

**University of North Texas at Dallas**  
**Fall 2013**  
**SYLLABUS**

<b>MGMT 4890D-090 Legal Aspects of Employment Practices 3 Hrs</b>	
<b>Department of Management</b>	<b>Division of Business</b>
<b>Instructor Name:</b>	Sharon Fjordbak
<b>Office Location:</b>	
<b>Office Phone:</b>	
<b>Email Address:</b>	<a href="mailto:sharon.fjordbak@unt.edu">sharon.fjordbak@unt.edu</a>
<b>Office Hours:</b> By appointment	
<b>Virtual Office Hours:</b>	
<b>Classroom Location:</b> DAL 2-212	
<b>Class Meeting Days &amp; Times:</b> Wednesday 7:00PM – 9:50PM	
<b>Course Catalog Description:</b> The study of federal, state and local laws and regulations that affect the management of human resources in the business context, with particular emphasis on regulation of the employment relationship and environment. Topics include: discrimination laws (involving race/color/national origin; gender, encompassing sexual harassment and pregnancy discrimination; religion; age; disability and handicap); employer responsibilities in application of legal requirements; the litigation processes and court structure; and employees' other rights within the workplace.	
<b>Prerequisites:</b>	PSCI 1040 and PSCI 1050, or equivalent
<b>Co-requisites:</b>	
<b>Required Text:</b> Employment Law for Human Resource Practice by David J. Walsh, Fourth Edition, South-Western Cengage Learning, ISBN: 978-1-111-97219-6	

<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fheg.follett.com">1012mgr@fheg.follett.com</a>
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**Course Goals or Overview:**

	<p>This course should prepare students to: (1) comprehend the principles of various employment laws applicable to the human resources functions in organizations as enacted by legislation and interpreted by the court system; (2) understand the direction of and emerging issues of employment law in the coming decade; (3) understand how to make economic use of legal counsel for the organization; (4) analyze how various employment laws help reduce the organization's exposure to liability.</p>
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**Learning Objectives/Outcomes:** At the end of this course, the student should

1	Understand and apply legal concepts regarding race, religion, national origin, gender, color, age and disability, including concepts associated with the Fair Labor Standards Act (FLSA) and the Family and Medical Leave Act (FMLA).
2	Recognize biases and prejudices; how they influence employment decisions and create discrimination claims on the basis of disparate treatment and disparate impact. Identify and be familiar with questions to be asked and answered before an adverse employment action is taken against an employee.
3	Understand the "employment-at-will" doctrine and its exceptions. Recognize and understand covenants not-to-compete, confidentiality agreements, non-solicitation agreements, and arbitration agreements. Be aware of the purpose behind the enactment of employment laws and their application in a corporate or entrepreneurial setting.

## Course Outline

This schedule is subject to change by the Instructor. Any changes to this schedule will be communicated by delivery of written changes from the Instructor.

Assignments: Read and be prepared to discuss the following chapters as the student prepares for and completes the exams on the specified dates:

TOPICS	TIMELINE
1. The Regulation of Employment (including employment termination)	August 28
2. Title VII of the Civil Rights Act of 1964	September 4
3. Legal Construction of the Employment Environment (including hiring and promotion decisions; environmental safety; wages, hours and pay equity); <b>Review for Exam 1</b>	September 11
4. <b>Exam 1</b> ; Affirmative Action	September 18
5. Race and Color Discrimination	September 25
6. National Origin Discrimination	October 2
7. Gender Discrimination	October 9
8. Sexual Harassment; <b>Review for Exam 2</b>	October 16
9. <b>Exam 2</b>	October 23
10. Religious Discrimination; Age Discrimination; <b>Review for Exam 3</b>	October 30
11. <b>Exam 3</b> ; Disability Discrimination	November 6
12. The Employee's Right to Privacy and Management of Personal Information (including employment tests; performance appraisals, training and development)	November 13
13. Labor Law; Affinity Orientation Discrimination	November 20
14. Wrap Up and <b>Review for Exam 4</b>	December 4
15. <b>Exam 4</b>	December 11

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Exams** - *written tests of multiple-choice, true-false, and essay questions designed to measure knowledge of presented course material.*

## Grading Matrix:

Instrument	Value (percentages)	Total
Exam One	25%	25%
Exam Two	25%	25%
Exam Three	25%	25%
Exam Four	25%	25%
<b>Total</b>		<b>100%</b>

## Grade Determination:

A = 400 – 360 pts; i.e. 90% or better

B = 320 – 359 pts; i.e. 80 – 89 %

C = 280 – 319 pts; i.e. 70 – 79 %

D = 240 – 279 pts; i.e. 60 – 69 %

F = 239 pts or below; i.e. less than 60%

## University Policies and Procedures

**Students with Disabilities (ADA Compliance):** *The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.*

*As a faculty member, I am required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.*

*The Department of Management is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.*

*If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, [Disability Accommodations for Students](#), and by visiting Student Life, Building 2, Suite 200. 972-780-3632, [studentlife@unt.edu](mailto:studentlife@unt.edu).*

**Student Evaluation of Teaching Effectiveness Policy:**

*The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.*

**Exam Policy:** *Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook). Each exam will contain multiple-choice, true-false and essay questions, and will cover preceding material from both reading assignments and class discussions. Exams will each be worth 100 points. You're encouraged to take class notes, however, open laptop computers or cellphones will not be used during class, without the instructor's permission, to prevent an environment of disruption or distraction. You will not be permitted to take any exams if you arrive in class more than 30 minutes after the scheduled starting time for the exam, or if any student has completed the exam and left the classroom.*

**Academic Integrity:**

*Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at <http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20AcademicIntegrity.pdf> for complete provisions of this code. In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:*

**On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.**

## **Classroom Behavior:**

*As mature adults, we're expected to be respectful of our peers and the Instructor during class. An open and informal class atmosphere will be maintained, and as such, there are specific behaviors that are unacceptable and will not be permitted in the classroom. To avoid being removed from the class, please refrain from the following behavior:*

- 1. Responding to pagers or cell phones. All electronic devices are to be turned off during class.*
- 2. Engaging in extended private conversations about subjects other than those being discussed in class.*
- 3. Working on assignments or reading materials for other classes.*
- 4. Entering the classroom late or in a noisy manner to the distraction of the other students.*
- 5. Speaking out in the class in a repetitive manner without being recognized by the Instructor.*
- 6. Leaving the classroom without prior arrangements with the Instructor, except in the case of illness.*
- 7. Using vulgar, offensive language or actions that detract from a learning environment.*
- 8. Engaging in conduct of personal grooming.*

## **Bad Weather Policy:**

*On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website [www.unt.edu/dallas](http://www.unt.edu/dallas). Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.*

## **Attendance and Participation Policy:**

*The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It's recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.*

**Seating Chart:**

*A seating chart will be prepared to assist the Instructor in recognizing you during class discussions. Notice will be given for completing the seating chart. When the seating chart is passed out, please sign your name in the seat where you're sitting that day. The Seating Chart will be used to return graded exams, to take roll and make notes of early departures.*

**Diversity/Tolerance Policy:**

*Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the Instructor deems appropriate.*

**Note:** *Your Instructor may change any information in this syllabus, when necessary, with adequate notice given to the student.*