GENERAL INFORMATION AND SYLLABUS
EMPLOYMENT AND AGENCY LAW - BLAW 4356.500
SUMMER I 2021
Online

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Office Hours:

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<th>Office Hours (all office hours online)</th>
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Text: Required: All reading materials are either in D2L or will be available for free online.

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 identify, describe, and analyze the legal terms, concepts, rules, and standards in employment law. Students will analyze employment situations relative to managerial policies and decisions in the workplace and apply legal principles to resolve employment situations within the bounds of the law.

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.

**Module Quizzes/Exams:** There will be a quiz for each of the five modules in the class, administered through D2L. These quizzes are worth 30 points each (150 points total). For the module quizzes, you are allowed to use your book, class notes, and any other study aids you have.

All exams are individual work, but are open book and notes/outlines. There is a lot of detailed material in this course, and I am more concerned with your ability to understand and apply it rather than your ability to memorize it. So you are encouraged to take good notes and use your materials and notes on the tests! While you are allowed to use your materials and notes, you are not allowed to collaborate with others on the exams or to try to find answers to the questions online. Using any materials that are not allowed or taking the exam with others is considered academic dishonesty, and if you are caught appropriate measures will be taken, up to and including a failing grade in the course.

**Written Assignments:** For this class, you will be writing several assignments.

**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. **I WILL NOT ACCEPT HARD COPIES ORemaIed 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 Reduced Point Late Assignment:** The only exception to my “no late work” policy is that this semester, I am allowing students one opportunity to submit one (1) assignment late, but with a 30% point reduction, under the following parameters:
1. This opportunity does not work for the module quizzes/exams or the Final Exam – if you miss those, 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 and would like to use your one “late pass” to hand the assignment in late.

3. Your email notification must have an electronic copy of the written assignment you are turning in attached to the email.

“Introduce Yourself” Discussion Post: There is a brief assignment you will complete in D2L in which you introduce yourself to me and the class via a discussion post. This assignment is worth five (5) points.

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: Grades will be determined on the following scale, based on percentage ratio of student’s total accumulated points to the total possible (705) points for the course. Decimals are rounded up to the nearest whole number for determining the final grade (e.g., .794 or 79.4%=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

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.

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 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 Schedule: 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.

May 17 – May 23

Module 1
“Introduce Yourself” Post due by May 18 @ 11:59 p.m.
Employee Handbook Memorandum Assignment due via D2L Dropbox by May 23 @ 11:59 p.m.
Exam # 1 due by May 23 @ 11:59 p.m.

May 24 – May 30

Module 2
Case Brief - Legrand due via D2L Dropbox by May 30 @ 11:59 p.m.
Exam # 2 due by May 30 @ 11:59 p.m.

May 31 – June 9

Module 3
Religious Discrimination Memorandum Exercise due via D2L Dropbox by June 9 @ 11:59 p.m.
Exam # 3 due by June 9 @ 11:59 p.m.
Case Brief – Meritor Savings Bank due via D2L Dropbox by June 13 @ 11:59 p.m.

June 10 – June 17

Module 4
Disability Accommodation Memorandum Assignment due via D2L Dropbox by June 17 @ 11:59 p.m.
Exam # 4 due by June 17 @ 11:59 p.m.

June 18 - June 25
Module 5
Immigration Policy Assignment due via D2L Dropbox by June 23 @ 11:59 p.m.
Exam # 5 due by June 25 @ 11:59 p.m.
Final Essay Exam due via D2L dropbox by Friday, June 25 @ 8:00 a.m.