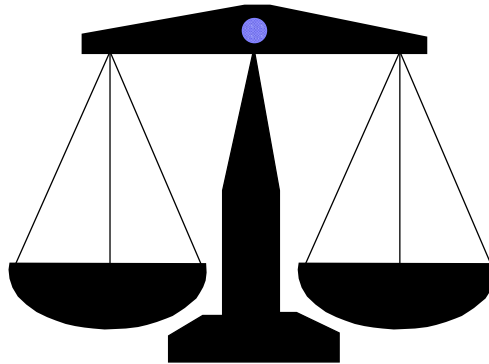


**SAM HOUSTON STATE UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION
Department of General Business and Finance**

Course Syllabus



Course Number: BUAD 3360
Course Title: Human Resource Law
Prerequisites: None
Professor: Dr. Laura Sullivan
Office: BA 200B
Phone: 936-294-4631
Email address: lls003@shsu.edu
Office Hours: M/W 9:30 AM–11:00 AM and 12:30 p.m. to 2 p.m. on the Main Campus, and by appointment

Communication with the Professor:

The most efficient and convenient means to ask questions or schedule an appointment via email. However, I also check my voicemail and if you call, I will call you back as soon as possible. Please just remember to leave me your return phone number.

Required Texts:

Contemporary Employment Law, Author – Cheeseman, ISBN – 9780735596443, Publisher – Aspen

Course Description:

The purpose of this course is to give students an overview of employment laws, regulation and cases. Specific topics related to hiring procedures, employee rights, discrimination, retirement and safety.

Course Objectives:

Students will be expected to:

1. Develop the ability to recognize legal problems in human resource management settings.
2. Have an understanding of the processes of determining what are legal versus ethical issues and how the difference impacts decision making when dealing with employees and employers.
3. Recognize when federal and state laws impinge on personal and professional decision-making related to careers/employment.
4. Develop the analytical thinking process through the application of legal concepts in the resolution of legal disputes.
5. Have the ability to research current law, rules and regulations related to specific disputes
6. Articulate both verbally and in writing public policy implications of passed or proposed legislation in the areas studied in this course.

Topics Covered:

| | |
|--|-------------------|
| Hiring Process and Procedures | General Knowledge |
| Diversity Issues | “ |
| Pay and Conditions of Employment | “ |
| Career Management Issues | “ |
| Termination and “At Will” | “ |
| Workers’ Compensation | “ |
| Federal laws and cases on discrimination | “ |
| Legal Research for business students | “ |

ACADEMIC HONESTY

Issues involving academic honesty will be addressed in accordance with paragraph 5.3, Chapter VI, of the Rules and Regulations, Board of Regents, The Texas State University System, and Sam Houston State University Student Guidelines published by the Office of Student Life.

RELIGIOUS HOLY DAYS

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: “a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20....” A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled

class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see:

</dept/academic-affairs/documents/aps/students/861001.pdf>

Students who are absent from class for observance of a religious holy day will be allowed to take an examination or complete an assignment scheduled for that day within one (1) week of returning to class. ***Not later than the 15th calendar day after the first day of the semester, the student must notify the instructor of each scheduled class day that he or she would be absent for a religious holiday.***

STUDENTS WITH DISABILITIES/CHALLENGES

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:

<http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

ATTENDANCE POLICY:

Attendance in this class is expected as is stated in the Sam Houston State University catalog. ***Absences in excess of eight (8) hours will result in a failure. In this class that is eight hours is equivalent to 6 class absences. Roll will be taken each class day. It is your responsibility to make sure that you sign the roll sheet each day. It is your responsibility to track your absences.***

Also, those who miss a substantial number of classes will penalize themselves by missing material that will be discussed in class, that may not appear in the texts, and over which the class will be tested. In this class ONLY, you are encouraged to attend every class even if you are late. Please do not hesitate to come to class. You will be penalized for arriving to class late (see next paragraph). Otherwise, the intent of my policy is to encourage you to come to class.

I will take attendance of the class via a seating chart. If you are not in your assigned seat when attendance is taken, you are considered “late” for that period. Three “lates” will result in one (1) absence.

This system is automatic. No “permission” is given to miss a class – this system permits a reasonable number of absences for sickness, etc. It is not necessary to inform me if you plan or cannot attend class on a given day. **However, if you need to leave class early please inform me prior to class.**

I take attendance very seriously. If you leave class early you will be penalized. If you leave early you will get one “penalty” for that period. Three “penalties” will result in one (1) absence.

CLASSROOM POLICIES:

In order to facilitate a positive classroom environment, please observe the following:

- In accordance with university regulations, there will be no smoking, food or drink permitted in the classroom.
- Class will start promptly at the assigned time.
- Cell phone use is not permitted during class. Cell phone “use” is defined as speaking, texting or in anyway utilizing any features on your phone that are a disruption to the learning process. The disruption may be to your ability to learn or to others.

GRADING POLICY:

Grades will be based on the following:

| | | |
|--------------------------|-----------------|------------------|
| Five (5) Projects | 10 points each | 50 points total |
| Three (3) Written Exams: | 100 points each | 300 points total |

***The projects may be completed in class. If you are absent there will not be a way to “make up” the missed points. These projects are to encourage class attendance and to help you apply the material covered in the course.

Total Possible Points: 350

100% to 89.5% = A
89.4% to 79.5% = B

79.4% to 69.5% = C
69.4% to 59.5% = D
59.4% and lower = F

- If class participation and reading preparation decline I reserve the right to have random quizzes. The quizzes will be handed out at the beginning of the class period. Each quiz will be worth 10 points. If quizzes are used the point total for the quizzes will be added to the total points for the class. For example, if two quizzes are given the total points for the class will increase from 330 points to 350. There will be no make up on class quizzes!! Note that if you miss a class and a quiz, the absence has double impact.
- **STRICT POLICY ON EXAMS!** If you miss an exam for any reason, you will be required to take a comprehensive final examination. The comprehensive final will be weighted heavier to compensate for the missed exam. The comprehensive exam will be taken during the normal final exam date and time. This exam will cover all the material covered during the course. It will replace the missed exam and count as your final exam 3 grade. If you miss more than one exam, you will receive an F in the course.
- If you arrive LATE for an exam: If you arrive after the first person has handed in their exam you will NOT be allowed to take the exam. You will have to take a comprehensive final. As stated above, if you miss more than one exam, you will receive an F in the course.
- **Cheating:** Please read the University's Academic Dishonesty Code. Any student caught cheating will receive an "F" in the course. Plagiarism, of any kind, is defined as cheating.

Business Law BUAD 3360: Reading and Examination Schedule

Warning: This schedule is tentative and changes can be expected. Changes will be announced verbally in class.

| Class | Date | Day | Chapter- Business Law | Notes |
|--------------|--------------|------------|--|---|
| 1 | 01/17 | Wed | First Class Meeting | |
| 2 | 01/22 | Mon | Chapter 1 – Employment Law Overview | |
| 3 | 01/24 | Wed | Chapter 1 – Employment Law Overview | |
| 4 | 01/29 | Mon | Chapter 2 – Recruitment, Selection, Testing and Termination | |
| 5 | 01/31 | Wed | Chapter 2 – Recruitment, Selection, Testing and Termination | |
| 6 | 02/05 | Mon | Chapter 3 – Contract and Tort Liability of Employers | |
| 7 | 02/07 | Wed | Chapter 3 – Contract and Tort Liability of Employers | |
| 8 | 02/12 | Mon | Chapter 4 – Employment Litigation and EEOC Procedure | |
| 9 | 02/14 | Wed | Chapter 4 – Employment Litigation and EEOC Procedure | |
| 10 | 02/19 | Mon | Chapter 5 – Equal Employment and Affirmative Action and review for Exam 1 | |
| 11 | 02/21 | Wed | Exam 1 | Exam 1 covers chapters 1 through 5 |
| 12 | 02/26 | Mon | Chapter 6 – Race, Color and National Origin Discrimination, Chapter 7 - Sex Discrimination, Sexual Harassment, and Sexual Orientation Protection | |
| 13 | 02/28 | Wed | Chapter 7 - Sex Discrimination, Sexual Harassment, and Sexual Orientation Protection | |
| 14 | 03/05 | Mon | Chapter 8 - Religious Discrimination | |
| 15 | 03/07 | Wed | Chapter 8 - Religious Discrimination | |
| 16 | 03/12 | Mon | Spring Break – No Class | |
| 17 | 03/14 | Wed | Spring Break – No Class | |
| 18 | 03/19 | Mon | Chapter 9 - Rights of the Disabled in the Workplace | |
| 19 | 03/21 | Wed | Chapter 9 - Rights of the Disabled in the Workplace | |
| 20 | 03/21 | Wed | Chapter 10 - Age Discrimination | |
| 21 | 03/26 | Mon | Chapter 10 - Age Discrimination | |
| 22 | 03/28 | Wed | Chapter 11 - Work-Family Issues and | |

| | | | | |
|-----------|---------------------|---------------|--|---|
| | | | Other EEO Protections | |
| 23 | 04/02 | Mon | Chapter 11 - Work-Family Issues and Other EEO Protections and Review for Exam 2 | |
| 24 | 04/04 | Wed | Exam 2 | Exam 2 covers chapters 6 through 11 |
| 25 | 04/09 | Mon | Chapter 12 - Privacy in the Workplace | |
| 26 | 04/11 | Wed | Chapter 13 - Federal Labor Law | |
| 27 | 04/16 | Mon | Chapter 13 - Federal Labor Law | |
| 28 | 04/18 | Wed | Chapter 14 - Wage and Hour Laws | |
| 29 | 04/23 | Mon | Chapter 15 - Occupational Safety and Workers' Compensation | |
| 30 | 04/25 | Wed | Chapter 16 - Retirement and Employee Benefits | |
| 31 | 04/30 | Mon | Chapter 17 - Immigration and Nationality and Chapter 18 - Employment Law for the Global Employer | |
| 33 | Week of 5/02 | M or W | FINAL EXAM | Final – Exam 3 covers chapters 12 through 18 |