



## SYLLABUS

Course Title	Personnel Law
Course Number	Bus 331
Number of Credits	3
Course Dates	1/13/20 - 3/7/20
Instructor	Russ Roberts
Email Address	russ.roberts@doane.edu
Office Hours/Availability	
Phone Number	
Textbook Information: (e.g. title, edition, publisher, ISBN)	
Additional Course Materials	
Course Description	An in-depth study of personnel law from both a conceptual and practical perspective. opportunity law; and 5) the legal issues as they pertain to physical, mental, and emotional illness and disability.

Program Outcomes	<p>a. Develop and use analytical and creative thinking skills to gather and analyze information, to identify and solve problems, to determine potential outcome alternatives, and to make appropriate decisions</p> <p>b. Gain knowledge and understanding of the ethical and legal issues involved in business</p> <p>c. Gain knowledge and understanding of the various components of a business enterprise and the interrelationship of those components</p> <p>d. Gain knowledge and understanding of the nature of change and develop a willingness to anticipate, adapt, and respond effectively to change</p> <p>e. Obtain an understanding of the value of diversity</p>
Course Learning Outcomes/Objectives	Students learn 1) the guidelines established for disciplinary actions, hiring, firing and promotion; 2) the legal response to sexual harassment in the workplace; 3) the responsibility of the employer to provide safe working conditions; 4) equal employment
Technology Requirements	<a href="https://www.doane.edu/faq/minimum-computer-requirements">https://www.doane.edu/faq/minimum-computer-requirements</a>

### Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
1 January 13, 2020	Overview of Employment Law. The Employment Relationship.	Chapters 1, 2 -- Pages 3–34, 37-67		Read assigned pages prior to class, by 6:00 p.m.

2 January 20, 2020	Overview of Employment Discrimination. Recruitment, Applications and Interviews. Background Checks, Employment Testing.	Chapters 3, 4, (5), 6 – Pages 71-107, 113-151, 197-230		Read assigned pages prior to class, by 6:00 p.m
3 January 27, 2020	Hiring and Promotion Decisions. Affirmative Action and %'s Rule. The Business Case for Diversity. Workplace and Sexual Harassment.	Chapters (7), 8, -- Pages 122-125, 242-249, 281-319.  Term Paper Expectations Presented by Instructor.		Read assigned pages prior to class, by 6:00 p.m
4 February 3, 2020	Reasonably Accommodating Disability and Religion. Work-Life Conflicts and Other Diversity Issues. Family and Medical Leave, Genetic Information Nondiscrimination. USERRA Rights.  ALL BY STUDENT GROUP WORK PRESENTATION S.	Chapters 9, 10 – Pages 323-366, 373-410.  Term Paper Topic Selection Due, with Instructor's Approval.	Mid-Term Exam. Includes Chapters 1-8.	Read assigned pages prior to class, by 6:00 p.m

5 February 10, 2020	Wages, Hours and Pay Equity, Employee Benefits. Unions and Collective Bargaining.	Chapters 11, 12, 13 – Pages 417-455, 461-490, 495-499, 505-506, 512-521, 525-535, 538-544		Read assigned pages prior to class, by 6:00 p.m
6 February 17, 2020	Occupational Safety Health. Workers' Compensation. Privacy on the Job.	Chapters 14, 15, – Pages 551-559, 564-578, 581-584, 588-589, 595-606, 609-613, 617-622, 626-629  Term Paper Outline Due		Read assigned pages prior to class, by 6:00 p.m
7 February 24, 2020	COBRA and HIPAA. Paid Time Off and Pay-Out in the State of Nebraska. Performance Appraisals and Disciplinary Actions. Terminating Employment.	Chapter 16(a), 16(b) 16(t) – Pages 637-643, 646-653, 658-660, 664-679, 687-694  Term Paper Due via email prior to class, and a hardcopy to the Instructor and the beginning of class.  Term Paper Presentations to	Term paper due, on topic approved by Instructor.	Read assigned pages prior to class, by 6:00 p.m

		the Class by Students Begin.		
8 March 2, 2020	Class Presentations and Comprehensive Final Exam	Term Paper Presentations to the Class by Students Continues.	Comprehensive Final Exam. Includes Chapters 1-16.	

#### Grading Assessments

Type of Assessment	Points	Total possible points
	(e.g. 10 points each (weeks 1-5))	(e.g.. 50)
Class Participation	10	10
Mid-Term Exam	20	20
Term Paper	20	20
Term Paper Presentation	10	10
Final Exam (Comprehensive)	40	40

#### Grade Scale

A+ = 97-100%   A = 94-96%   A- = 90-93%   B+ = 87-89%   B = 84-86%   B- = 80-83%  
 C+ = 77-79%   C = 74-76%   C- = 70-73%   D+ = 67-69%   D = 64-66%   D- = 60-63%  
 F = 59% or below

<b>Participation Policy</b>	<p>A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.</p> <p>Class attendance is critical, as students are responsible for information learned in class through presentation, discussion, group work, student presentations, exercises and case studies, in addition to readings. Students may have one excused absence without it affecting their attendance/class participation grade, <u>if</u> the student emails, texts or calls the instructor <u>prior</u> to the absence. The student is responsible for information presented or discovered during the class they missed.</p>
<b>Study Time</b>	<p>Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.</p>
<b>Late Work</b>	<p><u>Late papers or assignments</u> may be accepted by 4:00 p.m. on the Wednesday following the Monday due date. The student must notify the instructor by e-mail or telephone that the paper or assignment may need to be submitted late, before 6:00 p.m. on the Monday class date it is due. The grade for a late paper, assignment or exam will be reduced by 10%.</p>
<b>Submitting Assignments</b>	<p>Assignments are to be submitted to the Instructor via their Doane email address. Assignments will include, but not be limited to: Presentations created by Group Projects, Term Paper Topics, and final Term Paper. Mid-Term and Final Exams will be conducted in specific classes on hard-copy paper, and returned to the Instructor at the assigned time during that class. .</p>
<b>Communication Policy including Assignment Feedback</b>	<p>(State your policy on timeliness of communicating with students and length of time needed before assignments will be graded, e.g. 48 hours.) Instructor available via Doane email: <a href="mailto:russ.roberts@doane.edu">russ.roberts@doane.edu</a> Students may telephone the Instructor up until 9:30 p.m. in the evening. Phone text messages and e-mails may be sent 24/7.</p>

<b>Academic Integrity Policy</b>	<p>Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is defined in four categories:</p> <ol style="list-style-type: none"> <li>1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise."</li> <li>2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise."</li> <li>3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same.</li> <li>4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects.</li> </ol> <p><i>Gehring, D., Nuss, E.M., &amp; Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators</i></p> <p>For more information on the sanctions for academic dishonesty, please visit the website:  <a href="http://catalog.doane.edu/content.php?catoid=18&amp;navoid=1448#Academic_Dishonesty">http://catalog.doane.edu/content.php?catoid=18&amp;navoid=1448#Academic_Dishonesty</a> </p>
<b>Academic Support</b>	<p>Please contact academicsupport@doane.edu  <a href="https://www.doane.edu/graduate-and-adult/academic-support">https://www.doane.edu/graduate-and-adult/academic-support</a> </p>
<b>Disability Services</b>	<p><a href="https://www.doane.edu/disability-services">https://www.doane.edu/disability-services</a>  Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University.</p>
<b>Military Services</b>	<p><a href="https://www.doane.edu/graduate-and-adult/military">https://www.doane.edu/graduate-and-adult/military</a></p>
<b>Anti-Harassment Policy</b>	<p><a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=452</a></p>
<b>Grade Appeal Process</b>	<p><a href="http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238">http://catalog.doane.edu/content.php?catoid=5&amp;navoid=238</a></p>

<b>Credit Hour Definition</b>	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
<b>Syllabus Changes</b>	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.