

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
The Bryan School of Business and Economics
Department of Management

This MGT 475 syllabus is subject to change if UNCG moves from LIVE to online or hybrid during the semester

***This MGT 475 syllabus and the format of this entire Spring 2023 MGT 475 LIVE class reflect the result of thousands of students' suggestions. Thank you to all my students for helping make both this class (and MGT 330) better every semester!

COURSE NUMBER: MGT 475 MWF 11-11:50am Bryan 128 Spring 2023

COURSE TITLE: Employment & Human Resources Law

CREDITS: 3 hours

PREREQUISITES/ COREQUISITES: junior standing; MGT 330; admission to approved program

FOR WHOM PLANNED: Students interested in a career in Human Resources, Management, and/ or Law

INSTRUCTOR INFORMATION:

Eloise McCain Hassell

Office: 373 Bryan

<http://eloisehassell.wp.uncg.edu/>

Class Email/ Chapter Assignments and Power Points/Exam Review lists/are available on Canvas. canvas.uncg.edu Use your UNCG username and password to log in.

Telephone: 334-4535, E-Mail: mmhassel@uncg.edu

Office Hours: MWF 7:00 - 7:25 am (by appointment only in zoom) / and regular office

hours MWF 12:00pm-1:00pm (& other MWF times by appointment)- in Bryan 373

(Email and phone messages are checked MWF before 6am/every attempt will be made to respond to Email and phone messages on the MWF when they were received.)

*****Please make sure to add MGT 475 on the subject line of your email*****

BULLETIN DESCRIPTION:

MGT 475 Employment and Human Resource Law (3:3)

National Labor Relations Act, Fair Labor Standards Act (including equal employment), and other statutes and court decisions relating to employment relations and their effect on managerial practices.

Prerequisite

Junior standing; [MGT 330](#); admission to approved program

Offered Spring

REQUIRED TEXTS/ READNGS/ REFERENCES:

*****This course participates in First Day*****, a program managed by the UNCG Bookstore that provides digital course materials to students at a discount. Required materials for this course can be accessed through Canvas. If you wish to opt out of First Day, you may do so in Canvas under "Course Materials". If you opt out, you are still responsible for purchasing the required course material and completing all assignments on time.

If you choose to opt out, you will need to purchase

Employment Law for Human Resource Practice (6th Edition 2019), by David Walsh

Please note: 3 MGT 475 hard copy textbooks have been placed on closed reserve in Jackson Library. Please see:

<https://uncg.on.worldcat.org/v2/oclc/1064568757>Links to an external site.

UNCG First Day Information Link: https://bookstore.uncg.edu/first-day/?utm_source=newsletter&utm_medium=email&utm_content=New%20First%20Day%20program%20offers%20students%20lowest-cost%20available%20on%20textbooks&utm_campaign=CW_2020-11-18

ADDITIONAL REQUIREMENTS:

***Computer (or I Pad) with a working Web Cam and reliable internet** (required for MindTap homework and required for online final exam using Respondus Lockdown with Web Cam)

STUDENT LEARNING OUTCOMES:

***Legal Issues in HR:* Students will be able to identify and explain basic legal concepts that influence the employer-employee relationship and apply the legal concepts in business situations to demonstrate knowledge of human resource practices.**

Students will be able to identify and explain basic legal concepts that influence the employer-employee relationship.

Students will be able to apply legal concepts in business situations to demonstrate knowledge of human resource practices.

Faculty/ Student Guidelines:

<https://bryan.uncg.edu/wp-content/uploads/2017/08/Faculty-and-Student-Guidelines-2018-2019.pdf>

THE BRYAN SCHOOL OF BUSINESS AND ECONOMICS' STUDENT LEARNING GOALS:

Each program within the Bryan School has separate learning goals as listed with the degree program. The essential components of a professional education in business (excluding the B.S. and B.A. in Economics and the B.S. in Consumer, Apparel, and Retail Studies) include common courses for breadth and opportunities for advanced work which provide knowledge depth in the various business disciplines.

These core business programs share the following Mission Statement and common student learning goals:

See: <https://catalog.uncg.edu/business-economics/>

BRYAN SCHOOL POLICY: THE UNCG Academic Integrity policy
All UNCG students are expected to comply with the UNCG Honor Policy described at the following web page: <http://academicintegrity.uncg.edu/complete/>

TEACHING METHODS AND ASSIGNMENTS FOR ACHIEVING LEARNING OUTCOMES:

Students are responsible for all readings and other material assigned without regard to whether the material is covered in class.

Students should read some daily source of business news. News articles give students a real world framework for understanding legal concepts and their application.

NOT LEGAL ADVICE. The information covered on the website (listed above), in its links, in MGT 330/475 class, in the textbook, or during office hours does not constitute legal advice or the giving of a legal opinion. Nothing provided herein should be used as a substitute for the advice of your own legal counsel.

ATTENDANCE POLICY:

***Attendance for the ENTIRE class each day is REQUIRED, and will be taken DAILY. Coming in late or leaving early will negate class attendance unless prior written approval, for that day, by the teacher is obtained.** Coming in late shows disrespect for the class, and leaving early is disruptive to the entire learning environment. The teacher reserves the right to close the door after the start of the class period, and the door will not be opened for latecomers.

A maximum of 5 unexcused absences during the semester is allowed. An absence can be excused ONLY in the following situations: If the student emails me PRIOR to the class and then can produce one of the following for my file:

(1) A valid Doctor's note saying the student was too sick to come to class on the scheduled MGT 475 CLASS day, or

(2) An **immediate** family member has just died or is in a serious medical condition in the hospital and the student's presence at the hospital or funeral is needed by the family (written proof including MGT 475 CLASS date is required).

(3) An email where the student (must include section #) is exhibiting and states they are experiencing COVID -19 symptoms + they must let both the teacher know and UNCG (so the student can get tested) see:

<https://veoci.com/v/p/132667/workflow/fs2x25pzqnd5>

(4) Religious Observance Exception

The university allows for a limited number of excused absences each academic year for religious observances required by the faith of the student.

***Students must notify instructors at least 5 days in advance of the date of the religious observance and must provide written documentation specifying the nature of the religious observance be specified and the student's participation (including the dates for the missed MGT 330/475 class(es) must be confirmed in writing by an official of the religious organization.**

*When appropriate notice is provided by a student, the student can be granted at least two excused absences per academic year under this policy. **Any test or assignment that a student would miss due to notice of a required religious observance must be completed in advance of the originally scheduled date of the test or assignment.** See: <https://catalog.uncg.edu/academic-regulations-policies/university-policies/>

(5) Absences for a UNCG -Sponsored Activities

Instructors will excuse absences of students for participation in a UNCG-sponsored events under the following conditions:

1. Students who expect to miss one or more class meetings due to participation in University-sponsored activities must:

a. **Notify the instructor(s) in writing with proof given by a UNCG program Administrator that the student will be participating in the UNCG event (must include the name of the student/ dates of MGT 330/ 475 class impacted), and the notice is required no later than five class days in advance.**

b. **Students must arrange to complete ALL missed work in advance of the absence.**

Please note: Students who expect to miss more than three class periods in order to participate in University-sponsored activities should inform the instructor at the beginning of the course, and the student will be advised to drop the course.

***Please note: absence that is work-related, due to car problems, traffic backed up, pet escaped or over-sleeping an alarm are not excused.**

***For EACH absence beyond the allowed five, ten (10) points will be subtracted from your class participation grade.**

Signing in for another student on the attendance sheet is an Academic Integrity Code Violation, and signing in then leaving early also counts as an Academic Integrity Code Violation.

MANDATORY attendance is required on the day(s) your section briefs the cases AND does their group presentation. Failure to be on time and actively participating as a group member will result in the student earning a O on their: group briefing (5 total possible points) / presentation grade (20 possible total points).

Spring 2023 UNCG Covid Policy:

As we return for spring 2023, please uphold UNCG's culture of care to limit the spread of covid-19 and other airborne illnesses. These actions include, but are not limited to:

- *Engaging in proper hand-washing hygiene*
- *Self-monitoring for symptoms of covid-19*
- *Staying home when ill*
- *Complying with directions from health care providers or public health officials to isolate if ill*
- *Completing a [self-report](#) when experiencing covid-19 symptoms or testing positive for covid-19*
- *Following the CDC's [exposure guidelines](#) when exposed to someone who has tested positive for covid-19*
- *Staying informed about the University's policies and announcements via the [covid-19](#) website*

Inclement Weather Policy:

If we experience severe weather, then I will follow the university's decision as to holding live class (though the class material may be presented online, so students do not get behind on course coverage). If UNCG is open, but due to inclement weather the Guilford County Schools are delayed or cancelled due to the weather (**and it is not an exam day**) we will have class, but I will not take attendance. **If UNCG is open, and it is on exam day attendance on-time is required.**

UNCG Disability Services (OARS) :

Accommodations: UNCG seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with (OARS) the Office of Accessibility, Resources and Services (formally called the Office of Disability Services) in 215 Elliott University Center, 334-5440 <http://ods.uncg.edu/student-services/register/>

UNCG athletes:

UNCG athletes: to make sure your UNCG athletic events are excused you must circle your name on the UNCG athletic notice form. Please circle the dates which will result in your missing a regular MWF MGT 475 class period. Please write MGT 475 in the top right- hand corner of the page, and turn in to the teacher during the first week of the semester, so those dates can be marked ahead of time as excused. If your UNCG athletic event will interfere with an exam/exam review, you must make arrangements with the teacher to schedule a time **IN ADVANCE** of your regularly scheduled exam/ exam review date. You are NOT allowed to take the exam/exam review. AFTER your regularly scheduled date If your athletic schedule changes, you will have the responsibility of providing the teacher with any additional dates in writing from the Athletic Department.

Class Participation Requirements:

Grading of class participation: (as shown on canvas):

Class participation is 10 times (case briefings/class participation) and 5 or less unexcused absences AND the completion of the SAMPLE Quiz (which is quick fun (non-law) quiz to get you READY for the Respondus Lockdown with Web Cam which is REQUIRED for you to use on your online final exam bonus quiz and on your online final exam).

For each unexcused absence over 5 equals -10 points. and for each time a student is not prepared when their section briefs an assigned case =equals -10 each (though a student can make up an unprepared/ minus by contributing to class 20 times)., for failing to take the SAMPLE quiz equals -10 points. For every total class participation under the ten required it is -1 each.

Class participation/Case Briefings 10 times AND 5 or fewer unexcused absences AND completion of the SAMPLE QUIZ will earn you 100 points for Class Participation Grade. This is worth 15% of your total grade. Therefore, it is in your best interest to attend class on time and be well prepared!

Students are responsible for all material covered, and for announcements made, in class whether or not they are in attendance. Power Point chapter outlines, and the homework required for each chapter is available online at the TOP of each of your chapter powerpoints. Please complete the required assignment and print the Power point outlines (as a "handout" with 3 slides per page) for each chapter prior to each class.

Class **participation** is recorded on the seating chart. At the first of the semester students get to choose where they would like to sit for the semester (IF allowed by UNCG this semester). After you have your spot on the class seating chart, you must sit in your designated seat for the entire semester. **If you sit in a different seat, you will not get credit for ANY class participation marks while sitting indifferent chair.** Retroactive credit for class participation while sitting in another chair will not be given.

You will be called upon for recitation on a random basis. ALL students must have briefed ALL assigned cases for EVERY class. The extent of your preparation and participation will be reflected in your grade. **Students are required to constructively participate and/or brief cases ten (10) times or more during the semester. Failing to be prepared for class will result in a student getting a minus on their seating chart which result in the student being required to talk twenty (20)/ per each time unprepared during the semester to make up for coming to class having not done the required reading.**

Disrupting class by leaving early (without a pre-approved excuse), arriving late, and/or failing to act in a courteous way to others will negate any and possibly all accumulated constructive class participation marks, and will result in attendance for that class being negated. Classroom doors may be shut after class begins, and will not be opened for latecomers. Continued disruption by a student with two prior verbal warnings will result in a student losing all class participation points. Leaving early (unless with prior approval of the teacher for emergency reasons) will result in the student not getting credit for attending the class, and is an academic integrity violation (falsifying attendance).

Attendance Requirements for Exams:

There will be no makeup for missed exams. Failing to show up to take an exam with your class will result in a grade of 0. Failure to show up on time at the start of the hour on exam day will result in your being shut out of class and a grade of 0. Once an exam begins a student is not allowed to leave the exam room/ classroom until the exam is completed and all exam material and scratch paper are turned in as instructed. No notes, no talking, or gum is allowed during exams or during class since it is a disruption to others. NO cell phone, Ipad, Apple watch, or recording devices, texting, or electronics of ANY kind are allowed out or on during exams or during exam reviews.

Exceptions for being allowed to take a later exam: If the student emails me prior to the exam and then can produce a hard copy of one of the following for my file
(1) a valid Doctor's note saying the student was too sick to come to the exam on the scheduled day (**must include/ cover the exam date missed**), or
(2) an **immediate** family member has just died or is in a serious medical condition in the hospital and the student's presence at the hospital or funeral is needed by the family (**written proof with class dates will be required**).

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***Students must notify instructors at least 5 days in advance of the date of the religious observance and must provide written documentation specifying the nature of the religious observance be specified and the student's participation (including the dates for the missed MGT 330/475 class(es) must be confirmed in writing by an official of the religious organization.**

*When appropriate notice is provided by a student, the student can be granted at least two excused absences per academic year under this policy. **Any test or assignment that a student would miss due to notice of a required religious observance must be completed in advance of the originally scheduled date of the test or assignment.** See: <https://catalog.uncg.edu/academic-regulations-policies/university-policies/>

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1. Students who expect to miss one or more class meetings due to participation in University-sponsored activities must:

a. **Notify the instructor(s) in writing with proof given by a UNCG program Administrator that the student will be participating in the UNCG event (must include the name of the student/ dates of MGT 330/ 475 class impacted), and the notice is required no later than five class days in advance.**

b. **Students must arrange to complete ALL missed work in advance of the absence.**

Please note: Students who expect to miss more than three class periods in order to participate in University-sponsored activities should inform the instructor at the beginning of the course, and the student will be advised to drop the course.

Do **not** leave your MGT 475 book or notes unattended at any time.

There will be no makeup for the Exam 1(part 2) or Exam 2 (part 2) review (each is a **LIVE IN CLASS** exercise given only once during the semester, and students **MUST BE ON TIME/ CANNOT BE LATE. DOORS WILL BE SHUT, and latecomers will NOT be allowed in).** Attendance and successful are required for credit to be given for the exercise.

****(NOTE: **If a student is unable to take the IN class exam 1 and/ or 2 (and has the required documentation of one of allowed exceptions above), they may be asked to take an online 50 m/c exam for a total of 100 points.** It will cover the same material as the in-class exam. The ONLINE exam will have no essays, and they will NO exam part 2 since the part 2 exercise cannot be done online. The Online exam would use Respondus Lockdown with Web Cam. ****

ACADEMIC INTEGRITY POLICY (“AI”):

Academic Integrity applies to ALL aspects of MGT 475. Each extra credit/ exam/essay/ paper MUST have the following statement:

Printed Name: _____ 475 Alphabetical # _____

“I have abided by the UNCG Academic Integrity Policy.”

Signature: _____

OR

A student can just put "AI" (for Academic Integrity) by their name

ALL Academic Integrity Violations WILL be prosecuted!!! See UNCG Academic Integrity Code and Procedures at: <https://osrr.uncg.edu/academic-integrity/>

Please be aware that the following also constitute Integrity Violations in MGT 475 and will result in a total grade of 0 on the exam/classwork/ attendance/ or extra credit:

You may not be in possession of any unauthorized exam related material. All exam materials MUST be returned prior to leaving the class (including scrap paper).

No leaving class during an exam.

NO computers, cell phones, Ipad, Apple watch, text messaging, recording, telephonic or electronic devices of ANY kind may be on, out, or used during an exam or an exam review.

No taping/ recording of any class lecture without the written Office of Accessibility, Resources, and Services (formally known as the Office of Disability Services) reasonable accommodation form (during regular class only).

Posting/ selling/ or using stolen (or unauthorized) MGT 475 materials (including exams) is an academic integrity violation/ will be prosecuted and will result in a TOTAL grade of 0 on the exam.

**Walking into class to sign the attendance sheet and failing to attend the entire class is a falsification of your attendance and an academic integrity violation
Falsifying extra credit is an academic integrity violation.**

No notes of any kind may be used or out during any exam.

No talking to other students during an exam.

No leaving the exam area/ classroom during an exam, once started, until the exam is completed and all is turned in as required.

No discussing the exam to others until all students have taken their exam.

No being in possession of an Unauthorized MGT 475 exam

Trying to obtain exam materials prior to or during your class in an unauthorized manner is prohibited.

You may not sign in on the attendance sheet for another student, or falsify any documentation to get an absence excused.

You may not come to a part 2 review of an exam that the student has not yet taken, or it will result in a total grade of 0.

You must do all the work yourself (without any aid or assistance of others) for any assignments, extra credit, honors work (except for group presentation).

An Academic Integrity violation during an exam will result in a total grade of 0 on the exam, and failure to turn in ALL required exam materials will result in a grade of 0 for the ENTIRE exam and both will result in prosecution for an Academic Integrity violation.

Additional Academic Integrity rules for ONLINE MGT 475 work:

You must rely solely on your own work in connection with all extra credit, quizzes, homework and exam(s).

You must refrain from any activity that would dishonestly or fraudulently improve your results or disadvantage others in the course.

******Your Respondus Lockdown webcam (on your computer and/or on your iPad) must remain active at all times, cannot be covered up, and must show you in view at all times. Additionally, you must scan your room using your webcam before beginning any examination. Furthermore, no one else is allowed to be in the room while taking an examination.**

Failure to abide by these directives will constitute a violation of "Unauthorized Behaviors" as described in the Academic Integrity Policy, and will result in a grade of 0.****

Acceptable Quiz/ Exam Taking Behavior:

For the duration of an exam, it is your responsibility to adhere to acceptable exam-taking behavior, defined as follows:

You will take the quiz on a computer or iPad, **NOT from a mobile device (or I phone).**

You will be alone in a quiet, distraction-free environment, without any other devices or resources within your immediate reach.

You will close all other applications and silence all computer notifications.

The quiz/ exam page will be expanded to the full size of your screen.

The Canvas Quiz/ Exam page will be the only page or application window you will view. ******DO NOT turn off or cover facial detection alerts!**

Failure to adhere to these acceptable quiz-taking behaviors may result in an Academic Integrity violation, and will result in a grade of 0.***

Taking MGT 475 as an Honors Class:

If you are interested in taking MGT 475 as an “Honors” designated class please review: www.uncg.edu/hss to see if you qualify for Honors and register. Then go to <http://eloisehassell.wp.uncg.edu/> and click “law links” and review Disciplinary Honors information. Please set up an appointment with Prof. Hassell within the first week of class by emailing her at: mmhassel@uncg.edu to discuss doing a contract honors in MGT 475. Please note: if you are majoring in a subject other than one within the Dept. of Management (MGT/ BUS classes) you will need to get your Department’s Honors Advisor and Dept. Chair’s written approval for MGT 475 to count as a contract honors course in your major/ department.

An online program called InfoReady should be used to submit your honors proposal. Students will need to go into Canvas Honors College click “modules” and use the forms/ instructions/ deadlines that are located under the heading “For Students”.

The Honors College will no longer accept paper forms for any proposal submission. Please use the online form.

Laptop / Cellphone/ Electronics Policy:

Laptops, Ipad, Apple watch, cellphones, and recording device may NOT be out, used, or on during class. The ONLY exception is if the student is registered with UNCG Office of Accessibility, Resources, and Services (formally known as the Office of Disability Services) and provides the required documentation that typed notes is a necessary reasonable accommodation for the student.

For each violation of this policy the student will receive a negative which will require the student to contribute to class discussion an ADDITIONAL ten times/ per violation.

If, for example, there is a family emergency situation please talk to the teacher prior to the start of class, and an announcement can be made that for that one class your cellphone is allowed on (on vibrate only).

Briefing Cases: (Please note the cases are NOT pre-briefed and are MUCH LONGER than they were in MGT 330). ***Students must write down and bring to class hard copy their case briefings each day.***

When reading cases in the text you will see the cases you are required to brief in preparation for class. **The cases are listed at the top of each chapter’s power points.** You may find it helpful to brief (outline) them on a separate sheet of paper. They will not be picked up in class. The following format seems to work well. Being prepared to brief and discuss the cases in class counts for part of your class

participation grade. **ALL STUDENTS MUST BRIEF ASSIGNED CASES EVEN IF YOUR GROUP IS NOT PRESENTING.**

- (1) Facts: A brief statement of the facts of the case.
- (2) Issue: State the issue of law to be resolved.
(Remember that the reason the case is in the text is to illustrate some point of law in the chapter.)
- (3) Holding of the Court (How did the Court rule?)
- (4) Reasoning (Why did the court rule this way?)

EVALUATION AND GRADING: Our LIVE exams will consist of a combination of multiple-choice questions and essay questions. If the class goes online the exams will be all multiple choice. Grading of the essay answers is by necessity subjective, and there is no provision for appeal. To assist you in your exam preparation I have placed an exam review study list in the modules section of Canvas scroll down under the ppts. to locate.

Exam I 25% (LIVE 30 m/c each counting 3 pts.=90 + 10 pts. Essay=100pts)

(note: Exam 1 grade can be improved IF the student successfully completes of Exam 1 part 2 review which is ONLY available IN LIVE class (not online) / there is no make-up allowed for missing exam 1 part 2.

Exam II 25% (LIVE 30 m/c each counting 3 pts.=90 + 10 pts. Essay=100pts)

(note: Exam 2 grade can be possibly improved with whatever curve there might be IF the student successfully completes the Exam 2 part 2 review) ONLY available if the class continues LIVE (not online) + **Extra credit** (10 total possible) will be added to your exam 2 part 2 grade as well)

Final Exam 25% (ONLINE 50 m/c each counting 2 pts. =100pts.) No essays -**using Respondus Lockdown with Web Cam**

(note: Final exam grade can be improved with the successful completion and points earned from a final exam bonus quiz (that will count in place of a final exam curve)

Class Participation 15% (100 possible points) requirements: 5 or less absences & 10 times class participation/ and/ or briefing cases) AND completion of the SAMPLE QUIZ (fun short quiz (not dealing with law) to have you practice using Respondus Lockdown with Web Cam – which is what you will use on your online final exam bonus quiz and your online final exam exam.

Note: For each unexcused absence over 5 equals -10 points. and for each time a student is not prepared when their section briefs an assigned case =equals -10 each (though a student can make up an unprepared/

minus by contributing to class 20 times), for failing to take the SAMPLE quiz equals -10 points. For every total class participation under the ten required it is -1 each.

Group Work 10% (25 possible points):

5 pts. (the student attended, was prepared, and briefed the cases with their group in class the cases assigned to their group) **EVERY DAY** their group is assigned to brief cases/ present.

20 pts. (Group presentation (including class handout) grade: 10 points possible from your group and 10 points possible from the teacher

Total 100%

End of Semester Grading Scale:

A = 91-100	C = 71-78
A- = 90	C- = 70
B+ = 89	D+= 69
B = 81-88	D = 61-68
B- = 80	D- = 60
C+ = 79	F = 59 and under

Extra Credit:

You can learn up to 10 extra credit points. Extra Credit counts for .05% over your possible 100% and is added into your exam 2 part 2 grade.

Extra Credit:

You can learn up to 10 extra credit points. Extra Credit points will be added to your Exam 2 part 2 grade. Extra credit STARTS on M 1/9/23 and MUST be turned in ONE document by 5pm on M 3/20/23 and (any other remaining new previously unrecorded extra credit) must be turned in ONE document by 5pm on M 4/17/23 in canvas (as per the outlined requirements).

You will have a TWO opportunities to turn in extra credit. It MUST be turned in online in a .doc, .docx or .pdf format. (No other format will be allowed or counted). It must comply with the requirements as set forth in the syllabus, MGT 475 announcements, and academic integrity.

There will be many varied opportunities for students to earn extra credit (some counting 1 point, some counting 2 points, and a very few counting 3 points). The one pointer extra credit (that is offered every semester) is detailed in the syllabus (can do a maximum of 3 one pointers), and Spring 2023 opportunities for extra credit will be announced in class and put on canvas announcements. All instructions for extra credit must be followed EXACTLY for any credit to be given.

(1 point) Extra Credit Opportunities: Announced in class and dealing with an internet -see the “law links” portion of my webpage for additional ideas or hard copy article covering a subject being discussed in class

- **Requirements for each (3 max. allowed): Type a 1 paragraph summary + website address + picture from website on same sheet of paper (May be done up to THREE times during the semester)**

Group Work and Group Presentation Grading:

Students will be allowed to choose their own groups. Each student in the group must consent to being in the group prior to their name being submitted. Failure to turn in to Prof. Hassell 3- 4 group members' names by the start of class on Wednesday, 1/18/23 will result in Prof. Hassell choosing students to be in groups. **Mandatory attendance and active participation is required by each group member for EVERY DAY your group is assigned to brief/ present. Failure to show up for any part of your group's presentation and group case briefing will result in a grade of 0: (see points below):** Group members will have **three** responsibilities.

- 1- **(5 points) They will be responsible for briefing prior to class all the assigned cases listed as homework in an assigned chapter.** (Please note all students MUST ALWAYS brief all the cases listed as homework).

Students briefing with their groups will sit in their regular seats to brief, and no additional special presentations will be made or required. **EACH member of the assigned group is required to attend and actively participate in the briefing on ALL their specified group briefing days.**

- 2- **(20 points) Each group will present a 50-minute presentation on a pre-assigned topic of employment law for the class AND provide for each member of the entire class a hard copy handout summarizing their presentation.** (total maximum points/student 20 points= 10 points (assigned by fellow group members) + 10 pts (possible by the teacher.). Points will be graded (by the teacher) as follows:

2 pts. Neatness/professional dress/behavior

2 pts. Quality of coverage

2 pts. Presentation of topic (including ppts., skits, videotapes, and/or the internet)

2 pts. Handout – Max. (2 page) A **hard copy** document should be given to each class member & teacher outlining overview of topic (given out at the start of the presentation)

2 pts. Vocal variety/energy/responsiveness to questions attitude/support of fellow group mates.

- 3- **Group Feedback Rating** *Individual group members will provide written feedback to the teacher which will count for a possible 10 points (out of a total 20 for group presentation): **Each member MUST SUBMIT HARD COPY to the teacher (at the start of class on the day of their group presentation) suggested points to be assigned for each member of the group (see below for what must be included). It must be turned in hard copy AND on time.** It will not be accepted late. If student fails to bring in the completed form when required, then feedback from the other fellow group members will be used, and the student failing to turn in will be choosing not to provide feedback.

***Group Feedback Rating should include:**

***List the name of each individual** in your group (or subgroup)

***Beside each name assign a # grade ranging from:**

(1 (failing)- 10 (outstanding participation/ leadership)

***Beside each name (and grade) explain YOUR reasons for assigning that grade**

Group Presentation Topics: *before you sign up for a group make sure you will be in town the day your group briefs and the day your group presents*****

Group 1 presents The NC Dept. of Commerce Workforce Solutions-help finding jobs in NC

<http://www.nccommerce.com/workforce/about-us> and

E- Verify Act <https://www.e-verify.gov/>

Group 2 presents NC Law Help <https://www.lawhelpnc.org/>

And **The CARES Act** <https://home.treasury.gov/policy-issues/cares>

Group 3 presents a guide to OSHA Compliance in N.C

<https://www.labor.nc.gov/safety-and-health/occupational-safety-and-health>

and **NC Industrial Commission** <http://www.ic.nc.gov/>

Group 4 presents the Affordable Health Care Act

<http://www.hhs.gov/healthcare/about-the-law/index.html> and **Labor Law**

and Issues <https://www.usa.gov/labor-laws>

Group 5 presents Employment with NC and with US

Employment with the State of NC <https://oshr.nc.gov/work-for-nc> and

Working For America <https://www.usajobs.gov/>

Group 6 presents Job Accommodation Network <https://askjan.org/>

and **NC Vocational Rehabilitation**

<http://www.ncdhhs.gov/divisions/dvrs>

Group 7 presents the Equal Opportunity Commission

<http://www.eeoc.gov/> and

Dept. of Labor matching skills to jobs <http://www.onetonline.org>

*****Please know for HR Concentration students a grade of C or better IS REQUIRED in MGT 475. (If a lower grade is made, the course will count as an elective and not as a concentration course, and it may prevent a student from graduating on time). *****

MGT 475

The subject areas covered in this course are extremely difficult. The amount of material to be covered in this course, and the depth of the coverage, probably is not exceeded in any course you have taken, or will take. We will cover the ENTIRE book sequentially. THEREFORE, if you wish to do well, you will be required to read, concentrate, review, re-read, analyze, and re-analyze. In order to cover all the material, and cover it well, there is a heavy burden on the student to be well prepared and to raise questions about what you do not understand.

***Do Not take MGT 475 until you have the required time to be successful in the class. Each day's class preparation should take a minimum of 5 hours.**

TOPICAL OUTLINE/ CALENDAR:

- 1/9 Syllabus handed out and class discussed- **Mandatory Attendance AND SAMPLE QUIZ** (Required for Class participation grade/ available from 1/9 at 8am and closes completely on M 2/6 at 5pm- requires Respondus Lockdown with Web Cam (which is required for you to use on your online final exam bonus quiz and your online final exam).
- 1/11 Ch. 1 – Overview of Employment Law (**ALL** students be prepared to brief).
- 1/13 Ch. 2 – The Employment Relationship - (**ALL** students be prepared to brief). **No 12-1pm office hours**
- 1/16 Happy MLK Day! No class!
- 1/18 Ch. 2 – (Cont.) deadline for choosing groups by start of class, typed list with permission of all participants with preferred group #s (see group presentation dates and topics (below) (**ALL** students be prepared to brief)
- 1/20 Ch. 3 – Overview of Employment Discrimination – group #s and names of those in each group are announced in class (**ALL** students be prepared to brief)
- 1/23 Ch. 3 – (Cont.d) (ALL students be prepared to brief)
- 1/25 Ch. 4 – Recruitment (**Group 1 briefs**)
- 1/27 Ch. 5 – Background Checks, References, and Verifying Employment Eligibility (**Group 2 briefs**)
- 1/30 Ch. 5 – (Cont.d) (**Group 2 briefs**) & Ch. 6 Employment Tests (**group 3 briefs**)
- 2/1 Ch. 6 – (Cont.d) (**Group 3 briefs**)
- 2/3 **Exam 1** (covering Chs. 1-6) – no 12-1pm office hours
- 2/6 **Exam 1 (Part 2)** - (Attendance Required- NO MAKE UP for Exam 1 Part 2 Review)) no 12-1pm office hours /**Sample Quiz deadline at 5pm**
- 2/8 Ch. 7 – Hiring and Promotion Decisions (**Group 4 briefs**)
- 2/10 Ch. 7 (Cont.d) (**Group 4 briefs**) & Ch. 8 Harassment – (**Group 5 briefs**) (no noon- 1pm office hours)
- 2/13 Ch. 8 --Harassment – (**Group 5 briefs**) (no noon- 1pm office hours)
- 2/15 Ch. 9 - Reasonably Accommodating Disability & Religion (**Group 6 briefs**)
- 2/17 Ch. 9 (Cont.d) (**Group 6 Briefs**)
Ch. 10 – Work-Life Conflicts and Other Diversity Issues - (**Group 7 briefs**)
- 2/20 Ch 10 - (Cont.d) (**Group 7 briefs**) & Ch. 11 Wages, Hours, and Pay Equity - (**Group 1 briefs**)
- 2/22 Ch. 11 (Cont.d) –Wages, Hours, and Pay Equity- (**Group 1 briefs**)
- 2/24 **Exam 2** (covering Chs. 7-11) -no noon- 1pm office hours
- 2/27 **Exam 2 (Part 2)** - (Attendance Required- No Make up for Review) – no noon- 1pm office hours

3/1 **Group 7** presents the EEOC <http://www.eeoc.gov/> (Links to an external site.) AND Dept. of Labor matching skills to jobs <http://www.onetonline.org>

3/3 **Group 6** presents Job Accommodation Network <https://askjan.org/> (Links to an external site.) AND NC Vocational Rehabilitation <http://www.ncdhs.gov/divisions/dvrs> (Links to an external site.)

3/6-3/10 Spring Break! No Class!

3/13 **Group 5** presents Employment with NC and with US Employment with the State of NC <https://oshr.nc.gov/work-for-nc> (Links to an external site.) AND Working For America <https://www.usajobs.gov/> (Links to an external site.)

3/15 Ch. 12 Benefits (**Group 2 briefs**)

3/17 Ch. 12 (Contd.) (**Group 2 briefs**)

3/20 **Group 4** presents the Affordable Health Care Act <http://www.hhs.gov/healthcare/about-the-law/index.html> (Links to an external site.) AND Labor Law and Issues <https://www.usa.gov/labor-laws> (Links to an external site.)

****** DEADLINE for EXTRA CREDIT BY 5pm on M 3/20**** (Extra Credit in ONE document in Canvas by 3/20 at 5pm is your FIRST (of 2) deadlines)**

3/22 Ch. 13- Unions & Collective Bargaining (**Group 3 briefs**)

3/24 Ch. 13 (Contd.) (**Group 3 briefs**) (no noon- 1pm office hours)

3/27 Ch. 14 – Occupational Safety & Health (**Group 4 briefs**) (no noon- 1pm office hours)

3/29 Ch. 14 – (Contd.) (**Group 4 briefs**)

3/31 **Group 3** presents a guide to OSHA Compliance in N.C <https://www.labor.nc.gov/safety-and-health/occupational-safety-and-health> (Links to an external site.) AND NC Industrial Commission <http://www.ic.nc.gov/> (Links to an external site.)

4/3 Ch. 15 – Privacy on the Job (**Group 5 briefs**)

4/5 Ch. 15 (Contd.) (**Group 5 briefs**)

4/7 Happy Spring Holiday! No class!

4/10 Ch. 16 – Terminating Individual Employees (**Group 6 briefs**)

4/12 Ch. 16 (Contd.) (**Group 6 briefs**)

4/14 Ch. 16 (Contd.) (**Group 6 briefs**)

4/17 **Group 2** presents NC Law Help <https://www.lawhelpnc.org/> (Links to an external site.) And The CARES Act <https://home.treasury.gov/policy-issues/cares> (Links to an external site.)

*******LAST DEADLINE for EXTRA CREDIT BY 5pm ON M 4/17*******
(Extra Credit must be in ONE document in Canvas by M 4/17 at 5pm is your SECOND (AND LAST) opportunity to turn in ANY extra credit)

4/19 **Group 1** presents The NC Dept. of Commerce Workforce Solutions-help finding jobs <http://www.nccommerce.com/workforce/about-us> (Links to an external site.) and E- Verify Act <https://www.e-verify.gov/> (Links to an external site.)

4/21 Ch. 17 – Downsizing and Post termination Issues (**Group 7 briefs**)

4/24 Ch. 17 (Contd.) (**Group 7 briefs**)

******Final Exam Bonus Quiz opens at 8am M 4/17 (and completely closes at on M 4/24 at 5pm)**

4/26 TBA

FINAL EXAMINATION: Wednesday, 5/3/23 at 8am ONLINE will completely close at noon -(covering Chapters 12-17) using Respondus Lockdown with Webcam