**Course Syllabus**

**Spring, 2017**

**PC 4040: GOVERNMENT CONTRACT LAW**

**General Class Information**

Instructor Name and Contact Information: Joseph J. Harrison, jjh3k@virginia.edu; Home:

703.680.2501; Cell: 540-220-0681

Subject Area and Catalog Number: Procurement and Contract Management - PC 4040

Year and Term: 2015 – Spring, Jan 18 – May 2, 2017

Course Title: Government Contract Law

Level: Undergraduate

Credit Type: 3 Hrs Undergraduate Credits

Class Description: Introduces Government Contract Law principles, contract clauses and provisions, legal aspects associated with contracting, and administering contracts. Prerequisite: PC 4010.

Required Text: “ Federal Procurement Law For The Contracts Professional”, by Michael E. Giboney and Peter T. McKeen

ISBN-13: 978-0-9792246-0-7; ISBN-10: 0-9792246-0-8. Please note: The Text may be purchased only from Amazon.

**Learning Outcomes**: This is the complete Federal Acquisition System law course including formation, management and administration. The Student will gain an understanding, valuing, respecting and participating in Federal Contract Law.  The Course content has been prepared in concise, plain language for non-lawyers, with a unique section on legal support furnished by the contracts manager. At the completion of the Course, the Student will have an understanding of the essential elements of Federal Procurement Law and the role of the contracting professional in matters involving Procurement Law.

Through the use of case studies, group and individual required responses, and open discussions, this Course will lead the Student of contract management to understand, value, respect, and participate in government contract law practical situations as a non-lawyer.  It will familiarize the Student with government contract law that affects the complete life cycle of the federal contracting process, and instill an appreciation of the roles of the contract manager and the lawyer.  It will assist the Student in developing self-proficiency in basic legal principles. Students who successfully complete this Course will develop a personal practical working knowledge of fundamental principles of government contract law; differentiate the roles of the contracts manager and the contract attorney; distinguish the law that relates to the pre-award (contract formation) and post-award (contract performance and administration) periods in the Federal Procurement cycle, and develop a personal intuition open to activities and circumstances that may lead to legal implications, and the need for legal services. Successful completion of this Course will develop these contract management skills and legal knowledge.

**Assessment Components**: “Participation” in the completion of Course Assignments (“Required Responses”) (assignments) and interactive features of the course Lesson Discussions (i.e, Forums, (Threaded Discussions) in the Forums are required. Participation is established participation is established through regular and timely submission of Course Assignments and participation in the Discussion Forums, which will be evaluated in accordance with the required text, course content, and published law, policy, principles and procedure authorities. All Course Assignments built into the Course must be completed by the end dates set forth in the Course; the Final Examination must be completed by the end-date of the Course. Timeliness of participation in all aspects of the Course is required. Optional **extra credit** is available throughout the Course and are embedded in the required text, or individual online lessons.

**Delivery Mode Expectations:** The online lesson material includes the Course text reading assignments; **eLectures** and Case Studies set forth in the Forums. Assignments are posted within the online Course, either in a Lesson (threaded) Discussion or via the Assignment Feature of the Course.

**Required Technical Resources and Technical Components**:

a) UVa Computing IDs and Passwords;

b) Min Operating System—Windows 7 SP1 (professional preferred)—Mac 0S X 10.8 or 10.9;

c) Min Processor Speed: Equivalent to an Intel Core 2 Duo (1.5GGz);

d) Min RAM: 4 GB;

e) Min Hard Disk Space: 150 GB of free hard disk space (after all programs are located):

f) Networking Capability: Wireless networking (802.11g or n) and an Ethernet Port

g) Strongly Recommended Accessories:1) An Ethernet cable (Even if you will primarily use wireless, a wired connection is faster and more reliable for video-streaming, live online meetings and large uploads and downloads; 2) A power surge protector; 3) CD/DVD drive and/or “thumb” or “flash” drive(s), plus a back-up storage mechanism.

**Technical Support Contacts:**

* Login/Password: [scpshelpdesk@virginia.edu](mailto:scpshelpdesk@virginia.edu)
* UVaCollab: [collab-support@virginia.edu](mailto:collab-support@virginia.edu)
* BbCollaborate (Elluminate) Support: <http://support.blackboardcollaborate.com>

**Class Specific Information**

**Class Instruction and Activities**: Students are furnished in each online lesson a description of the lesson, the lesson assignment, learning activities, Text reading assignments, and additional resources outside the required text and online content. The Students will perform individual assignments using the assignment feature based upon the Course text, and case studies, set forth in the threaded discussion. Each Student is required to participate in all threaded discussions. In addition, nearly all eLessons (online lectures) will include required Student responses. There will be a required Final Examination.**All Student required responses are individually graded**. All mandatory requirements are not more frequent than one per week, and are to be completed and submitted by the dates set forth in the Lesson or Forum. The Final Examination is individually graded. Moreover, the Student is required to include the UVA Honor Pledge on the Final Examination; and it will electronically signed. The instructor will communicate and comment on each Student’s submissions in each of these course features typically within one week after submission. Moreover, the Instructor will communicate with the Class typically on a weekly basis.

**Class Requirements**: Regular participation is required. Timeliness of participation in all aspects of the Course is required. An instructor message to an individual Student urging timely progress or completion of any of the Course

**Evaluation Standards and Assessments**:

A. Evaluation of Student performance will result from written Lesson Assignments (350 points), Forums Participation (350 points), and an independently prepared Final Examination (300 points). There are 1,000 points available for the Course. The grading system for this Course reflects the UVA standard system, and includes the use of grades A, B, C, D, and F, including the use of plus (+) and minus (-) for each grade.

B. Final grades will be based upon the following evaluation criteria:

1. Completion of all Course requirements before the end date of the Course.

2. Timeliness of participation in all aspects of the Course. An instructor message to a Student urging timely progress or completion of any of the Course requirements, or completion of a large amount of work at the end of the semester may result in the final grade lowered by at least a whole grade.

**Class Schedule:**

**Communication & Student Response Time**: The Instructor will communicate with all the Students at least weekly. The instructor is available throughout the semester and Students may post any queries with regard to the Course to the instructor via email at jjh3k@virginia.edu or via the course Private Messages feature, or commercial e-mail at [jolter60@gmail.com](mailto:jolter60@gmail.com) . The instructor will provide comments to each Student in response to the individually submitted assignments. The Course is self-paced to the degree that each Student has at least one week to complete and submit each Assignment and Forum response. This includes the Final Exam. During the Course, a Student may run into a conflict regarding submission of a specific Course requirement. If that becomes the case, the Student must notify the Instructor who will develop a “work-a round” for the issue /conflict. If the Student does not notify the Instructor in this regard, the Student may receive a one-grade reduction when the requirement is submitted. This exception is not available for the submission of the Final Examination.

**Assignments:**

**Topical Outline**:

**Lesson 1**

 Introduction to Government Contract Law

**Lesson 2**

The Essentials of Federal Contracting

**Lesson 3**

The Law of Competition

**Lesson 4**

Contract Interpretation

**Lesson 5**

Socioeconomic Programs

**Lesson 6**

Ethics and Compliance

**Lesson 7**

Role of the Contracts Manager

**Lesson 8**

Contract Management Principles

**Lesson 9**

Quality Assurance

**Lesson 10**

Government and Intellectual Property

**Lesson 11**

Modifying the Contract After Award

**Lesson 12**

Termination of Contracts

**Lesson 13**

Protests, Disputes and Appeals And Other Remedies

**Lesson 14**

Payment, Discharge, Contractor Performance Information and Closeout

**Lesson 15**

Final Examination

**Resources:** Resource material is included in the Text, Assignments, eLectures and Forum Discussions, and may also posted in the Announcements Tab of the Course during the semester.

**Grading:** There are 1,000 total points available for this Course. Therefore, 90%-100% equals: A+ = 987-1000 pts; A = 936-986 pts; A- = 900-935 pts. 80% to 89% equals: B+ = 887-899 pts; B = 836-886 pts; B- = 800-835 pts. 70% to 79% equals: C+ = 787-799 pts; C = 736-786 pts; C- = 700-735 pts. 60% to 69% equals: D+ = 687-699 pts; D = 636-686 pts; D- = 600-635 pts. F = 59%, 599 pts or below.

**UVa. Policies**

**SCPS Grading Policies:** Courses carrying a School of Continuing and Professional Studies subject area use the following grading system:  A+, A, A-; B+, B, B-; C+, C, C-; D+, D, D-; F.  S (satisfactory) and U (unsatisfactory) are used for some course offerings. For noncredit courses, the grade notation is N (no credit). Students who audit courses receive the designation AU (audit). The symbol W is used when a Student officially drops a course before its completion or if the Student withdraws from an academic program of the University. Please [visit SCPS Grades](http://www.scps.virginia.edu/audience/students/grades) for more information.

**End–of-Course Evaluations:** Students are expected to complete the online End-of-Course Evaluation. As the semester comes to a close, Students will receive an email with instructions for completing the Evaluation. Students feedback will be very valuable to SCPS, the instructor, and future Students. We ask that all Students please complete these Evaluations in a timely manner. Please be assured that the information you provide online will be anonymous and kept confidential.

**Attendance (for Face-to-Face Courses)**: Students are expected to attend all class sessions. Instructors establish attendance and participation requirements for each of their Courses. Class requirements, regardless of delivery mode, are not waived due to a Student's absence from class. Instructors will require Students to make up any missed coursework and may deny credit to any Student whose absences are excessive. Instructors must keep an attendance record for each Student enrolled in the Course to document attendance and participation in class.

**University Email Policies:** Students are expected to check their official UVa. email on a frequent and consistent basis to remain informed of University and Course communications, as certain communications may be time sensitive. Students who fail to check their email on a regular basis are responsible for any resulting consequences.

**University of Virginia Honor System:** All work should be pledged in the spirit of the Honor System at the University of Virginia.The instructor will indicate which assignments and activities are to be done individually and which permit collaboration. The following pledge should be written out at the end of all quizzes, examinations, individual assignments and papers: “I pledge that I have neither given nor received help on this examination (quiz, assignment, etc.)”. The pledge must be signed by the Student. For more information please visit <http://www.virginia.edu/honor>.

**Purpose Statement**: The central purpose of the University of Virginia is to enrich the mind by stimulating and sustaining a spirit of free inquiry directed to understanding the nature of the universe and the role of mankind in it. Activities designed to quicken, discipline and enlarge the intellectual and creative capacities, as well as the aesthetic and ethical awareness, of the members of the University and to record, preserve, and disseminate the results of intellectual discovery and creative endeavor serve this purpose. In fulfilling it, the University places the highest priority on achieving eminence as a center of higher learning.

**Content and Discourse in Professional Education Courses (Classes):** Study of the role of public schools in society, including the content of the PreK-12 curriculum , raises complex issues about which thoughtful people may disagree. Students are expected to discuss respectfully and to honor differing points of view. The University and its School of Continuing and Professional Studies do not discriminate in any of its Programs, procedures, or practices against any person on the basis of age, citizenship, color, handicap, national origin, political affiliation, race, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. The University operates equal opportunity and affirmative action programs for faculty, staff and students. The University of Virginia is an Equal Opportunity / Affirmative Action Employer. Any applicant for admission or employment, or any student who feels discriminated against should contact the University’s Office of Equal Opportunity Programs (EOP) at Poe Ally, West Lawn, Charlottesville, Virginia 22903.

**FERPA:**

Academic Policy <http://www.virginia.edu/registrar/privacy.html>

Family Educational Rights and Privacy Act (FERPA) Annual Notification.

Students attending or who have attended, the University of Virginia are given certain rights under the Family Educational Rights and Privacy Act of 1974, as amended (20 U.S.C.1232g) and Rules of the Department of Education (34 C.F.R. Part 99) implementing this Act.

**Special Needs:** It is the policy of the University of Virginia to accommodate Students with disabilities in accordance with federal and state laws. Any SCPS Student with a disability who needs accommodation (e.g., in arrangements for seating, extended time for examinations, or note-taking, etc.),should contact the Student Disability Access Center (SDAC) and provide them with appropriate medical or psychological documentation of his/her condition. Once accommodations are approved, it is the student’s responsibility to follow up with the instructor about logistics and implementation of accommodations. Accommodations for test taking should be arranged at least 14 business days in advance of the date of the test(s). Students with disabilities are encouraged to contact the SDAC*:* 434-243-5180/Voice, 434-465-6579/Video Phone, 434-243-5188/Fax. Further policies and statements available[: U.Va. Department of Student Health](http://www.virginia.edu/studenthealth/sdac.html#types)

For further policies and statements about student rights and responsibilities, please see [U.Va Website](http://www.scps.virginia.edu/audience/students) (<http://www.scps.virginia.edu/audience/students>)