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Fall 2015

MANG 4470

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SYLLABUS

MANG. 4470

Section 601

Wednesday 6-8:45 p.m.

FALL 2015

Instructor: Susan F. Clade, J.D.

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Office Hours: Before/After Class; By appointment

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UNDERGRADUATE SYLLABUS **EMPLOYMENT LAW FOR MANAGERS**

1) Objectives

To assist students in developing an understanding of legal principles related to employment law with an emphasis on the management of human resources in the workplace.

2) Learning Objectives

a. To understand basic legal concepts as well as those applicable to human resources/management, employment, and the workplace.

b. To understand the legal and other factors that guide and determine the resolution of workplace disputes.

c. To recognize the importance of defining and implementing ethical standards and policies within the workplace that will benefit employees, customers/clients, and society as a whole.

d. To enhance the student's critical thinking abilities regarding the resolution of legal and ethical conflicts and issues that arise in the workplace.

3) Required Text (available from UNO Bookstore)

a. Walsh, David J., "Employment Law for Human Resource Practice" (5th ed. 2016). ISBN: 1305112121/9781305112124

4) Instructor's Policies

a. Expectations for Students

Assigned chapters from the text are listed on the last page of this syllabus. Students should read the assigned chapters prior to coming to class. **Please note that there is a great deal of material covered in this course, and a substantial amount of individual study outside of the classroom is required.** Students who anticipate

that they will be unable or unwilling to attend class on a regular basis and to devote sufficient time to studying on their own should carefully consider whether to remain in this course.

Students should prepare for each class by reading the assigned chapter(s) in the text and being prepared to discuss the main issues and concepts analyzed in each chapter. The “Concept Summaries” and other study tools provided in each chapter of the text may be particularly helpful in this regard.

b. Course Content

Class will consist of lectures by the Instructor covering the course material assigned for each class and class discussion of issues related to the assigned material. Some of the “Questions and Case Problems” set forth at the end of each chapter, as well as cases discussed in the text and other hypothetical situations presented in class, may serve as a basis for questions that appear on the tests and on the final exam.

Certain issues which are not covered by the assigned chapters or which may not be covered by the text (for example, issues and concepts arising under Louisiana law) also may be discussed by the Instructor. Examinations may be based on both the assigned chapters and the material discussed in class.

c. Extra Credit

At the sole discretion of your Instructor, extra credit may be earned by students but only if the criteria listed below are met:

1. the student must regularly attend class;
2. student must have previously sought assistance from the Instructor; and
3. student requires extra credit work to improve his/her final grade from an “F” to a “D” or a “D” to a “C”.

Extra credit work will be assigned only at the end of the semester and will NEVER be allowed to improve a student’s final course grade from a “C” to a “B” or a “B” to an “A”.

d. Make-up Tests

Students are expected to take all tests at the scheduled time.

Requests to take a make-up test based on medical excuse MUST be documented, and if at all possible, the student MUST notify the Instructor PRIOR TO the test’s being given. If the student fails to give advance notice to the Instructor, the student may receive a grade of zero for the test.

Requests to take a make-up test for any other reason besides illness (e.g., death in family, car accident, job-related matter, family emergency, etc.) must be documented and will be granted at the sole discretion of the Instructor. Advance notice **MUST** be given when possible. If the Instructor deems the excuse unsatisfactory, the student will receive a grade of zero for the test. Under no circumstances will a make-up test be given if a student misses a test for any reason that is not beyond the student's control.

e. **Miscellaneous**

During all tests and the final exam, cell phones, laptops, and/or other electronic devices may **not** be in your possession or within your reach.

All bookbags, backpacks, purses, or other personal items shall be placed at the front of the classroom during all tests or exams. The Instructor reserves the right to have seating arrangements changed for all tests or exams and a photo ID may be requested and required at any test or exam.

Tape recording of lectures is prohibited without express consent of your Instructor.

For all of the reasons above, class attendance is **strongly urged**. **Roll will be taken each class.** Students are expected to arrive on time and to **return to class following the mid-class break at approximately 7:30 p.m.**

5) **Grading**

There will be three (3) tests; several quizzes and/or other assignments; and a final exam.

a. The tests and the final exam will be weighted as shown below with each question worth one (1) point. The tests and final exam will usually be in multiple choice format and are to be taken using a **blue or green** AScantron.® However, your Instructor reserves the right to make any test or the final exam either objective (multiple choice, true/false) and/or subjective (short answer, essay, problem solving).

b. The exact number of quizzes and assignments has not yet been determined; however, by the end of the semester their point value will total fifty points. Quizzes may or may not be announced ahead of time and will be given at the beginning of class. A student who arrives in class **after** a quiz has been completed will not be allowed to take the quiz. Assignments will be announced in class and in most cases will be due the following class.

The student's final grade for the course will be comprised of the following:

a)	Test 1	-	50 points
b)	Test 2	-	50 points
c)	Test 3	-	50 points
d)	Pop Quizzes/Other Assignments	-	50 Points
e)	Final Exam (Cumulative)	-	100 points
	TOTAL	-	300 points

Final grades will be calculated by totaling the points earned and applying the following grading scale:

A	=	270 – 300 points
B	=	240 – 269 points
C	=	210 – 239 points
D	=	180 – 209 points
F	=	0 – 179 points

The final exam is cumulative – it will cover all material for the entire course and will consist of 100 multiple-choice questions, each worth one (1) point.

Each of the three tests will cover only new material covered since the last test.

SEE FOLLOWING PAGE FOR SYLLABUS

Syllabus

- Aug. 20 - Chapter 1 (Overview of Employment Law, including Employment-at-Will Doctrine which is discussed in Chapter 18)
- 27 - Chapter 2 (Employment Relationship)
- Sept. 3 - Chapter 3 (Overview of Employment Discrimination)
- 10 - Chapter 3; Chapter 4 (Recruitment Process)
- 17 - **TEST 1**: Chapter 4 (cont'd)
- 24 - Chapter 5 (Background Checks, etc.); Chapter 6 (Employment Tests)
- Oct. 1 - Chapters 6 (cont'd) and 7 (Hiring and Promotion Decisions)
- 8 - Chapter 9 (Harassment)
- 15 - MID-SEMESTER BREAK
- 22 - **TEST 2**: Chapter 10 (Reasonable Accommodation – ADA and Title VII Religion Claims)
- 29 - Chapter 11 (Diversity & Discrimination)
- Nov. 5 - Chapter 12 (Wage and Hour Law); Chapter 13 (Benefits)
- 12 - Chapter 15 (OSHA and Worker's Comp); Chapter 16 (Training & Development)
- 19 - **TEST 3**: Chapter 17 (Privacy in Workplace)
- 26 - THANKSGIVING HOLIDAY
- Dec. 3 - Chapter 18 (Termination); Chapter 19 (Downsizing Issues)

FINAL EXAM – DECEMBER 10, 2015; TIME: TBA

TOPICS LISTED ABOVE ARE SUBJECT TO MODIFICATION. IF THEY ARE MODIFIED, YOU WILL BE ADVISED BY YOUR INSTRUCTOR IN CLASS.