Lives of Significance and Service
NORTH PARK UNIVERSITY CHICAGO

School of Business and Nonprofit Management
Course Syllabus

Course: *SBNM 5085, Employment Law – B12*
Academic Year: 2013/14 **Semester/Quad:** *Spring B*
Credit Hours: 2
Prerequisites: *none*

Instructor: Jennifer D. Franklin

Phone: 773-244-6270

Email: jdfranklin@northpark.edu

Availability:

Instructor checks her e-mail every day. She will be available to answer questions by primarily by e-mail or in the discussion forums on most days (times will vary). She will also check her e-mail, the discussion forums at least once over the weekend (either Saturday or Sunday evening).

Course Description:

This course studies the basic principles of law that govern the relationship between a business and those who work for it. We will examine federal and state laws and regulations, as well as in contested cases that arise out of workplace disputes. We will identify legal issues that are inherent in employment relationships and ways to effectively handle them.

Course Materials:

REQUIRED

Textbook(s): Dawn D. Bennett-Alexander and Laura P. Hartman, Employment Law For Business (7th ed., 2009) (ISBN-13: 978-0-07-352496-2)

Essential IDEA Objectives:

The essential IDEA objectives of this course (per the IDEA framework, a nationally recognized assessment tool by many higher learning institutions) are:

1. Learning fundamental principles, generalizations, or theories.
2. Learning to apply course material (to improve thinking, problem solving, and decisions).
3. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

Specific Course Objectives:

By the completion of this course, students should be able to:

1. Identify the basic principles of law that govern the relationship between a business (employer) and those who work for it (employees).
2. Recognize employment-related issues that are governed by federal and state laws and regulations.
3. Explain, in summary fashion, important employment-related opinions issued by state and federal courts.
4. Apply legal principles to everyday HR functions: managing typical employment situations, addressing problems as they arise, and resolving conflicts that may lead to litigation.
5. Interpret employment laws and regulations.
6. Create human resource policies and procedures.
7. Appreciate the ramifications of failing to comply with employment laws and regulations.

Course Methodology:

Because this course is being taught in intensive (7-week) online format, the learning process will be heavily dependent upon your willingness to become involved in the process of active learning. It is very important for students to keep up with readings, assignments and online discussions. It is not possible to successfully complete this course without a good understanding of the assigned readings, assignments, and active participation in the discussion board forums.

Computer Requirements:

In order to effectively participate in and successfully complete this course, each participant will need to have access to a computer and a high-speed internet connection. Please visit http://www.northpark.edu/Campus-Life-and-Services/Information-Technology/Network/Minimum-Requirements for information on computer requirements.

Schedule of Weekly Assignments:

Week	Dates	Topics	Assignment(s)
1	March 17 – 23, 2014	Regulation of the Employment Relationship. At-Will Employment and Independent Contractors	**Read:** Chapter 1 **Assignments Due:** At-Will Employment Assignment 5 forum questions
2	March 24 – 30, 2014	Access to the Courts: Title VII of the Civil Rights Act of 1964	**Read:** Chapter 2 **Assignments Due:** Title VII Assignment 5 forum questions
3	March 31 – April 7, 2014	Affirmative Action, Race and Color Discrimination, National Origin Discrimination, Bona Fide Occupational	**Read:** Chapters 4 - 6 **Assignments Due:** BFOQ Assignment

Week	Dates	Topics	Assignment(s)
		Qualifications (BFOQs)	4 forum questions
4	April 7 – 13, 2014	Gender Discrimination and Sexual Harassment, How to Conduct Interviews when Harassment Complaints have been Filed	**Read:** Chapters 7 - 9 **Assignments Due:** Sexual Harassment Assignment 4 forum questions
5	April 14 – 27, 2014	Religious Discrimination, Age Discrimination, Progressive Discipline, Termination and the Use of Severance Agreements	**Read:** Chapters 10 - 11 **Assignments Due:** Severance/ADEA Waiver Assignment 5 forum questions
6	April 28 – May 4, 2014	Disability Discrimination, How to apply FMLA and ADA to disability situations	**Read:** Chapter 12 **Assignments Due:** Retaliation Prevention Assignment 5 forum questions
7	May 5 – May 9, 2014	Employee's Right to Privacy, Use of Communication Systems and Social Networks	**Read:** Chapter 13 **Assignments Due:** Final Exam 5 forum questions

Grading:

There are 550 possible points in this course:

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	**Total Points**	Grade %
Discussion Forum	30	30	24	24	30	30	30	198	36%
Assignment 1	32							32	5.8%
Assignment 2		32						32	5.8%
Assignment 3			32					32	5.8%
Assignment 4				32				32	5.8%
Assignment 5					32			32	5.8%
Assignment 6						32		32	5.8%
Final Exam							160	160	29.2%
Total	62	62	56	56	62	62	190	550	100%

Grade Mapping:

Numeric Grade	Letter Grade	Numeric Grade	Letter Grade	Numeric Grade	Letter Grade
550 - 530	A (95-100%)	463 - 442	B- (80-82%)	Below 375	F (<70%)
529 - 515	A- (90-94%)	441 - 420	C+ (77-79%)		
514 - 485	B+ (87-89%)	419 - 398	C (73-76%)		
484 - 464	B (83-86%)	397 - 375	C- (70-72%)		

Assignment Grading Policies:

Please be aware that your instructor will not accept late submissions of any assignments for any reason whatsoever. A late submission of an assignment will be recorded as 0 points. Late submissions of posting for forum questions may be accepted; however a grading penalty will be applied.

Student Responsibilities:

1. Attendance, presence, and full participation are required for this class. You cannot successfully complete this course without completing the weekly readings and assignments.

2. Some assignments will be posted on-line for others to see. You will be asked to comment and provide feedback to one another on your work.

3. Although I strongly suggest that all issues, questions, and problems be dealt with online, you can feel free to call or e-mail me regarding these issues at any time, noting the office hours I am available.

4. Use proper "netiquette" (see A Guide to Netiquette in Course Information folder on Blackboard).

4. I normally advise participants to plan on spending 10-12 hours a week on course responsibilities (e.g. reading, assignments, online discussion forums).

Instructor Responsibilities:

1. The course facilitator will design the course and learning modules in such a way that students have every opportunity to achieve the learning objectives.

2. The course facilitator will provide reactions to student responses and discussion as appropriate in order to clarify important ideas and concepts.

3. The course facilitator will provide updated information on relevant resources for the various topics of interest.

4. The course facilitator will read and critically assess students' assignments and provide feedback within 3-5 days of receipt.

5. The course facilitator will respond to all student e-mails within 48 hours of receipt.

6. The course facilitator will respond to all student phone calls within 48 hours.

ASSIGNMENT SPECIFICATIONS

WEEKLY ONLINE DISCUSSION FORUM

Discussion Forum Specifications:
Weekly forum discussions questions open Monday of each week and close at midnight of the next Sunday. You must post a response to each question by midnight Sunday. You must post **both** an initial response and a reply to weekly "What did you find most interesting about this week's reading?" question by midnight Sunday.

Each of your posts will be graded according to the following criteria:

Category	4 - 6	0 - 3
Key Principles	Discussion is substantive and relates to key principles of the assignment	Reference made to key principles but is not sufficiently integrated
Examples	Uses relevant examples	Examples are used but not integrated effectively into response
Timely Posting	Posted by the deadline	Posted within one day of the deadline

WEEKLY ASSIGNMENTS

Your weekly assignments will consist of two parts.

1. **The first part must be written in essay format. There is a seven page limit (double spaced, 12pt. font, 1 inch margins) for this portion of the weekly assignments. In this section of the assignment, you should include case law and examples from the text (and/or other sources) to support your conclusions in addition to the information from the employment related document provided. Answers that a) state the law and its elements, b) states the facts that are given from the document provided, and c) then applies the law to those fact in the analysis are the best and most complete answers. Please keep this in mind when answering the questions. However, do not exceed the page limit (seven pages maximum).**

2. **The second part will be a rewrite of an employment related document according to the directions given. There is no page limit on this portion of the weekly assignments.**

Using outside sources is both acceptable and necessary for a number of the assignments. For example, your first assignment will require you to use outside sources when defining exempt and non-exempt employees. You may use any source you like. However, you must provide the source as an in-text citation in APA format.

ASSIGNMENT #1: At-Will Employment Assignment

Assignment Specifications:
Please follow the standard instructions for all weekly assignments, as previously stated in the syllabus. Your work will be assessed based on the rubric below.

Category	25 - 32 Points	17 - 24 Points	9 - 16 Points	0 - 8 Points
Problem/Issue Identification	Identifies the main problem and subsidiary, embedded, or implicit aspects of the problem, and identifies them clearly, addressing their relationships to each other. Identifies not only the basics of the issue, but recognizes nuances of the issue	Identifies the main problem but may be limited in depth in addressing the issue	Is confused by the issue, or represents the issue inaccurately	Does not attempt to identify the problem at all
Organization	Organized from beginning to end Logical Transitions Consistent point of view	Organized but may have minor lapses in unity or coherence	Inconsistencies in unity and or coherence Ineffective transitions Shift in point of view	Disruptive or incoherent organization Lacks introduction or conclusion or meaningful transitions Skeletal organization
Analysis	Uses a variety of appropriate examples Uses vivid and effective/ relevant evidence Connections are clear	Examples are elaborated and appropriate Connections are mostly clear	Limited variety Inconsistent connections	Little or no examples No or erroneous connections
Clarity / Readability	Few if any errors	Some errors	Multiple and or pattern errors	Errors are frequent and disruptive

ASSIGNMENT #2: Title VII Assignment

Assignment Specifications:
Please follow the standard instructions for all weekly assignments, as previously stated in the syllabus. Your work will be assessed based on the rubric below.

Category	25 - 32 Points	17 - 24 Points	9 - 16 Points	0 - 8 Points
Problem/Issue Identification	Identifies the main problem and subsidiary, embedded, or implicit aspects of the problem, and identifies them clearly, addressing their relationships to each other. Identifies not only the basics of the issue, but recognizes nuances of the issue	Identifies the main problem but may be limited in depth in addressing the issue	Is confused by the issue, or represents the issue inaccurately	Does not attempt to identify the problem at all
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Clarity / Readability	Few if any errors	Some errors	Multiple and or pattern errors	Errors are frequent and disruptive

ASSIGNMENT #3: BFOQ Assignment

Assignment Specifications:
Please follow the standard instructions for all weekly assignments, as previously stated in the syllabus. Your work will be assessed based on the rubric below.

Category	25 - 32 Points	17 - 24 Points	9 - 16 Points	0 - 8 Points
Problem/Issue Identification	Identifies the main problem and subsidiary, embedded, or implicit aspects of the problem, and identifies them clearly, addressing their relationships to each other. Identifies not only the basics of the issue, but recognizes nuances of the issue	Identifies the main problem but may be limited in depth in addressing the issue	Is confused by the issue, or represents the issue inaccurately	Does not attempt to identify the problem at all
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Clarity / Readability	Few if any errors	Some errors	Multiple and or pattern errors	Errors are frequent and disruptive

ASSIGNMENT #4: Sexual Harassment Assignment

Assignment Specifications:
Please follow the standard instructions for all weekly assignments, as previously stated in the syllabus. Your work will be assessed based on the rubric below.

Category	25 - 32 Points	17 - 24 Points	9 - 16 Points	0 - 8 Points
Problem/Issue Identification	Identifies the main problem and subsidiary, embedded, or implicit aspects of the problem, and identifies them clearly, addressing their relationships to each other. Identifies not only the basics of the issue, but recognizes nuances of the issue	Identifies the main problem but may be limited in depth in addressing the issue	Is confused by the issue, or represents the issue inaccurately	Does not attempt to identify the problem at all
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Clarity / Readability	Few if any errors	Some errors	Multiple and or pattern errors	Errors are frequent and disruptive

ASSIGNMENT #5: Severance/ADEA Waiver Assignment

Assignment Specifications:
Please follow the standard instructions for all weekly assignments, as previously stated in the syllabus. Your work will be assessed based on the rubric below.

Category	25 - 32 Points	17 - 24 Points	9 - 16 Points	0 - 8 Points
Problem/Issue Identification	Identifies the main problem and subsidiary, embedded, or implicit aspects of the problem, and identifies them clearly, addressing their relationships to each other. Identifies not only the basics of the issue, but recognizes nuances of the issue	Identifies the main problem but may be limited in depth in addressing the issue	Is confused by the issue, or represents the issue inaccurately	Does not attempt to identify the problem at all
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ASSIGNMENT #6: Retaliation Prevention Assignment

Assignment Specifications:
Please follow the standard instructions for all weekly assignments, as previously stated in the syllabus. Your work will be assessed based on the rubric below.

Category	25 - 32 Points	17 - 24 Points	9 - 16 Points	0 - 8 Points
Problem/Issue Identification	Identifies the main problem and subsidiary, embedded, or implicit aspects of the problem, and identifies them clearly, addressing their relationships to each other. Identifies not only the basics of the issue, but recognizes nuances of the issue	Identifies the main problem but may be limited in depth in addressing the issue	Is confused by the issue, or represents the issue inaccurately	Does not attempt to identify the problem at all
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FINAL EXAM

The final exam for this class consists of 5 essay questions. Each question will be graded individually based on the rubric below. The page limit for each essay question is the same as for the weekly assignment (7 pages). However, you should at a minimum answer each individual question with an essay at least 2 to 3 pages in length in order to get any points. A cover page and abstract is no necessary for each essay. Please do not use bulleted and/or numbered lists in your answers/essays as means of using page space.

Please keep in mind that the best and most complete essays: a) states the law and its elements, b) states the facts that are given in the fact pattern provided, and c) then applies the law to those facts in a meaningful and detailed analysis. As with the weekly assignments, the use of outside sources is acceptable. In addition, like with your weekly assignments, your essays should be saved and uploaded as one document.

Category	25 - 32 Points	17 - 24 Points	9 - 16 Points	0 - 8 Points
Problem/Issue Identification	Identifies the main problem and subsidiary, embedded, or implicit aspects of the problem, and identifies them clearly, addressing their relationships to each other. Identifies not only the basics of the issue, but recognizes nuances of the issue	Identifies the main problem but may be limited in depth in addressing the issue	Is confused by the issue, or represents the issue inaccurately	Does not attempt to identify the problem at all
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POLICY STATEMENTS

Academic Honesty

In keeping with our Christian heritage and commitment, North Park University and the School of Business and Nonprofit Management are committed to the highest possible ethical and moral standards. Just as we will constantly strive to live up to these high standards, we expect our students to do the same. To that end, cheating of any sort will not be tolerated. Students who are discovered cheating are subject to discipline up to and including failure of a course and expulsion.

Our definition of cheating includes but is not limited to:

1. Plagiarism – the use of another's work as one's own without giving credit to the individual. This includes using materials from the internet.
2. Copying another's answers on an examination.
3. Deliberately allowing another to copy one's answers or work.
4. Signing an attendance roster for another who is not present.

In the special instance of group work, the instructor will make clear his/her expectations with respect to individual vs. collaborative work. A violation of these expectations may be considered cheating as well.
For further information on this subject you may refer to the Academic Dishonesty section of the University's online catalog.

In conclusion, it is our mission to prepare each student for a life of significance and service. Honesty and ethical behavior are the foundation upon which such lives are built. We therefore expect the highest standards of each student in this regard.

Attendance Policy for Graduate Courses

The graduate courses in the SBNM are all 7 weeks in length. Missing one class session is allowed without penalty as long as all readings and assignments are made up by the student within a reasonable time period (the following week). Failing to log into an online course site for an entire week is allowed, but a penalty may be applied at the instructor's discretion. Missing a second class session is allowed only in unusual circumstances by prior arrangement with the instructor. Since this represents almost 30% of the engagement time for the course, the student runs the risk of receiving a lower overall grade for the class. Faculty are encouraged to drop the course grade by a full letter grade in this situation. A student who misses three classes (or the equivalent two weeks for an online class) will automatically fail the course, unless the student drops the course before the seventh week of class. Students who drop a course will be held responsible for tuition, based upon the current North Park University refund policy outlined in the University Catalog.

Attendance Policy for Undergraduate Courses

Attendance and participation are vital. Thus, students are expected to attend every class session, and to arrive on time – tardiness is undesirable and disruptive to your fellow classmates. This course has a strict requirement of documented, advance notification. If you are unable to attend any class session, you are to inform me (preferably by email) ***prior to*** that session. You need to provide a reason for your absence.
Failure to provide advance notification will result in an unexcused absence. Be advised that poor attendance can affect your grade adversely

APA Requirement

The School of Business and Nonprofit Management (SBNM) has adopted the *Publication Manual of the American Psychological Association* (APA) as the standard and required format for all written assignments in SBNM courses.

Our goal in adopting the *APA Manual* is to enhance student learning by:

1) Improving student's writing skills.
2) Standardizing the required format of all written assignments in all SBNM courses.
3) Emphasizing the importance of paper mechanics, grammatical constructs, and the necessity of proper citations.
4) Holding students accountable for high quality written work.

If you are unfamiliar with the requirements of the *APA Manual*, we recommend that you purchase the reference manual and/or that you consult one or more of the suggested resources as listed on the Student Resources section of the SBNM website. ***It is your responsibility to learn and ensure that all written work is formatted according to the standards of the APA Manual.***

Students with Disabilities

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact your program's office (Business: 773-244-6270). Please do so as soon as possible to better ensure that such accommodations are implemented in a timely manner. For further information please review the following website: http://www.northpark.edu/campus-Life-and-Services/disability-resources