GENERAL INFORMATION AND SYLLABUS
Employment and Agency Law – BLW 456.001
Spring 2019
Tues., Thur. 9:30 a.m. - 10:45 a.m.
Room: McGee Business Building, 267

Professor: Dr. Justin R. Blount
Nelson Rusche College of Business/McGee Building 229K
Department of Business Communications & Legal Studies
Tel: (936) 468-3103 Department
(936) 468-1785 Office
Email: blountjr@sfasu.edu

Office Hours:

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<tr>
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<th>Office Hours</th>
<th>Class Hours</th>
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<td>Monday</td>
<td>9:00 a.m. – 11:00 a.m.</td>
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Course Description: A study of the legal principles which define the relationship between employers and employees including obligations imposed by federal and state statutes.

Program Learning Outcomes: *Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.*

Student Learning Outcomes/Course Goals and Objectives:

The course focuses on the regulatory environment of the employer-employee relationship in business. Students will become familiar with the legal terms, concepts, rules, and standards in employment law. Students will also be able to understand the different types of employment relationships and the sometimes divergent interests of each party involved. Students will be able to identify employment issues and problems in fact situations and to determine applicable legal principle(s). Overall, students will be better prepared to analyze employment situations relative to managerial policies and decisions in the workplace.
Time Requirements and Credit Hours Awarded:

BLW 456 “Employment and Agency Law” (3 credits) meets twice each week (Tuesday/Thursday) in 75-minute segments for 15 weeks, and has an extensive take home written/essay final examination. Students have significant weekly reading assignments, must take regular reading quizzes and a final examination, and are required to complete six (6) written assignments. Additionally, students are individually assigned various legal cases to read and present to the class throughout the semester as a part of their class participation grade. These activities average at a minimum 6 hours of work each week to prepare outside of classroom hours.

COURSE REQUIREMENTS:

Examinations: There will be 1 final essay exam worth 200 points. This final exam will be comprehensive. Students are responsible on this exam for all material covered in class and also for all reading assigned outside of class. This examination is considered to be a major part of the course work upon which a large part of your grade depends. This will be a “take home” exam which you complete outside of class and which you hand in via D2L dropbox. The exam is due via D2L dropbox at the time set forth in the course schedule. I WILL NOT ACCEPT ANY LATE EXAMS! IF YOU DO NOT SUBMIT YOUR EXAM VIA D2L DROPBOX ON TIME, YOU WILL RECEIVE A ZERO! You must submit your final exam answer in Microsoft Word or Adobe .pdf format, or it will not be considered turned in.

You may use your book and notes on this final exam, however, you must complete the final exam yourself and do so independently (i.e. you cannot work in groups). I will be using D2L plagiarism detection software on your exams when you turn them in, and if your answer substantially matches another student’s, then you will be receiving a greatly reduced grade for academic dishonesty, up to and including a zero on your exam or in the course as a whole.

Although the final examination will be take home, you will be required to meet at the final exam time to go over your exam in class and discuss the questions/answers. FAILURE TO SHOW UP AT THE FINAL EXAM TIME WILL RESULT IN A SUBSTANTIAL REDUCTION IN YOUR PARTICIPATION GRADE AND POSSIBLY IN YOUR FINAL EXAM GRADE, UP TO AND INCLUDING RECEIVING A ZERO ON THE FINAL EXAM! There are no exemptions for the final examination and no changes in taking the final examination. Check the final exam time. If the final exam time is a problem, you need to drop this course.

Online Chapter Quizzes: There will be a quiz for each assigned chapter (15 chapters) administered through D2L. These quizzes are worth 15 points each (225 points total), and you will be allowed to take each four times, with your highest quiz grade being counted. For the online chapter quizzes, you are allowed to use your book, class notes, and any other study aids you have.

Written Assignments: For this class, you will be writing several assignments, each worth 50 points.

Case Briefs: You will complete two case briefs (worth 75 points each) using the “IRAC” method of legal analysis for cases that you will pull from the Westlaw legal database available
through the Steen Library. Further details and instructions on these assignments are available on D2L.

**Other Written Assignments:** You will complete four other professional written assignments (worth 50 points each) that will require you to analyze employment law problems and write a written response/solution to the problem in a professional format. Further details and instructions for each of these assignments is available on D2L.

All written assignments must be turned through [D2L Dropbox](https://d2l.ou.edu). **I WILL NOT ACCEPT HARD COPIES OR EMAILED COPIES. IT IS YOUR RESPONSIBILITY TO KNOW HOW TO USE D2L DROPBOX.** Your assignments must be submitted in Microsoft Word or Adobe .pdf file formats following the formatting instructions for each assignment. Failure to follow formatting instructions will result in a point deduction.

**UNDER NO CIRCUMSTANCES DO I ACCEPT LATE WORK! EACH ASSIGNMENT IS DUE AT THE TIME SET FORTH ON THE SYLLABUS, AND IF YOU FAIL TO TURN IT IN, IN THE PROPER FILE FORMAT, YOU WILL RECEIVE A ZERO!** If you do not submit your answer in Microsoft Word or Adobe .pdf format, it will not be accepted and you will receive a zero! If you have used Dropbox correctly you will receive a submission email confirming your submission. If you do not receive this email, then it means you have done something wrong and you should resubmit your assignment. Make sure you retain a copy of this submission email so you can confirm that you did turn in your paper on time if there is a problem.

The dropboxes are set to close at a certain time, as noted in the Course Schedule and in D2L. If your assignment is not in the dropbox by the time it closes, you will receive a zero! Thus, **make sure you do not wait until the last minute to submit your assignments!** Be sure to submit them early so that if you encounter technical problems you have time to notify me of them so we can try to fix the problem prior to the due date. If you wait until the last minute to submit and you encounter a technical problem that keeps you from submitting (for example, your internet goes out), you will receive a zero. **No exceptions!**

**One “Late Pass”:** The only exception to my “no late work” policy is that this semester, I am allowing students one opportunity to submit an assignment late, but with a 25% point reduction, under the following parameters:

1. This opportunity does not work for the negotiation exercise – if you miss that assignment, you will receive a zero.
2. In order to use this opportunity, you must **notify me by email within 24 hours of the due date/time of the assignment that you missed handing in the assignment and would like to use your one “late pass” to hand the assignment in late.**
3. If the assignment that you failed to hand in is a written assignment, **your email notification must have an electronic copy of the written assignment you are turning in attached to the email.**
4. If the assignment that you failed to complete on time was an online exam, then after I receive your email I will respond and open the exam back up for you. I will give you a further 24-48 hour period to complete the exam (I will notify you in the email how long the period will be).
Class Attendance Policy: All students are expected to attend class, arrive on time, and participate in class discussions. The instructor will call roll frequently (likely every class period) throughout the semester (and at any point during the selected class periods). **It is the student’s responsibility to make sure they are marked as present.** If you are present when roll is called but then leave class early, you will be marked absent. Additionally, if you are present when roll is called but are asked to leave the class due to non-participation or being a distraction, you will be marked absent. Students with zero to one absence will be awarded five (5) bonus points. Students with excessive class absences (4 or more) will receive a deduction of 10% of their final earned grade points. Thus, for example, if a student earns a total of 492 points in the class, then the student’s final grade would be reduced by 49.2 points (10% x 492), and the student’s final point total would be 492 – 49.2 = 442.8.

Attendance will be kept by passing around a sign-in sheet. **Do not sign-in for someone who is absent.** I will be checking the signatures on the sign-in sheets for irregularities. If I determine that you have been having someone else sign-in for you, I will consider this to be academic dishonesty and will take appropriate measures under the SFA academic dishonesty policy, up to and including failing you in the course. Make sure that you sign the sign-in sheet in a consistent manner!

Cell Phone Usage – IMPORTANT! - Cell phones, computers, or any other type of electronic communication device are not allowed on in the classroom unless the instructor expressly allows otherwise. If the instructor so directs, all such devices must be turned off and put away during class. If you are using a cell phone, computer, or other electronic device rather than participating in class, you may be instructed to leave the classroom and/or considered to be absent by the instructor.

Participation Points (150 points): It is an important part of the learning process in this course of study for colleagues to share questions, knowledge and insight. As an upper level elective, I expect this class to be very interactive. Your participation in class will be worth 150 points. I will be keeping track of your participation in class and allotting points based upon my evaluation of your participation. Things I will be considering for these points include, but are not limited to:

- Paying attention in class and not looking at your phone or computer.
- Answering questions and providing opinions/insights in class.
- Participating in class discussions voluntarily and **respectfully** discuss the viewpoints of others in class.
- Exhibiting behaviors/making comments that show that you read the material prior to class.
- On days when we discuss cases, participating in an evaluation/discussion of the case.
- On days in which you have been assigned a case to present to the class, making sure you have read and prepared the case and are ready to present it to the class.

Extra Credit - Course Evaluation: Students will be awarded five (5) additional participation points for completing the online course/instructor evaluation at the end of the semester.

Grading Policy: Grades will be determined on the following scale, based on the percentage ratio of the student’s total accumulated points to the total possible (905) points for the course. Decimals are
rounded up to the nearest whole number for determining the final grade (e.g., .791 or 79.1%=80% and would be a B letter grade; .788 or 78.8%=79% and would be a C letter grade).

Scale:  
90-100%=A  
80-89%=B  
70-79%=C  
60-69%=D  
Below 60%=F  

Example:  
200 points Chapter Quizzes  
192 points Other Written Assignments  
90 points Case Briefs  
150 points Final Exam  
92 points Participation  
724 Total Accumulated Points

724/925=.7827 or 78.27%=79%=C Letter Grade

But consider: 724 +10 bonus points (attendance and course evaluation) = 734/925=.7935 or 80.00%=B Letter Grade

Also consider: Suppose you earn 734 points on assignments such that you would have a B (734/925 = .7935), but miss class 5 times. The absences cost you a 10% point deduction, resulting in a C (734 x .90 = 660.6; 660.6/925 = 71.416%). Make sure you attend class and participate!

Medical and Other Serious Problems- Please take time and make the effort to advise me if you have difficulties which require my attention to properly evaluate your classroom participation and activities.

Late Instructor- Every effort is made by me to be in the classroom when the class is scheduled to begin. Students will be advised ahead of time if class is delayed or is not going to be held (and this would be extremely rare). Students are expected to wait 15 minutes for the instructor before leaving the class for failure to appear at the beginning of the scheduled time for class.

Unannounced Tests (Pop Quizzes) - I reserve the right to give unannounced tests (pop quizzes). Missed tests for university-excused absences will be made up within two (2) calendar days, or students missing the test will receive a point value of zero (0). It is the student’s total responsibility to make arrangements to take the missed test. Unannounced test points are added to the total possible point accumulation for the course.

Student Conduct (University Policy 10.4):

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-conduct-code.pdf.) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
Food, drink, and tobacco products are prohibited in the classroom. Cell phones, computers, or any other type of electronic communication device are not allowed on in the classroom unless the instructor expressly allows otherwise. If the instructor so directs, all such devices must be turned off and put away during class.

Student Academic Dishonesty (4.1):

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one’s own work when it is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one’s paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Course Grades (University Policy 5.5):

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at http://www.sfasu.edu/policies/course-grades.pdf.

Students with Disabilities:

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Course Calendar: This is a general outline of material expected to be covered. Material covered, dates of tests, and material covered on each exam may vary slightly as necessitated by the pace in which
material is covered. Any material deviations from this schedule will be announced and delivered to students either during class or by email.

Jan. 22  Tue.  Syllabus, Policies, Legal Research/Using Westlaw
Jan. 24  Thur.  Chapter 1
Jan. 29  Tue.  Chapter 1/Chapter 2
    Chapter 1 Quiz due by 8:00 a.m.
Jan. 31  Thur.  Chapter 2/ Chapter 3
    Chapter 2 Quiz due by 8:00 a.m.
Feb.  5  Tue.  Chapter 3/Chapter 4
    Chapter 3 Quiz due by 8:00 a.m.
Feb.  7  Thur.  Chapter 4
    Chapter 4 Quiz due by 8:00 a.m.
    Employee Handbook Memorandum Assignment due via D2L Dropbox @ 11:59 p.m.
Feb. 12  Tue.  Chapter 4
Feb. 14  Thur.  Chapter 5
    Chapter 5 Quiz due by 8:00 a.m.
Feb. 19  Tue.  Chapter 5
Feb. 21  Thur.  Chapter 5
Feb. 26  Tue.  Chapter 5/6
    Chapter 6 Quiz due by 8:00 a.m.
Feb. 28  Thur.  Chapter 6
Mar.  5  Tue.  Chapter 6
Mar.  7  Thur.  Chapter 7
    Chapter 7 Quiz due by 8:00 a.m.
Mar. 12  Tues.  Chapter 7
Mar. 14  Thur.  Chapter 8
    Chapter 8 Quiz due by 8:00 a.m.
    First Case Brief due via D2L Dropbox @ 11:59 p.m.
Mar. 19 Tue.  
SPRING BREAK

Mar. 21 Thur.  
SPRING BREAK

Mar. 26 Tue.  
Chapter 8

Mar. 28 Thur.  
Religious Discrimination Negotiation/Chapter 9
Chapter 9 Quiz due by 8:00 a.m.

Apr. 2 Tue.  
Chapter 9
Write-up of Religious Discrimination Negotiation Exercise due via D2L Dropbox @ 11:59 p.m.

Apr. 4 Thur.  
Chapter 10
Chapter 10 Quiz due by 8:00 a.m.

Apr. 9 Tue.  
Chapter 11
Chapter 11 Quiz due by 8:00 a.m.

Apr. 11 Thur.  
Chapter 12
Chapter 12 Quiz due by 8:00 a.m.

Apr. 16 Tue.  
Chapter 12/Chapter 13
Disability Accommodation Memorandum Assignment due via D2L Dropbox @ 11:59 p.m.

Apr. 18 Thur.  
EASTER HOLIDAY

Apr. 23 Tue.  
Chapter 13
Chapter 13 Quiz due by 8:00 a.m.

Apr. 25 Thur.  
Chapter 14

Apr. 30 Tues.  
Chapter 14
Chapter 14 Quiz due by 8:00 a.m.

May 2 Thur.  
Chapter 14/17
Second Case Brief due via D2L Dropbox @ 11:59 p.m.
Final Exam Handed Out in Class

May 7 Tues.  
Chapter 17
Chapter 17 Quiz due by 8:00 a.m.

May 9 Thur.  
Chapter 17
FINAL EXAM DUE VIA D2L Dropbox @ 11:59 p.m.
Immigration Policy Assignment Due via D2L Dropbox @ 11:59 p.m.
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<tr>
<td>May 13</td>
<td>Mon.</td>
<td>Finals Week Starts</td>
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<tr>
<td>May 16</td>
<td>Thur.</td>
<td><strong>FINAL EXAM [Must Attend and Review/Discuss Exam]</strong> – 8:00 a.m. – 10:00 a.m.</td>
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