DEPARTMENT OF
MANAGEMENT AND BUSINESS SYSTEMS
COURSE SYLLABUS
SPRING SEMESTER 2014

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: through CourseDen D2L only
Fax: 678-839-5041
Office Hours: The following are my office hours for this semester, although at
times I may be absent from my office during these hours for
university commitments.
TTH 8:00-9:30; 10:50-12:30; 1:50-3:30; 4:50-5:00; other times
by appointment.

Required Text: Employment Law for Business,
Bennett-Alexander, Dawn D. and Hartman, Laura B., 7th
Edition
Use earlier editions at your own risk. You are responsible for
the material in the 7th 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 CourseDen D2L only. Students are required to check their CourseDen D2L at least daily.

**COLLEGE, DEPARTMENT, AND COURSE POLICIES:**

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

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. Laptops may be used only for class-related activity such as taking notes. Social media, e-mailing, and web browsing are prohibited during class.

Students are not allowed to have food or drink in the classroom. This is RCOB 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 D2L.

If you have a disability and wish to request an accommodation, please contact Accessibility Services (formerly called “Disability Services”) in the Counseling & Career Development Center in Row Hall, and follow their steps to apply.

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 below. An alternative examination time 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.

The alternative examination time is the date and time of the final exam, Thursday, April 24, 2:00 p.m.-4:30 p.m.
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 casewith 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 point total.**

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 point total. Students with **one excused absence** will receive an additional **TWO POINTS** on their final course point total. 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 or using unauthorized sources on the writing assignment will result in failure of this course and may result in dismissal from the University. For the purposes of this class, the following statements in the Student Handbook and Appendix A of the Honor Code 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 degree requirement, 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 in the course and possible disenrollment from UWG. 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. Use of unapproved sources on the writing assignment will be deemed a violation of provision 1, above, and will result in a grade of “F” for the course.

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 with a grade of F. 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 after class and during office hours to hear any concerns you may have concerning the class.

IMPORTANT DATES:

Tuesday, February 4 – Test 1
Thursday, March 6 – Test 2
Week of March 17 – 21 – Spring Break
Tuesday, April 15 – Test 3
Thursday, April 17 – Last Day of Class
Thursday, April 24 – 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.
**Student Rights and Responsibilities**

Please carefully review the information at the following link:

http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

**Credit Hour Policy (3 credit hours):** For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.