



MAN 44402

Employment Laws

CRN 80617, 3 Credit Hours

Muma College of Business, School of Marketing and
Innovation

COURSE SYLLABUS

Professor:	Dr. Timothy Papp	E-Mail:	tpapp@usf.edu
TA/GA:	TA/GA name (if applicable)	E-Mail:	TA/GA E-mail
Term:	Fall 2023	Dates:	8/17/23-12/7/23
Delivery Method:	In Person Thursday 6:30-9:15PM	Location:	BSN TBD
Minimum Technical Skills & Requirements:	You must have reliable internet access and the capability to use Canvas. This requires computer resources so you should make sure you can use Canvas.		
Office Hours:	To be arranged. I will also make myself available before and after each class for questions.		

I. Welcome!

Welcome to MAN 4402.

THIS SYLLABUS IS ONLY A GENERAL GUIDE AND IS SUBJECT TO CHANGE DEPENDING ON HOW I FEEL THE CLASS IS PROGRESSING AND IF I THINK SOMETHING SHOULD BE ADDED TO, OR DELETED FROM, THE CLASS. YOU WILL ALWAYS GET A CANVAS NOTIFICATION IF SOMETHING IS GOING TO BE CHANGED OR HAS CHANGED.

BECAUSE OF MY TRAVEL SCHEDULE, A FEW OF THE CLASSES WILL BE ONLINE (TEAMS).

Video and/or Audio recording of the class, or classroom discussions, is neither authorized nor permitted without my express prior approval.

II. University Course Description:

This course covers Federal and state laws and regulations such as wage and hour laws; EEO; affirmative action programs; employee benefits; insurance; workers' compensation, safety, health, employee's personal rights and collective bargaining.

III. Course Prerequisites

Course requirement: Business Majors Only.

IV. Course Purpose:

In this course you will learn the concepts of Employment Laws as they apply to businesses

and employees, which will help you understand that the employment laws in the United States are designed to protect the employee, but they also provide clarity and direction for the employer. They are often changed to reflect recent events in society. There are laws and expectations that all employers should follow in the workplace. We will examine the role of federal and state laws covering employment practices, including discrimination and fair treatment, selection and termination, accommodations, tort liability, and privacy issues. I am hopeful that this will benefit all of you as you progress in your careers. As the course develops, more analyses via assignments will occur, using the classroom (virtual or in person depending on the mode of delivery) situation as a forum for discussion. Information presented in the first half of the course, as well as from previous courses should provide you with various frameworks within which to view and discuss the various topics and assignments.

V. **Instructor Contact Information and Communication**

Communication in this class will be frequent and only on CANVAS. Ideally you should be checking and accessing email and Canvas daily, but at a minimum at least multiple times per week.

Outside of the classroom (physical or virtual) please contact me using my tpapp@usf.edu email address. Using canvas to email me could cause delays as it is not uncommon for emails to get lost in cyberspace when using the Canvas mail function. So, make sure to contact me email-to-email as opposed to using Canvas.

When emailing me please include your section number and full name. Please send emails in a professional format and refrain text message style forms of communication.

VI. **First Week Attendance Policy**

Per USF policy first day attendance is required. If you attend class but miss this portion of class I may not know it. You need to notify me that you attended but missed roll call or you will be considered absent and dropped from the course.

VII. **How to Succeed in this Course**

The best way to succeed in this class is to attend the lectures and remain up to date on all material and assignments. This means you are aware of all deadlines (including exam dates) and prepare accordingly. I will provide exam reviews in class and plenty of class time will be provided to give additional guidance on the projects as well. Another key is asking questions. If you are confused, please ask. I am here to help you learn.

VIII. **Course Structure**

This course will be delivered in a traditional face to face format. **YOUR ATTENDANCE IN CLASS IS NECESSARY FOR YOU TO PASS THIS COURSE.** If you miss more than two (2) classes, I reserve the right to deduct 2 ½% off your final grade for every missed class beyond two.

Due to my work and travel schedule, we will have a couple virtual classes in the semester.

I will try to have a substitute in-person professor but we will likely be virtual. Attendance is still required when we do a virtual session – **CAMERAS ON!**

IX. Course Topics

Include (but not limited to):

Employment Relationship

Types of Authority

Duties of Employees and Contractors

Employer Duties

Various Agreements

Selection Processes

Investigation and Record Keeping

Please note the distinction between two seemingly related terms which apply to the presentation.

Case Law- Case law is a court case which went to trial. There was either a decision in favor of one of the parties or a settlement. It may or not be a “landmark” case, but may establish some level of precedent.

Case Study- A case study is an example of a topic or issue that took place in a corporate setting. It might be a remedial or a preventive program. But, in general, there are no direct court proceedings involved

X. Student Learning Outcomes

The learning objective of this course is to acquire content knowledge of the field of employment law, to be able to anticipate challenges in the workplace posed by either an employer’s existing policies, an aggrieved employee, or a change in the law. Mastery of the subject will enable students to identify whether proposed or existing employer policies, or actions are legal.

XI. Required Course Materials

Employment Laws, New Challenges in the Business Environment, sixth edition, John Jude Moran. You must have the exact ISBN number or you will likely have the wrong and/or missing content in your book.

XII. Supplementary (Optional) Texts and Materials

Unless otherwise indicated, all materials in Canvas are required.

XIII. Grading Scale

94-100 = A

90-93 = A-

87-89 = B+

84-86 = B

80-83 = B-

70-79 = C

Below 70 is an F.

XIV. Grade Categories and Weights

Assessment	Percent of Final Grade
Attendance – 100 points	10%
Assignments – 600 points (6 x 100 points each)	30%
Midterm Exam – 500 points	30%
Final Exam – 500 points	30%
Total 1600 points	100%

XV. Graded Components Including Assignments and Exams

Assignments – throughout the semester, there will be reading/writing assignments. You will be graded on your demonstrated ability to comprehend the text, write, and submit a paper keeping within the requirements set forth.

Exams - You will be responsible for all material covered. This includes the applicable chapters of the book in addition to whatever is discussed in class. All exams will be made up of multiple-choice questions and all exams will be timed. As such a specific window of time will be provided when completing exams.

There will be two exams in this course. The specific dates and times of the exam are provided in the assignment schedule of the syllabus. Exams are not comprehensive and each one will cover material from chapter readings, case readings, and of course the chapter lectures.

XVI. Instructor Feedback Policy & Grade Dissemination

I aim to provide feedback on all assignments as quickly as possible. However, the range of time needed varies greatly based on the type of assignment, quality of submissions, as well as whether other pressing responsibilities that exist after submission deadlines. For example, if a week is full of department and college meetings it will take longer for feedback. Typically, exam scores are posted within a few days. Feedback on major projects may take up to three weeks or longer as these can be very time consuming to grade. All grades are posted in Canvas and I make sure to keep students informed as to my expected timeframe for feedback.

COURSE SCHEDULE FOLLOWS

XVII. Course Schedule

<u>W K</u>	<u>DATE</u>	<u>ASSIGNMENT SCHEDULE</u>	<u>TEXT</u>
1		Syllabus, Introduction, and Overview of Employment Law Employment Relationship & Selection First Assignment – Pick a case from the end of the chapter 1 or 2 (due next week)	Chapter 1 & 2
2		Testing, Privacy, Theft and Whistle-Blowing We will discuss the cases from the end of Chapter 1 and 2.	Chapter 3 & 4
3		Termination and Alternative Dispute Resolution Case discussion from the end of Chapter 3 & 4. 2nd Assignment – Pick a case from the end of Chapter 3 or 4. (due next week)	Chapter 5 & 6
4		Civil Rights Act and Affirmative Action Guest Professor – (tentative)	Chapter 7 & 8
5		Racial Discrimination, Sexual Discrimination & Sexual Harassment Case discussion from the end of Chapters 5-8 3rd Assignment – Pick a case from the end of Chapter from any prior chapters. (due next week)	Chapter 9 - 11
6		Pregnancy Discrimination and FMLA Case discussion from the end of Chapters 9-12 Exam Review	Chapter 12 & Midterm exam review
7		Midterm Exam; Covers Chapters 1-12 Lectures and Case Readings Multiple Choice Exam – online and proctored No other class this day.	Midterm Exam
8		Sexual Orientation and Religious Discrimination 4th Assignment – Pick a case from the end of the chapter 9-14 (due next week)	Chapter 13 & 14
9		National Origin Discrimination, Age Discrimination Case discussion from the end of Chapters 13 & 14.	Chapter 15 & 16
10		Disability Discrimination, Unions and Collective Bargaining Case discussion from the end of Chapters 15 & 16	Chapter 17 & 18

11		Wage and Hour Regulation & OSHA Case Discussions from the end of Chapters 17 & 18 5 th Assignment – Pick a case from the end of Chapter from any prior chapters. (Due next week)	Chapter 19 & 20
12		Workers' Compensation & Employee Benefits 6 th assignment - Pick a case from the end of the chapter 15-22 (due next week)	Chapter 21 & 22
13		Catch-up day for semester	Catch-up Day
14		Final Exam Review; Covers Chapters 13-22 Lectures and Case Readings	Semester wrap-up & final exam review
15		Final Exam; Covers Chapters 13-22 Lectures and Case Readings Multiple Choice Exam – online and proctored No other class this day.	Final Exam

* Note: The Schedule is subject to revision

XVIII. USF Standard University Policies

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be accessed at: <https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx>

Academic Integrity

Academic integrity is the foundation of the University of South Florida's commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect, and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. The process for faculty reporting of academic misconduct, as well as the student's options for appeal, are outlined in detail in USF Regulation 3.027.

Academic Grievance Procedure

The purpose of these procedures is to provide all undergraduate and graduate students taking courses at the University of South Florida an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. An "academic grievance" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students.

Disability Access

Students with disabilities are responsible for registering with Students Accessibility Services (SAS) (SVC 1133) in order to receive academic accommodations. SAS encourages students to notify instructors of accommodation needs at least five (5) business days prior to needing the accommodation. A letter from SAS must accompany this request. Please visit the Student Accessibility Services website for more information.

Disruption to Academic Progress

Disruptive students in the academic setting hinder the educational process. Disruption of the academic process (USF Regulation 3.025) is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor: (a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or (b) presents a danger to the health, safety, or well-being of self or other persons.

Food and Housing Insecurity

We recognize that student facing financial difficulty in securing a stable place to live and/or in affording sufficient groceries may be at risk of these financial issues affecting their performance in classes. Students with these needs are urged to contact Feed-A-Bull (feedabull@usf.edu or their website), or Student Outreach and Support (socat@usf.edu or their website).

Religious Observances

All students have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs (USF Policy 10-045). The University of South Florida, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising USF's constituency. Students are expected to attend classes and take examinations as determined by the university. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. However, students should review the course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in each term may prevent a student from completing the academic requirements of a specific course. Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination, in accordance with this Policy.

Sexual Misconduct / Sexual Harassment

USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF Policy 0-004). The USF Center for Victim Advocacy is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report. Please be aware that in compliance with Title IX and under the USF Policy, educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations in class, in papers, or personally to an educator, he or she is required to report it to OSSR or DIEO for investigation. Contact the USF Center for Victim Advocacy: 813-974-5757.

Statement of Academic Continuity

In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include, but are not limited to: Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor the Learning Management System for each class for course-specific communication, and the main USF, College, and Department websites, emails, and MoBull messages for important general information (USF Policy 6-010). For additional guidance on emergency protective actions and hazards that affect the University, please visit www.usf.edu/em

XIX. Course Policies: Grades

Late Work Policy:

Make-ups for exams are at the discretion of the professor and require appropriate documentation. Other than providing documentation for an emergency situation, all make-up exams requests require advance notice. Further, the burden of proof for a make-up falls on the student. Do not request a make-up exam without appropriate documentation. All other assignments (not including extra credit) turned in late will be assessed a 25% penalty if within 59 minutes of the deadline. If between 1 hour and 24 hours late, a 50% penalty will be assessed. After 24 hours late no work will be accepted for credit. The submission times recorded in Canvas will be utilized for all late work penalties. If you have Canvas issues and the deadline is close, you should email your completed work immediately and then finish your submission process. I will only grade papers submitted through Canvas. The email will only serve to demonstrate you attempted to submit your work on time.

Extra Credit Policy:

An extra credit opportunity may be provided. If so, all students will have an equal opportunity to earn the same level of extra credit as all other student regardless of the pre-existing grade in the class. No late submissions are allowed with regards to extra credit.

Grades of "Incomplete":

An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed two semesters for undergraduate courses and one semester for graduate courses from the original date grades were due for that course. An "I" grade not cleared within the two semesters for undergraduate courses and one semester for graduate courses (including summer semester) will revert to the grade noted on the contract.

Rewrite Policy:

Students have the opportunity to get feedback before assignments are turned in for a grade. Thus, no rewrites for a grade revision are provided.

Make-up Exams Policy:

If a student cannot be present for an examination for a valid reason (validity to be determined by the instructor), a make-up exam will be given only if the student has notified the instructor in advance that s/he cannot be present for the exam and the reason for missing is deemed appropriate (ex. illness, death in the family, etc.). Keep in mind that work and social engagements are not valid excuses for missing an exam. If a make-up exam is given, it will be at the convenience of the instructor and will likely be in essay format.

Exam Retention Policy:

For online exams, the exams will be retained in Canvas until IT deletes the course from my records (typically every two years). For in person exams I retain the exams for one year and then they are destroyed.

XX. Course Policies: Technology and Media (as applicable)

See Course policies below.

XXI. Course Policies: Student Expectations**Websites that enable Cheating Policy:**

The [USF Policy on Academic Integrity](#) specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to CourseHero.com as well as other similar websites – any use of these types of websites (including uploading materials) constitutes a violation of the academic integrity policy.

Turnitin.com:

In this course, turnitin.com will be utilized. Turnitin is an automated system which instructors may use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in electronic format. After the assignment is processed, as the instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit <http://www.turnitin.com>. All written assignments are due in Canvas and will utilize Turnitin.

Since Turnitin creates a large repository of papers to compare submissions, to protect your privacy you will not be required to include your name on the file submitted. Obviously I will be able to identify you because you are submitting these individually in the USF Canvas system and the submission is linked to your name (Turnitin does not retain this information).

End of Semester Student Evaluations:

All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

Netiquette Guidelines:

1. Act professionally in the way you communicate. Treat your instructors and peers with respect, the same way you would do in a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may not agree with.
2. Be sensitive. Be respectful and sensitive when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs or other general differences.

3. Proofread and check spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful (and understood).
4. Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on focus you allow the readers to easily get your idea or answers they are looking for.
5. Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

Email and Discussion Board Guidelines:

1. Use the subject line effectively by using a meaningful line of what your email or discussion is about.
2. Keep your emails and postings related to the course content. You should not post anything personal on a discussion board, unless is requested by the instructor.
3. Any personal, course or confidential issues should be directly communicated to the instructor via email. The discussion boards are public spaces; therefore, any issues should not be posted there.

XXII. Course Technology & Student Support**Academic Accommodations:**

Students with disabilities are responsible for registering with Students with Disabilities Services (SDS) in order to receive academic accommodations. For additional information about academic accommodations and resources, you can visit the SDS website at <http://www.usf.edu/student-affairs/student-disabilities-services/>.

Academic Support Services:

The USF Office of Student Success coordinates and promotes university-wide efforts to enhance undergraduate and graduate student success. For a comprehensive list of academic support services available to all USF students, please visit the Office of Student Success website at <http://www.usf.edu/student-success/>

Canvas Technical Support:

If you have technical difficulties in canvas, you can find access to the canvas guides and video resources in the "Canvas Help" page on the homepage of your canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa or emailing help@usf.edu.

XXIII. Important Dates to Remember

<http://www.usf.edu/registrar/calendars/>

August 17	Fall State employee registration at 5 p.m.
August 18	Last day to register for Fall classes without late registration fee penalty
August 21	Fall classes begin Fall drop/add ends; fee liability/tuition payment deadline
August 25	Last day to submit Fall residency reclassification applications
	Last day to add a major for Fall 2023 term
August 28	Fall Senior Audit registration
September 4	Labor Day holiday; no classes & USF offices closed
September 18	Fall graduation application deadline
October 2	Fall midterm grading opens
October 17	Fall midterm grading closes
October 23	Fall final grading opens
October 28	Fall last day to withdraw; no refund & no academic penalty
October 30	Spring registration for degree-seeking students begins
November 10	Veterans Day holiday (observed); no classes & USF offices closed
November 23 & 24	Thanksgiving holiday; no classes & USF offices closed
November 25 - December 1	Test Free Week
November 27	Non-degree registration begins for Spring
December 1	Fall classes end
December 2 - 7	Fall Final Exam Week
December 7	Fall end of term
December 8 - 10	Fall Commencement