

LINCOLN UNIVERSITY
BA 337 – PERSONNEL LAW
COURSE SYLLABUS
Department of Business and Economics
Spring, 2026

Lecture Schedule: Tuesday 12:30pm – 3:15 PM ...10 minutes late is considered an absence...

Credit: 3 units/45 lecture hours

Level: Mastery 2 (M2)

Instructor: Prof. Ken Germann, MBA, JD

Office Hours: TBA

Home e-mail: kgermann@lincolnuca.edu.net

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Textbook: Employment Law for Business

Sixth Edition, by Bennett-Alexander and Hartman, McGraw-Hill, NY,NY, 2009

ISBN-13:978-0-07-337763-6

CATALOG DESCRIPTION

The course covers personnel law in the business perspective. It includes all foundations needed to understand the topic and the important state and federal guidelines. (3) units. *Prerequisite: BA 308*

COURSE OBJECTIVES

- * Students will understand how employee relations are regulated.
- * Students will understand the different types of discrimination which affect employment.
- * Students will have a thorough knowledge of regulation in the workplace.
- * Students will learn the rights and responsibilities of employers and employees.

COURSE LEARNING OUTCOMES¹

	Course LO	Program LO		LO Assessment
1	Demonstrate knowledge of current state of scholarship regarding both employee and employer rights under US Law	PLO 1	ILO 1b, ILO	Class participation, homework
	Effectively develop, implement and communicate personnel policy within an organization	PLO 3	2b ILO 2b, ILO 7b	Case studies, homework

2 Be able to assume leadership responsibilities and implement decisions in accordance with ethical	PLO 2	ILO 4b, ILO 5b, ILO 6b	Class participation, exams
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principles.			
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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).

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PROCEDURES AND METHODOLOGY

Lecture method is used in combination with business case studies. The emphasis will be on learning by doing. Every student must participate in an intensive preparation and classroom activity.

COURSE PROJECT

Every student must complete develop a plan setting the personnel policies and procedures for an actual company. The policies and procedures will come from the materials covered in the assigned readings and lectures. The written final project and an oral presentation of the final project will on the last day of class. Your grade will be determined by your designing personnel policies which meet your chosen business's needs.

REQUIREMENTS

Continuous assessment is emphasized. Written assignments will be given every week. Reading, writing and “business case study” assignments are scheduled throughout the course. Students must complete all assignments and take all exams on the dates scheduled. Plagiarism will result in the grade “F” and a report to the administration.

ATTENDANCE

Students are expected to attend each class session. If you cannot attend a class due to a valid reason, please notify the instructor prior to the class. There will be no make- up assignment.

EXAMS

Both midterm and final exams are structured as written essays to answer the given questions. Examples to illustrate; and references to statute and case law are mandatory. Exams will cover all assigned chapters, any additional readings or supplementary materials covered in class.

GRADING

Class Participation 100 points

Case Studies 100 points

Mid-term exam 100 points

Final exam 100 points

Course Project - Written 50 points
Oral 50 points 100 points
Total 500 points

470-500 A 365-384 C
450-469 A- 350-364 C
435-449 B+ 335-349 D+
415-434 B 315-334 D
400-414 B- 300-314 D
385-399 C+ 299-below F

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COURSE SCHEDULE

Lectures Topic Chapters 1 Overview

Regulation of Employment Ch. 1

2 (a) Civil Rights Act Ch. 2 (b) Legal Construction of the Environmental
Environment Ch. 3

3 (a) Affirmative Action Ch. 4 (b) Race and Color Discrimination Ch. 5

4 National Origin Discrimination Ch. 6 5 Gender Discrimination Ch. 7 6 Sexual
Harassment Ch. 8 7 (a) Review Ch. 1-8

(b) Midterm Exam

8 Affinity Orientation Discrimination Ch. 9 9 Religious Discrimination Ch. 10

10 Age Discrimination Ch. 11 11 Disability Discrimination Ch. 12 12 (a)

Employee Rights Ch. 13 (b) Labor Law Ch. 14

13 Benefits and Protections Ch. 15 14 (a) Review

(b) Final Exam Ch. 9-15 15 (a) Written Course Project Due

(b) Oral Presentation of Course Project

TOPICAL COURSE OUTLINE

Part 1 The Regulation of the Employment Relationship

Ch 1 The Regulation of Employment

Ch 2 Title VII of the Civil Rights Act

Ch 3 Legal Construction of the Employment Environment

Part 2 The Regulation of Discrimination in Employment

Ch 4 Affirmative Action

Ch 5 Race and Color Discrimination

Ch 6 National Origin Discrimination

Ch 7 Gender Discrimination
Ch 8 Sexual Harassment
Ch 9 Affinity Orientation Discrimination
Ch 10 Religious Discrimination
Ch 11 Age Discrimination
Ch 12 Disability Discrimination

Part 3 The Regulation of the Employment Environment
Ch 13 The Employee's Right to Privacy
Ch 14 Labor Law
Ch 15 Selected Employment Benefits

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COMMENTS

- * Participation is required. What you put into the class will determine what you get out of it - and what others get out of it.
- * Please come on time. Late arrivals disturb everyone else.
- * If you miss a class, you are responsible for getting notes on the material covered from a classmate. *

To avoid distracting noise in class, cellular phones must be turned off or the ringing mode silenced. *
Questions and comments during the class are welcome. Do not hesitate to ask questions - do not leave anything unclear for you.

MODIFICATION OF THE SYLLABUS

The instructor reserves the right to modify this syllabus at any time during the semester.
Announcements of any changes will be made in the classroom.

INSTRUCTOR BIO

My first career was in operations for manufacturers. I worked as an expeditor, quality control inspector, junior chemist, front line supervisor and plant manager. I was lucky enough to be a poverty attorney during the “War on Poverty”. My third career was as a producer, director, script writer and actor for a murder mystery company. For the past thirty years I have had a consulting firm, specializing in management and marketing problems.

Like many students, I pursued four degree programs while working full time. My passion is teaching. I have over thirty years of teaching graduate and undergraduate business classes. My other interests are family and travel. I have had an opportunity to work and travel to 191 countries.

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