**SYLLABUS**

**ESSENTIAL CONCEPTS OF BUSINESS FOR LAWYERS**

**Fall 2019**

CONTACT: Holland Hall # 378

352-273-0958

rhee@law.ufl.edu

CLASSROOM: Holland 355B

CLASS TIME: Monday, Aug. 19: 9:00 AM to 11:00 AM (2 hours)

3:00 PM to 5:00 PM (2 hours)

Tuesday, Aug. 20: 9:00 AM to 11:00 AM (2 hours)

3:00 PM to 5:00 PM (2 hours)

Wednesday, Aug. 21: NO CLASS

Thursday, Aug. 22: 9:00 AM to 11:00 AM (2 hours)

3:00 PM to 5:00 PM (2 hours)

Friday, Aug. 23: 9:00 AM to 11:00 AM (2 hours)

OFFICE HOURS: Mon., Tues., Thur., Fri.: 11:00 AM to 12:00 PM

FINAL EXAM: TBD (2.5 hours)

**TEXTBOOKS**

Robert J. Rhee, Essential Concepts of Business for Lawyers (2nd edition, Wolters Kluwer, 2016)

**COURSE GRADING**

Your grade will be based on a combination of exercises, quizzes, and final exam. **Course components to final grade are: (1) quizzes 15%; (2) student group exercise 10%; (3) final exam 75%.** The final exam will be an in-class exam. Quizzes and student group assignments are not subject to blind grading. However, exam grades are done on a blind basis. All grades are final. There will be no regrading or revisions from me, except to correct any mathematical or clerical errors in computing the final score.

The final exam will be open casebook and open access to MS Excel on your computer. You may also bring a handheld calculator to the exam. The final exam will be mostly problem-based questions requiring multiple choice selection or short answers. It will not have the typical law school issue-spotting essay question. There are no prior exams.

Student groups will be assigned randomly by Professor Rhee using a random number generator. Groups will be composed of 3 students, with either one or two groups composed of 4 students. The difference between 3 and 4 students do not constitute any material advantage to either groups with 3 or 4 students. Participation in the group assignment is mandatory. If a student does not participate in the group while it is doing the assignment and is reported as such by other group members, the student will not receive any points for the assignment. Participation means that, liberally, each student makes an effort to contribute to the group exercise. Students should keep things in perspective: the group assignment constitutes 10% of the final grade, and individual quizzes and final exam constitutes 90%.

## **GRADING INFORMATION**

The Levin College of Law’s mean and mandatory distributions are posted on the College’s website and this class adheres to that posted grading policy. The following chart describes the letter grade/grade point equivalent in place:

|  |  |
| --- | --- |
| Letter Grade | Point Equivalent |
| A (Excellent) | 4.00 |
| A- | 3.67 |
| B+ | 3.33 |
| B | 3.00 |
| B- | 2.67 |
| C+ | 2.33 |
| C (Satisfactory) | 2.00 |
| C- | 1.67 |
| D+ | 1.33 |
| D (Poor) | 1.00 |
| D- | 0.67 |
| E (Failure) | 0.00 |

The law school grading policy is available at: <http://www.law.ufl.edu/student-affairs/current-students/academic-policies#9>.

**WORKLOAD AND CLASS PREPARATION**

This class moves **fast**. This syllabus is given to students significantly in advance of the start of class. Students may choose to read ahead of the start of class. It is anticipated that you will spend at least 2 hours out of class reading and/or preparing for in class assignments for every 1 hour in class.

**STUDENT LEARNING OUTCOMES**

After completing this course, students should be able to:

1. Know and analyze essential concepts of business, including key accounting and finance principles, in general.
2. Consider business issues related to advising the board and officers of legal matters that incorporate business principles.
3. Know and apply basic business concepts in accounting, finance, and economics.
4. Read and analyze essential corporate documents such as accounting disclosures, merger proxies, valuation studies, and other business documents.

**ATTENDANCE**

Per ABA requirements, please attend all classes, unless you e-mail me in advance with a legitimate excuse. Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Many students find that this course is difficult. Students in the course do not have substantial knowledge in business, economics, finance, and accounting. These concepts will be explained and discussed in class. Class attendance and preparation will be important to doing well in the course. The single best thing that a student can do to maximize the possibility of doing well in the course in terms of a grade is to keep up with the class reading assignments and to attend class regularly. The final exam will draw from the work done in course and the class discussion.

**ACCOMMODATIONS**

Students requesting accommodation for disabilities must first register with the Disability Resource Center (<http://www.dso.ufl.edu/drc/>). Once registered, students will receive an accommodation letter which must be presented to the Assistant Dean for Student Affairs (Dean Mitchell) when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Also, with prior notification to the professor, students are entitled to be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students are entitled to have a reasonable amount of time to make up the material or activities covered in their absence. Students will not be penalized due to absence from class or other scheduled academic activity because of religious observances.

**ACADEMIC HONESTY**

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

**COURSE EVALUATIONS**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

**ASSIGNMENTS**

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| --- | --- | --- |
| **Class #** | **Chapters and Sections** | **Text** |
| 1.1: Monday | Introduction, Chapters 1 and 2  **Download Google (Alphabet Inc.) 2018 Form 10-K from the company’s website. You will need this Form 10-K for your forthcoming quizzes.**  Note: Cases at the end of each chapter may be assigned in the readings. Depending on time available in class, we may not discuss them. | 1-48 |
| 1.2: Monday | Chapters 3 and 4  **Quiz #1 in second half of class** | 49-82 |
| 2.1: Tuesday | Chapters 5 and 6 | 83-127 |
| 2.2: Tuesday | Chapters 7 and 8  **Quiz #2 in second half of class** | 129-168 |
| Wednesday | NO CLASS |  |
| 3.1: Thursday | Chapters 9 | 169-226 |
| 3.2: Thursday | Chapter 11 Sections A, B, C, D  Chapter 12 Sections A, C, D  **Quiz #3 in second half of class** | 257-82  283-98  305-10 |
| 4.1: Friday | Chapter 13 Sections A, B, C, D, E  Chapter 14 Sections A, B, C  Chapter 15 Sections A, B, C, D  **Group assignments given at end of class.** Assignments due to Professor Rhee by email ([rhee@law.ufl.edu](mailto:rhee@law.ufl.edu)) the next day Saturday, August 24, by 11:59 pm. Late assignments will be deducted 2 points (out of 10 points). No assignment will be accepted after midnight Sunday, August 25. | 321-41  359-78  405-16 |
| **FINAL EXAM: TBD (75 points toward final grade)** | | | |