDIT IS OFFERED, IT WILL BE ANNOUNCED IN CLASS.**

Also, please remember that you are getting up to ten (10) bonus points on each of the first five tests.

**Exam Conduct**
In the past, due to the size of the classroom and probably due to my lack of diligence, I have had a problem with students cheating on my tests. **(Yes, the unfortunately, the pink bicycle story is true!)** Therefore, there will be several different versions of each test. Just because the exams are of the same color does NOT mean that they are the same exam. Do NOT look around during the test. If you must look around, then look somewhere other than at your neighbor’s paper. I would suggest that you look at the ceiling or at me because you will be watched during the exams.

Students will NOT be allowed to leave the room once the exam has begun so please **get a drink or water or take care of any other necessary business before the exam begins.** You will be instructed by the Graduate Assistants where to sit during an exam. You will not be allowed to save any seats for friends.

When you come into the room please put all of your belongings away and completely under the seat except for your scantron and pencils. There should be no loose papers anywhere near your seat.

Do not write on the scantron prior to the test being handed out to the students or until you are told you may write on the scantron. You may be asked to exchange scantrons with your neighbor. If your neighbor gives you a scantron that is written on, torn or wet, please call that to the attention of the exam proctors.

Take off all hats or at least turn the bill backwards on baseball caps.

No sunglasses may be worn during the exam.

NO headphones will be allowed during the exam.

Any cell phone seen “out” of your pocket, purse, backpack, etc. much less being used during the exam, will be confiscated.

**No questions will be allowed during the exam, unless there are enough exam proctors.** (You will be given instructions on this prior to the test.) This is due to past student conspiracies to distract me during the exam. If there is a typo on the test, it will either be dealt with during the test or during the test appeals process. If you cannot understand the question, again, it will either be dealt with during the test. IF questions are allowed or during the test appeals process if questions were not allowed during the administration of the exam.

Keep your scantron/answer sheet covered at all times.

No talking will be allowed after the exams have been passed out to the class.
After you finish the exam, exit the classroom as instructed during the exam. If there is a line to turn in the exam, do not talk to your fellow students while you are in line. Once you get up to turn in the exam you will NOT be allowed to change any answers.

Present your picture ID with your UIN on it, to the proctor and sign your answer sheet in front of the proctor.

IF YOU ARE LATE TO AN EXAM AND A STUDENT HAS ALREADY COMPLETED THE EXAM, YOU WILL NOT BE ALLOWED TO TAKE THE EXAM WITH YOUR CLASS. You will have to present yourself to me and explain why you were late to the exam. Then, depending on the excuse, you might be allowed to take the make-up test.

Additional instructions can and will be given at the beginning or even during the exam.

**Exam Grades**

Examination grades for the tests and your final grade will be posted online using WebCT and your NEO account. IT is your responsibility to be sure that your neo account is accessible.

No grades will be posted, given over the phone or by email. NO EXCEPTIONS, SO PLEASE DO NOT ASK AND DO NOT CALL FOR YOUR GRADES NOR REQUEST THEM BY EMAIL.

Remember, no grade will be posted unless you present the proper ID to the exam proctor.

**Preparation**

Attached hereto is a course schedule containing a list of the chapters covered and the dates of the exams. The examination dates will not be moved except under the most extreme situations. IF SOMETHING OCCURS THAT YOU THINK IS EXTREME, DO NOT AUTOMATICALLY ASSUME THAT THE EXAM WILL BE RESET. The exact date of the examinations will be announced in class at least one class period prior to the examination date, IF IT IS DIFFERENT FROM THE ATTACHED SCHEDULE. Do not rely on this schedule to determine the exact examination date nor material on each exam. It is much more likely that the material on the exam will be changed rather than the date of the exam being changed, if there are any changes at all.

Because of the quantity of material to be covered, students are not expected to have read the material exhaustively prior to each class period. Rather, you should have read the material to have a familiarity with the topics discussed in each chapter so that you can follow and participate in the lecture.

**Written Materials**

I strongly encourage you to obtain the textbook and study guide and as stated above, read the material before coming to class. The study guide for this class comes with the book. The study guide consists of the lecture outlines and sample questions with answers to the sample questions in the back of the study guide.

**Graduate Assistants**

There will be at least two Graduate Assistants for this class. The administration of the course, particularly the testing and grading will be handled in part by the graduate teaching assistants. They will be responsible for the test administration, grading, and grade posting and recording, but NOT for assistance with the delivery or understanding of the course content. All questions regarding lecture, the book or test content **should only be directed to me**. Do NOT ask the graduate assistant about course material during the exams nor during office hours.

To review an exam after taking the exam, you must go to the graduate assistant's office (Room 428 Wehner) during their regularly scheduled office hours. These office hours will be announced during class and will be posted outside the office.

NOTE: THERE WILL BE NO OFFICE HOURS (Graduate Assistants nor professor) ON DAYS WHEN THERE IS AN EXAM in any of the following classes MGMT 209, 211, 309 or 363. Furthermore, there will be no office hours on the day before an exam in MGMT 211 and 209. MGMT 211 test dates are February 15, March 10, April 7 and April 28. There will be no office hours during finals.

The phone number for the graduate assistant's office is 862-2090.

Remember that the graduate assistants are also students and might miss office hours due to their own school requirements, illness, interviews or family emergencies. Therefore, do not wait until the last possible day to review your exam (see below) and then complain that the graduate assistant did not keep his/her office hours.

**Reviewing Exams**

After an exam, students may obtain a card in the graduate assistant’s office that shows the questions that they missed. The assistant will provide you a copy of the exam. (It will not be your personal exam) If, in reviewing the exam, you disagree with an answer, fully explain your objection in writing on the form provided and return the form to the graduate assistant. You must write your appeal in the graduate students’ office and will not be allowed to take either the test, card, or the appeals form with you when you leave the graduate assistant’s office. I will review your appealed questions and decide whether to return any points to you. If I agree with your appeal you will be awarded the deducted points back to your test grade. However, if you are wrong, and I disagree with your objection to your answer, you will have two points deducted from your exam for each question that you unsuccessfully argued. Therefore, you can make 110 points on a 100 point scale on each of the first five exams. The purpose of this is to compensate for any potential exam problems you will be given a chance to earn ten (10) points on each of the first five exams.
A book and study guide will be provided for you to use to make your preparation easier. Once the next exam has been given to the class, the previous exam will be closed and you will not be allowed to review that test. (In other words, you can look at test 1 until the class takes test 2 and then test 1 is closed.) I will then look at your objections to the questions and any changes, up or down, will be posted on WebCT. Note I will NOT review the objections until after the next exam is given, so no changes will be made until after the next exam has been given. Only students who argue a question will have points added to or subtracted from an exam.

If a student is caught cheating, I will turn the matter over to my department head with my recommendation that the student be given an "F" and discharged from Texas A&M University. You will be expected to follow the Aggie Code of Honor at all times.

Please note that if you see another student cheating or you know of another student cheating, it is your duty under the Aggie Code of Honor to inform me that the cheating is going on. Failure to do so means that you are part of the cheating scheme and just as guilty, cheater.

Therefore, keep your exam and scantron covered at all times and if you see something strange going on during the exam, notify me ASAP.

If a situation of possible Scholastic Dishonesty occurs, the Texas A&M Student Rules will be followed. Please review the latest issue of the Texas A&M University Student Rules, under the section "Scholastic Dishonesty" (#20).

I do not want liars, cheaters or thieves to wear the Aggie ring and I would hope that you would agree with me on this! (Let them go to another school that does not have the reputation of TEXAS A&M UNIVERSITY, like a certain A&M "wanna be" in Lubbock!)

Incomplete Policy

A temporary grade of (I) at the end of the semester indicates that the student has completed the course with the exception of some small portion of the class work. I will give this grade only when the deficiency is due to an authorized absence or other cause beyond the control of the student. (See Make-ups above)

General Information

1. Relevant questions are encouraged both in and out of class.
2. As stated earlier, I also have a law practice in Bryan-College Station. Any personal legal questions should be avoided during class unless they relate directly to the course material to be covered that day. I do represent my students in legal matters, but you will be subject to my fee schedule just like everyone else and it will have NO effect on your grade, either good or bad. Just because I am an attorney and you are my student does NOT make me your attorney!
3. Unless it is a dire emergency, do not call me at home. I realize that this sounds cold and uncaring, but have you ever had numerous students call you at home with needless questions? For instance, "what did we cover in class today" is not a dire emergency. If you call me at my law office or at home, please be prepared to identify yourself by name, class and section. If you are afraid to identify yourself, then it is not a dire emergency. I would suggest that you get the phone number of at least one other student so that you can contact them for information.
4. You may record lectures but neither cellular telephones nor beepers will be allowed in class, except for emergencies (ex. pregnant wife) or when required for work. If you fall into the emergency category, see me after class or during office hours to explain the emergency situation.
5. We want to maintain the high quality of these classrooms for the students in future years. Thus, it is necessary for you to adhere to the established policy of NO BEVERAGES, FOOD, TOBACCO PRODUCTS, OR ANIMALS (unless approved), within the Wehner Building Classrooms. This also means between classes. Therefore, absolutely, no food or beverages will be allowed in the classroom. Furthermore, I will not tolerate tobacco in the classroom in any shape, form or fashion. You will be asked to leave class for any violation of the food, beverage or tobacco policy. (Yes, bottled water is a beverage.) If you have a medical condition where you need to violate this policy, see me after class or during office hours.

6. The handouts used in this course are copyrighted. By "handouts", I mean all materials generated for this class, which include but are not limited to syllabi, exams, in-class materials, overhead sheets, and outlines. Because these materials are copyrighted, you do not have the right to copy the handouts, unless I expressly grant permission. YOU DO NOT HAVE THE RIGHT TO TAKE OR REPRODUCE THE EXAMS IN ANY MANNER.

7. If during the semester something happens in your life that affects your performance in this class, please come talk to me about the problem. I can't help you with a problem or understand its affect on you unless I know what is the problem. I am also a participant in the Mentors program at TAMU, so if you just need to talk PLEASE come see me ANYTIME. Yes, for this you may call me at home, 776-0770.

8. I like to get to know my students—especially if you expect me to write you a recommendation letter in the future. One of the ways I like to get to know students is by going to the Rec Center and playing racquetball with students. If you'd like to go play, please fill out the times on the information handout. I can usually play nights, Friday afternoons or on weekends. However, please note that playing racquetball with me will NOT effect your grade at all, either good or bad, so don't let me win thinking you will earn extra points!

9. Please note the final will be given as scheduled. The final will not be moved, so please make whatever arrangements are necessary to take the final as scheduled. I am required to give the final on the scheduled date and time. Therefore, make plans accordingly!

10. Card Program. From time to time, I may request you to send a card to someone who is sick or has other special needs. This began several years ago when the mother of one of my student's was diagnosed with breast cancer. My students, being the Aggies that they are, sent this woman hundreds of cards. It had a huge impact on her recovery. Students who have taken part in this "card program" in the past have told me that it is a positive experience for them and I know that it is a positive experience for the individual who is sick or bereaved. This is totally voluntary and there is NO extra credit involved as far as your grade is concerned. I get the addressed from my students for the individuals who receive the cards. Therefore, if any of you have a family member or friend that you believe would benefit from this "card program", please let me know and I will announce it to the class and ask that cards be sent to that person. This is especially true for any of our soldiers in Afghanistan or Iraq or their families.

11. If you feel that you need a tutor for this class, please let me know. I will try to have a list of former students who I feel could be helpful in this area. The tutors will probably charge for this service. However, any financial arrangements are between you and the tutor. My only involvement is to give you the names of the potential tutors.

12. This is a difficult class for several students. I will warn you that it will probably take more time than a normal 200 level class. I have been asked on several occasions to give my opinion on how best to approach this class. Therefore, I would suggest:
   a. Read over the material in the book before class.
   b. Take notes during class in a separate spiral notebook.
   c. Immediately after class re-read your notes, filling in any gaps that you may have in the notes. If you will do this as soon as possible after class you will probably remember more of the material you left out of your notes due to a time problem when taking the notes.
   d. Then take the notes you have written and combine them with the outline that comes with your book.
   e. Any time you have a few minutes (waiting on a bus, riding the bus, waiting on class to start, etc.), re-read your notes/outline combination. The key is repetition, so, go over and over and over the material.
   f. Use the questions at the back of the study guide chapters as a test to see how well you learned the material. If you are weak in an area, go over that area again.
   g. Get a good-night's sleep the night before the exam. Do NOT pull an all-nighter before these exams.
   h. During the exam, cover up the answers and whenever you can, answer the question in your head before you look at the answers. Then look for the answer you felt was correct.
   i. After the exam, go to the graduate assistant's office and review your exam to see what you missed. Remember, the final is mostly comprehensive.

13. The information contained in this information sheet can be the subject of questions on any of the exams.