

IBT

Syllabus

IBT = International Business Transactions

Contacting Me Outside of Class

Email is the most efficient method. To make an office appointment, please contact me directly. (My secretary doesn't keep my appointment book.)

email address: Richard.k.neumann@hofstra.edu

telephone: 516-463-5881

office: Room 213 — at the very end of the corridor that begins opposite room 206 (which is a classroom)

secretary: Janet Simone
room 216
516-463-7346
Janetsimone@hofstra.edu

When you work at a firm or other organization, you'll call the partners or supervisors by their first names. I'd rather be called "Richard." But if formality seems more natural to you, I cheerfully answer to "Professor Neumann" as well.

Course Books

- casebook:* Chow & Schoenbaum, *International Business Transactions: Problems, Cases, and Materials* (2d edition — red hardbound)
- supplement:* Chow & Schoenbaum, *International Business Transactions ... Documents Supplement* (2010-2011 edition — blue and tan paperback)

Assignments

On Thursday or Friday each week, you'll receive the assignment for the following week's class.

For the first few weeks of the semester, assignments will be posted on the school's class assignments webpage. Eventually you'll receive assignments by email. Until you start receiving assignments by email, check the school's assignments webpage.

(This course does *not* use TWEN or Blackboard.)

Class Attendance Sign-in Sheet

A sign-in sheet will be circulated at the beginning of every class. If you have the sheet at the end of class, please give it to me on your way out. You're responsible for making sure that you sign the attendance sheet. This *must* be done in the classroom or *immediately* afterward in my office. My secretary will not allow you to sign the attendance sheet in her office. Falsifying a signature on an attendance sheet can lead to failure in the course and a charge of academic dishonesty under Part I(3)(e) of the school's Code of Student Conduct.

No Laptops During Class

IBT doesn't lend itself to laptop note-taking. Surveys at other schools report that students are more satisfied with the learning environment in no-laptop courses. Although some students prefer to use laptops, a larger number of students in the surveys say that classrooms are quieter, they can hear the teacher and other students better, and they feel more engaged in the classroom experience with fewer distractions. In IBT, laptops may not be used during class.

Grading

Your course grade will be the sum of the following

- 25% midterm
- 70% final exam
- 5% quality of contribution to class discussion

minus a deduction for excessive absences (see below).

The exams will primarily involve problem-solving. You'll be given fact situations and asked how you would go about solving the problems in the facts to advance your client's interests. You'll need to know law to do that. But you'll also be graded on how well you've learned how to think like an IBT lawyer (which is one of the goals of the course).

You're entitled to three unexcused absences per semester. An absence is excused if illness, family emergency, or a similar situation prevents attending class — and if you provide notification of that before or as soon as possible after class. It's up to you to keep track of how many times you've been absent and how many of those absences have been unexcused. No one will notify you when you have used up your limit of three unexcused absences.

If you miss more than three classes and haven't provided an excuse for the extra absences, your total point score will be reduced by 5% for each excess unexcused absence. For example, if your scores from the midterm and final exams, together with class contribution, total 70 points and if you have five unexcused absences (two of which are penalized), your semester grade would be based on 63 points (= 70 minus 10% of 70).

After the midterm exam has been graded, I'll provide a memo explaining how it could have been answered, and if you wish, I'll meet with you to go over your exam. The same will happen after the final exam has been graded.

Course Coverage

Look at the casebook table of contents. We'll cover the chapters in the sequence you see there. But we won't cover everything in every chapter.

Chapter 1 — intro

Chapter 2, 3, and 4 — international goods sales and letters of credit
We'll cover these in depth (but not every page).

The midterm exam will test goods sales and letters of credit.

Chapters 5, 6, and 7 — business relationships, investment, intellectual property
We'll cover the basics in these chapters.

Chapter 8 — dispute resolution
We'll cover more than the basics but not everything.

Chapter 9 — corporate social responsibility
We'll do only the introductory material.

The final exam will test everything in the course, including goods sales and letters of credit.