Course Number: MGNT 4640 (TTH 3:30-4:50)
Course Title: Employment Law
Instructor: Dr. Mary-Kathryn Zachary
Office: Room 2219, Richards College of Business
Telephone: 678-839-4832
E-mail Address: mzachary@westga.edu
Fax: 678-839-5041
Office Hours: TTH 10:50-12:30; 1:50-3:30; 4:50-5:30; other
times by appointment.

Required Text: Employment Law for Business,
Bennett-Alexander, Dawn D. and Hartman, Laura B., 6th Edition,
Hardback: ISBN 978007337636
E-textbook: ISBN 978077289522
Use earlier editions at your own risk. You are
responsible for the material in the 6th edition.
Additional assigned readings throughout
the semester.

COURSE DESCRIPTION:

Development, current status, and implications of legislation, court rulings,
and government agencies' decisions in equal employment opportunity, employee
protection, employment contracts, individual employment rights, income and
retirement security, and international employment, as well as emerging issues
in human resource management, as related to the effective management of human
resources.

COURSE LEARNING OBJECTIVES:

1. Understand the role of law and the legal system in human resource
management. (BBA 4)

2. Obtain a basic understanding of the general principles of law relevant to
managing human resources. (BBA 4)

3. Describe individual and business rights and obligations in various
employment contexts.

4. Recognize, analyze, and evaluate situations having legal repercussions,
applying the fundamental principles underlying employment law to specific
fact situations. (BBA 6)

5. Identify a potential legal issue in a given employment situation; apply
laws and legal principles, as well as any other factors, to the situation;
and create, organize, and effectively present in written and oral form a
logical argument in support of a position. (BBA 1)

6. Interpret, analyze, and evaluate common materials with legal implications,
such as arbitration agreements, employment contracts, employment applications, employee handbooks, and covenants not to compete, and revise them to meet legal requirements and accomplish business objectives.

7. Develop knowledge of various employment law resources and the ability to locate and use them.

8. Explain the impact of ethical, economic, political, technological, cultural, and global considerations in situations having legal implications. (BBA 5)

PREREQUISITES:

BUSA 2106, Legal Environment of Business

METHOD OF INSTRUCTION:

The lecture-discussion approach is the primary method of instruction for this course. The subject matter will be drawn primarily from the text, outside sources, and current employment law issues in the news. Classroom time may also be scheduled for consideration of particular court opinions, documents, guest lectures, projects, individual and group exercises, role-play, and special events. Written assignments and unannounced quizzes may be part of the learning process.

COMMUNICATION:

Communication between student and instructor will be through a combination of university e-mail (MyUWG) and use of CourseDen. If time-sensitive, the university e-mail account (mzachary@westga.edu) should be used; for regular communications and assignments, the e-mail feature in CourseDen should be used. Students are required to check their MyUWG account and CourseDen at least daily and to keep their MyUWG inbox free of clutter to avoid auto-reject messages.

COLLEGE, DEPARTMENT, AND COURSE POLICIES:

The use of recording devices is not permitted in the classroom without prior approval.

Computers are not allowed in the classroom.

Cell phones, pagers, mp3 players, iPods, and all other electronic devices must be rendered silent during class times and shall not be used during class times.

Students are not allowed to have food or drink in the classroom. This is a UWG policy.

Do not ask your instructor for legal advice.

Please read this syllabus carefully. Your instructor is available during class and during posted office hours to answer any questions you may have regarding the meaning of any part of this syllabus. Consequently, excuses for failure to fulfill course requirements based upon non-understanding or misunderstanding of this syllabus will not be heard.
The instructor reserves the right to make appropriate amendments to this syllabus. With the exception of minor changes to the tentative course schedule, all such amendments will be announced sufficiently in advance of the effectiveness of the amendment and published in CourseDen.

If you have a disability and wish to request an accommodation, please contact Disability Services in the Student Development Center, located in Parker Hall, and follow their procedures.

CLASSROOM BEHAVIOR AND PROFESSIONALISM:

Any student who engages in disruptive behavior during any meeting of this course is subject to administrative disenrollment from this course. Disruptive behavior includes, but is not limited to, disrespectful or threatening words or actions toward classmates or the instructor, moving about the classroom during the class session (including entering and exiting the classroom), sleeping in class, using electronic devices in class, and the like. Students will treat each other and the instructor with the utmost respect and professionalism at all times. The instructor is available during office hours and is happy to hear any concerns you may have concerning the class.

STATEMENT OF ETHICAL EXPECTATIONS:

Richards College of Business community members are committed to: honesty and integrity in interactions and undertakings; respect for rights, differences, and dignity of others; accountability for personal behavior.

EVALUATION AND GRADES:

Grades will be calculated and assigned on the basis of points earned on examinations, attendance, and the oral/written assignment, as follows:

Examinations: 300 points

Three periodic examinations will be given, as indicated in the schedule blow. Alternative examination times may be scheduled in cases where a student will be absent during a regularly scheduled examination time, when all three of the following criteria are met:

1. The absence is a University-authorized or Instructor-authorized absence,
2. Arrangements are made in advance of the absence; and
3. The student provides genuine documentation to the Instructor from the appropriate University employee or official, physician, or other relevant individual that includes the date, time, and purpose of the absence. The instructor will authorize absences only in cases where the student’s attendance is made impossible by circumstances beyond the student’s control.

Exams are multiple choice, with some possible short answer essay questions. Multiple choice questions are selected from instructor developed questions and the test bank with an emphasis on application questions. Questions cover lectures, book topics, cases, current events, and any assigned topics. No part of any exam may be removed from the classroom at any time. Failure to abide by the foregoing will result in a zero for that test grade. Each test will cover approximately one third of the text. Students are urged to take comprehensive notes and to read the chapters covered in class before coming
to class.

**Oral/Written assignment:** 50 points

Legal Resources Project and Presentation  Pass/Fail

Each student will make a brief presentation based on an employment law case they have found through the Bureau of National Affairs on-line reporters. The student will write a brief summary and analysis of the case with a copy of the case attached, present the case to the class, and lead class discussion on it.

**Attendance:** up to 3 extra points on the final course grade. Roll will be taken at the beginning of each class session. Students arriving late for class will not be allowed to enter unless prior arrangements have been made. “Late” is defined as any time after the scheduled start time for class. Students who leave during class are not allowed to return during the same class. Students are expected to be prepared for class and actively participate. Participation includes both quantity and quality components. Students who are obviously unprepared or are caught using electronic devices during class will be counted absent for the class session. Points may also be deducted from the final grade for excessive absences and lack of preparation.

Students with **no absences** will receive an additional **THREE POINTS** on their final course grade. Students with **one excused absence** will receive an additional **TWO POINTS** on their final course grade. Students with **any unexcused absence or more than three excused absences are not eligible for attendance points. Any student missing more than 3 class sessions may be dropped from the course. Additionally, they may have points deducted from their final average.**

**Final Grade:**

There are 350 possible points in this course, with additions or subtractions based on attendance and preparation. Grades will be assigned on the basis of points earned as follows:

- A = 315 - 350
- B = 280 - 314.9
- C = 245 - 279.9
- D = 210 - 244.5
- F = below 210

**ACADEMIC HONESTY:**

Receiving or giving help on exams or papers will result in failure in this course and dismissal from the University. For the purposes of this class, the following statements contained in the student handbook will be applied.

1. No student shall give or receive, or otherwise furnish or procure assistance not authorized in the preparation of an essay, report, examination, or other assignment in an academic course or in the fulfillment of program or degree requirements such as standardized examinations.
2. No student shall take, attempt to take, or otherwise obtain, gain access to, or alter in an unauthorized manner any material pertaining to the conduct of a class or to the completion of any program or any program or degree requirements, including but not limited to tests, examinations, laboratory equipment, roll books, academic records, or electronically stored
data.
3. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

Failure to observe these standards will result in an “F” grade. Use of electronic devices during an examination will be deemed a violation of provision 1, above, and will result in a grade of “F” for the course.

CLASSROOM BEHAVIOR:
Any student who engages in disruptive behavior during any meeting of this course is subject to administrative disenrollment from this course. Students are advised that this course deals at times with controversial material. Students will treat each other and the professor with the utmost respect and professionalism at all times.

IMPORTANT DATES:

Tuesday, February 14 - Test 1
Tuesday, March 13 - Test 2
Week of March 17 - 24 - Spring Break
Tuesday, April 17 - Test 3
Thursday, April 19 - Last Day of Class
Thursday, April 26 - Final Exam Date - Excused Make-Up Tests - 2:00 p.m. to 4:30 p.m.

Note: Test dates are estimated and may be subject to amendment.