



OF BUSINESS Course Syllabus

Course Information

Course Number:	ACCT 2321
Course Name:	Legal Environment of Business I
CRNs:	10221
Semester:	Fall 2021
Location:	Online at bblearn.uca.edu
Class Hours:	N/A – This is an asynchronous online class.

Instructor Information

Name:	Anthony L. McMullen, J.D. (he/him/his)
	Associate Professor of Business Law
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Work Email:	AMcMullen@uca.edu
Office Phone:	(501) 852-0695 (Calls are sent to my cell phone.)
Office Hours:	Mondays & Wednesdays, 10:00 a.m. to 1:00 p.m.
	Tuesdays & Thursdays, 1:00 p.m. to 4:00 p.m. ¹



Contacting Me

Office hours are a set time for you to see me outside of class. Do not

hesitate to come by when you want to have a conversation. <u>You may also use this link to</u> <u>schedule an appointment.</u>

About Me

I began teaching at UCA in 2007 and became a full-time faculty member in 2011. I teach the Legal Environment of Business courses. I also coach the UCA Debate and Forensics team, and I serve as parliamentarian for the UCA Faculty Senate. I co-chair the Arkansas Bar Association Mock Trial Subcommittee, which runs the annual high school mock trial competition and will be hosting the National Championship in 2023. In my spare time, I enjoy playing video games (PlayStation 5 and Nintendo Switch mostly, but I also spend a lot of time playing *Magic the Gathering: Arena*). I am married to my wife Liz, and we have two cats, Topaz and Velcro.

¹ Office hours will be cancelled the second Tuesday and fourth Thursday of the month. I attend Faculty Senate during those times.

About the UCA College of Business

COB Vision

Our vision is to be a recognized leader in developing business talent and ideas that create growth and opportunity in Arkansas and globally.

COB Statement of Mission and Core Values

We educate a diverse population of current and future business professionals to successfully and



ethically meet the challenges of the global business environment. Through active engagement with the local, regional, national, and global communities, our faculty strive to deliver a high-quality business education via experiential education, a relevant curriculum, and scholarly contributions. We pursue continuous improvement opportunities to add value for our College and its stakeholders.

Diversity and Inclusion at the College of Business

To be engaged in your education and career, you must feel included and valued. The UCA College of Business supports and upholds the ideals of diversity, belonging, inclusion, and equity. The Division of Student Services and the Office of Institutional Diversity offer a number of resources and initiatives in support of the university's diversity mission. More information is available at <u>uca.edu/diversity</u>.

Students with concerns, compliments, or ideas for improvement regarding how the College of Business meets or upholds these ideas may contact Dean Michael Hargis, COB 102, 501-450-3106, <u>business@uca.edu</u>.

About this Course at UCA

Many students find this course intimidating. I have had students say that they cannot be successful because they know nothing about the law, and others resent having to take this course because "this is supposed to be business school, not law school." Admittedly, I attended law school and am biased. I learned some of my best studying, writing, and



learning techniques in law school. That being said, you can be successful in this course.

While your knowledge of the law is limited, give yourself some credit. You know that you are supposed to stop at a red light when you are driving. You know that you are not allowed to consume alcoholic beverages if you are under twenty-one years old. You know that killing

people is against the law. By this point, you have at least a general awareness of the law. This course will build on some of that knowledge.

Further, Legal Environment of Business I is appropriate for business students. Many courses at the College of Business are designed to give you the tools to help you make better business and personal decisions. Knowledge of the law is another necessary tool in your kit for good decision making. Put simply, if an action may expose you to civil or criminal liability, you should not do it.

At the same time, some students may become frustrated with the content this course. The law is not perfect, and for several reasons, I do not think it ever will be. Your responsibility is to learn what the law is, not what it should be (though there will be occasions where we may talk about "should be"). There may be a topic that will challenge your thinking about how the world does or should work. Or you may learn that the law requires one thing, but most people do more than what the law provides. In any event, I encourage to come to this course with an open mind.

Disclaimer

This course is designed to help you recognize how the law affects decisions you will make in your personal and professional life. It is not a substitute for seeking the advice of a licensed attorney if you have a legal dispute. Nothing in this course constitutes legal advice for any specific situation. Further, while I am licensed to practice law in Arkansas, professional ethics prohibit me from advising or representing students in any legal dispute.

Course Prerequisites

This course has no prerequisites, but it does require good writing and critical thinking skills. I strongly recommend that you complete your first-year writing courses and your U.S. History or Government and Politics course before you take this course. Because this course is not a prerequisite for any course except ACCT 4322, Legal Environment of Business II (offered spring semesters only), you may take this course any time before you graduate.



"You mean all those part time, temporary, no-benefits employees quit??? Where's that old fashioned company loyalty?"

This course is required for students pursuing a minor in legal students and for all BBA students except Innovation and Entrepreneurship majors. I&E majors must take ACCT 2376, Business Law for Entrepreneurs, and should consult their academic advisor before taking ACCT 2321.

Course Description

This is a required course for all business majors in the business foundation. The mode of instruction is lecture/problem solving. This is a survey course on the legal environment in which businesses operate. Topics include, but are not limited to, an introduction to the legal system and dispute resolution; employer-employee relationships; torts, property law; and enforceable contracts.

Learning Goals and Course Objectives

Course activities should help you recognize legal concepts relevant to business. My goal is not to help you represent yourself. (In most cases, you shouldn't.) Rather, you should leave this class better positioned to see circumstances that might affect your rights and obligations. There are two types of attorneys: those you call when you may be in trouble, and those you call to keep you out of trouble. I want you to have relationships with the latter, not the former.

As for specific course objectives, you will:

- Develop legal reasoning skills by applying the law to hypothetical cases;
- Understand the constitutional and statutory authority for regulating business;
- Determine liability for intentional torts, negligence, and product liability;
- Describe rights to real, personal, and intellectual property;
- Identify the rights of employees in the workplace and the employer's responsibility to protect them from unlawful discrimination;
- Evaluate whether parties have entered into a valid contract and whether those obligations have been discharged; and
- Determine the liabilities of those engaged in an agency relationship as in various forms of business associations.

COB Assurance of Learning

As an AACSB-Accredited College of Business, we assess degree program goals across the curriculum. In this class, the following goal(s) and objectives will be assessed: NONE

UCA Core Assurance of Learning

This course does not have a UCA Core designation.

Addressing Course Concerns

UCA and the College of Business care about your experience in this course. If issues related to this course (e.g., faculty or student actions) arise, the UCA Student Handbook (<u>https://uca.edu/student/student-handbook/</u>) sets forth the following persons who would address these concerns. Please note, course grades may only be appealed after a final course grade is submitted.

Students should bring their concerns to these individuals in the order listed here and proceed to the next person when (or if) necessary:

- 1. The course instructor as listed on page 1 of this syllabus.
- 2. Accounting Department Chair: Dr. Stephanie Watson, (501) 450-5311. <u>swatson@uca.edu</u>, COB 204J.
- 3. COB Dean Michael Hargis, (501) 450-3106, <u>business@uca.edu</u>, COB 102.

Request for Deviation from Syllabus

It is important to have a fair and equitable educational environment. I constantly work toward that goal, but I have blind spots. If you believe that a policy in this syllabus puts you at an unfair

disadvantage or is an unreasonable expectation, please contact me to discuss. While there are several things that are beyond my control (e.g., teaching an online class in a state that is ranked 41st in broadband access),² I want to make sure that I am offering you the best and fairest way to be successful in this course. I ask that you bring these things to my attention early so that I have an opportunity to address the issue.

Course Delivery and Policies

Textbook and Instructional Materials Required

For as long as I have taught at UCA, I have used a traditional legal environment textbook. It was a good textbook, but it was also expensive. It had several useful tools, but they were not worth the extra cost, especially since many students did even use them.

This semester, I will be relying on Open Educational Resources (OER), supplemented by other materials, to create the textbook for the course. These resources created within the Top Hat Pro (<u>www.tophat.com</u>) platform. If you have never used Top Hat Pro before, <u>please click here for a guide on how to get started</u>. **The code for the course is 913077.**

Use of Top Hat Pro should reduce textbook costs for most students. You will have free access to the class for the first two weeks; even if have not purchased access to Top Hat Pro, you should still start the course. But if you still find that you are unable to afford materials for this or any other course, UCA has an <u>Emergency Textbook Grant program</u> to help. Act quickly, as funds are usually gone even before the application deadline.

In addition, you must have access to a computer and reliable internet. If you are having trouble securing internet access, the federal government has created a program to provide a credit toward purchasing broadband access. <u>Click here to learn more about the program</u>.

You should also have the following programs on your computer, all of which are linked below and available at no additional charge to you:

- <u>Respondus Lockdown Browser</u> (You will need this to take exams.)
- <u>Microsoft Office 365</u> (As a UCA student, you have access to a free subscription.)
- <u>Adobe Acrobat Reader</u> (Be sure to download "Acrobat Reader" and not "Acrobat Pro.")
- Either <u>Grammarly</u> or <u>Microsoft Editor</u> (You need to work on your writing.)

You may also want to consider downloading <u>Read&Write</u>. This software has reading, writing, studying, and research support tools that you may find useful in your courses.

² See <u>Tyler Cooper and Julia Tanberk</u>, *Best and Worst States for Internet Coverage*, *Prices and Speeds*, 2020 (Apr. 7, 2021) (last accessed May 24, 2021).

Course Delivery Method

This is an asynchronous online course. The best way to learn legal concepts is to discuss them with others and think about how they apply to various situations. Unfortunately, those class discussions do not occur in an asynchronous course.³ You can make up for this by reviewing the materials I have posted on Blackboard, taking thorough notes, reading and understanding the examples in the textbook, and contacting me when you having trouble understanding the material. You will be given the tools to succeed, and in the end, you can be successful in this course.

Though this is an online course, there are still deadlines. The biggest mistake you can make is trying to do all the work on the day that it is due. You may find that to be successful in this course, you will need to devote time to it daily.



This is will be a challenging course. There is a lot of content, much of which may be unfamiliar to you. Some legal concepts will be hard to grasp on your first read. I encourage you to use me as a resource. The most frustrating thing I see as a professor is a student who does not reach out for help until it is too late. If you are having trouble with the material, send me an email, see me during my office hours, or schedule an appointment with me. There is no excuse for your questions to go unasked or unanswered.

Grading / Description of Major Deliverables

Grades reflect whether you have learned the concepts in this course, but they are not a reflection of who you are as a person. Still, they are a necessary part of the educational environment. In this course, you can earn 1000 points (plus any extra credit offered). Your final grade will be based on the following scale.

³ I could implement discussion post assignments, but I have yet to find something that students find satisfying. In addition, I have to be mindful about the workload, and I want the assignments in this course to help you understand the material. So, I have decided not to use discussion assignments in this course. If you like discussion posts assignments and believe that they can be helpful, please send me an email. I would love to hear your perspective.



"Start Here" Activities (various activities worth a total of 20 points)

- Purpose: To orient you to the course
- Description: These are guided activities to introduce you to the course and course policies. Do not try to compete this course without completing the activities. It will save on confusing later in the course.

Video Lecture Quizzes (one point per video, approximately 90 videos)

- Purpose: To hold you accountable for watching video lectures
- Description: Each module has several video lectures to help you learn the material. Each video lecture has two quiz questions. They are not designed to be hard; rather, they are just there to hold you accountable for watching the lectures. Most lectures are between five and ten minutes.

Module Worksheet (one per module, 25 points each)

- Purpose: To give you a change to determine whether you understand the reading
- Description: Throughout the reading, there will be worksheets created to give you the opportunity to see whether you are effectively learning the material. You will be able to do these activities as many times as you like, though if you find yourself struggling, you should make an appointment with me to discuss.

Legal Reasoning Exercises (one per module, 10 points each)

- Purpose: To apply legal concepts to complex scenarios
- Description: Each exam will contain legal reasoning exercises where you will apply the law to a hypothetical case. To do well on these questions, you must follow the IRAC

method, which will be discussed early in the semester. These exercises will give you the opportunity to practice using the IRAC method and apply legal concepts in a low-stakes environment.

Exams (80-100 points)

- Purpose: To show what you have learned in the module
- Description: Exams will test your ability to apply legal concepts. The emphasis is not just on whether you know the result. Rather, it is on how you get to that result. A key example of this is the Equal Protection Clause of the Constitution. The Equal



Protection clause prohibits the government from treating similarly situated people differently. But how does the court determine whether the Equal Protection Clause has been violated? You must be able to answer that question to do well on the exams.

- The exams will be open note. You will be able to use any materials that you created while studying (either on your own or with a group) and any materials that I provide you. You may not use any other materials (unless you have an accommodation from the Disability Resource Center).
- Exam Format: New this semester, I will be offering the exams in two different formats. You may take the exam in either format. You may even take both exams and keep the grade on the exam for which you do better.
 - Format A: This format will be mostly multiple-choice questions, but there will be two legal reasoning questions.
 - Format B: This format will be mostly legal-reasoning questions, but there will be a few short answer questions.

Beyond the Legal Environment (100 points)

In addition, you must complete one of the following activities. The ACRE Reading Group and Arkansas Student Congress will require you to register for these activities and be selected to participate. If you are not selected, then you will need to pick another task.

ACRE Reading Group: The <u>Arkansas Center for Research in Economics (ACRE)</u> host several reading groups each semester to provide students an opportunity to discuss concepts in history, economics, and or law with faculty across campus. In addition to providing a unique opportunity (resume building material), students who complete the program also receive a \$500 scholarship. The application deadline is usually early in the semester.

If you are accepted into an ACRE reading group, then you will need to submit a weekly reflection on what you read and discussed.

Arkansas Student Congress: UCA Debate and Forensics competes in the annual Student Congress competition, sponsored by the Arkansas Communication and Theater Arts Association. In this activity, students simulate the legislative process by proposing legislation, engaging in floor debate, and using parliamentary procedure. If you are interested, then please send me an email no later than September 6. To participate, you would have to meet weekly with the team, help research the pros and cons of bills presented by other teams, and attend the event (currently scheduled for November 5-7, 2021, in Little Rock). No previous experience is necessary, but the most important thing here is your attendance and participation.⁴

Legal Scavenger Hunt: You will learn several legal concepts in this course, but I want you to have some practical experience seeing how some of these things work. Therefore, this exercise will require you to do several tasks that you should find helpful in your personal or professional life. Examples include creating a power of attorney, forming a business, and reading a lease.

Legal Environment in Current Events: You will pay attention to the news and find news stories related to the topics discussed this course. The news stories must be current (no more than one-year old), and they must be news stories (not blog posts or other informative websites). Finally, you will find and summarize one for each of the six modules in the course.

Legal Environment Research Paper: Some students just like writing research papers. You may write a research paper entitled "The Legal Environment of ______." You can fill in the blank with any topic that is related to your major. The minimum word length is 3000 words. If you wish to pursue this, you must meet with me by Friday, September 3 to discuss your topic and a timeline for deliverables.

Comprehensive Final: You can skip all of this and just take a comprehensive final exam during finals week. As the name implies, it is indeed comprehensive. The format of the comprehensive exam will be half true-false questions and half legal reasoning questions. If you complete another "Beyond the Legal Environment" activity, you can also take the comprehensive final, and it will replace your lowest exam grade in the course.

Attendance and Drop Policies

Your active participation in this course is expected and required for you to learn the material and earn a passing grade. In on-line courses, attendance/participation is assessed by progress towards the completion of the class. If you fail to regularly and actively participate (e.g., take

⁴ The most important part of this process is showing up for the event itself. It does not matter how much research you do or work you do in preparation. If you do not show up, then you will receive little credit for this activity. This is a rewarding activity, but there is a time commitment.

weekly quizzes, submit weekly assignments, participate in on-line discussions, etc.) it will demonstrate that you are not making a reasonable effort to complete this course, and you will be administratively dropped for non-attendance with a grade of W.

If you want to drop this course, please talk to me first. While UCA does not require professor approval before dropping a course, I would like you to discuss your options before you make that decision. Sometimes, dropping the course is not the answer.

Assignment Submission

<u>Format of Submission:</u> You should turn in everything as either a Microsoft Word document or a PDF. I request these formats because they are the easiest for me to grade. If you use Google Docs, it is easy to convert the document to Word or PDF. (To do so, under the "File" menu, go to "Download" and download either as a Word document or PDF.) Anything that is not turned in as a Word document or PDF will not be graded.

<u>Technical Difficulties</u>: At some point, technology will fail. <u>Your computer will crash.</u> <u>Something might explode.</u> A squirrel will find its way into a transformer. In any event, have a backup plan. Further, I encourage you to plan your studies so that, if you are having technical difficulties, you have time to see if the issue is corrected and still have time to do your work.

If you are having trouble uploading a document to Blackboard, you may email the document to me to establish that you had the work done before the deadline. Once you resolve your technology issue, upload the assignment to Blackboard, and I will consider it submitted as of the date and time of your email. This is the only time that you should email me an assignment, as emailed submissions are not graded.

Missed Exams and Assignments Policy

I expect you to take exams on the dates and times scheduled. If you feel that you need an extension of an exam deadline, you should make that request as soon as you know that you will need the extension. (You should also be prepared to tell me what you will do to ensure that whatever created the need for an extension will not be a problem going forward.) Requests for an exam extension after the deadline will only be granted (1) to comply with a University-provided accommodation or (2) for good cause shown. To be good cause, it generally needs to be an unforeseeable even that you could not plan around, such as a major illness or injury to self or a family member or inclement weather knocking out online access.





I will be lenient when it comes to missed homework, but you must be proactive about making request for late submissions. You should expect anything submitted more than a few hours late

to be penalized at least 20%. Anything more than a week late, and you are going to have to really convince me that I should accept your work.

For anything that is optional (such as allowing you to take both versions of the exam) or extra credit, no extensions will be offered. Because these are extra opportunities, the onus is on you to make sure that you complete everything on time and without the need for accommodation.

Classroom Policies

<u>Community of Learning</u>: I look forward to you sharing your experiences. The only way that I get better as a professor is learning about perspectives that are different from my own. I want you to feel comfortable expressing your opinion, but I expect you to be respectful of the opinions and perspectives of others.

<u>Intellectual Property Statement:</u> The materials in this course are my intellectual property. As such, you may not post any of my materials online. (I have posted some of my materials online voluntarily. There is no need for you to look for these materials because they are already available to you on Blackboard.)

Class Schedule

Here is the tentative class schedule. Any changes to the schedule will be posted on Blackboard. All exam periods are on the weekend immediately following the end of the Module (even if the module ends in the middle of the week).

<u>Module 1</u>: Legal Foundations (August 19—September 2)

Exam Period: September 3–5

Module 2: Tort Law and Agency Relationships (September 7-21)

Exam Period: September 24–26

<u>Module 3</u>: Property and Intellectual Property (September 23—October 5)

Exam Period: October 8-10

Module 4: Contract Law (October 7-28)

Exam Period: October 29-31

<u>Module 5</u>: Employment Law (November 2–11)

Exam Period: November 12–14

Module 6: Business Organizations (November 16—December 2)

Exam Period: December 3–5

Campus Resources

The University has several offices and resources dedicated to help you be successful. You will find links to some of these resources below:

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- <u>New Student Programs</u>
- Office of Student Success
- <u>Counseling Center</u>
- <u>Student Health Clinic</u>
- <u>Campus Recreation and Wellness</u>
- <u>Diversity and Community</u>
- <u>Disability Resource Center</u>
- <u>Student Life</u>
- <u>Career Services</u>
- <u>Center for Leadership Development</u>
- <u>Student Support and Resource Center</u>
- <u>Veteran Services Office</u>

UCA Policies

The University requires the italicized language to be in all syllabi (except for UCA's Notice of Nondiscrimination, which I include because it is important). However, please read the additional commentary I have added.

Face Coverings

All students are expected to comply with the University policy regarding face coverings. Here is the link to the policy: <u>https://uca.edu/coronavirus/students/</u>.

Unless you have a medical reason not to do so, I encourage you to get vaccinated. Vaccines are available at no cost to you at the Student Health Center. In the meantime, visit the UCA webpage to determine the risk of community transmission in Faulkner County and whether masks are required.

Even if masks are not required, if you feel more comfortable wearing a mask, then wear your mask. And if I am around you without a mask, please ask me, and I will put mine on.

DID YOU KNOW THAT THE COVID-19 VACCINE IS FREE?

Not many things in life are free, but the COVID-19 vaccine is.

The vaccine is now available at the Student Health Clinic and free for students, faculty, and staff. Call 501-450-3136 to set an appointment.

VAX FACTS

🗑 #BearsVa🗶

Evaluations

Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on Monday, November 15, through the Sunday after finals week by logging in to myUCA and clicking on the Course Evaluations task.

Academic Integrity Statement

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the Student Handbook. The policy can also be found at <u>www.uca.edu/integrity</u>. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy.

When it comes to academic integrity, what is acceptable in one class may not be acceptable in another. Therefore, if you are not sure if something crosses the line, you should ask the professor. However, here are some basic guidelines.

<u>Exams</u>: You may not discuss exams with anyone ... period. If you have a question about an exam, ask me. Giving or receiving information about an exam is academic misconduct, regardless of the amount of information provided or whether it is even helpful. In addition, posting my exam questions on any online platform is not only academic misconduct, but also a violation of my intellectual property rights. In most cases of exam-related misconduct, the penalty will be a failing grade in the course.

<u>Other Work:</u> There is an implied warranty that any work you submit for this course is your own work. Submitting work performed by another student is academic misconduct. Further, if you offer someone access to your materials, you are responsible for what happens to it. If you allow someone access to your work and that person copies your work, even without your permission, you have violated the Academic Integrity Policy.



S BEHAVIOR THAT ENABLE ACADEMIC COMMUNITIES TO TRANSLATE IDEALS INTO ACTION."

This is not to discourage you from working with classmates. In fact, you should form study groups and discuss material outside of class. But there is a difference between studying with groups (which is encouraged) and turning in another student's work as your own (which is not).

Notice of Nondiscrimination

The University of Central Arkansas is an affirmative action/equal opportunity institution dedicated to attracting and supporting a diverse student, faculty and staff population through enhanced multicultural learning environments and opportunities. In keeping with its non-discrimination policy in employment, admissions and other functions and programs, the University considers employees and students on the basis of individual merit and will not

discriminate against a person on the basis of gender, race or color, ethnicity, religion, spiritual beliefs, national origin, age, familial status, socioeconomic background, sexual orientation, disability, political beliefs, intellectual perspective, genetic information, military status, or other factors irrelevant to participation in its programs.

UCA complies with Title IX and all other federal laws and regulations that prohibit discrimination in education programs or activities receiving federal financial assistance.

Disabilities Act Statement

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this Act due to a disability, please contact the UCA Disability Resource Center, 450-3613.

Many students suffer from undiagnosed learning disabilities. Not only does UCA have resources to help, federal law provides important protections to those students. We are willing to help, but you must take the first step and ask for help.

You should contact the Disability Resource Center even if your disability is temporary (such as a broken leg). If your disability might affect your ability to complete the requirements of this course, you should also contact the <u>Office of the Dean of Students</u>.



Title IX

If a student discloses an act of sexual harassment, discrimination, assault, or other sexual misconduct to а faculty member (as it relates to "student-on-student" or "employee-on-student"), the faculty member is encouraged to report the act to the Title IX coordinator, deputy coordinator, or employee with the authority to institute corrective measures on behalf of the University. An investigation of a formal complaint of Title IX Sexual Harassment will only be initiated when the Complainant (individual who suffers actual harm from the violation of the Title IX Sexual Harassment Policy) or the Title IX Coordinator signs a complaint. For further information, please visit <u>https://uca.edu/titleix/</u>.

*Disclosure of sexual misconduct by a third party who is not a student and/or employee is also encouraged if the misconduct occurs when the third party is a participant in a university-sponsored program, event, or activity.

Emergency Procedures Summary (EPS)



An Emergency Procedures Summary (EPS) for the building in which this class is held will be discussed during the first week of this course. EPS documents for most buildings on campus are available at http://uca.edu/mysafety/bep/. Every student should be familiar with

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emergency procedures for any campus building in which they spend time for classes or other purposes.

If there is an emergency in the College of Business that requires evacuation of the building, you should exit the building using the nearest exit and go to the second half of the lawn close to Donaghey Avenue. (Do not stop at the benches.) If there is a tornado, go to either the bathrooms or the stairwells.

Student Handbook

UCA's Student Handbook can be found at <u>https://uca.edu/student/student-handbook/</u>. Students should familiarize themselves with policies in this document including academic policies and the sexual harassment policy.