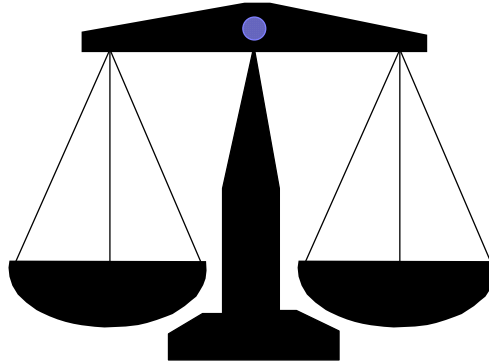


**SAM HOUSTON STATE UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION
Department of General Business and Finance**

Course Syllabus



Course Number: GBA 363
Course Title: Human Resource Law
Prerequisites: None
Professor: Laura Sullivan, M.B.A., J.D.
Office: BA 210F
Phone: 936-294-4631
Email address: lls003@shsu.edu
Office Hours: Monday and Wednesday 9:30 a.m. to 12:30 p.m. and 3:30 p.m. to 4 p.m.; and Friday 8:00 a.m. to 10:00 a.m. In addition, if you are unable to meet during the posted office hours please contact me and we can schedule a mutually convenient time to meet.

Communication with the Professor:

The most efficient and convenient means to ask questions or schedule appointments is 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:

Employment Law for Human Resource Practice, 2nd Edition by Walsh. 2007, West Publishing Company.

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	“

Religious Holy Days Policy:

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. The student, not later than the 15th calendar day after the first day of the semester must notify the instructor of each scheduled class day that he/she would be absent for a religious holy day.

Handicapped 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, Student Life program or activity. Handicapped students may request academic assistance when needed from a Committee for Continuing Academic Assistance for Disabled Students by visiting the Director of the Counseling Center in the Lee Drain Building Annex, or by calling ext. 1720.

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 8 hours is equivalent to 6 class 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.

Extra Credit for Attendance:

In addition to the above listed Attendance Policy and in an effort to encourage you to attend all class, the following incentive has been adopted to encourage consistent attendance. Please note that this is extra credit and you must attend the entire class in order to receive this extra credit. If you are absent for any reason you will not be able to obtain the reward for perfect attendance.

Perfect Attendance:	I will add 10 points to your point total
Only 1 absence:	I will add 5 points to your point total.

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.

Grading Policy:

Grades will be based on the following:

- 3 Exams worth 50% of total grade (100 pts. Each)
- 1 Paper worth 35% of total grade (195 pts.)
- 1 Writing Assignment worth 15% of total grade (105 pts.)
- 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 440 points to 460. 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. 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.**

Extra Credit:

All extra credit (if offered) will be announced in class. In addition, the due date will be announced in class.

Human Resource Law GBA 363: 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	01/16	W	First Class Meeting	
2	01/21	M	NO CLASS – MLK DAY	
3	01/23	W	Chapter 1 – Overview of Employment Law	
4	01/28	M	Chapter 1 –	
5	01/30	W	Chapter 2 – The Employment Relationship	
6	02/04	M	Chapter 2	
7	02/06	W	Chapter 3 – Overview of Employment Discrimination	
8	02/11	M	Chapter 4 – Recruitment, Applications, and Interviews	
9	02/13	W	Chapter 5 – Background Checks, References, and Verifying Employment Eligibility	
10	02/18	M	Chapter 5	
11	02/20	W	Chapter 6 – Employment Testing	
12	02/25	M	Chapter 6	
13	02/27	W	Chapter 7 – Hiring and Promotion Decisions	
14	03/03	M	Chapter 7	
15	03/05	W	EXAM 1	Hiring Process and Discrimination
16	03/10	M	No Class – Spring Break	
17	03/12	W	No Class – Spring Break	
18	03/17	M	Chapter 8 – Affirmative Action	
19	03/19	W	Chapter 9 Harassment	
20	03/24	M	Chapter 10 – Reasonably Accommodating Disability and Religion	
21	03/26	W	Chapter 12 – Wages, Hours, and Pay Equity	
22	03/31	M	Chapter 13 – Benefits	
23	04/02	W	Chapter 13	
24	04/07	M	Chapter 14 – Unions and Collective Bargaining	
25	04/09	W	Chapter 15 – Occupational Safety and Health	
26	04/14	M	Chapter 15	
27	04/16	W	EXAM 3	Terms of Employment
28	04/21	W	Chapter 11 – Work-Life Conflicts and Other Diversity Issues	
29	04/23	M	Chapter 17 – Privacy on the Job: Information, Monitoring, and Investigations	
30	04/28	M	Chapter 18 – Terminating Individual Employees	

31	04/30	W	Chapter 19 – Downsizing and Posttermination Issues	
32	05/05	M	Chapter 19	
33	05/07	W	Review for Final Exam	
34	05/12	M	FINAL EXAM	Employee Rights and Terminating Employment