

# TRINE

UNIVERSITY

## COURSE SYLLABUS

**COURSE TITLE:** Employment Law

**TERM & YEAR**

**COURSE & SECTION NUMBER:** LAW 403

**TIME & PLACE:** Online, Asynchronous

**NUMBER OF CREDIT HOURS:** 3

**OFFICE HOURS:**

**INSTRUCTOR:**

**PHONE:**

**EMAIL:**

**COURSE DESCRIPTION:** This course is a survey of the law relating to the employment relationship with emphasis on statutory and case law. The course will discuss various Human Resource Functions and will consider the ethical implications to organizations when applying employment laws.

**PREREQUISITES:** LAW 203 Business Law, MGT 313 Human Resource Management, MGT 363 Organizational Behavior

**REQUIRED TEXT:**

1. American Psychological Association (2010). *Publication Manual of the American Psychological Association* (6<sup>th</sup> edition). Washington DC: American Psychological Association.
2. Gold, Michael Evan (2018). *An Introduction to Labor and Employment Law*. Open Textbooks – SUNY. **ISBN:** [978-1-64176-050-8](https://textbooks.opensuny.org/an-introduction-to-labor-and-employment-law/). Download for free at:

<https://textbooks.opensuny.org/an-introduction-to-labor-and-employment-law/>

**SUPPLEMENTAL RESOURCES:** The professor reserves the right to assign additional readings.

**LEARNING OUTCOMES:** Upon completion of this course, the student should be able to:

1. Apply legal concepts to factual situations.
2. Differentiate between employer, employee, and independent contractor issues of legal concepts.
3. Interpret employment and labor laws including federal and state statutory law as well as common law.
4. Apply employment law to various human resource functions including, but not limited to, hiring, employee relations, compensation and benefits, and performance management.
5. Evaluate cases for conflict between legal and ethical perspectives.

**GRADING/EVALUATION:****GRADING/EVALUATION:**

**Participation:** Students will receive participation points each week by participating in the weekly discussion board forum(s) posted on Moodle. Class participation is worth 20% of the student's overall grade.

**Exams:** Students will complete three exams. Exams are worth 40% of the student's overall grade.

**Final Project:** Students will complete a final project by the end of the term. The Final Project will be worth 40% of the student's overall grade.

**NOTE:** All written assignments and discussion board posts must conform to the guidelines set forth by the American Psychological Association.

**FEEDBACK:**

<b>Response Time to Emails</b>	All emails will be answered within 24 hours, except on weekends.
<b>Response Time for Feedback on Assignments</b>	I will return assignments with grades and comments within 1 week of submission. I will provide detailed feedback and enter comments for all your assignments.
<b>Type of Feedback to Be Expected</b>	As noted above, I make comments for all your assignments. Sometimes I may even attach a file with corrections or notes. Please make sure you read all my comments. This is part of your learning process. Feel free to ask questions regarding your grade and my comments.

**GRADING SCALE:**

Grade	Percentage	Quality Points	Meaning of Grade
<b>A</b>	90-100	4.0	Excellent
<b>B+</b>	85-89	3.5	Very Good
<b>B</b>	80-84	3.0	Good
<b>C+</b>	75-79	2.5	Above Average
<b>C</b>	70-74	2.0	Average
<b>D+</b>	65-69	1.5	
<b>D</b>	60-64	1.0	
<b>F</b>	00-59	0.0	Failure
<b>I</b>	Incomplete	Not figured into GPA	

<b>IP</b>	In Progress (grade deferred)	Not figured into GPA	
<b>W</b>	Withdrawal	Withdrawal before completion of 80% of semester	
<b>WP</b>	Withdrawal	Withdrawal after completion of 80% of semester issued only under special circumstances and with approval of the department chair/director	

### **AN ADDITIONAL NOTE ON ATTENDANCE AND PARTICIPATION:**

For seated classes: All students are expected to be in class on time and for the entirety of the class, every time the class is in session. Once a student misses three (3) class sessions in any single term, the student will be administratively dropped from the course. Only in the event of rare and unusual circumstances (and with formal documentation) will a student be allowed to continue in the course.

For online classes: All students must participate each week, more than just logging into the course. Participation can include responding to a discussion board, submitting an assignment, or taking a quiz. Students who do not participate for the week will be counted absent. Once a student misses three (3) class sessions in any single term, the student will be administratively dropped from the course. Only in the event of rare and unusual circumstances (and with formal documentation) will a student be allowed to continue in the course.

### **DISCUSSION BOARD CONDUCT:**

1. Participation in the Discussion Board each week is expected and is essential.

#### **General Guidelines for Online Discussions:**

For the online discussions, you must not only respond to the instructor's questions, but carry on a dialogue with classmates as well. These are discussions and not just question and answer sessions. Good discussions are one of the items that make a good online course and establish community. If you only respond to the instructor's question, it makes the discussion more of an "exam" rather than a dialogue.

- (i) Do not get caught up in "winning" the debate. You are here to learn the material and to discuss matters of importance with others.
- (ii) Read all postings from classmates, not just those from the instructor. Sometimes exam questions are based on the insights of your classmates.
- (iii) If there are questions regarding the reading material, ask them as soon as possible.
- (iv) When you reply to a post, don't just say "I agree." Give the person's name you are agreeing with and summarize your agreement. You might also consider changing the subject line to reflect your post.

- (v) You should plan on having, at a minimum, your first post completed **11:59 PM EST on Wednesdays and your second by 11:59 PM EST on Sundays** of each week. One quality post is the bare minimum. More is expected to earn a discussion grade of "A" for the week. Late posts do not count for grading purposes.
- (vi) If you express an opinion, support it with material from our readings. When you quote, summarize, or paraphrase from the text be sure to give the page number(s) -- This is important!

### Discussion Grade Guidelines:

These are general guidelines that will be applied when grading your weekly discussion.

- (i) For an "A": a weekly discussion grade of "A" will require you to have all your postings completed by the deadlines, demonstrate excellent knowledge and understanding of the week's readings, responses, and questions for your classmates, and at least **three or more quality postings** per week spread out over the entire session. Your views, opinions, and thoughts must be documented from the class material. For example, if you express an opinion, try to support it with material from our readings and indicate the page number, if appropriate, where you found the support.
- (ii) For a "B": a weekly discussion grade of "B" will require you to have all your postings completed by the deadlines, demonstrate good knowledge and understanding of the weeks' readings, responses, and questions for your classmates, and at **least two or more quality postings** per week spread out over the entire session. Your views, opinions, and thoughts must be documented from the class material. For example, if you express an opinion try to support it with material from our readings (a page number will suffice and indicate the page number where you found the support).
- (iii) For a "C": a weekly discussion grade of "C" will require you to have your postings completed by the deadlines, demonstrate average knowledge and understanding of the week's assignments, responses, and questions for your classmates, and **one quality posting** per week. Your views, opinions, and thoughts must be documented from the class material. For example, if you express an opinion try to support it with material from our readings (a page number will suffice).
- (iv) For an "F": simply do nothing or offer only postings that are strictly your opinion without any support from the class materials.

### NETIQUETTE POLICY:

Online discussion board forums take the place of actual conversations in a traditional classroom; furthermore, discussion boards are a large part of your final grade. Assume that you are in a professional setting and be sure to be mindful of your spelling and grammar when making posts. Like it or not, you are judged by how well you write and speak in the real world. Some students prepare their main posts in Microsoft Word and then copy/paste into the forum. Please remember to read each post made within the course and to meet the requirements for responding to your peers each week. Finally, remember to be respectful within your discussion posts and responses and refrain from belligerent feedback as such behavior is considered unprofessional and unacceptable.

### ACADEMIC MISCONDUCT:

The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own

(plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

## PLAGIARISM:

You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

## LEXIS ACADEMIC UNIVERSITY (Now Nexis Uni):

We will be reading case law in this course. There will be times you will need to pull the case on your own. To access and print a case, you will need to use Lexis Academic University (Nexis Uni) available through the Trine Library. To access Lexis, follow the following steps:

1. Go to: <https://advance-lexis-com.tuproxy.palni.edu/bisacademicresearchhome?crd=8e69eaa7-84d2-401e-a675-7bfc94b3d0ef&pdmfid=1516831&pdisurlapi=true>
2. In the search bar, enter the case citation to pull the cases you need for this class.
3. Ex. To pull the case *Locurto v. Giuliani*, 447 F.3d 159 (2006), you will type into the box the following: 447 F.3d 159

If you cannot access Nexis Uni, call the IT Help Desk or email Kristina Brewer at: [brewerk@trine.edu](mailto:brewerk@trine.edu).

## HOW THE ONLINE CLASS IS RUN

On Monday of each week of this course, the following will be posted to Moodle:

- ☐ Reading Instructions
- ☐ Assignments/Online Discussion Board Forums/Exams
- ☐ Videos/Modules
- ☐ Other Resources

You are expected to do all of the readings and watch the videos/modules each week. You will be given assignments and forum discussions over the material for that week. Each of the items posted, with a few exceptions, will be due the following Sunday by 11:59 P.M. **Any items not submitted by 11:59 P.M. on Sunday will be considered late and a zero will be assigned for that assignment. Only emergency circumstances such as a severe illness, death of a family member, etc. will warrant an extension of an assignment deadline.** Therefore, be sure to respect and promptly

observe the assignment deadlines. Please contact me as soon as possible if an emergency situation arises, so we may discuss, in advance, an appropriate extension of your assignment deadline.

**Note: Week 8 assignments (or Week 6 for a summer class) are due earlier. Pay extra close attention to Week 8 due dates (or Week 6 for a summer class).**

***To submit assignments, please upload them to Moodle.***

#### **COURSE CALENDAR/SCHEDULE:**

The instructor will post the course calendar and schedule in Moodle.