

**RICHARDS COLLEGE OF
BUSINESS DEPARTMENT OF
MANAGEMENT COURSE
SYLLABUS
SPRING SEMESTER 2020**

Course Number: MGNT 4640 – N01 (Online)
Course Title: Employment Law
Instructor: Dr. Tanya Thomas
Office: Miller Hall Room 2318
Telephone: 404-494-0519 (cell – Please do not text or call after 9 PM)
E-mail Address: tthomas@westga.edu
Office Hours: By Appointment
Required Text: McGraw-Hill Connect for *Employment Law for Business, 9th Edition*, by Dawn Bennett-Alexander and Laura P. Hartman. **Connect is required for this class. The Connect homework assignments are 25% of your grade.**

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)

RELATIONSHIP OF LEARNING OBJECTIVES TO LEARNING OUTCOMES FOR THE B.B.A. DEGREE IN MANAGEMENT:

Achievement of the Learning Objectives for this course will advance the student toward meeting the

standards articulated in the Learning Outcomes for the B.B.A. Degree in Business Administration.

PREREQUISITE:

BUSA 2106 Legal & Ethical Environment of Business

METHOD OF INSTRUCTION:

This course is classified as a N-section online course, which means that all lectures, materials, and homework will be delivered online, and exams will be offered in the classroom. (NOTE: Students may opt to take exams online through ProctorU.com for an additional fee.) Delivery of information and concepts will be primarily by way of the course textbook, the McGraw-Hill Connect webpage resources, and video lectures. The subject matter will be drawn primarily from the text, but may also include outside sources, library resources, and current employment law issues in the news. There may also be consideration of particular court opinions and/or special events.

COMMUNICATION BETWEEN STUDENT AND PROFESSOR:

Communication between an individual student and professor will be primarily through UWG mail. E-mail correspondence will be between the student's official UWG e-mail account and the professor's UWG account (tthomas@westga.edu). The professor has listed her cell phone number in the header of this syllabus. Students may text or call *before 9 PM*. Distribution of course materials, the syllabus, important announcements, grades, and messages to the entire class will be through CourseDen. **Students are advised to check CourseDen daily during the week. The professor requires students to enable real-time notifications in CourseDen (either e-mail and/or text).**

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.
- Students are not allowed to have food or drink in the classroom. This is an RCOB policy.
- The professor is an attorney but is prohibited from representing/providing legal advice to students.
- Please read this syllabus carefully. Your professor is available 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 and will be 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.

MANDATORY ONLINE ORIENTATION

Students must complete the mandatory online orientation in CourseDen the first week of the semester. The orientation is located in the "START HERE" module in CourseDen and involves a series of actions that must be completed for students to remain enrolled in the course. This includes, but is not limited to, reviewing this Syllabus, enabling notifications in CourseDen, subscribing/syncing to the Course Calendar in CourseDen, registering in McGraw-Hill Connect, and completing the Orientation

Quiz with a grade of 100. Students have unlimited attempts to get the grade to 100. The Orientation Quiz is not part of the course grade; however, students who fail to complete the Orientation Quiz with a grade of 100 will be dropped from the course as non-participating when the professor verifies the class roll.

ATTENDANCE POLICY

This is a N-section online course (fully online). For roster verification purposes, all students must complete the Orientation quiz by the end of the first week of class to show their attendance for this course. Students must attend all face-to-face exams on campus (unless they have made other arrangements, and notified the professor in advance of their testing appointment at a USG-approved testing center or on ProctorU), complete all homework assignments in Connect, and login to our CourseDen course at least once per week. Failure to complete any of these tasks shall count as 1 absence per occurrence. Students with more than 3 absences are subject to being dropped from the course for lack of participation.

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.

EVALUATION AND GRADES:

Grades will be assigned on the basis of points earned on examinations and homework, as follows:

GRADE CATEGORY	NO. OF GRADED EVENTS	POSSIBLE POINTS PER GRADED EVENT	TOTAL POSSIBLE POINTS FOR THE EVENT
EXAMINATIONS	4	100	300*
HOMEWORK AVERAGE	VARIES	VARIES	100

*The lowest exam grade is dropped.

Total Possible Points: 400. Grades will be assigned on the basis of points earned as follows:

Points Earned	Letter Grade
358 - 400	A
318 - 357	B
278 - 317	C
238 - 277	D
< 237	F

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 cannot be used to meet the requirements of this course.

Examinations: 300 points

Four exams worth 100 points each will be given during the semester. The lowest exam grade will be dropped. All students are expected to take exams at the scheduled time on the scheduled date. The schedule for the exams is located on the last page of this Syllabus, and exam dates are published in the Calendar in CourseDen, which you are required to subscribe to as part of your Orientation. Prior to Exam No. 4 (Final Exam), the professor will calculate everyone's current grade in the course. If you are satisfied with that grade, you may skip the Final Exam and use it as your dropped exam grade. Since many students taking online classes because of the other scheduling conflicts, the professor will offer the option to take any of your exams online via ProctorU. There is a proctoring fee of ~\$20 to test in ProctorU. Students are responsible for scheduling their own appointments, and notifying the professor a week **in advance** of the exam time. ProctorU has appointments available 24hrs a day during the exam window.

Alternative examination times may be scheduled in cases where a student will be absent during a regularly scheduled examination time if all three of the following criteria are met:

1. The absence is a university-authorized or professor-authorized absence;
2. Arrangements are made with the professor **in advance** of the absence; and
3. The student provides genuine documentation to the professor 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 professor will allow makeup exams only in cases where the student's attendance is made impossible by circumstances beyond the student's control and only when the professor is informed at the *earliest possible time* of the absence. Failure to comply with these requirements will result in a zero for that test grade. The student may choose to use one missed exam as the dropped exam grade.

Exams are multiple-choice and generally in a brief hypothetical (application-based) format similar to that used in the prerequisite course, Legal & Ethical Environment of Business. Exam questions may come from the video lectures, textbook, court cases, current events, or any other assigned topics. Students are personally responsible for all material covered, distributed, and/or assigned in this course. No part of any exam may be copied, summarized, removed from the classroom, or retained after the exam period. Students may not leave the testing room during the exam. Be sure to use the restroom before you begin. Any possession or use of a cell phone or other electronic device during an exam is strictly prohibited. Failure to abide by any of the foregoing policies will result in a grade of zero and a record of academic dishonesty placed in the student's permanent university records. Each test will cover approximately 3-5 chapters of the textbook. The final exam is not comprehensive. Students are urged to take thorough notes from video lectures and are expected to read the textbook chapters in their entirety.

Homework Average: 100 points

Students will complete weekly homework assignments in McGraw-Hill Connect. The assignments consist of 15 multiple-choice questions that are taken from the textbook. The textbook is available in CourseDen through the McGraw-Hill Connect link as both a SmartBook (adaptive learning) and as a static eBook. The homework assignments are open book, open notes. You may use any course resources, but students must complete the work individually with no assistance from any third party. Students get one attempt per assignment. Students are allowed one "Check My Work" per question. There is no penalty for using "Check My Work." The average score on the assignments will make up 100 possible points of the overall course grade. ***The professor has a strict no late work policy and strongly recommends working one week ahead on the homework assignments to ensure you never***

miss a deadline. Students who do not complete the assignment by the deadline will receive a zero.

ACADEMIC HONESTY:

Receiving or giving help on exams, homework, or papers, using unauthorized sources on exams or assignments, or violating any provision of this Syllabus will result in a zero on the exam or assignment, failure of this course, or dismissal from the University, as appropriate. For purposes of this 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.

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. Do not chance it. Seek help from the professor if you need assistance.


CLASSROOM BEHAVIOR AND PROFESSIONALISM:

Any student who engages in disorderly conduct as defined in Section 4.00 of the UWG Code of Conduct or who engages in 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, and accountability for personal behavior. The Richards College of Business has implemented the Wolf Pact to emphasize our shared commitment to academic honesty, ethics, and integrity in our dealings with one another.

By choosing to remain in this course, you agree to abide by the terms of the Wolf Pact.

 <p>WOLF PACT</p>	<p>I hereby affirm that I have behaved ethically and professionally, with integrity and honesty, in the preparation and completion of this academic exercise.</p>
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ADDITIONAL STUDENT RESOURCES AND 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

[UWG Online Student Guide](#) (contains a variety of information and resources for online learning)

[UWG Mandatory Syllabus Policies](#) (required information for all UWG course syllabi)

COURSE CALENDAR: This is an estimated timeline for the course and is subject to amendment.

Date:	Topic :	Assignment:
Jan 6-Jan 12	Online Orientation in CourseDen and The Regulation of Employment	Orientation Quiz (Due 1/12) Chapter 1 (HW Due 1/12)
Jan 13-Jan 19	Employment Law Toolkit	Chapter 2 (HW Due 1/19)
Jan 20-Jan 26	Title VII of the Civil Rights Act of 1964	Chapter 3 (HW Due 1/26)
Jan 27-Feb 2	Legal Construction of the Employment Environment	Chapter 4 (HW Due 2/2)
Feb 7	Exam No. 1 (Ch. 1-4) 11:30 AM or available on ProctorU	Study for your exam!
Feb 3-Feb 9	Affirmative Action	Chapter 5 (HW Due 2/9)
Feb 10-Feb 16	Race, Color, and National Origin Discrimination	Chapter 6 (HW Due 2/16) Chapter 7 (HW Due 2/16)
Feb 17-Feb 23	Gender Discrimination	Chapter 8 (HW Due 2/23)
Feb 24-Mar 1	Sexual Harassment	Chapter 9 (HW Due 3/1)
Feb 28	Exam No. 2 (Ch. 5-9) 11:30 AM or available on ProctorU	Study for your exam!
Mar 2-Mar 8	Sexual Orientation and Gender Identity Discrimination	Chapter 10 (HW Due 3/8)
Mar 9-Mar 15	Religious Discrimination	Chapter 11 (HW Due 3/15)
Mar 16-Mar 22	SPRING BREAK	Stay safe and have fun!
Mar 23-Mar 29	Age Discrimination	Chapter 12 (HW Due 3/29)
Mar 30-Apr 5	Disability Discrimination	Chapter 13 (HW Due 4/5)
April 10	Exam No. 3(Ch. 10-13) 11:30 AM or available on ProctorU	Study for your exam!
Apr 6-Apr 12	Right to Privacy and Management of Personal Information	Chapter 14 (HW Due 4/12)
Apr 13-Apr 19	Labor Law	Chapter 15 (HW Due 4/19)
Apr 20-Apr 26	Selected Employee Benefits and Protections	Chapter 16 (HW Due 4/26)
April 24	Exam No. 4 (Ch 14-16) 11:30 AM or available on ProctorU	Study for your exam!