

**Division of Business**

**Human Resource Management Law 27293-MNA2403-W01**

ONLINE

Course Syllabus and Policies

Spring 2021: January 11 – May 2, 2021

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROFESSOR:** | Annette Hooker |  | **CRN:** | 27293 |
| **CELL PHONE:** | 407-557-4812 |  | **CREDIT HOURS:** | 3 |
| **EMAIL:** | Ahooker@valenciacollege.edu |  | **CLASS MEETINGS:** | Online |
| **OFFICE HOURS:** | Appointment Only |  | **PREREQUISITES:** | BUL2241 & MAN2300 |

**VALENCIA COLLEGE POLICIES & GENERAL INFORMATION**

**Important Valencia Website Links**

* College Calendar: <http://valenciacollege.edu/calendar/>
* Important Dates & Deadlines: <http://valenciacollege.edu/businessoffice/important-deadlines.cfm>
* Final Exam Schedule: <http://valenciacollege.edu/calendar/FinalExam.cfm>
* College Catalog: <http://valenciacollage.edu/catalog/>
* Valencia Policies and Procedures: <http://valenciacollege.edu/generalcounsel/policy/>
* FERPA: <http://valenciacollege.edu/ferpa/>

Due to the COVID-19 situation and shift to virtual/online learning, Valencia is currently loaning laptops to students in need. You can request a laptop by completing the request form at <https://valenciacollege.edu/laptop>. This link will take you to the Atlas log-in screen, and then to the form. Laptops are distributed on a first come-first served basis, so if you are in need, request a laptop early!

If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.

**COURSE OVERVIEW**

**Course Description**

This course is a study of law as it applies to the management of human resources. Particular emphasis is placed on the impact of legal issues, law, and organization policies on the employee-employer relationship.

**Required Materials/Textbooks**

Employment Law for Business, 9th Edition by Dawn D. Bennett-Alexander and Lauren P. Hartman

**Print ISBN:978-1-259-72233-2**

**Major Learning Outcomes with Evidence, Core Competencies and Indicators**

**Students will demonstrate knowledge and concepts of the HR Management Law**

***Corresponding Evidence of Learning***

* *Students will recite Title VII and other laws relating to discrimination.*
* *Students will summarize the Regulation of Employment.*
* *Students will encapsulate the legal construction of the employment environment.*
* *Students will have a deep understanding of harassmen.t*
* *Students will have good working knowledge of Labor Law.*
* *Students will summarize selected employment benefits and protections.*

**Students will demonstrate knowledge of the different environments of HR**

***Corresponding Evidence of Learning***

* *Students will know the various parts of a lawsuit, the path leading up to a lawsuit and be able to identify Prima Facie.*
* *Students will discuss and identify components of the legal environment within Human Resources Management.*

**Students will demonstrate knowledge of legal issues and challenges facing HR Management**

***Corresponding Evidence of Learning***

* *Students will be able to identify defenses to legal claims brought against organizations.*

**Core Competencies of a Valencia Graduate**

Valencia’s Student Core Competencies are complex abilities that are considered the essential elements of a successful student. This course will help you develop and demonstrate the abilities to: (1) think clearly, critically, reflectively, and creatively; (2) communicate with others verbally and in written form; (3) make reasoned value judgments and responsible commitments; and (4) act purposefully, reflectively, and responsibly. Our goal is to provide these global competencies in the context of application; this means that students will be required to understand problems and effectively communicate an appropriate solution.

**CLASS POLICIES**

**Attendance**

Since this is an online course, there is no attendance requirement other than to be present online to complete your assignments by the given deadlines.

**Class Participation**

Students are expected to actively participate online in discussions and activities. This will affect the student’s performance in this course (students who are actively involved in course material tend to be more successful). Participation includes being attentive online, joining in group work, and communicating with the professor.

**Student Code of Conduct**

Valencia College is dedicated not only to the advancement of knowledge and learning, but the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes responsibility for becoming familiar with and abiding by the general rules of conduct. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current *Valencia Student Handbook*.

**Academic Honesty**

Each student is required to follow Valencia’s policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression, unless the assignment specifically states “group project.” Any act of academic dishonesty will be handled in accordance with Valencia’s policy as set forth in the Student Handbook and Catalog. At Valencia, we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with policy 6Hx28: 9-11 upheld by the Vice President of Student Affairs (<http://valenciacollege.edu/generalcounsel/policy/> ). **Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intend to defraud or deceive.**

**EVALUATION AND GRADING**

**Evaluation and Course Grading**

Course evaluation is divided into six categories; together, these categories will comprise the final grade.

|  |  |  |
| --- | --- | --- |
| * Graded Discussions 26% |  | * Final Exam 10% |
| * Weekly Quizzes 48% |  | * Course Project 16% |

**Grading Scale and Evaluation**

The sum of points earned throughout the course will determine a letter grade as follows:

|  |  |  |
| --- | --- | --- |
| A: 1000-900 |  | A: 90%-100% |
| B: 899-800 |  | B: 80%-89% |
| C: 799-700 |  | C: 70%-79% |
| D: 699-600 |  | D: 60%-69% |
| F: below 599 |  | F: below 60% |

**Make-up Exams and Late Work**

Extenuating circumstances such as hospitalization or a death in the immediate family preventing the completion of an exam or assignment must be documented and provided to the instructor. Special accommodations and/or make-up exams and assignments are subject to the approval of the instructor based on documentation provided by the student.

Please also note that the final exam is required; missing the final exam will result in an automatic “0” on the final exam.

Assignments, quizzes, and discussions will remain open until noon the day after the scheduled due date; however, please be aware that work turned in by noon the day after the scheduled due date will face a penalty of **-10 points**.

**Lockdown Browser**

For the final exam, we will be utilizing Lockdown Browser. Go to the link:

<http://www.respondus.com/lockdown/information.pl?ID=544314337> . After you have downloaded the browser:

1. Locate the “Lockdown Browser” shortcut on your laptop and double-click it. (For Mac users launch “Lockdown Browser” from the applications folder).
2. If prompted to close a background program (e.g. screen capture, instant messaging) choose YES when prompted.
3. Log into your Canvas course using student login.
4. Navigate to the quiz and Take a Quiz.
5. Once a quiz has been started with Lockdown Browser, you cannot exit until the Submit Quiz button is clicked.

**Internet Research Statement**

Because of the variety of sources, ease of publication, lack of central control, and proliferation of commercial information on the free Internet, it is often hard to tell if information obtained online is reliable. Many sites contain research and information of high quality; however, unlike traditional print publications or library-based electronic resources, there is usually no process of peer review, nor is there an editor verifying the accuracy of information presented on the Internet. There are an increasing number of sites containing information that may be incomplete, anonymously written, out-of-date, biased, fraudulent, or whose content may not be factual. Students should, therefore, use caution in use of the free Internet for their research needs. For academic topics that are addressed in scholarly literature, use of electronic databases or visiting the library may better meet your needs. However, each professor makes the final determination of what is, or is not, accepted as a valid source, so review the syllabus for specific guidelines from your professor.

**Withdrawal Policy**

Please see the date above for the withdrawal deadline. During a first or second attempt in the same course at Valencia, if you withdraw or are withdrawn by the professor, you will receive a non-punitive grade of “W” (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course. **Students are not permitted to withdraw after the withdrawal deadline which is March 26, 2021 for this class in the Spring 2021 Semester**. A student may be administratively withdrawn from the course due to violation of class attendance policy; if you are withdrawn administratively, you will receive a W. Any student who withdraws or is withdrawn from a class during the third or subsequent attempt to complete the course will be assigned a grade of F. Please note that withdrawal from a course may impact financial aid; it is strongly recommended a student consult with the professor, an adviser, and financial aid before withdrawing from the course.

**Note to International Students (F-1 or J-1 Visa)**

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirements of 12 credit hours. Consult the International Student Service office for more information.

**Students with Disabilities**

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities

(OSD) and discuss specific needs with their professor, preferably during the first two weeks of class. <http://valenciacollege.edu/osd/>

***From the Office for Students with Disabilities:*** *Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (Building 1, Room 140, ext. 4167). All requests will be kept in strict confidence.*

**Student Assistance Program**

Valencia College is interested in making sure all of our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, as well as relationship problems dealing with school, home, or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available. Following is the link to the website: <http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/>.

**Learning Support**

You can easily access Valencia’s free distance tutoring and tech support from a computer, laptop or mobile device. Distance tutoring services are provided fully online via Zoom. Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the “Help” icon. To get started using the Distance Tutoring and Learning Technology Support services, please visit www.valenciacollege.edu/tutoring. Through this site, you can view the schedule of tutor/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

**Hours of Operation**

**Monday – Friday: 8am-10pm**

**Saturday & Sunday: 9am-7pm**

**Disclaimer**

The schedule, procedures, and assignments are subject to change in the event of extenuating circumstances. However, any such change will be clearly announced. Such changes are designed to deal with unforeseen circumstances that arise during the course. The changes will be intended to benefit the student and will not significantly add to the rigor of the course. The syllabus, assignments, and due dates are subject to change at the discretion of the professor.

**NOTE: Visit the following website for the dates in the current academic year:**  <http://valenciacollege.edu/calendar/>

**COURSE ASSIGNMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| WEEK | **Assignment** | **Due Date** | **Possible Points** |
| Week 1  January 11 | Read: Chapter 1 “Regulation of the Employment Relationship”  Graded Discussion: Employee Misclassification  Timed, open-book quiz: Chapter 1 | 1/17/21 | 20 Discussion  30 Quiz |
| Week 2  January 18 | Read: Chapter 2 “Understanding the Law and Recurring Legal Concepts”  Graded Discussion – At Will Employment Exceptions  Timed, open-book quiz: Chapters 2 | 1/31/21 | 20 Discussion  30 Quiz |
| Week 3  January 25 | Martin Luther King Holiday - No Assignments |  |  |
| Week 4  February 1 | Read: Chapter 3 “TITLE VII of the Civil Rights Act of 1964”  Graded Discussion: Filing Process/EEOC  Timed, open-book quiz: Chapter 3 | 2/7/21 | 20 Discussion  30 Quiz |
| Week 5  February 8 | Read: Chapter 4 “Legal Construction of the Employment Environment”  Graded Discussion: Unconscious Bias  Timed, open-book quiz: Chapter 4 | 2/14/21 | 20 Discussion  30 Quiz |
| Week 6  February 15 | Read: Chapter 5 “Affirmative Action”  Graded Discussion – Affirmative Action  Timed, open-book quiz: Chapter 5 | 2/21/21 | 20 Discussion  30 Quiz |
| Week 7  February 22 | Read: Chapter 6 “Race and Color Discrimination”  Graded Discussion: Race and Color  Timed, open-book quiz: Chapter 6 | 2/28/21 | 20 Discussion  30 Quiz |
| Week 8  March 1 | Read: Chapter 7 “National Origin Discrimination”  Graded Discussion: Race and National Origin Discrimination  Timed, open-book quiz: Chapters 7 | 3/14/21 | 20 Discussion  30 Quiz |
| Week 9  March 8 | SPRING BREAK – No Assignments |  |  |
| Week 10  March 15 | Read: Chapter 8 “Gender Discrimination”  Read: Chapter 9 “Sexual Harassment”  Read: Chapter 10 “Sexual Orientation & Gender Identity Discrimination”  Graded Discussion: Harassment  Timed, open-book quiz: Chapter 8  Timed, open-book quiz: Chapter 9  Timed, open-book quiz: Chapter 10 | 3/21/21 | 20 Discussion  90 Quiz |
| Week 11  March 22 | Read: Chapter 11 “Religious Discrimination”  Graded Discussion: Religious Discrimination  Timed, open-book quiz: Chapter 11 | 3/28/21 | 20 Discussion  30 Quiz |
| Week 12  March 29 | Read: Chapter 12 “Age Discrimination”  Read: Chapter 13 “Disability Discrimination”  Graded Discussion: Age Discrimination  Timed, open-book quiz: Chapter 12  Timed, open-book quiz: Chapter 13 | 4/4/21 | 20 Discussion  60 Quiz |
| Week 13  April 5 | Read: Chapter 14 “Employee Monitoring and Privacy Rights”  Graded Discussion: Employee Monitoring  Timed, open-book quiz: Chapter 14 | 4/11/21 | 20 Discussion  30 Quiz |
| Week 14  April 12 | Read: Chapter 15 “Labor Law  Graded Discussion: Union Pros and Cons  Timed, open-book quiz: Chapter 15 | 4/18/21 | 20 Discussion  30 Quiz |
| Week 15  April 19 | Read: Chapter 16 “Selected Employment Benefits & Protections”  Graded Discussion: FMLA  Timed, open-book quiz: Chapter 16 | 4/25/21 | 20 Discussion  30 Quiz |
| Week 16  April 26 | COURSE PROJECT DUE  FINAL EXAM  \*Will only work with Lockdown Browser \* | 4/26/21 | 160 Project  100 Final Exam |

**Lockdown Browser**

For the final exam, we will be utilizing Lockdown Browser. Go to the link:

<http://www.respondus.com/lockdown/information.pl?ID=544314337> . After you have downloaded the browser:

1. Locate the “Lockdown Browser” shortcut on your laptop and double-click it. (For Mac users launch “Lockdown Browser” from the applications folder).
2. If prompted to close a background program (e.g. screen capture, instant messaging) choose YES when prompted.
3. Log into your Canvas course using student login.
4. Navigate to the quiz and Take a Quiz.
5. Once a quiz has been started with Lockdown Browser, you cannot exit until the Submit Quiz button is clicked.