



# Lincoln University

## BA 337 – Personnel Law Spring 2015 Course Syllabus

**Lecture Schedule:** Tuesday 3:30-6:15 P.M.  
**Credit:** 3 Units (45 lecture hours)  
**Instructor:** Professor Richard S. Rachlin  
**Email:** rrachlin@lincolnuca.edu  
**Office Hours:** Tuesday 3:00-3:30 P.M, by appointment  
**Textbook:** Employment Law for Business  
7th Edition, Bennett-Alexander & Hartman, McGraw-Hill,  
N.Y. N.Y., 2012, ISBN 13: 978-0-07-352496-2

### Course Description

This course covers personnel law from a business perspective. It includes all foundations needed to understand the topic and the most important state and federal guidelines. (3 units)

### Purpose of Course

To have the student gain a knowledge of regulations within the workplace and the various types of discrimination that may affect his/her employment. Students will be instructed on how employee relations are regulated and the rights and responsibilities of both employees and employers.

### Course Project

Every student will be required to submit a comprehensive written plan on personnel policy and procedures, using what he/she has learned in the course. This final project will also be presented orally at the end of the semester.

### Homework, Attendance and Class Participation

Students shall be responsible for typing and turning in written assignments to be given during the course. In addition, attendance and class participation are important and play a large role in the student's final grade.

### Grading Standards

Grades will be based on the following allocation:

Mid-term examination:	25 per cent
Final examination:	35 per cent
Class Attendance & Participation:	25 per cent
Final Project:	15 per cent

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100 per cent

## Grading

### Point/Grade Conversion

100-94	A	76-74	C
93-90	A-	73-70	C-
89-87	B+	69-65	D+
86-84	B	64-60	D
83-80	B-	59 or <	F
79-77	C+		

### Course Calendar and Assignments

The assigned material for each date should be thoroughly reviewed **before** each class.

Date                      Assignments

**Jan. 20: Overview.**

**Jan. 27: Chapters 1 & 2.** Employment Regulation; Legal Concepts.

**Feb. 3 :** Chapter 3. Civil Rights Act of 1964.

**Feb. 10: Chapter 5.** Affirmative Action.

**Feb. 17: Chapter 6.** Race & Color Discrimination.

**Feb. 24: Chapter 7.** National Origin discrimination.

**March 3: Chapter 8.** Gender Discrimination.

**March 10: Midterm Exam.**

**March 17: Spring Recess – No Class.**

**March 24: Chapter 9.** Sexual Harassment.

**March 31: Chapter 10.** Sexual/Affinity Orientation Discrimination.

**April 7 :** Chapter 11. Religious Discrimination.

**April 14 :** Chapter 12. Age Discrimination.

**April 21 :** Chapters 13 & 14. Disability Discrimination; Employee's Right to Privacy.

**April 28 :** Oral Presentations of Course Project.

**May 5 :** Final Exam.

Revised: January, 2015