

**MANAGEMENT 380
EMPLOYMENT PRACTICES
FALL 2009
Sheila M. Walker**

CLASS INFORMATION

Subject & Catalog Number: MGT 380
Class Number: 12763
Units: 3 Lecture Units
Prerequisites: MGT 360; BUS 302/L

Day: Tuesdays
Time: 7:00 p.m. – 9:45 p.m.
Location: JH 2204

REQUIRED TEXT

Bennett-Alexander, D. D., & Hartman, L. P. *Employment Law for Business* (2007, 6th ed.). New York, NY: Irwin/McGraw-Hill

Please note that prior editions of this text will not provide you with all the material necessary for successful completion of this course. If you have purchased an old edition, you are still responsible for the updated and new information contained in the course.

COURSE DESCRIPTION

This course provides an overview of legal issues affecting human resources management. It focuses on the impact of law on individuals in organizations, recognition of legal problems, and the legal impact of human resources decisions. The course content includes laws, regulations, and court decisions covering labor-management relations.

The emphasis will be on the legal foundation employment law and current issues, cases and legislation that has defined the current interpretations of this body of law. We will analyze the how, why, and the procedures involved in recruiting, retaining, evaluating, and managing employees in light of current issues and trends in the legal and socio-demographic environments.

COURSE OBJECTIVES

The purpose of this course is to develop students' ability to effectively manage employment practices as supervisors and business owners. Specifically, students will be able to create policies, practices, and procedures designed to **minimize the risk of liability** arising from the employment relationship. Additionally, students will be able to develop strategies that could **avoid litigation** regarding adverse employment decisions. (Throughout the course, these policies, practices, procedures, and strategies are collectively referred to as "**best practices.**") Students will be able to be managers who uphold not only the letter but the spirit of employment law in their individual decision-making and organizational practices.

In order to achieve these objectives, students will:

- review relevant statutes, judicial decisions, and administrative regulations that shape the rights and responsibilities in the workplace
- analyze hypothetical and actual workplace situations to:
 - identify the applicable regulations;
 - identify the relevant information given;
 - plan for a workplace investigation if needed; and
 - explain how liability could have been, or was, prevented in these situations.
- consider the law's role as an agent of and respondent to social and demographic forces affecting the workplace
- examine the ethical dimensions of the employment relationship and dilemmas faced by employees and supervisors in today's workplace.

ADDING/DROPPING CLASSES

Every effort will be made to add students. Students wishing to add this class should appear at the first meeting of the class. You will be **REQUIRED** to produce your most recent DPR. You must highlight the following information on your DPR:

- Required prerequisites
- Declared major (and minor is appropriate)
- Number of units required to graduate
- GPA in major
- Overall GPA

Priority for Adds will be based upon the following:

- Special cases with a note from the Chair
- Formal exchange students
- Students with a declared major or minor in business or economics, and who have completed all the prerequisites. Within this group:
 - students in ascending order of units left to graduate
 - GPA in major
 - Overall GPA
- Other non-management majors
- Second bachelors degree individuals and
- Students repeating the class
- Open university/concurrent enrollment students

Students already enrolled in a course may not switch sections unless it is a one-for-one trade with a specific student already enrolled in the other section.

If you are dropping the class, only you, not faculty, are responsible for dropping classes. Please refer to the Schedule of Classes for the rules regarding adds and drops. ***It will be essentially impossible to add or drop classes after the third week of the semester.***

IF YOU MISS THE FIRST NIGHT OF CLASS, AND DO NOT NOTIFY ME, YOU WILL BE DROPPED FROM THE CLASS!!

If you stop coming and fail to drop the class you will receive a "WU" (same as an "F") at the end of the semester.

POLICY ON ACADEMIC HONESTY

Cheating (or any other form of academic dishonesty) on exams or in relation to any aspect of the grading process will *not be tolerated*. Please read and become familiar with the current section of the CSUN Catalog entitled "Academic Dishonesty" during the first week of class. (Appendices E). Unless stated otherwise, *everything* that you turn in for course credit *must* represent *your own work*.

STUDENT CORE VALUES

The College of Business and Economics at California State University, Northridge prepares students to be ethical decision makers. The college maintains high standards of ethical conduct that students are expected to maintain throughout their academic and professional careers.

Students in the College of Business and Economics have identified the values of respect, honesty, integrity, commitment, and responsibility as their guiding principles. The Student Core Values statement on the College web site at: http://www.csun.edu/busecon/pdfs/Student_Core_Values.pdf describes these core values.

INSTRUCTION METHODOLOGY

Instruction will include lecture, class discussions, and handouts. Videos and guest speakers may be used on occasion. Emphasis will be placed on practical application of concepts. Critical thinking skills are important, and will be encouraged through class discussions and student projects. Current events and personal experience of students that illustrate material covered in class will be used to demonstrate practicality and usefulness of material.

Students are expected to come to class prepared to ask and answer questions. Students are also urged to share relevant personal experiences in class on an informal as well as a formal basis.

Writing and critical thinking skills are utilized in the class projects. In addition, exams may include short essay questions.

Ethics will be discussed continuously throughout the course, as ethics and business issues are closely intertwined. Cases, class discussion topics, and many of the class projects will involve ethical problems. Exams will also include questions with ethical dimensions.

METHOD OF EVALUATION

EXAMS (15% each – 45% total) There will be three exams. The first will cover Chapters 1 through 6; the second, Chapters 7 through 12; the third will be cumulative, but will emphasize Chapters 13 through 15.

Test questions will be based upon text book readings and cases, and lecture. While the emphasis will be on federal law, California law will also be tested. The test format will consist of multiple choice, true and false and completion questions, and essay. **You will need a scantron and pencils for each test.**
Space for answers to the essay questions will be provided on the exam itself.

Make up exams are not an option except in the most extreme of circumstances. It is your responsibility to make arrangements in your professional and private lives to ensure your attendance on exam nights. In the case of an extreme circumstance, such as a documented hospitalization, you must contact me as soon as reasonably possible to make arrangements for a make up exam.

CASE BRIEF (25%) In week two, you will be assigned a recent case to brief and analyze.

A brief is a succinct condensation of essential case information in an organized manner. In briefing the case, organize the relevant information in accordance with the following format:

- 1) **Cite case at top center of page.** Example of correct citation: Price Waterhouse v. Hopkins, 490 U.S. 228 (1989)
- 2) **Facts:** In a paragraph or two, explain what happened as if you were telling a story. If there are lower court decisions, include them.
- 3) **Issue:** This is the main issue the Court must decide. Normally it is presented as a question. It is as though you were the judge and you are telling someone what the question is that you must decide to resolve on a certain problem; specify the issue which the highest court must resolve. The case citation will tell you which court or body is deciding the case. This will be a few sentences, depending upon how many issues the court is addressing.
- 4) **Holding:** This is the Court's decision. This section will be a paragraph or two, depending on the number of issues the court was considering.
- 5) **Rationale:** What is the Court's reason for doing what it did? You should be concerned with the decision of the highest court. This section will be several paragraphs long and will likely include citations from other cases upon which the court relied in making their decision.
- 6) **Impact:** In this section, address what employers and managers must do to comply with the new case law. This will be a couple of paragraphs.
- 7) **Your Analysis:** Your case analysis is your statement of why you agree or disagree with the Court's decision. The concurring or dissenting opinion, if there is one, will provide you with ideas. Your analysis should be no more than an additional three or four paragraphs.

In total, your paper should be no less than 4 pages and no more than 6 pages, double spaced. Logic, Grammar, and Style will also be graded. Your brief and analysis must be typed.

SHORT PAPER (20%) You will be assigned a current topic to review. This paper should be 3 to 4 pages in length and should briefly outline the topic, identify the issues, analyze the issues with reference to the legal impact, the ethical dimension and the impact on business.

IMPORTANT NOTES ON ALL WRITTEN ASSIGNMENTS

DO NOT EVEN THINK OF PLAGIARIZING! YOU WILL RECEIVE AN F IN THE CLASS FROM ME AND A STUDENT MISCONDUCT REPORT WILL BE SENT TO THE ACADEMIC DEAN.

Do not use Wikipedia as a reference source. The information is not fact checked and is not appropriate for an academic paper.

ATTENDANCE & PARTICIPATION (10%) Your attendance and class participation will account for the remaining 10% of your grade. **You signature on the daily roll sheet is the only acceptable verification of your presence in class. Be sure you sign daily!** Sheets will not be available for signature once the first half of the class is completed.

GRADES

Plus/Minus grades will be used, according to the following scale:

A	93 - 100 %	B-	80 - 82.9 %	D+	67 - 69.9 %
A-	90 - 92.9 %	C+	77 - 79.9 %	D	63 - 66.9 %
B+	87 - 89.9 %	C	73 - 76.9 %	D-	60 - 62.9 %
B	83 - 86.9 %	C-	70 - 72.9 %	F	0 - 59.9 %

CONTACT INFORMATION

I can best be reached on my cell phone, 805-377-1752, or by campus email at sheila.walker@csun.edu. When emailing me, be sure to put "Management 380" in the subject. **Any other subject may delay my opening the email.**

This syllabus and other important information, as well as links that will help you in your assignments, are available at <http://www.csun.edu/~swalker/>

On campus office: JH4223 Office hours: Tuesdays 3:30 p.m. – 4:30 p.m. and 5:30 p.m. - 6:30 p.m.

BASIC ASSUMPTIONS

STUDENT EMAIL ACCOUNT Your CSUN email account is the only acceptable email account for class communication. It is your responsibility to maintain your CSUN email account in an active, fully functioning manner. Important class information may be disseminated from time-to-time via your CSUN email. You should check your CSUN email account daily.

STUDENTS CAN AND WILL READ ALL ASSIGNED MATERIALS (text, articles, cases, etc.). In order to understand and benefit from the class lecture and discussion, one needs to have a basic understanding of the topics under consideration. Therefore, students are expected to read and have a basic understanding of the topic by the date assigned in the syllabus. The primary responsibility for learning the text material is on the student.

If, due to class discussions on certain topics, we do not cover text material, it is not unreasonable to expect students to master the text on their own. In addition, taking notes on occasion is probably a good idea to remember the points made.

ATTENDANCE AT CLASS IS EXPECTED Attendance is important. Class time will be spent supplementing the text – explaining the more difficult concepts, giving further examples illustrating points made in the text, and answering questions. Therefore, coming to class is critical if one is to fully understand the material and its application to "real life" – which is what makes it useful. To say nothing about doing well on exams – which are based, in part, on lecture and class discussion.

GRADES SHOULD REFLECT A STUDENT'S UNDERSTANDING OF THE MATERIAL On the whole, the students who get the highest grades are those who have good study habits and give schoolwork a top priority. If you are not doing as well as you think you should, based on the effort you are investing, please come talk to me.

DIRECTIONS ARE GIVEN FOR A REASON AND SHOULD BE FOLLOWED. This is true for written assignments and for questions on exams. Carefully read and follow instructions to get full credit for your efforts. This also pertains to information in the Syllabus in terms of relevant dates, guidelines, etc. On occasion class discussion will "lag" behind the reading assignments in order to more thoroughly cover complex material. However, you should keep up with the reading as assigned, or you will be jammed up in studying for the exam, which will be held as scheduled.