

**LINCOLN UNIVERSITY**  
**BA337 – PERSONNEL LAW**  
**COURSE SYLLABUS**  
**FALL 2014**

**Lecture Schedule:** Thursday 9:00 AM – 11:45 AM  
**Credit:** 3 units (45 lecture hours)  
**Instructor:** Prof. Ken Germann, MBA, JD  
**Office Hours:** **Wednesday**, 8:30 AM – 9:00 AM and TBA  
**Home e-mail:** [kengermann@att.net](mailto:kengermann@att.net)  
**Home Phone:** (510) 531-3082  
**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)

**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.

**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 a 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	10%	
	Oral	50	10%
			<u>100 points</u>
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

## 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

## 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 171 countries.

Syllabus revised: August 10, 2014