

ADM 1102– Introduction to Law for Managers
Course Schedule M/W 12:40-14:15

Instructor:	Arzu IZ
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Office Hours:	Wednesday 14:30-15:30 (Online upon demand)
Course Web Page:	-
Course Description:	
<p>This course is designed to teach fundamental principles of law to students with a non-legal background. The main aim is to create a basic understanding of legal systems and legal procedures to help them in the future to consider legal issues and apply on matters that they would face in their professional life and have general knowledge and perspective in a legal subject in their daily lives as citizens.</p>	
Course Student Learning Objectives: (CSLOs)	
<p><i>Upon successful completion of this course, students should be able to:</i></p> <p>Course Specific Skills:</p> <ol style="list-style-type: none"> 1. Comprehend and interpret the general principles of law 2. Having a better understanding of the functioning of law and legal systems 3. Understanding the interconnections between law and business life <p>Discipline-Specific Skills:</p> <ol style="list-style-type: none"> 4. Obtain general knowledge that is necessary to understand and evaluate legal issues 5. Comprehend legal intersections in work and daily life 6. Have an understanding of the legal methodology <p>Personal and Key Skills:</p> <ol style="list-style-type: none"> 7. Implement legal principles and methods on business decision-making processes 8. Cultivating public speaking manners through classroom discussions participation 	
Learning and Teaching Methods:	
<p>The discussions on course materials aim to develop analytical thinking, oral argument skills, speaking in public, and presenting ideas. Moreover, it is equally essential to create the ability to listen carefully and create an environment for active listening. In addition to these, creating a civilized discussion environment and participating in exchanging ideas is expected. To encourage the development of the skills mentioned above, every student is expected to have read the assigned reading material and participate in classroom discussions based on these readings. Also, students would be asked to respond to the others' claims and arguments to provide counter-arguments even it is not an argument that you necessarily support. Students would be randomly selected to answer the questions.</p> <p>Additionally, to support students' learning process and lessen their study workload:</p> <ol style="list-style-type: none"> 1) At the beginning of each class (as 'Starting -Note'), randomly chosen student(s) will asked to summarize the previous lecture's key points 2) At the end of each class (as 'Ending-Note'), randomly chosen student(s) would be asked <ul style="list-style-type: none"> - "What was the most important thing you learned today?" - "What was the most confusing topic today?" - "What important question remains unanswered?" 	

Students who participate in classroom discussions and "Starting-notes" and "Ending-Notes" would be graded on their participation. Students would not be penalized for having a "wrong" answer; the focus instead would be on the reasoning that you articulate for the answer you give. I would allow 3 to 5 students randomly picked from volunteering students for starting and ending notes during the class. Therefore, please **do not leave your participation in the last sessions** as you might not have a chance to do due to the increase in the number of participation requests.

Students are expected to read the assigned materials stated below for each session in advance.

Visual materials used during classes would be provided in .pdf or as web page links at the course web page.

The lecturer's materials cannot be used or shared on other platforms and shared with non-students of this class without prior written consent and permission.

Also, video recordings of the classes are not allowed to be taken.

Required Reading:

- An Introduction to Law, Aybay R., (İstanbul Bilgi University Press, 2017)
- An Introduction to Law and the Turkish Legal System, Payaslioglu A., (Yükseköğrenim Kurumu Matbaası, 1993)
- Introduction to Turkish Civil Law and Law of Persons, Akipek Ş., Oral T. (Yetkin, 2021)
- Turkish Private Law, ed by. Korkusuz R., Kayalı F., (Seçkin, 2024)
- Introduction to Turkish Law, ed by. Ansay T., Wallace D., (Wolters Kluwer, 2011)
- Hukuka Giriş, Esener T., (Vedat, 2015)
- Introduction to Law, ed by. Hage J., Akkermans B., (Springer: Switzerland, 2014)
- General Principles of Turkish Law, 4th Edition, (Yetkin, 2016)
- Introduction to Law in a Nutshell, Saygın E., (Adalet, 2022)

Please keep in mind that due to the restricted amount of literature in English, some materials are offered in Turkish. Also, in the exams, you would be responsible mainly for the content of the lectures; therefore, it is **highly advised to follow classes**. Reading materials provided are supplementary.

Suggested Reading:

- Hukuka Giriş, Gözler K., (Ekin, 2014)
- Additional reading material will be provided by the Lecturer when deemed necessary

Assessment and Grading:

Form of Assessment	Points Contribution	Size of the assessment	CSLOs covered by the assessment	Feedback Method
Midterm	40	Approx. 50 min multiple choice and/or mini essay type questions (40 pts)	1,2,3,4,5,6	Written
Final Exam	60	Approx. 60 min multiple choice and mini essay type questions (60 pts)	1,2,3,4,5,6	Written
Class Participation	10	10 pts would be added as to the final grade if a student participates in Starting and Ending Notes (5 pts each /10 Pts. in total)	7,8	Oral

Midterm: 40 pts. (Exact date and time TBA)

Final Examination: 60 pts. (Exact date and time TBA)

Class Participation: 10 pts. "Starting" & "Ending" Notes **5pts. each/10 pts in total**- 10 points in total gained through participating **in each of them separately**– To be added to Final Grade- Students must notify the lecturer with their name for the point to be recorded.

Under the Lecturer's solemn discretion, remarkable contributions to class discussions and questions would be awarded extra points.

No extra work to get extra points for your grade other than specified above would be given or accepted. Please contact me (with an appropriate method) in advance for *force-majeure* that might cause non-fulfillment of academic requirements. Please note that the excuse is acceptable for only the most extreme circumstances and only after the Department's stringent verification and approval.

Make-up Examinations: There would be **no** make-ups for exams or assignments. If you have a time conflict, please contact me ahead of time.

Important Note About Re-sit (Bütünleme) Exams: Please note that re-sit exams are no longer given at METU.

Incompletes: A grade of 'incomplete' would not be granted except for the most extreme circumstances and only after stringent verification and approval by the Department. A grade of 'incomplete' would be granted only due to circumstances beyond the student's control. A grade of "I" is not given instead of an "FF."

Course Policies:

- Recording the class is prohibited without advance approval.
- Laptops and similar electronic devices are not allowed during the sessions with or without an internet connection. Please keep your phones in silent mode. And please don't engage in activities that are not appropriate for the classroom.
- Respect and tolerance for others' ideas are vital aspects of classroom discussions. Any against behavior would have repercussions within academic rules and regulations and/or department discretion. Any inappropriate behavior in the classroom shall result, minimally, to be requested to leave class.
- Please be on time as time is the most precious resource, we all have- don't waste it. And do not enter the classroom if doors are closed, and please wait outside until intermission. (*If we have classroom sessions*)
- Please be aware that cheating and plagiarism would not be tolerated.
- STUDENT DISABILITIES: Any student, who, because of a disabling condition, may require special arrangements in order to meet course requirements, should contact the instructor as soon as possible. Students should present the appropriate documentation from the university's Disability Support Office (Engelsiz ODTÜ Birimi, ODTÜ Kütüphanesi, Solmaz İzdemir Salonu, Tel: 210.7196; engelsiz@metu.edu.tr) verifying their disability, and outlining the special arrangements required. Please note that no accommodations will be provided to the disabled students prior to the completion of this approved University process.
- ACADEMIC DISHONESTY: The Department of Business Administration has no tolerance for acts of academic dishonesty. Such acts damage the reputation of METU, the Department and the BS degree and demean the honest efforts of the majority of the students. The minimum penalty for an act of academic dishonesty will be a zero for that assignment or exam.

- **CHEATING:** All university, faculty/institute, and department principles on academic honesty will be strictly enforced. The usual consequence for academic dishonesty is failure of the course and referral of the case to the Dean of the Faculty for additional disciplinary action. Examinations are individual and are to be completed without outside assistance of any sort. Persons observed cheating during examinations will receive a failing grade in the course. Homework assignments are individual, unless otherwise specified by the instructor, and are to be completed without outside assistance of any sort, as well. Persons observed cheating in their homework assignments will receive a score of zero for the portion of the semester grade that is allocated to such assignments.
- **PLAGIARISM:** The instructor assumes that students will do their own work. By placing their names on assignments (individual or team), students are affirming that the contents are their original work. Any previous work available from files or past students, as well as materials available on the internet may be used only as a suggestive model. Violation of this provision will be considered as unethical behavior, subject to disciplinary action. If you have any doubt about the use of a specific material, see the instructor ahead of time. Any material used from outside sources should be referenced appropriately. Persons observed to plagiarize while preparing assignments will be referred to the Dean of the Faculty for additional disciplinary action and also they will receive a score of zero for the portion of the semester grade that is allocated to such assignments.
- **METU HONOR CODE:**

Every member of METU community adopts the following honor code as one of the core principles of academic life and strives to develop an academic environment where continuous adherence to this code is promoted.

"The members of the METU community are reliable, responsible and honorable people who embrace only the success and recognition they deserve, and act with integrity in their use, evaluation and presentation of facts, data and documents."

- **KNOW YOUR RIGHTS AND RESPONSIBILITIES!** <http://oidb.metu.edu.tr/en/academic-rules-and-regulations>
- **NOTE THE IMPORTANT DATES ON THE ACADEMIC CALENDAR!** <http://oidb.metu.edu.tr/en/academic-calendar>
- You are encouraged to contact me for questions, concerns, or suggestions during office hours. For the office hours, please make an appointment with me in advance, before or after the class, via e-mail. For quick questions that you may have, note that e-mailing will be more effective.
- The instructor assumes that students who attend the class have understood and accepted all the requirements and rules of this course.
- You are encouraged to contact me for questions, concerns, or suggestions during office hours. For the office hours, please make an appointment with me in advance, before or after the class, via e-mail. For quick questions that you may have, note that e-mailing will be more effective.
- During face-to-face interactions, students are expected to comply with COVID-19 safety measures.
- The instructor assumes that students who attend the class have understood and accepted all the requirements and rules of this course.

DUE TO THE UNPRECEDENTED CONDITIONS THAT MIGHT HAPPEN DURING THE SEMESTER, CLASS SCHEDULE, GRADING AND THE ASSESSMENT SYSTEM COULD BE SUBJECT TO CHANGE.

The following table gives the tentative schedule for the semester. The lectures will stress the most important and/or most difficult material. Appendices are required only if they are assigned. The students are required to read the chapters and appendices before they are covered in class.

Tentative Course Schedule				
Month	Day	Topic	Reading/ Assignment	CSLO
FEB.	16	<u>Introduction of the Course</u> <ul style="list-style-type: none"> Information on classroom rules A general overview of the subjects 	N/A	N/A
	18	<u>Concept and Purpose of Law</u> <ul style="list-style-type: none"> Society and foundations of law Definition of law Nature of rules and legal rules 	Payaslıoğlu, Chapter 1	1,2,4,5,6
	23	<u>Sources of Law</u> <ul style="list-style-type: none"> Customary Law Natural Law 	Aybay, Part 1 Chapter 5, p.51-54	1,2,4,5,6
	25	<ul style="list-style-type: none"> Positive law Codification 	Hage& Akkermans, ch. 2, p.23-36	1,2,4,5,6
MARCH	2	<u>Classification of Law</u> <ul style="list-style-type: none"> Different Legal Systems 	Aybay, Part 1, Chapter 6, p.55-60	1,2,4,5,6
	4	<ul style="list-style-type: none"> Branches of Law Public Law 	Introduction to Law in a Nutshell,Ch.5,p.141-175, Ch.6,p.179-198, Ch.8,p.225-255, Ch.9,p.259-285 (optional)	1,2,4,5,6
	9	<ul style="list-style-type: none"> Branches of Law Private Law 	Turkish Private Law, edt by.Korkusuz R., Kayalı F.,p.37-58	1,2,4,5,6
	11	<ul style="list-style-type: none"> The procedure of Making Law 		1,2,4,5,6
	16	<ul style="list-style-type: none"> Types of Law 		1,2,4,5,6
	18	<u>Application of Law</u> <ul style="list-style-type: none"> Hierarchy of Norms 	Payaslıoğlu, Chapter 4 p.146-157	1,4,5,6
	23	<u>Application of Law</u> <u>Hierarchy of Norms</u>	Payaslıoğlu, Chapter 4 p.146-157	1,4,5,6
	25	<ul style="list-style-type: none"> Finding the relevant legal norm 		1,4,5,6
	30	<ul style="list-style-type: none"> Connecting facts and the legal norm 		1,4,5,6
APRIL	1	<ul style="list-style-type: none"> Interpretation of the legal norms 		1,4,5,6
	6	<u>Rights and Obligations</u> <ul style="list-style-type: none"> Legal persons 	Esener, p.157-199 (in Turkish) Hage& Akkermans, ch. 3, p.37-49 Akipek,Oral, p. 137-155	1,2,3,5,7
	8	<ul style="list-style-type: none"> Rights in Private Law 		1,2,3,5,7
	13	<ul style="list-style-type: none"> Rights in Private Law 		1,2,3,5,7

	15	Capacity <ul style="list-style-type: none"> Capacity to Acquire Rights Capacity to Act 	Güven, Chapter II, p. 28-41 Akipek, Oral, p. 157-174	1,2,3,5, 7
	20	Domicile <ul style="list-style-type: none"> Domicile for real persons Domicile for legal persons 	Akipek, Oral, p. 189-190	1,2,3,5, 7
	22	Liability <ul style="list-style-type: none"> Concept In Public Law 	Esener, p.226-246 (Turkish) Hage& Akkermans, ch. 6, p.101-120	1,2,3,5, 7
	27	<ul style="list-style-type: none"> In Private Law Criminal 		1,2,3,5, 7
	29	Principles to acquire, use and protect rights <ul style="list-style-type: none"> Introduction Bona Fide (Good faith) 	Esener, p.192-218 (in Turkish) Akipek, Oral, p. 121-126	1,2,3,5, 7
MAY	4	<ul style="list-style-type: none"> Abuse of rights Equity 		1,2,3,5, 7
	6	Principles to acquire, use and protect rights <ul style="list-style-type: none"> Introduction Bona Fide (Good faith) 	Esener, p.192-218 (in Turkish) Akipek, Oral, p. 121-126	1,2,3,5, 7
	11	<ul style="list-style-type: none"> Abuse of rights Equity 		1,2,3,5, 7
	13	Introduction to the Law of Obligations <ul style="list-style-type: none"> Contracts 	Ansay, Ch.9 p. 149-162 Hage& Akkermans, ch. 4, p.51-70	1,2,3,5, 7
	18	<ul style="list-style-type: none"> Torts 		1,2,3,5, 7
	20	<ul style="list-style-type: none"> Unjust Enrichment 		1,2,3,5, 7
	25	Introduction to Property Law <ul style="list-style-type: none"> Ownership 	Ansay, Ch.9 p. 137-148 Hage& Akkermans, ch.5, p.71-99	1,2,3,5, 7
	27	<ul style="list-style-type: none"> Possession 		1,2,3,5, 7
	1	<ul style="list-style-type: none"> Servitude 		1,2,3,5, 7
	3	<ul style="list-style-type: none"> Recap Before Finals 		1,2,3,5, 7
		FINAL EXAMINATION	-	-

*Disclaimer: As each class has its own rhythm and nature, course subjects and reading materials may alter during the semester. Therefore I will confirm ahead of the class the topics and related reading materials.

Covid-19 Related Disclaimer: Since the 2020 Spring Term, the system undergoes many and rapid changes. Therefore, please keep in mind that some changes in the class's structure, content, and exam type and styles may occur in this term as well.