

SCHOOL OF BUSINESS Graduate Management Programs Course Outline			
<b>COURSE NAME:</b>	North American Law & Effective Communication	<b>COURSE NO.:</b>	NABU 335
<b>TERM:</b>	Fall 2016	<b>COURSE CREDITS:</b>	3.0
<b>INSTRUCTOR:</b>		<b>E-MAIL:</b>	
<b>OFFICE:</b>		<b>PHONE (LOCAL):</b>	

**SCHOOL OF BUSINESS VISION**

To be Canada’s most student-focused cross-disciplinary business school that provides innovative and relevant practice-based programs.

**SCHOOL OF BUSINESS MISSION**

We inspire and empower future industry-ready professionals committed to engaging in business and community.

**COACHING HOURS**

See the schedule posted outside the instructors’ office door.

**COURSE PREREQUISITES:**

None

**REQUIRED TEXT:**

Nicholson, Mary Jo. (2015). **Legal Aspects of International Business: A Canadian Perspective**, 3<sup>rd</sup> ed. Toronto: Emond Montgomery.

*Selected chapters from the NABU305 textbook:* Luchuk, Deborah. (2013). **Successful Business Communications: Bridging the Gap**. Don Mills: Oxford UP.

**OTHER RESOURCES:**

**Moodle** - <https://moodle.capilanou.ca> and Publisher’s Textbook Website

**COURSE FORMAT:**

**Instructional hours:** (1 x 3hrs./week) x 15 weeks.

**Coaching hours –XX–** as posted on Moodle

This is a unique course that bridges the interdisciplinary skills of Law and Communications. The first 1.5-hour of the class will focus on North American Law. The second 1.5-hour of the class will focus on written communication. This portion will support the Law assignments, as well as integrate aspects of NABU305. This will include individual instruction and self-paced activities as based on the writing needs of the students. All class time for this Communication portion will take place in the computer lab. The two parts of the course will be taught by different instructors.

Fourth-hour activities: On-line group discussions, project activities, quizzes and Q & A between students and instructors, field trips, workshops, tutorials in the English Learning Centre. Students are expected to be on Moodle for online activities.

**COURSE OUTCOMES:**

**General Outcomes:**

**North American Law:**

Students will develop an understanding of commercial law concepts and practices in North America with a focus on the Canadian context. Students will be able to:

1. Demonstrate an understanding of basic principles of Canadian business law.
2. Review domestic business and North American trade laws as a framework for discussing international law.
3. Identify the sources and objectives of private international law (public international law, legislation and common law) related to business.
4. Categorize the methods of enforcing North American trade conventions and business agreements.
5. Understand the methods of conducting North American business and trade, including consortia and joint ventures.

**Communication:**

Students will learn to write accurate sentences that effectively convey appropriate tone and style. They will also learn research conventions of the North American academic context: incorporating APA citations, paraphrasing, summarizing, and synthesizing.

**Specific Student Outcomes:**

Upon successful completion of this course, students will be able to demonstrate competence in the following abilities and skills:

**COURSE ABILITIES**

Abilities	Learning Outcomes	Expected Competency Levels
<b>Communications</b>	C-1. Demonstrate application of research skills such as APA formatting, paraphrasing, summarizing, and synthesizing (Written Communication)	3 – 4
	C-2. Write accurate and effective sentences that are concise and concrete (Written Communication)	3 – 4
	C-3. Edit business and academic documents for spelling, word usage, grammar, punctuation and style (Written Communication)	3 – 4
	C-4. Learn vocabulary and phrases to incorporate in a report (Written Communication)	3-4
	C-5 Understand and explain the: a) structure of the Canadian legal system. b) prerequisites of a valid contract and the essential terms of business	3-4

	<ul style="list-style-type: none"> <li>contracts.</li> <li>c) basic requirements of a valid contract.</li> <li>d) difference between implied and express terms.</li> <li>e) differences between performance, frustration and breach</li> <li>f) risks of product liability.</li> <li>g) law of employment including the rights and responsibilities of employers and employees.</li> </ul>	
	C-6. Present key findings to a group. (Oral Communication, Written Communication)	3 – 3
	C-7. Communicate effectively within a group. (Listening, Reading, Oral Communication, Written Communication., Quantitative Literacy and Computer Literacy)	3 – 4
<b>Analysis &amp; Decision Making</b>	A-1. Determine appropriate tone, style, and vocabulary to suit the audience and purpose.	3 – 4
	A-2. Assess and examine the following: <ul style="list-style-type: none"> <li>h) Differences between the legal system in Canada, USA &amp; Mexico</li> <li>i) The rules of interpretation.</li> <li>j) Common methods of excluding contractual liability.</li> <li>k) Methods of discharging contracts and remedies for breach of contract.</li> <li>l) Sources of professional liability.</li> <li>m) Importance of the distinction between employees and independent contractors.</li> <li>n) Common law rights of employers and employees.</li> <li>o) Legislation which impacts the employment relationship.</li> </ul>	3 - 4
	S-1. Use a collaborative approach to problem solving and analysis in classroom activities.	3 – 3
	S-2. Work within small teams to research and report on legal topics.	3 – 3
	S-3. Describe the various Canadian and American financial markets and indices and legal issues facing North American companies.	3 – 3
	S-4. Work in groups to resolve decisions and procedures necessary to complete writing tasks	1 – 2
<b>Citizenship &amp; Global Perspectives</b>	G-1. Identify and describe International Stock Exchanges and indices and the NAFTA agreement.	1 – 2
	G-2. Understand business ethics, corporate social responsibility and corporate governance.	2 – 3
	G-3. Integrate social and global perspectives into business analysis and decision-making.	2 – 3
	G-4 Understand international trade & electronic commerce legal issues.	2 – 3

\* See faculty of Business – Our Commitment to Assessment and Constructive Feedback for description of the six “levels” of comprehension.

**COURSE CONTENT** : *Communication portion is in Italics*

Week	Dates	Topics	Readings/Assignments
1		<p>Introduction to Canadian Domestic Law – types, sources and hierarchies of law; Introduction to Canadian common law; hierarchy of the courts; ADR; Constitution Act, 1867</p> <hr/> <p><i>Review of complete sentences; overview of punctuation; conjunctions</i> <i>Grammar and writing diagnostics</i></p>	<p>Lecture notes for Law will be posted on moodle each week</p> <hr/> <p><i>Readings for Communication will consist of selected chapters from the textbook: <b>Successful Business Communication</b> by Luchuk</i></p>
2		<p>Introduction to Canadian Domestic Law – types, sources and hierarchies of law; Introduction to Canadian common law; hierarchy of the courts; ADR; Constitution Act, 1867 (continued)</p> <hr/> <p><i>Commas and semi-colons;</i> <i>APA citations; paraphrasing; summarizing</i> <i>Begin informal reports—this will be the context for the skills throughout the course</i></p> <p><i>Library tour: how to research (4th hour)</i></p>	<hr/> <p><i>Luchuk, pp.371-372, 379-392; Appendix B; Chapter 8</i></p>
3		<p>Introduction to Canadian Domestic Law -- Charter of Rights and Freedoms; intentional torts; elements of a contract; business organizations</p> <hr/> <p><i>Verbs; active and passive voice;</i> <i>Writing with style; parallel</i> <i>Editing</i></p>	<hr/> <p><i>Luchuk, Chapter 4; pp.377-379</i> <b>GRAMMAR AND EDITING QUIZ</b></p>
4		<p>Introduction to Canadian Domestic Law -- Charter of Rights and Freedoms; intentional torts; elements of a contract; business organizations (continued)</p> <hr/> <p><i>Adjectives and adverbs; pronouns</i> <i>Synthesizing; integrating citations</i></p>	<p>QUIZ #1</p> <hr/> <p><i>Luchuk, pp.372-376; 393-394</i></p>
5		<p>Introduction to Canadian Domestic Law -- Charter of Rights and Freedoms; intentional torts; elements of a contract; business organizations (continued)</p> <hr/> <p><i>Prepositions and articles;</i> <i>Outlines</i></p>	<p>QUIZ #2</p> <hr/> <p><b>CITATIONS ASSIGNMENT</b></p>

6	Introduction to Public and Private International Law <hr/> <i>Dashes, hyphens, parentheses; Paragraphs</i>	<i>Nicholson, pp.3-13 QUIZ #3</i> <hr/> <i>Personal Error Sheet Due</i>
7	Introduction to Public and Private International Law and Principles of the WTO <hr/> <i>Capitals; abbreviations, numbers Subject-verb agreement</i>	<i>Nicholson, pp.3-13; Ch.2</i> <hr/> <i>GRAMMAR AND EDITING QUIZ</i>
8	<hr/> <i>Begin Law assignment</i>	MIDTERM EXAM <hr/> <i>Informal Report due</i>
9	Introduction to NAFTA <hr/> <i>Field trip to the law courts (to be confirmed)</i>	Nicholson, Ch.3 <hr/>
10	Introduction to NAFTA (continued) <hr/> <i>Self-paced work and individual tutorials to assist with Law assignments</i>	Nicholson, Ch.3 QUIZ #4 <hr/> <i>ACTIVITIES TO DO WITH LAW ASSIGNMENT OVER THE NEXT THREE WEEKS: WRITING, EDITING, REVISING</i>
11	Introduction to NAFTA (cont'd) <hr/> <i>Self-paced work and individual tutorials to assist with Law assignments</i>	Nicholson, Ch.3 <hr/>
12	Foreign Market Strategies <hr/> <i>Self-paced work and individual tutorials to assist with Law assignments</i>	Nicholson, Ch.10 QUIZ #5 <hr/>
13	Foreign Market Strategies (cont'd) <hr/> <i>Review</i>	Nicholson, Ch.10 WRITING ASSIGNMENT DUE <hr/> <i>TIMED WRITING QUIZ Personal Error Sheet due</i>
14/15		FINAL EXAM—LAW

**\*Note** Schedule/Dates: Schedule shown here may change and the exact dates and times for the exams, the quizzes, the assignments and the Projects will be announced in class and/or Moodle.

**EVALUATION PROFILE: Law**

Assessment	% of Final Grade *	Individual/ Group	CAPabilities Assessed			
			Communications	Analysis & Decision Making	Social Interaction	Citizenship, Sustainability, & Global Perspectives
Writing Assignment	30%	I	Yes	Yes	Yes	Yes
Quizzes (x4)	20%	I / G	Yes	Yes	Yes	Yes
Midterm Exam	20%	I	Yes	Yes	n/a	Yes
Final Exam	30%	I	Yes	Yes	n/a	Yes
<b>Total</b>	<b>*100% (divided by two for 50% of your overall grade)</b>					

**EVALUATION PROFILE: Communication**

Assessment	% of Final Grade *	Individual/ Group	CAPabilities Assessed			
			Communications	Analysis & Decision Making	Social Interaction	Citizenship, Sustainability, & Global Perspectives
Activities related to Law Assignment: writing, editing, revising	15%	I/G	Yes	Yes	Yes	Yes
Quizzes (x4)	75%	I	Yes	Yes	n/a	n/a
Miscellaneous-- based on attendance; completion of grammar quizzes; submission of personal error sheets; and revisions of assignments	10%	I/G	Yes	Yes	Yes	n/a
<b>Total</b>	<b>*100% (divided by two for 50% of your overall grade)</b>					

**Note: Students must achieve an average of 50% overall on the test/exam component of the course to achieve a passing grade in the course. STUDENTS MUST ACHIEVE A PASSING GRADE ON WRITTEN COMPONENTS** in order to receive credits for the term grades. The group project, quizzes, progress exams and final exam all have written components.

## UNIVERSITY POLICIES:

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

<b>Grading Profile:</b>	A+	90-100	B+	77-79	C+	67-69	D	50-59
	A	85-89	B	73-76	C	63-66	F	49 & below
	A-	80-84	B-	70-72	C-	60-62		

**A+ All aspects of the work submitted are to exceptional standards.**

Comprehensively researched, clear and concise, extremely well structured and designed, with a diverse and exhaustive range of evidence (e.g.: literature, other data) used effectively and critically. Demonstrates enlightening, insightful, and/or original thinking of the topics. Presented to the highest standards (e.g.: references, style, grammar, length).

**A All aspects of the work submitted are to very high standards.**

Thoroughly researched, clear and concise, excellently structured and designed, with an extensive range of evidence (e.g.: literature, other data) used effectively and critically. Demonstrates a thorough and comprehensive understanding of the topics. Presented to very high standards (e.g.: references, style, grammar, length).

**B All aspects of the work submitted are to high standards.**

Accurately researched, clear discussion, well-structured and designed, with a good range of evidence (e.g.: literature, other data) used effectively and critically. Demonstrates a thorough understanding of the topics. Presented to high standards (e.g.: references, style, grammar, length).

**C All aspects of the work submitted are to acceptable standards.**

Sufficiently researched, providing good discussion, reasonably well structured and designed, with an acceptable range of evidence (e.g.: literature, other data) used effectively. Demonstrates satisfactory understanding of the topics. Presented to reasonable standards (e.g.: references, style, grammar, length).

**D All aspects of the work submitted are to adequate standards.**

Insufficiently researched, needs improvement in flow and design, and/or level of detail, with a limited range of evidence (e.g.: literature, other data) used. Demonstrates rudimentary understanding of the topics. Presented to basic standards (e.g.: references, style, grammar, length).

**F All aspects of the work submitted are below adequate standards**

Research, flow and design, and/or level of detail are unsatisfactory, with an insufficient range of evidence (e.g.: literature. Other data) used. Demonstrates unfamiliarity with the topics. Presented to below adequate standards (e.g.: references, style, grammar, length).

In addition to the policies of the university, the School of Business has the following policies governing the management of our classes and curriculum.

#### **SCHOOL OF BUSINESS POLICIES:**

- Attendance:** Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials. Class attendance and participation contribution are required, class/group project discussions are assessed based on students' contribution and performance.
- Professional Behaviour:** Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Business Faculty. Students should have respect for equipment and systems. Students should display a constructive response to criticism.
- English Usage:** All assignments are marked for correct English usage, proofreading and professional formatting and presentation. See course level policies for specific details on English evaluation.
- Emergency Procedure:** In the event of an emergency, students must follow the emergency procedures posted in the classrooms.
- Missed Exams and Quizzes:** Missed exams or quizzes will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. A doctor's certificate, or other proof supporting the reason for the absence, will be required. For further information, refer the "Examination & Pivotal Presentation Exemption Policy" located on the program Moodle site.
- Copyright Policy:** Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published in the University website.
- Cheating and Plagiarism:** Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as his or her own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Writing Centre and is published on the University website in the University Policies page.
- Penalties for Cheating and Plagiarism:** A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (see the University website). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.
- Incomplete Grades:** Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University Administration.



## **COURSE LEVEL POLICIES:**

In addition to Capilano University, and the School of Business policies, the following policies govern the management of this course and its curriculum.

- Required Tools and Skills:** It is the responsibility of the student to check the teaching website regularly, particularly the Calendar and General Announcement areas on Moodle home page or publisher's website.
- Computer:** Application software such as MS Office or similar one, Internet access to financial management and investment websites.
- On-line Communications:** Students must use Capilano student email account to send email to your instructor or use Capilano University Moodle Message to communicate with your instructor, classmates and group members.
- Assigned Readings & Supplements:** As posted on instructor's website or as distributed during the term  
Student Study Guide (optional)
- Assignments:** Homework assignments are due at the **start of class** on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.
- All assignments, quizzes and the due date of each quiz are posted on the course outline and/or Moodle Website. It is student's responsibility to accomplish those assignments & quizzes on-line in time.
- Programmable Tools:** Please note the use of programmable items such as calculators, dictionaries etc. is forbidden during tests, quizzes, and exams. Cell phones are not to be brought to any test, quiz, or exam.

**ADDITIONAL CLARIFICATION/EXPANSION OF DEPARTMENTAL OR FACULTY LEVEL POLICIES AT THE DISCRETION OF THE INSTRUCTOR.**