TEXTBOOK SCREENING INSTRUMENT
Business Techonology -Business
Consensus Review

Book Code: CENG-6501080-LBPU-5 **Category:** 6501080

Area Business Technology **Cluster** Business Technology **Subject:** American Business

Publisher:
Cengage Learning

Title:
Law for Business and Personal Use

Author: Adamson

Edition: 19 **Copyright:** 2012 **ISBN:** 9780538496902

Grade: 09-12

Publisher's Bid Information	Reviewer Analysis	Recommended:
Bid Level	**Level**	◉ YES
Basal	Basal	○ NO
Delivery Method	**Delivery Method:**	○ WITHDRAWN
T	Traditional-T	

Committee Members:	Signature of Reviewers
Charlene Wooldridge	_____
John D. Nicholson	_____
M. Susanne Smith	_____
	_____
	_____

Signature of Commission Member _____

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I. Tennessee Framework

Documentation

STRENGTHS: This program addresses the appropriate state of Tennessee standards, learning expectations and performance indicators for the course in American Business Legal Systems.

MATTERS OF FACT: Standard 1 Learning Expectation and Performance Indicators are addressed throughout the textbook.
Standard 2 Learning Expectation and Performance Indicators are addressed in chapters 1 and 2
Standard 3 Learning Expectation and Performance Indicators are addressed in chapter 2
Standard 4 Learning Expectation and Performance Indicators are addressed in chapters 2, 9 and 12
Standard 5 Learning Expectation and Performance Indicators are addressed in chapter 1 and distributed throughout each unit
Standard 6 Learning Expectation and Performance Indicators are addressed in chapters 6, 7, 8, and chapter 9.
Standard 7 Learning Expectation and Performance Indicators are addressed in chapter 15.
Standard 8 Learning Expectation and Performance Indicators are addressed in chapter 12.
Standard 9 Learning Expectation and Performance Indicators are addressed in chapters 13, 19, 29, 30, and chapter 33.
Standard 10 Learning Expectation and Performance Indicators are addressed in chapters 26, 27, and chapter 28.
Standard 11 Learning Expectation and Performance Indicators are addressed in chapters 21 and 22.
Standard 12 Learning Expectation and Performance Indicators are addressed in chapters 16, 17, and chapter 18.
Standard 13 Learning Expectation and Performance Indicators are addressed throughout the textbook.

CONCERNS: No comment.

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II. National Standards or Industry Standards

Documentation

STRENGTHS: The national standards for American Business Legal Systems are included within the state of Tennessee standards.

MATTERS OF FACT: No comment.

CONCERNS: No comment.

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III. Program Design

Documentation

STRENGTHS: This program offers numerous additional resources which compliment the textbook including a student activity and study guide workbook, an instructor unit resource book, a business math program, and a competitive events guide. These additions reinforce the standards covered in the book and provide more opportunities for students to master the material. Throughout the text and the additional resources there are numerous project based learning types of assignments. The textbook offers a variety of activities which not only promote the student learning for this course, but also reinforces their other academic areas. There are assignments which overlap with reading, writing, math, and history standards within the text. There is also a mixture of group and independent learning activities offered within the textbook and the complementary resources. There are numerous images and inserts within the textbook to highlight various skills or to offer additional discussion topics. The “Case for Legal Thinking”, “Hot Debate”, and “Sports and Entertainment Law” inserts provide students with real-world scenarios for discussion. “Winning Edge” inserts focus on preparing students for competitions for FBLA, BPA, and/or DECA.

MATTERS OF FACT: 1. Evidence of a clear purpose and direction are stated in chapter goals, chapter key terms, end of chapter assessments, visual cues, “Net Bookmarks”, and “Law Briefs”.
2. Evidence of engaging and interactive learning strategies are provided throughout the textbook with features such as “What‘s Your Verdict?” and “Cyber Law”, where the methodology is appropriate for instructional content area, and assignments are problem-based and student directed.
3. Evidence of critical thinking is included at the beginning of the chapter with a “Hot Debate” and at the end of each chapter with a feature called “Think Critically about the Evidence” scenario.
4. Evidence of knowledge and skill proficiencies for individual assessments are included in a feature called “In This Case” scenarios at the beginning of each chapter and “What’s the Verdict? ” at the end of each chapter.
5. Evidence of academic integration is provided through the teaching tools: “Communications and Ethics Activity Masters”.
6. Evidence of literacy and numeracy are evident in the “Math and Communication Masteries”.

CONCERNS: No comment.

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IV. Assessment

Documentation

STRENGTHS: Each chapter has a "Think Critically About Evidence" and "Analyze Real Cases" section within the chapter review in order to encourage students to use higher level thinking skills. These sections help bring rigor and relevance to the material found within the chapter and many of these questions compliment the Tennessee standards. The program includes an "ExamView Resource CD" which has a chapter assessments. The questions are in a variety of formats including multiple choice, matching, short answer, and essay. The unit resource book for the instructor also has quizzes and activities which can be used as formative or summative assessments to complement the suggested activities within the textbook. The assessments follow the main chapter objectives and are closely aligned with the Tennessee standards for the American Business Legal System course.

MATTERS OF FACT: 1. Evidence of self assessment and peer evaluation is provided on the "Instructor's Resource CD" which contains authentic assessments through end of chapter tests, self and peer evaluations through online study guides, quizzes, and formative and summative exams (i.e., "ExamView CD").
2. Evidence of higher order critical thinking is demonstrated at the end of each chapter assessment through process questions, demonstration projects, and reasoning scenarios.
3. Evidence of the CTE Rubric assessment criteria correlation is provided through features called "Mock Trial Competition", "Develop Leadership", "Winning Edge", and "Economic Impact" which start at the basic level. Concepts elevate to the proficient and advance levels with critical thinking skills and decision scenarios.
4. Evidence of a variety of formal assessments are included on the "ExamView CD" such as checklists, multiple choice, matching, true or false, short essays, reading comprehension, and math problems.
5. Evidence of diagnostic evaluations and assessments are made through a feature called "Hot Debate" at the beginning of each chapter and "Online Research" scenarios at the end of each chapter.
6. Evidence of a method for reporting student progress to parents was not addressed in the bundle of textbook resources.
7. Evidence that support articulation into post-secondary education is provided in each unit with a section called "Planning a Career in Law" (different legal careers in each unit).

CONCERNS: No comment.

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V. Other Comments

Documentation

STRENGTHS: 1. Student Edition - How to Study the Textbook
2. Student Edition - How to analyze Legal Situations
3. Student Edition - How to Read a Case Citation
4. Student Edition - Real World Cases
5. Student Edition - How to Analyze Ethical Situations
6. Student Edition - Legal Advice

MATTERS OF FACT: 1. How to study the textbook guides the learner through the layout of the text and points out what is important before reading the material.
2. How to analyze legal situations describes five (5) steps to follow when analyzing legal situations.
3. How to read case citations explains what the letters and numbers mean in a case citation.
4. Real World Cases list the names and page numbers of important real world cases for analysis and discussion in class.
5. How to analyze ethical situations explain the criterial for evaluating ethical situations.
6. The legal advice explains various actions to take when and if a potential or real legal situation arises.

CONCERNS: No comment.

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VI. List of Components Reviewed

Documentation

1. Instructor's Wraparound Edition - Law for Business and Personal Use
2. Student's textbook - Law for Business and Personal Use
3. Activity and Study Guide of students - Law for Business and Personal Use
4. Instructor's Edition Activities and Study Guide
5. Unit Resource Book (1-7)
6. Spanish Resources
7. Competitive Events Guide
8. Communications Activity Masters
9. Ethics Activity Masters
10. Alternative Assessment
11. Test Preparation and Student Skills
12. Distance Learning
13. Using Technology and the Internet
14. Diverse Populations & Learning Styles
15. Involving Families and the Community
16. Strategies for Block Scheduling
17. Search for the Leader
18. Instructor's Resource CD
19. ExamView Assessment Suite CD

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VII. State Textbook Commission Members Comments

Documentation

STRENGTHS: No comment.

MATTERS OF FACT: No comment.

CONCERNS: No comment.

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TEXTBOOK SCREENING INSTRUMENT
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Consensus Review

Book Code: SEBGLEN-6501080-GBPL-5 **Category:** 6501080

Area Business Technology **Cluster** Business Technology **Subject:** American Business

Publisher:

School Education Group, a division of The McGraw-Hill Companies, Inc. (formerly Glencoe/McGraw-Hill)

Title:

Glencoe Business and Personal Law 2008 Student Edition

Author: Brown, et al.

Edition: 1st **Copyright:** 2008 **ISBN:** 9780078743696

Grade: 9-12

Publisher's Bid Information	Reviewer Analysis	Recommended:
Bid Level	**Level**	◉ YES
Basal	Basal	○ NO
Delivery Method	**Delivery Method:**	○ WITHDRAWN
T	Traditional-T	

Committee Members:

Charlene Wooldridge
John D. Nicholson
M. Susanne Smith

Signature of Reviewers

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Signature of Commission Member _____

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I. Tennessee Framework

Documentation

STRENGTHS: This program addresses the appropriate state of Tennessee standards, learning expectations and performance indicators for the American Business Legal Systems course.

MATTERS OF FACT: Standard 1.0 Learning expectations and performance indications are addressed in chapters 1, 15, and 18.

Standard 2.0 Learning expectations and performance indications are partially addressed in chapter 18.

Standard 3.0 Learning expectations and performance indications are addressed in the Appendix (The U. S. Constitution).

Standard 4.0 Learning expectations and performance indications are addressed in chapters 1 and 18.

Standard 5.0 Learning expectations and performance indications are addressed in chapter 1.

Standard 6.0 Learning expectations and performance indications are addressed in chapter 4.

Standard 7.0 learning expectations and performance indications are addressed in chapter 7.

Standard 8.0 learning expectations and performance indications are addressed in chapter 20.

9. Standard 9.0 learning expectations and performance indications are addressed in chapters 10 and 21.

Standard 10.0 learning expectations and performance indications are addressed in chapter 18.

Standard 11.0 learning expectations and performance indications are addressed in chapter 13.

Standard 12.0 learning expectations and performance indications are addressed in chapter 8.

Standard 13.0 learning expectations and performance indications are partially addressed throughout the textbook.

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CONCERNS: For students to be able to master standards 2.0-2.5 and 13.0-13.4, additional resources could be necessary. The textbook discusses selective international legal issues, but further information would need to be presented to students in order for them to master the material at the required level.

Publisher Response: Regarding Learning Expectations 2.1-2.5, the next edition of *Business and Personal Law* will include more information about the history of the legal system, impact on businesses of laws involving businesses, and how international laws impact trade among nations. Regarding Learning Expectations 13.1-13.4, *Global Law* features in each chapter provide extensive exploration of law terms and procedures in different countries.

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II. National Standards or Industry Standards

Documentation

STRENGTHS: National standards for the American Business Legal Systems course are included within the state of Tennessee standards.

Business Alliances are noted as: National Business Education Association, National Mock Trial Championships, Future Business Leaders of America, Business Professionals of America.

Other partners include: Standard & Poor and Business Week.

MATTERS OF FACT: No comment.

CONCERNS: No comment.

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III. Program Design

Documentation

STRENGTHS: The textbook offers prompts and questions that encourage debates for students so that they can relate the course material to their personal experiences and views of various topics. The textbook concentrates on student reading skills by having numerous inserts including reading guides, "Flex Your Reading", "Reading Check", and "After You Read" questions and activities. In addition, the student workbook includes many questions to encourage reading comprehension and offers many study skills that apply to all classes a student could take. There are real-world case studies featuring court cases and legal decisions that relate to the material in every chapter.

The textbook format is very thorough and detailed. Standards are clearly identified with the coordinating page numbers. The teacher's annotated textbook incorporates the lesson planning directly within the book itself. Sections are labeled accordingly, such as: Focus/Bell Ringer, Teach, Assess, Reteach, Assess, and Close.

The text is designed to connect students to the community with real companies and real careers. It features discussions about careers in the field of law. The Thematic Project applies concepts that students have learned to reinforce learning and show a diversity of interests. Every chapter includes a Chapter Photo and Business Week Case Study. Various reading strategies are offered to provide a steady knowledge-based model of think-remember-connect. Other features of the text that help students see the relevance between concepts learned in the classroom and the real world include: WebQuest, Case Study, Business Ethics, Legal Talk and Vocabulary Builder, Cyberlaw, & Global Law.

The format for the student text is listed in the following order: Chapter Objectives, ASK Question, Academic Standards from NCLB noted within the text, Reading Strategies, Ethics in Business, After you Read Section Objectives, Terms Highlighted, Reading Check Reminders, After You Read Reminder, Vocabulary Lists, and Business Week Reader and Case Study.

Textbook can be used in conjunction with McGraw-Hill's "Connect" and "Connect Plus" platforms which create and manage class assignments, have students' work automatically checked and placed in a grade book, communicate with your students online, and even teach your course completely online if necessary (homebound), etc.

MATTERS OF FACT: 1. Evidence of a clear purpose and direction are stated in the chapter goals " What Your Will Learn", "Why it is Important", "Academic Standards", key terms, and a "Reading Guide" (focus, notes, terms and academic vocabulary).

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2. Evidence of engaging and interactive learning strategies are provided throughout the textbook with features such as “Legal Talk” and “Reading Checks” where the methodology is appropriate for instructional content area, and assignments are problem-based and student directed.
3. Evidence of critical thinking is included at the end of each chapter with “Critical Thinking Scenarios” and a feature called “Thematic Project” (capstone project) to broaden students’ understanding and thinking.
4. Evidence of knowledge and skill proficiencies for individual assessments are included in the textbook features called “Vocabulary Builder,” “Standardized Test Practice”, “Self Check”, and an “Academic Connection”.
5. Evidence of academic integration is provided through textbook features called “Math Appendix” and “Writing Connection”.
6. Evidence of literacy and numeracy are evident in the features such as “Flex Your Reading”, “Reading Checks”, “Writing Tips”, and “Math Appendix”.

CONCERNS: Some of the court cases may involve themes or topics with which students are not familiar. Additional research or presentations could be necessary for students to make the academic connection to the court cases.
Publisher Response: Duly noted.

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IV. Assessment

Documentation

STRENGTHS: The program includes an "ExamView" CD which has test questions and features a variety of formats including multiple choice, matching, short answer, and essay. Each chapter features a key points review which can provide a formative assessment for the instructor. The student activity workbook features a number of activities including practice test questions, reading comprehension activities, and graphic organizers. The assessments in the text and "ExamView" feature a variety of questions which test students' abilities to use higher level thinking skills and prove mastery of the material.

The Business and Personal Law text has several options for review and assessment. Each chapter features end-of-section and end-of-chapter review and activities. A Thematic Project is at the end of each Unit. Other tools for assessment include: Student Activity Workbook pages, Business Plan Project Workbook pages, along with the ExamView Assessment resources.

Section Assessment: Self Check, Academic Connection;
Chapter Review and Assessment: Summary, Key Points Review, Vocabulary Builder, Standardized Test Practice, Apply and Debate, Case Study Practice, Internet Application and Ethics Application.

MATTERS OF FACT: 1. Evidence of self-assessment and peer evaluation is provided on the "Instructor's Resource CD" which contains authentic assessments through end of chapter tests, self and peer evaluations through online study guides, quizzes, and formative and summative exams (i.e., "ExamView CD").
2. Evidence of higher-order critical thinking is demonstrated at the end of each chapter assessment through process questions, demonstration projects, reasoning scenarios, and feature called "Across Cultures".
3. Evidence of the CTE Rubric assessment criteria correlation is provided in the "Thematic Project" feature which contains a rubric for grading the capstone project at the end of the course to culminate a series of higher-order critical thinking mini exercises and activities into one integrated project.
4. Evidence of a variety of formal assessments are included on the "ExamView CD" such as checklists, multiple choice, matching, true or false, short essays, reading comprehension, and math problems.
5. Evidence of diagnostic evaluations and assessments are made through a feature called "Read the Guide", "Reading Checks", and "Reading Connection".
6. Evidence of practical methods for reporting student progress to parents is the use of Glencoe's "Tech Connect Letter to Parents" and the parent site "Guide to Information Superhighway FAQs".

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7. Evidence that supports articulation into post-secondary education is provided in each unit (Careers in Law).

CONCERNS: No comment.

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V. Other Comments

Documentation

STRENGTHS: 1. Landmark cases are distributed throughout each unit/chapter.
2. Case Study Law is distributed throughout each unit/chapter.
3. Global Law is distributed throughout each unit/chapter.
4. Law Case Index
5. Academic Terms Glossary
6. The complete listing of the U. S. Constitution
6. Glencoe.com web site

MATTERS OF FACT: 1. Landmark cases are selected based on legal issues discussed in the unit which provide a summary of the facts, opinions, and holdings of real court cases and allow students to use the "Trail Prep" feature to guide activities about case strategy and presentation.
2. "Case Study Law" provides scenarios in the units of current legal situations to be solved using rulings from prior cases.
3. "Global Law" expands the learner's knowledge of laws in other countries and gives students an orientation of comparative international law in post-secondary education (critical thinking)
4. The law case index serves as an alphabetical reference to quickly identify law cases that have been settled.
5. The academic terms index provides a central location for quick reference with the textbook.
6. The U. S. Constitution is printed in its entirety including all of the Articles and 27 Amendments.
7. Glencoe.com offers a feature called "Play and Practice" online learning center with crossword puzzles and flash cards.

CONCERNS: Typographical Error on Page TM9 - Cyberlaw is shown as Cyblerlaw!!!!!
Publisher Response: This typographical error will be corrected in subsequent printings.

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VI. List of Components Reviewed

Documentation

1. Teacher Wraparound Edition
2. Student Edition - Business and Personal Law
3. Teacher Annotated Edition - Student Activity Workbook with Academic Integration
4. Inclusion in the Business Education Classroom
5. National High School Mock Trial Championship DVD
6. Real World Connection - Student Interactive Edition CD
7. Teacher Work Plus - Teacher Planner and Resource Center CD
8. Real World Connections - Presentation Plus CD
9. ExamView Assessment Suite CD

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VII. State Textbook Commission Members Comments

Documentation

STRENGTHS: No comment.

MATTERS OF FACT: No comment.

CONCERNS: No comment.

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