



Lincoln University

BA 337 – Personnel Law

COURSE SYLLABUS

Spring, 2018

Instructor: Prof. Richard S. Rachlin
Lecture Schedule: Mondays & Wednesdays 6:30 - 9:15 P.M.
Credit: 3 units / 45 lecture hours
Level: Mastery 2 (M2)
Office Hours: Wednesdays 2:30 - 3:30 P.M., by appointment
e-mail: rrachlin@lincolnuca.edu

Textbooks: Employment Law for Business 8th Edition, Bennett-Alexander & Hartman, McGraw-Hill, N.Y. N.Y., 2015, ISBN-13: 978-0-07-802379-8

Last Revision: February 3, 2018

CATALOG 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)

Prerequisite: BA 308

EDUCATIONAL OBJECTIVES

To help 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 through lectures and case study on how employee relations are regulated and the rights and responsibilities of both employees and employers.

COURSE LEARNING OUTCOMES¹

	Course LO	Program LO	Institutional LO	Assessment Activities
1	Demonstrate knowledge of current state of scholarship regarding both employee and employer rights under US Law	PLO 1	ILO 1b, ILO 2b	Class participation, homework

¹ Detailed description of learning outcomes and information about the assessment procedure are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

	Effectively develop, implement and communicate personnel policy within an organization	PLO 3	ILO 2b, ILO 7b	Case studies, homework
2	Be able to assume leadership responsibilities and implement decisions in accordance with ethical principles.	PLO 4	ILO 4b, ILO 5b, ILO 6b	Class participation, exams

INSTRUCTIONAL METHODS

This is a direct classroom instruction course.

The course will be conducted in the form of lectures and interactive discussions.

Assignments and projects require students to actively use resources of the library. Detailed guide to business *resources of the library* as well as the description of Lincoln University approach to *information literacy* are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

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 both oral and written 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:

Final examination:	40 per cent
Class Attendance & Homework:	20 per cent
Final Course Project	40 per cent

Total	100 per cent
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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 SCHEDULE

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

Week	Topic	Reading
1	Overview	
2	Employment Regulation	Chapter 1
3	Civil Rights Act of 1964	Chapter 2
4	Affirmative Action	Chapter 3
5	Race & Color Discrimination	Chapter 5
6	National Origin Discrimination	Chapter 6
7	Gender Discrimination	Chapters 7,8
8	Midterm Exam	
9	Sexual Harassment	Chapter 9
10	Sexual Orientation & Gender Identity Discrimination	Chapter 10
11	Religious Discrimination	Chapter 11
12	Age Discrimination	Chapter 12
13	Disability Discrimination; Employee's Right to Privacy	Chapters 13, 14
14	Oral Presentations of Course Project	
15	Final Exam	