

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

Course Syllabus

Fall, 2007

COURSE NUMBER: GBA 363

COURSE TITLE: Human Resources Law

PREREQUISITES: Junior standing

INSTRUCTOR: Dr. Keith Jenkins

OFFICE: BA 210B

PHONE: 294-1286

E-mail GBA\_GKJ@shsu.edu

CLASS SCHEDULE

TTH 8-9:30 GBA 362 Rm 108

TTH;9:30-11 GBA 362 Rm 105

TTH:12:30-2 GBA 363 Rm 204

Tue : 6-9 GBA 362 Univ Ctr

OFFICE HOURS:

TTH: 7:30 - 8:00 11-12

Wed: 7:30-11:30

Tue:2-4 UCTR 5-6, 9pm

Other times by Appointment

REQUIRED TEXTS: Employment Law for Human Resource Practice,2nd edition David J. Walsh, Thompson.

SUPPLEMENTAL TEXTS: None

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 research, locate and analyze the Statutes, Case decisions and Administrative rules related to human resource regulation
2. Know selected legal rules and their impact on the decisions made in hiring and managing employees.
3. Develop the skills of oral , written communication and leading groups in discussions that are issue focused.

## COURSE EVALUATION PROCESS:

A grade for the course is based on Presentation & Discussion leadership, Topic Reports, Class Discussion report ( a daily journal of what you learn as a result of the day's presentations), class participation, observation by the professor which demonstrate the students knowledge.

**Absence on the day of presentation will result in a deduction of 50% of the points earned on the presentation if time allows for the presentation to be made at a later time, in the event that time does not permit later presentation then a loss of all points for that presentation. Papers that are late will be reduced a letter grade per late class day.**

Grades in this course are determined by applying the following scale to a student's average:

>89.5	= A
79.5 - 89.4	= B
69.5 - 79.4	= C
59.5 - 69.4	= D
<59.5	= F

## STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY

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. 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). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable time frame in which the missed assignments and/or examinations are to be completed.

## DISABLED STUDENT POLICY

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex,

or by calling (936) 294-1720. NOTE: no accommodation can be made until you register with the Counseling Center.

### **CLASS & ATTENDANCE POLICY:**

Attendance in this class is expected as is stated in the latest Sam Houston State University catalog. Participation in class discussions is a major part of this class. **Absence on the day of presentation will result in a deduction of 50% of the points earned on the presentation if time allows for the presentation to be made at a later time, in the event that time does not permit later presentation then a loss of all points for that presentation. Papers that are late will be reduced a letter grade per late class day.** 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, which is to be reported in the Class discussion report. **If a student arrives late for class and the roll has been taken, the student is considered absent for the day.**

Students are considered to be learning how to become a part of the business community and are expected to dress and act accordingly. No **hats** are to be worn in the class room. **No food or Drink** in the class room as per University Policy.

### **COURSE OUTLINE:**

Introduction to Human Resource Law  
Chapter 1,2,3,  
Hiring Process  
Chapter 4,5,6,7  
  
Terms of Employment  
Chapter 8,9,10,12,13,14,15  
Employee Rights  
Chapter 11,17,  
Termination of employment  
Chapter 18,19,20