

 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs	UUPC Approval <u>10/9/2023</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department Accounting College College of Business	
Current Course Prefix and Number	BUL 4540	Current Course Title Employment Law
<i>Syllabus must be attached for ANY changes to current course details. See Checklist. Please consult and list departments that may be affected by the changes; attach documentation.</i>		
Change title to: Change prefix From: _____ To: _____ Change course number From: _____ To: _____ Change credits* From: _____ To: _____ Change grading From: _____ To: _____ Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*Review Provost Memorandum</small> <small>**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.</small> <small>***General Education criteria must be indicated in syllabus and approval attached to this form. See GE Guidelines.</small>	Change description to: How do civil rights impact the workplace? This course covers legal issues impacting employees, employers, and independent contractors. Topics include legal rights held by contract versus at-will employees, how restrictive covenants impact employment relationships, what discrimination is, and how employers can mitigate legal risk. The course covers laws regulating employee recruiting, interviewing, hiring, and training; workplace drug testing, privacy, diversity, romance, and violence; and social-networking and social media policies. Change prerequisites /minimum grades to: Change corequisites to: Change registration controls to: Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).	
Effective Term/Year for Changes:	Spring 2024	Terminate course? Effective Term/Year for Termination:
Faculty Contact/Email/Phone Julia L. Higgs; jhiggs@fau.edu; February 28, 2022		
Approved by Department Chair <u><i>[Signature]</i></u> College Curriculum Chair <u><i>[Signature]</i></u> College Dean <u><i>[Signature]</i></u> UUPC Chair <u><i>[Signature]</i></u> Undergraduate Studies Dean <u><i>[Signature]</i></u> UFS President _____ Provost _____	Date 8/30/23 <u>9-21-23</u> <u>9-21-23</u> <u>10/9/2023</u> <u>10/9/2023</u> _____ _____	

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

EMPLOYMENT LAW – FALL 2023

BUL 4540 3 credits

Instructor: **Lorraine C. Hoffmann, J. D.**
LHoffmann@fau.edu

Office hours: Friday 2-3 pm, and by appointment



Required Text and Materials

Employment Law for Business, Ninth Edition; ISBN: 978-1-259-72233-2 (2019), authored by Dawn D. Bennett-Alexander and Laura P. Hartman, and published by McGraw Hill.

Course Description

How do civil rights impact the workplace? This course covers legal issues impacting employees, employers, and independent contractors. Topics include legal rights held by contract versus at-will employees, how restrictive covenants impact employment relationships, what discrimination is, and how employers can mitigate legal risk. The course covers laws regulating employee recruiting, interviewing, hiring, and training; workplace drug testing, privacy, diversity, romance, and violence; and social-networking and social media policies.

This course is normally taught as an in-person lecture class. However, during the Fall 2021 semester it will be taught online only due to the COVID-19 pandemic. Although all classes will be video-streamed live via Zoom, every effort will be made to maintain the interactivity and small group problem-solving exercises intrinsic to the standard in-person lecture course experience. **Students will be expected to appear online in a timely fashion, attentive and prepared to participate in an active class discussion, just as if they were attending an in-person class.** Attendance will be taken at each class session, and may also be taken at intervals during the class session, at my discretion.

Course Prerequisites None.

Class Time Commitment Required

This is a reading intensive course. We will be covering 14 textbook chapters, encapsulating a significant amount of legal material, in roughly 15 weeks (including test days). **All students are expected to read the assigned chapters and cases and come to class ready to discuss the material in the textbook.** The readings will include unfamiliar terminology. Students are expected to learn the new terms introduced in each chapter. Therefore, it is important to look up terms and take notes *as one reads*. This means that, in order to keep up and understand what will be covered in each class, students will have to devote several hours to reading and taking notes on each chapter, *before* each class. Accordingly, students are urged to plan their study time with care, to ensure that sufficient time is reserved for weekly class preparation. To allow students to plan accordingly I have prepared and posted in Canvas a **Reading and Testing Schedule**. This schedule provides the date of each class, together with the textbook chapters which will be covered

in each class. The schedule also sets forth the dates of each scheduled test, including the final exam. By consulting and following this reading schedule, students should be fully prepared for each class session.

According to Florida Atlantic University policy, “students are expected to complete a minimum of two hours of course work outside of the classroom for every one hour of credit in the classroom. . . [o]ut of class assignments may include readings, research, homework assignments, research papers, interactive tutorials, study groups, or other activities appropriate for the course.” *The course schedule for this course reflects this expectation of students.*

Course Learning Objectives

This course introduces students to laws that have a substantial impact on both employees and employers in the workplace. Although the primary focus will be on federal law, Florida and local laws, cases, and practices will be discussed as well. Students will be exposed to the application of both state and federal employment law so that they will be prepared to become effective and informed employers and employees. By the conclusion of the course, students will:

- ✓ understand the importance and regulatory requirements of employment law;
- ✓ be familiar with specific employment laws;
- ✓ understand the legal nature of the employment relationship;
- ✓ recognize acts of employment discrimination and harassment;
- ✓ be able to analyze management’s rights to discipline and terminate employees;
- ✓ be able to demonstrate critical thinking in applying legal and fair employment practices.

Course Evaluation Method

Grades will be determined from the scores earned on exams, on announced and unannounced quizzes (if any) and on class participation. I reserve the right to adjust grades *upwards*, as a discretionary reward for students who have attended and participated in class regularly and consistently throughout the semester. Students with more than two unexcused absences will not be considered to have attended class regularly.

All tests and other course evaluations will be graded on a class curve. This means that the highest number of questions answered correctly, or the highest number of points achieved, will determine the 100% mark for computing all grades. No “letter grades” will be averaged from test to test. However, students will always know how they are doing relative to everyone else in the class. Each and every *raw* test score, without student names, will be posted on Canvas so that students can see where they are in relation to other students. ***Any student who wishes to know where they stand in the course, in terms of their individual class grade, may see me during office hours to discuss this at any time during the course.***

Course Grading Scale

Subject to the foregoing explanation, the following general grading scale is provided to give students a broad idea of the grading criteria, subject to the class curve.

General Grading Scale

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
91-100	89-90	87-88	83-86	80-82	79-76	75-70	69-66	65	64-62	60-61	< 60

Final Course Grades will be computed as follows:

Scheduled unit exams, class participation, in-class group problems and some possible combination of quizzes, written assignments and/or class research and/or presentations will combine to make up the final course grade, in accordance with the following formula:

- ✓ In-class participation, group problems, and quizzes (if any), written assignments and research assignments (if any) will count for **20% of the final course grade.**
- ✓ Scheduled exams will count for **80% of the final course grade.**

Any additional research paper(s) and/or class presentations (if assigned), will count for an extra credit bonus to either the 20% portion of the final grade, or the 80% portion of the final grade, at my discretion and in accordance with the difficulty of the assignment. *Please note that should I decide to assign additional research papers and/or class presentations, I will announce the grade portion into which it will be averaged at the time of the assignment.*

College of Business Minimum Grade Policy Statement

The minimum grade for College of Business requirements is a "C." It includes all courses that are a part of the pre-business foundation, business core, and major program. In addition, courses that are used to satisfy the university's "Writing Across the Curriculum and Gordon Rule Math" requirements also have a minimum grade requirement of a "C." Course syllabi give individualized information about grading as it pertains to the individual classes.

Policy on Missed Tests and Late Work

Examinations

All students must take tests on the date and time announced in class. Examination dates are set forth in the course Reading and Testing Schedule, as published at the beginning of the semester on Canvas. Given this early notice of all test dates, failure to take a test at the scheduled time will result in a "0," unless the student has been excused by me, *in writing, **prior to the administration of the test.*** If a student is excused, the make-up exam will consist of taking the same test, a different test or, having the student's lowest test score count double. I, not the student, will decide if and how a "make up" will be handled. Students unable to take an exam at the scheduled time

due to religious or university sanctioned activities need to inform me *ahead of time*, in accordance with university policies, so that they can be accommodated.

Late Assignments

Work turned in late, without prior written approval, will not receive full credit and may not be accepted at all. All written assignments will be announced in class, *or* on Canvas. Students remain responsible for all assignments given, regardless of their attendance in class on days those assignments are given. If an assignment is to be completed in class, either individually or in groups, it must be turned in at the end of the class period. In- class group written assignments, which are not completed due to absence from class, *cannot* be made up due to the group nature of the assignment. However, students absent from class due to participation in religious activities or school sponsored activities who have been excused in accordance with University Policies will either be excused from the assignment or allowed to make it up, if suitable.

Attendance Policy

Attendance is not mandatory, but to the extent that it impacts the student's ability to participate in class discussions and in-class group work and quizzes, poor attendance may have a decidedly negative impact on a student's final course grade. Further, I reserve the right to adjust final grades *upward*, as a discretionary reward for students who have both attended class regularly, and who have consistently and positively participated in class throughout the semester.

For purposes of awarding discretionary rewards at the end of the semester, students with unexcused absences totaling the equivalent of two weeks of classes will not be considered to have attended regularly or to have participated consistently. This means two (2) unexcused absences for classes meeting once a week. Absences from class due to participation in religious activities, or school sponsored activities, will be excused in accordance with University Policies.

Although students are expected to attend class prepared and ready to contribute to class discussions, students who choose not to voluntarily participate *will not* be penalized. They will, however, miss the opportunity to earn class participation credit and will be ineligible for the discretionary reward for attendance and participation, as outlined herein. Notwithstanding the foregoing, I reserve the right to call on students during class discussions. Insightful and thoughtful questions or comments, especially those that provoke valuable class discussion, will be positively rewarded. Likewise, students who are unprepared and therefore unable to contribute to the class conversation may expect this deficiency to be reflected in the class participation segment of their overall course grade as well. In this regard, students are encouraged to read widely in the course subject matter, and to bring to class topics for discussion gleaned from news sources, current events, or judicial forums. **All viewpoints are welcome and encouraged. Students will be urged to consider divergent views and to think critically. Intolerance for divergent views, or failure to exhibit courtesy toward classmates will negatively impact the offending student's final grade.**

Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and applicable Florida law, students have the right to reasonable accommodation from the University to observe religious practices and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. For further information, please see [Academic Policies and Regulations](#).

University Approved Absence Policy Statement

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in university approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

Canvas as Course Platform

We will use Canvas throughout the semester. Therefore, students are required to check it regularly, and will be presumed to have done so. Should it become necessary to cancel a class for any reason, notice will be posted on Canvas as early as possible. All Zoom classes are scheduled through the link in Canvas.

Anti-Plagiarism Software

Plagiarism is an act of ethical and academic misconduct. It is not "just cutting and pasting," it is cheating. If you do not know how to correctly integrate the ideas of others into a document that you are writing, or if you are unfamiliar with the appropriate and standard academic conventions of research and documentation, please schedule an office appointment with me so that I can help you acquire these necessary academic skills. With regard to this class, written components of any test, assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed below. Further, any non-original work submitted will receive a grade of 0, or F.

Class Reading and Lecture Schedule

PART I - THE REGULATION OF THE EMPLOYMENT RELATIONSHIP

September 3	Chapter 1 - The Regulation of Employment
September 10	Chapter 2 - The Employment Law Toolkit
September 17	Chapter 3 - Title VII of the Civil Rights Act of 1964
September 24	Chapter 4 - Legal Construction of the Employment Environment
October 1	Test #1, Covering Chapters 1-4 , followed by Chapter 5 – Affirmative Action

PART II – REGULATION OF DISCRIMINATION IN EMPLOYMENT

October 8	Chapter 6 – Race and Color Discrimination Chapter 7 – National Origin Discrimination
October 15	Chapter 8 – Gender Discrimination Chapter 10 - Sexual Orientation and Gender Discrimination
October 22	Test #2 On Chapters 5-7, 8 and 10.

October 29	Chapter 9 – Sexual Harassment
November 5	Chapter 11 – Religious Discrimination
November 12	Chapter 12 – Age Discrimination
	Chapter 13 - Disability Discrimination
November 19	Chapter 14 - The Employee’s Right to Privacy.
November 26	<i>Thanksgiving Recess; No Class.</i>
December 3	Final Exam Review – LAST DAY OF CLASS

December 10* **FINAL EXAM 10:30 am to 1 pm – *cumulative.***

**This is the final exam date currently set by the University for this course and section. It is subject to change at the University’s discretion.*

Selected University and College Policies

School of Accounting Policies

Students are responsible for knowing and complying with all School of Accounting policies, which may be found at:

<http://fau.edu/academic/registrar/FAUcatalog/business.php#accounting>.

These policies are an integral part of this syllabus.

FAU Attendance Policy

Students are expected to attend all of their scheduled university classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the university reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in university-approved activities. Examples of university-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student’s responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a university-approved reason the opportunity to make up work missed without any reduction in the student’s final course grade as a direct result of such absence.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU’s Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards because it interferes with the university mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).
