Course Number: MGNT 4640 - 01 (TTH 5:30-6:45)
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 (do not use CourseDen email)
Fax: 678-839-5041
Office Hours: The following are my office hours for this semester.
Tu, Th – 10:30-11:00 p.m.; 12:15 p.m. to 12:45 p.m.; 1:30 p.m. to 2:00 p.m.; 3:15 p.m. to 3:45 p.m.; 5:00 p.m. to 5:30 p.m.; 6:45 p.m. to 7:15 p.m.; other times by appointment; in the event class for a particular day is online, office hours will also be online

ISBN: 9780078023798
Use this edition only!
Additional assigned readings throughout the semester.

You can purchase your textbook through various sources
1. UWG Bookstore -- http://www.bookstore.westga.edu/
   You will click on the left link “Course Materials”
   Click on “Textbooks”
   Under Select Your Courses -- Campus Term : WEST GEORGIA – UWG SPRING SEMESTER 2018
   Under select a Course scroll to MGNT
   Choose – course number 4640

2. Purchase directly from the Publisher
   Go to the Website http://www.mheducation.com/
   Use the ISBN above

3. Amazon.com (buying new, renting, Kindle edition-purchase or rent)
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:

This course is classified as a hybrid course, which means that it is a combination of face-to-face sessions and on-line assignments and activities. Delivery of information and concepts will be primarily by way of lecture and class presentations, with supplemental class discussions. The subject matter will be drawn primarily from the text, outside sources, library resources, 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 an individual student and professor will be primarily through stated office hours and the student’s and professor’s official university addresses. Any email sent to the professor should have in the subject line the appropriate class (MGNT 4640) and be sent to mzachary@westga.edu. Distribution of course materials, the syllabus, important announcements, grades, and individual and group messages from me to the entire class will be sent through CourseDen. **Students are advised to check CourseDen daily during the week and to keep their MyUWG e-mail inbox free of clutter to avoid auto-reject messages.** The professor requires students to enable real-time notifications in CourseDen (e-mail option). The professor believes in a balanced lifestyle for both herself and her students. As such, e-mails during the professor’s weekends off from work or on holidays/university breaks should be limited to time-sensitive or emergency matters only.

**Communication Expectation for Management Department:**

The Management Department believes in work-life balance for both faculty and students. Faculty will typically respond to student emails within 24 hours, usually sooner during business hours. Students should not expect a response during non-business hours, which includes nights, weekends, holidays, and school breaks. If you have not heard back from the professor within 24 hours during the workweek, assume your e-mail was not received and resend it.

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

- The use of recording devices is not permitted in the classroom without prior approval.
- Cell phones, mp3 players, iPods, and all other electronic devices must be rendered silent during class and **shall not** be used during class. Laptops may be used only for class-related activity such as taking notes. Texting, 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 professor for legal advice.**
- Please read this syllabus carefully. Your professor 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 professor 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 effective date of the amendment and published in CourseDen.
- If you have a disability and wish to request an accommodation, please contact Accessibility Services in the Counseling & Career Development Center and follow their steps to apply.
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:

<table>
<thead>
<tr>
<th>Type of Graded Event</th>
<th>No. of Graded Events</th>
<th>Possible Points per Graded Event</th>
<th>Total Possible Points for the Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinations</td>
<td>3</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Oral/Written Assignment</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Attendance/Participation</td>
<td></td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Total Possible Points for this Course: 500

Grades will be assigned on the basis of points earned as follows:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>450 - 500</td>
<td>A</td>
</tr>
<tr>
<td>400 – 449.9</td>
<td>B</td>
</tr>
<tr>
<td>350 – 399.9</td>
<td>C</td>
</tr>
<tr>
<td>300 – 349.9</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 300</td>
<td>F</td>
</tr>
</tbody>
</table>

Extra credit, if available at all, will be discretionary on the part of the Professor, and opportunities will be to the class as a whole and not to individual students upon request. Work completed for another course will not be accepted to meet the requirements of this course.

Examinations: 300 points

Three examinations will be given during the session. All students are expected to take examinations at the scheduled time. The first exam will be given on Tuesday, September 12, the second on Tuesday, October 24, and the third on Thursday, April 26. 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(s), time(s), and purpose(s) 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, only on one occasion, and only when the professor is informed at the earliest possible date of the absence. Failure to comply with these requirements will result in a zero for that test grade. The alternate date of any excused test absence will generally be on the date of the final exam for the course section.
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, student case presentations, and any assigned topics. Other test formats are possible. Students are personally responsible for all material covered, distributed, and/or assigned in this course. 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 are expected to read the chapters covered in class before coming to class.

**Oral/Written assignment:** 100 points

Legal Resources Project and Presentation
Each student will make a brief (preferably powerpoint or equivalent) presentation based on an employment law case found through the Labor and Employment Law Library (BNA) on-line reporter on the UWG library site. Instructions for accessing the reporter are as follows: Go to West Georgia Library website. Under Menu, click on GALILEO and Databases. Click on Databases A-Z. Click on L. Click on Labor and Employment Law Library (BNA). In center of page, click on Resource Center Update or Latest Labor and Employment Cases. Select a case. Click on the case citation link in blue (ex., 125 FEP Cases 23). Read the case. Post on CourseDen a link to the case at least two days prior to your presentation, post your presentation on CourseDen, submit a sample test question to the professor, present the case to the class on the assigned presentation date, and lead class discussion on your case. Points will be deducted from your point total for failure to follow these directions, including the possibility of zero points for the assignment.

**Attendance/Participation:** 100 points

Attendance and interaction are vital in this course. Students are expected to be prepared for, attend, and participate in class. Participation includes both quantity and quality components. There is a strong correlation in this course between class attendance and performance. Students are responsible for all material and announcements covered in class. Students should arrive for class on time and be prepared to remain for the entire class period absent medical necessity or prior arrangements with the professor. **Students will not be permitted to come into the classroom after the class start time absent advance notice. Students who leave class during the class period will not be allowed to reenter class during that period. Students who are obviously unprepared or are caught using electronic devices during class will be counted absent for the class session.**

**ACADEMIC HONESTY:**

Receiving or giving help on exams, homework or papers or using unauthorized sources on the writing assignments will result in a zero on the assignment, failure of this course, or dismissal from the University. For the purposes of this class, the statements in the **Student Handbook and Honor Code** and the **Student Code of Conduct** will apply, including but not limited to the following:
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 a zero on the assignment, an “F” grade in the course, and/or 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 zero on the examination or an “F” for the course. Use of unapproved sources on the writing assignments will be deemed a violation of provision 1, above, and will result in a grade of zero on the assignment or an “F” for the course. UWG now utilizes an academic dishonesty database, and instances of academic dishonesty become part of the student’s permanent file; this may affect graduate school admissions and future employment checks.

CLASSROOM BEHAVIOR AND PROFESSIONALISM:

Any student who engages in disorderly conduct as defined in Section 4.00 of the UWG Code of Conduct or disruptive or disrespectful behavior during any meeting of this course is subject to disenrollment from this course with a grade of “F.” Disruptive and disrespectful behavior includes, but is not limited to, inattentiveness, disrespectful or threatening words or actions toward classmates or the professor, moving about the classroom during class (including entering and exiting the classroom), cursing or yelling at others, sleeping in class, using electronic devices in class, and the like. Students will treat each other and the professor with the utmost respect and professionalism at all times. The professor is available after class and during office hours 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.

ADDITIONAL STUDENT RESOURCES/POLICIES:

UWG Online HelpDesk Services: 678-839-6248 or online@westga.edu
Accessibility Services: 678-839-6428 or ccd@westga.edu
Center for Academic Success (formerly Excel Center): 678-839-6280 or helpme@westga.edu
UWG University Writing Center: 678-839-6513 or writing@westga.edu
CREDIT HOUR POLICY STATEMENT (3 Credit Hour Course):
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.

COURSE CALENDAR: Assignments and announcements will be made in class and in CourseDen.

IMPORTANT DATES: The nature of this course requires a flexible timeline. This is an estimated timeline for the course material and is subject to amendment. Note: Due dates for any additional assignments will be posted in CourseDen.

Tuesday, January 9 – First Day of Class – Introduction; All students are responsible for the information communicated during this class

Tuesday, Feb. 13 – Test 1

Thursday, March 15 – Test 2

Thursday, April 26 – Test 3

Tuesday, May 8 – MakeUp Tests (5:00 p.m. to 7:00 p.m.)

Breaks:
Spring Break – March 19-24

Last Date to Withdraw with W:
Feb. 28