



## SYLLABUS

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| <b>Course Title</b>   | Personnel Law   |
| <b>Course Number</b>  | BUS 331 ONL   |
| <b>Number of Credits</b>  | 3   |
| <b>Course Dates</b>   | 5/25/20 - 7/25/20   |
| <b>Instructor</b>   | Susan Sapp  |
| <b>Email Address</b>  | <a href="mailto:susan.sapp@doane.edu">susan.sapp@doane.edu</a> or <a href="mailto:ssapp@clinewilliams.com">ssapp@clinewilliams.com</a>  |
| <b>Office Hours/Availability</b>  | Please email, call or text during regular business hours and early evenings 8:00 a.m. and 10:00 p.m., unless there is a true emergency.   |
| <b>Phone Number</b>   | 402-890-5410 for texts or calls.  |
| <b>Textbook Information:<br/>(e.g. title, edition,<br/>publisher, ISBN)</b> | N/A   |
| <b>Additional Course Materials</b>  | N/A   |
| <b>Course Description</b>   | An in-depth study of employment law from both a conceptual and practical perspective. 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 |

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|  | opportunity law; and 5) legal issues as they pertain to physical, mental, and emotional illness and disability.  |
| <b>Program Outcomes</b>                    | <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> |
| <b>Course Learning Outcomes/Objectives</b> |  |
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| <b>Technology Requirements</b>             | <a href="https://www.doane.edu/faq/minimum-computer-requirements">https://www.doane.edu/faq/minimum-computer-requirements</a>  |

### Online Courses ONLY

#### **Online Course**

This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

#### **Communicating with the Instructor**

This course uses a “three before me” policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Announcements in Blackboard
3. The “Question Center” discussion board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the “Question Center” discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, contact me via email or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance.

Phone: 402-826-8411

Email: [helpdesk@doane.edu](mailto:helpdesk@doane.edu)

Web: <http://www.doane.edu>

### **Computer Requirements**

Minimum computer requirements for the successful use of Blackboard:

[http://www.doane.edu/about-doane/offices/its/help-and-support#min\\_requirements](http://www.doane.edu/about-doane/offices/its/help-and-support#min_requirements)

Minimum computer requirements for success in this course:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Word processing software—Microsoft Word or Google Docs
- Webcam and mic

You are responsible for having a reliable computer and internet connection throughout the course.

### **Email and Internet**

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages.

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <http://bb2.doane.edu>

### **Submitting Assignments**

All assignments, unless otherwise announced by the instructor, **MUST** be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

### **Campus Network or Blackboard Outage**

When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

## 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

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| <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>(Faculty to insert any additional class participation; see resource page for ideas.)</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>Points will be deducted for late work unless you have an extension of time granted in writing before the due date for the assignment.</p>  |
| <b>Submitting Assignments</b>                             | <p>All assignments are to be submitted via Blackboard unless otherwise instructed in writing.</p>   |
| <b>Communication Policy including Assignment Feedback</b> | <p>If you are having difficulty, please communicate before a deadline arrives. Please give time for me to respond as well.</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> <p>Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise."<br/>Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise."<br/>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.</p> |

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|                               | <p>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.</p> <p>Gehring, D., Nuss, E.M., &amp; Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators</p> <p>For more information on the sanctions for academic dishonesty, please visit the website:<br/> <a href="https://catalog.doane.edu/content.php?catoid=16&amp;navoid=1333">https://catalog.doane.edu/content.php?catoid=16&amp;navoid=1333</a></p>  |
| <b>Academic Support</b>       | <p>Please contact <a href="mailto:academicsupport@doane.edu">academicsupport@doane.edu</a><br/> <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><br/> 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> | <p>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.</p> |
| <b>Syllabus Changes</b>       | <p>Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.</p>   |

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