

**BL 300: BUSINESS LAW & ETHICS
FALL 2021**

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BL 300 COURSE POLICIES

COURSE DESCRIPTION

Business Law and Ethics, BL 300, focuses on the role of law and ethics in positive leadership development and organizational success. The course has two main goals: (1) to develop legally savvy leaders who can achieve career success by understanding the legal and ethical aspects of their business responsibilities and (2) show how organizations can achieve competitive advantage by reducing legal risk and using the law to create economic value, while also encouraging responsible conduct.

BL 300 examines legal and ethical issues that every business person should understand to make sound business decisions in a global environment. It provides an overview of the legal system, the nature and uses of law, ethical decision-making frameworks, business organizations and agency, contract law, torts and the law of product liability, criminal law, the regulatory environment, intellectual property, employment law, securities law, and mergers and acquisitions law.

REQUIRED MATERIALS

Textbook: The required textbook for this course is Constance Bagley's *Managers and the Legal Environment: Strategies for Business* (9th Ed. Cengage Pub. 2019). You are expected to have access to the text before the beginning of the first class of the semester.

Recommended Purchasing Option: Electronic access to this textbook is included as part of a Cengage Unlimited eTextbook subscription (Cengage Unlimited eTextbooks, ISBN: 978-0357693933), which we encourage students to obtain if you do not already have through another course. Your Cengage eTextbook will be accessible via the BL 300 Canvas site (the site for all sections of BL 300). Additionally, your Cengage Unlimited subscription will also allow you to rent a hardcopy of the textbook for a heavily discounted price. Instructions for purchasing the eTextbook, and for renting a physical textbook from Cengage, are available in the **Administrative Materials** module on Canvas.

Alternative Purchasing Options: Students looking to obtain the textbook through other means should be sure to purchase Constance Bagley's *Managers and the Legal Environment: Strategies for Business* (9th Ed. Cengage Pub. 2019) (ISBN: 978-1337555081). Make sure you purchase the 9th edition: if you buy an earlier edition of the textbook, you will likely be studying outdated, inaccurate material. Alternatively, old copies of a course packet previously used for this course— *BL 300: Business Law & Ethics*, by Constance Bagley (ISBN: 978-1337924979)—may be available, and which contain all assigned readings.

Canvas: Some reading and class preparation assignments are posted to the modules for particular class sessions in the BL 300 Canvas site. This is where you will find the PowerPoint slides, which you should review before class. Announcements and other important items will also be posted in Canvas.

ASSIGNMENTS & KEY DEADLINES AVAILABLE ON CANVAS

The following sections of this syllabus provide an overview of course assignments and expectations. You will find a complete list of all of BL 300's assignments and key deadlines in the **Administrative Materials** module of our Canvas site. Although that document aims to be exhaustive, it is ultimately your responsibility to complete all readings and assignments before class begins on the assigned date, to complete all assignments described either here or in that document, and to attend classes and scheduled exams.

Should modifications need to be made during the semester to the information provided below, those changes will be communicated in class and through Canvas Announcements on the BL 300 Canvas site.

BREAKDOWN OF COURSE GRADE

	Points	Percent (approx.)
BL 300 Assignments		
Pre-Class Quiz Questions	50	10%
End-of-Week Reflection Questions	25	5%
Classroom Engagement	65	13%
Team Problem Set #1 (due Thur. Sept. 23 by 8:00 PM)	50	10%
Team Problem Set #2 (due Thur. Nov. 11 by 8:00 PM)	50	10%
Midterm Exam (Mon. Oct. 4, 6:00–8:00 PM)	100	20%
Final Exam (Fri. Dec. 17, 1:30 PM – 3:30 PM)	100	20%
RIS/ZLI Challenge Assignments		
Final Report	35	7%
RIS Attendance & Participation	25	5%
Course Total	500	100%

Neither bonus points nor extra credit is available for any part of BL 300. All final course grades will conform to the Ross School's core course grade distribution.

OVERVIEW OF COURSE ASSIGNMENTS

Pre-Class Quiz & End-of-Week Reflection Questions (15% of Course Grade): Nearly every week during the semester you will be asked to complete one Pre-Class Quiz Question at the beginning of the week and one End-of-Week Reflection Question at the end of the week.

Pre-Class Quiz Questions: Each question will be a multiple-choice question worth five (5) points and will be based on the assigned reading for the relevant class session. The question will be available on Canvas at noon on Sunday of the week it is due. Your answer must be submitted via Canvas no later than 11:59 PM on the Monday evening before the relevant class session.

To be fair to all students, you cannot communicate about quiz questions with anyone else (e.g., classmates, other students, etc.) prior to the time it is due, even if you have already submitted your response.

End-of-Week Reflection Questions: Each question will be a short-answer response to a reflection question that covers something related to the material that you learned that week. Unlike quiz questions, you are permitted (and encouraged!) to discuss reflection questions with your colleagues; however, each student must submit their own answer. Each question is worth two-and-a-half (2.5) points. The question will be available in Canvas at 10:00 AM on Thursday and your very short answer is due by 11:59 PM on Sunday.

Late submissions will not be accepted for any quiz or reflection question, regardless of computer system outages, last-minute emergencies, etc. So, submitting early is a good idea.

Team Problem Sets (20% of Course Grade): Each team problem set, and its instructions, will be posted on Canvas; pre-assigned teams will be responsible for submitting a single set of answers on Canvas for each problem set. We will discuss these assignments in more detail during class as the assignment dates near.

Problem Set #1: This assignment will be posted on Canvas by 6:30 PM on September 17. Each team must submit exactly one set of answers no later than 8:00 PM on September 23.

Problem Set #2: This assignment will be posted on Canvas by 6:30 PM on November 2. Each team must submit exactly one set of answers no later than 8:00 PM on November 11.

Late submissions will be subject to meaningful penalties, and may not be accepted, regardless of computer system outages, last-minute emergencies, etc. So, submitting early is a good idea.

Classroom Engagement (13% of Course Grade): Engagement points are based on a consideration of your attendance and the quality of your in-class participation, with special attention paid to your role as an “expert for a day”:

Class Attendance: A seating chart and attendance sheet will be used to determine class attendance. It is your responsibility to sign the attendance sheet during class. It is a violation of the Ross Community Values to sign the attendance sheet for someone else, to ask someone else to sign it for you, or to sign it when you know you have not attended or will not attend the entire class session. Arriving late for class or departing early will likely count as a full absence, subject to your professor’s discretion.

Absence Policy: There are no “excused” absences except in the very unusual case of someone with a lengthy, serious illness, etc. Three absences over the course of the term will not factor into your participation grade by themselves. Three absences should be enough to cover the random illness, conflict with another obligation, etc. Use them wisely. As a general guideline, if you miss more than five class sessions or otherwise have serious participation issues, you cannot earn more than 35 points for participation. If you miss more than seven class sessions, your participation score is likely to be 0.

Attending Other Sessions: In general, you are not permitted to attend a section other than the one to which you are registered. However, in limited instances you may attend another section at the discretion of both professors. To do so, you should submit a written request to your professor and the professor of the alternative section which you wish to attend at least one day in advance (by 5:00 PM) for their approval. Only upon approval of both professors may you attend another section.

Additional Guidance: For additional information about attending classes, including further details about public health and COVID-19 responses, please see the RIS Syllabus.

Expert for a Day: To facilitate discussions, during each class session several students will act as class “experts” on the assigned readings. Experts are required to formally outline the readings and brief the cases for one class session during the semester. Experts do not have to submit anything in writing, but are expected to attend the session and participate at a high level. Failure to participate as an expert will have a negative effect on your classroom engagement grade. Details of the Expert for a Day assignment will be discussed on the first day of class.

Sign-Up For Expert Sessions: You are required to sign up to be an expert during one (and only one) class session during the semester. A sign-up sheet will be available in Canvas at 6:00 PM on August 31; all students must sign up for an expert slot no later than Wednesday, September 1, by 11:59 PM. If you fail to sign up by the deadline, your professor will assign you an expert date. You are responsible for knowing your own expert date, and for being prepared to facilitate.

Preparing to Be an Expert: To help prepare for your expert session, you are encouraged to discuss course materials with your fellow experts and/or meet with your professor during office hours.

Regular, Quality Verbal Engagement: Class engagement consists of more than attending class sessions and speaking in class. Instead, it assesses your contribution to the learning experience of your peers. In short, you will be judged by the quality of your participation and not by the quantity of participation.

Examples of High-Quality Engagement: High-quality participation involves knowing when to speak and when to listen or allow others to speak. Effective class comments may address questions raised by others, integrate material from this and other courses, draw on real-world experiences and observations, or pose new questions to the class. Some, but not all, of the behaviors that contribute to quality participation are captured below:

- Is the participant a good listener as evidenced by comments that build on analysis presented by others in the class?
- Are the points that are made relevant to the discussion?
- Do the comments add to our understanding of the situation?
- Do the comments indicate analysis of the case and/or other assigned reading?
- Is there a willingness to challenge the ideas that are being expressed?
- Is there a willingness to test new ideas, or are all the comments “safe?” For example, repetition of case facts without analysis or conclusions.
- Is material from past or other classes integrated where appropriate?

Examples of Low-Quality Engagement: Asking questions that would be redundant for someone properly prepared for class, that we covered in a prior class session that you missed, or that a classmate already asked during class is likely to reduce your participation score. In general, answering questions on the material assigned for the day, particularly the legal decisions and Mini Cases, results in more participation credit than asking them.

Classroom Recordings: To assess engagement more comprehensively, faculty members will record class sessions; faculty will be deleting recordings and transcripts after documenting engagement. To encourage robust discussions, these recordings will not be made available to students except in exceptional circumstances covered by the RIS attendance policy, and at the discretion of your professor. Absences covered by the above Absence Policy are not grounds for an exception. If you miss a class session, you can use the posted PowerPoint and please get notes from another student; after you have done that, faculty members will be happy to answer specific questions about the material during office hours.

Midterm and Final Exams (40% of Course Grade): Exams are designed to evaluate your understanding of the material and your ability to engage in a level of sophisticated analysis demonstrating that you can apply what you have learned to relevant situations. Though all assignments are important, typically much of the differentiation in grades, particularly in the top half of the class, is attributable to the midterm and final exams.

Exam Format: Both exams will likely include an emphasis on extensive and detailed multiple-choice questions. In addition, the midterm will contain short-answer-style questions. The final exam will be entirely multiple choice and will focus primarily on the material discussed after the midterm exam. However, the nature of business law dictates that all the topics covered are relevant throughout the course and a continued understanding of the early material is essential to success on the final exam. Exams will be closed book and closed note, with one limited exception to be discussed as we get closer to the exam dates.

Exam Conflicts: Taking your midterm and final exams at their regularly scheduled times is a requirement. If the scheduled time conflicts with another exam, class, or a varsity athletic commitment, you must submit the “Exam Conflict” form and provide acceptable documentation by Friday, September 17, at 8:00 PM for the midterm exam and Thursday, November 11, at 8:00 PM for the final exam.

All conflicts are handled by the RIS Curriculum Coordinator. If you have further questions regarding the exam conflict policy, please review the RIS syllabus or contact the RIS Curriculum Coordinator (RISCurriculumCoordinator@umich.edu).

COURSE ASSISTANTS

Each BL 300 section has its own course assistant. These course assistants are former BL 300 students who have agreed to attend the section in order to facilitate engagement and to improve the in-classroom experience.

Course assistants are not responsible for course grading; neither are they to be treated as tutors or answer keys. Accordingly, students are prohibited from contacting any BL 300 course assistant seeking assistance with the course outside of the classroom. Any student breaching this policy will be deemed to have violated course policies and the Ross School Academic Honor Code. Additionally, you should know that course assistants are required to immediately report any suspected infraction of this rule to their section instructor.

NO PROVISION OF LEGAL ADVICE

You will see during this course that understanding legal issues is an integral part of business decision making. As faculty members, however, we cannot represent students as clients and therefore cannot provide legal advice regarding specific, actual situations. If you have such a situation, please do not rely on information from this course in lieu of obtaining a professional legal opinion from an attorney. On-campus sources of legal advice include [Student Legal Services](#) and the [Entrepreneurship Clinic at the Law School](#).

BL 300 & THE ROSS INTEGRATIVE SEMESTER

BL 300 is part of the Ross Integrative Semester (RIS). Experiences throughout the semester will build your capacity to analyze complex and pressing business problems using a boundaryless approach. The integrative course components will occur in a variety of formats. You will have the opportunity to build your integrative thinking capabilities through action-based learning. During the semester each of the four core courses taking part in the semester will link course material across the courses on important business issues, such as enterprise design and the social mission of business.

To maximize the value you take from the semester, plan to engage in intense effort during and outside class. All students are required to participate in the scheduled activities, some of which will occur outside the normal class meeting times. You are expected to plan your academic and personal schedule accordingly.

The RIS Syllabus, which is available on the RIS Canvas site, sets forth important assignments, due dates, and policies that will impact your BL 300 course grade. Please review that document closely and record all important dates in your calendar. Some of the policies from the RIS Syllabus are reiterated below because they are incorporated into this course and are important to our day-to-day activities in BL 300. However, it is your responsibility to ensure that you follow all policies and procedures set forth in the RIS Syllabus.

ATTENDANCE & PARTICIPATION

To receive full benefit from the class, students must be actively engaged during each class. Class discussions provide the opportunity to practice speaking and persuasive skills, as well as the ability to listen. Effective class comments may address questions raised by others, integrate material from this and other courses, draw on real-

world experiences and observations, or pose new questions to the class. High-quality participation involves knowing when to speak and when to listen or allow others to speak.

Disruption during class is a sign of disrespect for classmates and the instructor. Leaving the class during the class is very disruptive for the person speaking along with those listening. There are some situations where leaving may be necessary. In such instances, please follow the guidelines below to minimize any disruption and discourtesy to others.

If you know in advance you will miss a class: You should inform your instructor before class. Students are allowed to miss 3 classes for the TO 313, BL 300, & MO 300 courses and 1 class for BCOM 350 without it impacting their attendance grades. This is a unique policy for RIS to provide some flexibility given demands on students' schedules during Fall of Junior year. The policy covers missing classes for recruiting/interviewing as well as all other events such as non-COVID related illnesses. Having a note from a doctor does not preclude the absence from being counted against the 3(1).

If your absence is due to COVID-19 related public health issue, a serious and lengthy illness, or attendance at the funeral of a loved one, please email the RIS Curriculum Coordinator at RISCurriculumCoordinator@umich.edu and complete the [Fall 2021 RIS Absence Form](#) within 24 hours of your absence or as soon as you are healthy enough to do so (whichever is first). The decision to excuse an absence for a serious and lengthy illness is at the discretion of the RIS faculty.

If you know you will need to leave class early: Speak to or email the instructor prior to the class. It is the instructor's discretion as to whether leaving early will count as an absence; however, instructors tend to be accommodating when there are valid reasons. Also, please sit near the exit to minimize noise when you leave.

If you are coming from another class that is far away: Let the instructor know this at the beginning of the semester. If you need to use the restroom, it is preferable to do this before class and be a few minutes late rather than getting up in the middle of class.

If you unexpectedly need to leave during class: Do so as quietly as possible and speak to the instructor after class. While it is expected that you will take care of necessities prior to class, there is the rare occasion when you need to leave in the middle of the class. When you return, it is preferable for you to return to a seat near the door (if one is available) to minimize any disruption.

LAPTOP & ELECTRONIC DEVICE USE

All forms of electronics should be turned off and put away during the class period, unless specified otherwise by the instructor. Using electronics during class is disrespectful to the person speaking and is often obvious to everyone around the offender including instructors and guest speakers. Having even a few students on electronics during a class or speaker engagement reflects poorly on all students and the school in general. If courtesy to others is not enough of a reason, it simply is unwise to use electronics during class because there is no easier way to convey to your instructor that you have chosen to disengage from the class.

CLASS RECORDINGS

Faculty may choose to record some or all of the delivery of the RIS and/or course material. These recordings may be made available to other students in your assigned course section to support learning of those affected by illness or unforeseen circumstances. If you have questions about class recording policies, please contact the faculty the first week of class.

Students may not record or distribute any RIS and/or course activity without written permission from the instructor, except as necessary as part of approved accommodations for students with disabilities. This applies to both the live recording of an actual class or RIS session, as well as the duplication of any recordings shared by the faculty with the RIS and/or course participants. Any approved recordings may only be used for the student's own private use.

MIDTERM AND FINAL EXAM CONFLICTS

Taking your midterm and final exams at their regularly scheduled times for BL, MO, and TO is a requirement. If the scheduled time conflicts with another exam, class, or a varsity athletic commitment, you **MUST** submit the "Exam Conflict" form and provide acceptable documentation by **Friday, September 17, at 8:00 PM** for the midterm exam and **Thursday, November 11, at 8:00 PM** for the final exam. Neither recruiting nor personal travel is a valid excuse to reschedule an exam.

To submit the form, you must be signed into the RIS Canvas with your UM unickname. The form can be found under RIS Canvas--Modules--Exams--Exam Conflict Request Form.

If you miss an exam without confirmation of an approved alternative exam from the RIS CSC via this process, your exam score will be zero. If you are severely ill enough or community public health guidelines preclude you from attending your exam in person on the date of the exam, you must supply written medical documentation of your inability to take the exam to your professor with a cc: to the RIS CSC either before the exam or as soon after as you are able to do so. If you have questions regarding the exam conflict policy, please contact RISCurriculumCoordinator@umich.edu.

CLASS MATERIAL DISTRIBUTION & USAGE

All materials generated for RIS and its courses, including recordings, slides, handouts, review materials and assignments, or any other materials prepared by you or the professors for these courses and RIS, are intended for use by current students in these classes only and in your section only, unless you have the permission of your instructor. You are not permitted to use materials related to RIS or its classes that were generated by the professors or students in previous years of this course. Any recording of any RIS activity or event is prohibited except with the prior written permission of the instructor. A violation of this policy may be a violation of the Ross Community Values Code and may result in disciplinary action.

OUR COMMUNITY VALUES

Being a member of the Ross community brings with it privileges and responsibilities. The policies below, many of which are reproduced from the RIS syllabus and are available on our Canvas site, speak to several of the obligations that we all owe to our colleagues and peers—in the classroom and beyond—as well as to right and resources available to you on campus should you need them.

HEALTH & PUBLIC SAFETY

For the safety of all students, faculty, and staff on campus, it is important for each of us to be mindful of safety measures that have been put in place for our protection. By returning to campus, you have acknowledged your responsibility for protecting the collective health of our community. Your participation in courses on an in-person basis is conditional upon your adherence to all safety measures mandated by the State of Michigan and the University. Other applicable safety measures may be described in the [Campus Maize and Blueprint](#), the [Ross COVID-19 Info site](#), and the [University's Face Covering Policy for COVID-19](#). Your ability to participate in your courses in-person as well as your grade may be impacted by failure to comply with campus safety

measures. Individuals seeking to request an accommodation related to the face covering requirement under the Americans with Disabilities Act should contact the [Office for Institutional Equity](#). If you are unable or unwilling to adhere to these safety measures while in a face-to-face class setting, you will be required to participate on a remote basis (if available) or to disenroll from the class. We also encourage you to review the [Statement of Students Rights and Responsibilities](#).

ACADEMIC INTEGRITY

Throughout RIS, students are expected to observe the letter and spirit of the Ross School's Statement of Community Values. Within our community or beyond its walls, students should exhibit conduct that reflects the values of the community they represent. Students participating on RIS teams are representatives and ambassadors of the school. Everyone in our community depends on students to conduct themselves professionally and appropriately in all of their activities and interactions throughout RIS.

This discussion of academic honesty and conduct is not exhaustive, and there may be areas that remain unclear to you. If you are unsure whether some particular course of action is proper, it is your responsibility to consult with the faculty immediately for clarification.

Personal integrity and professionalism are fundamental values of the Ross School community. You have a duty to be familiar with and understand the Ross School's Statement of Community Values, the Ross School Academic Honor Code, and the Ross School Code of Student Conduct including all campus public health policies. **In light of COVID our community has enhanced the Code of Student Conduct to include our commitment to each other and adherence to campus and School public health policies.** Each of these, including a Statement of Student Rights and Responsibilities, may be found in the Ross School Impact on [Ross Community Values](#). In addition every student at the University of Michigan accepts the rights and responsibilities of membership in the University's academic and social community. These rights and responsibilities are clearly laid out in [The Statement](#). By enrolling in this course you confirm that you have read and understood these statements and policies, and further that you agree to abide by them. The Ross Community Values site contains valuable information and links on writing and how to check to make sure you have not plagiarized the work of others. Claimed ignorance of these codes and policies will be viewed as invalid should a violation take place. In all cases if you have questions please address them with the professor as far **in advance** as possible.

Any violation of the Ross School Academic Honor Code such as plagiarism, otherwise passing off anyone else's work as your own, unauthorized collaboration, use of materials generated for use during past offerings of this course, or any form of cheating will be referred to the Community Values Committee. Possible penalties include course failure with a permanent notation of an honor policy violation on your transcript and even expulsion.

CHEATING

Cheating is a serious offense that has real negative implications for your classmates and yourself. All members of the Ross community are expected to complete their own work on assignments, exams, and all other coursework, unless instructed otherwise by faculty (e.g., group assignments). Cheating is viewed as a grave lapse in personal integrity and respect for the rights of other students. Given the BBA grading distribution, cheating is comparable to stealing from a classmate. Some examples of what constitutes cheating are listed within the Academic Honor Code and should be reviewed carefully.

As cheating has very real consequences for others, ramifications for cheating are severe and include dismissal from the school. Additional information on cheating can be found in the Statement of Community Values, Academic Honor Code, and related resources, which can be found at the [Ross Community Values](#) website.

ACCOMMODATIONS FOR STUDENTS LIVING WITH A DISABILITY

The University of Michigan is committed to providing equal opportunity for participation in all programs, services and activities. Questions can be directed to the Ross Accommodations Coordinator: RossAccommodationsCoordinator@umich.edu.

Students wishing to receive testing accommodations must register with the University of Michigan [Services for Students with Disabilities \(SSD\)](#) office as soon as possible. Students must then submit their accommodations requests two weeks prior to the first test or quiz for which they require accommodations. Accommodations cannot guaranteed for students who provide less than two weeks' notice.

Students verified for accommodations through the SSD office prior to July 19, 2021 must submit their Verified Individualized Services and Accommodations (VISA) form to the Ross Accommodations Coordinator via online web form ([Ross Accommodations Request Form](#)). The submission must include a scanned or photographed copy of the VISA form. This form only needs to be submitted once during the academic career with Ross unless the accommodations eligibility expires.

Students verified for accommodations through the SSD office on or after July 19, 2021 must send their Accommodation Letter through the new Accommodate system at the start of each semester as early as possible. For Ross courses, these letters will come directly to the Ross Accommodations Coordinator. The day the Accommodation Letter is sent will be used to determine two weeks' notice.

In rare cases, the need for an accommodation arises after the two-week deadline has passed (example: a broken wrist). In these cases, students should still contact SSD and the Ross Accommodations Coordinator. However, due to logistical constraints, we cannot guarantee that an accommodation can be made after the two-week deadline has passed.

WELLNESS & MENTAL HEALTH RESOURCES

As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. University of Michigan is committed to advancing the mental health and wellbeing of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available.

CAPS: You can learn more about the broad range of confidential mental health services available on campus [here](#), including our campus' office of [Counseling and Psychological Services](#) ("CAPS"). You may also find helpful the [well-being resources for students](#) offered through the University's office of student life. If you have an urgent matter when CAPS is closed, please call 734-764-8312 to connect with [CAPS After Hours](#).

CAPS at Ross: The Ross School of Business has a CAPS Embedded Counselor, whose offices are in Ross and services are tailored to the school's climate. To schedule, please email [Julie Kaplan](#), LMSW. For more information, please visit the [CAPS Embedded Model](#) site.