

COURSE SYLLABUS

Legal Environment of Management (MANA 7330)

Fall 2016

Instructor: Ksenia Krylova

E-Mail: kokrylov@central.uh.edu

Response time will be within 24 hours, excluding weekends and holidays.

The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Required textbook: Guerin, Lisa & Barreiro, Sachi. (2016). The Essential Guide to Federal Employment Laws (5th ed.). ISBN: 9781413322811

Recommended Reading

Supplemental Readings will be added on occasion. For example, there is already a “Federal Law Q&A” available for students. They can be found under the “Supplemental Materials” tab on the homepage for this course. All readings appearing in this section are considered Required Readings.

For some of the Modules additional readings (chapters of the book) will be added in the relevant folders of the modules. *It is the responsibility of students to check their Blackboard account and folders frequently.*

A list of 25 most important **vocabulary terms** will be provided to students on the www.quizlet.com website. I will present flashcard sets on that platform based on my view of the concepts. It is important to know these concepts in order to effectively participate in discussions and be prepared for assignments and quizzes.

Course Objectives

1. To provide students with an overview of the major legal issues and challenges facing managers in organizational settings.
2. To broaden students’ understanding of the legal concepts of discrimination and equal employment opportunity.
3. To broaden students’ understanding of the legal concept of employment at will and privacy at workplace.
4. To broaden students’ understanding of issues surrounding health, safety, security, employee rights and discipline.
5. To get students familiar with the process of workplace investigation and filing a complaint with EEOC.

It is *not a law course*; to the contrary, it will be focused on teaching students what a manager needs to know in order to function effectively.

COURSE SYLLABUS

Class Format

This is an online course. The class will not meet on campus and you do not have to login to the course Blackboard site at any specific time.

For the purpose of readings and assignments each week starts on a Monday and ends on a Sunday.

All topics will be covered during the week they are listed. It is advisable to complete the readings the week before they are listed in order to be prepared to participate online. All assignments are due on the day they are listed. D=Discussion Board Assignments noted by module and A or B Example: Module One Discussion A = 1DA

Powerpoint slides for each chapter will be provided in Blackboard. These will serve to outline the structure and highlight the major points of each topic. They are not, however, a substitute for having access to and knowledge of the fuller body of information available in the course text.

For the guidelines related to the specifics of online course and time management see sections below.

Class and Topic Schedule

Dates	Modules	Topics/Readings	Assignments Due
08/22-08/28	Module 1 Introduction to the course. Law and Ethics		'Introduce yourself' extra credit assignment (during the week in the Discussion section)
08/29-09/04	Module 1. Introduction to the course. Ethics in Business	<i>Readings in the Module folder</i>	1DA Ethics and Business DUE Wednesday
09/05-09/11	Module 2 Discrimination	<i>Readings in the Module folder</i>	2DA What is discrimination DUE Wednesday Case analysis 1 (for Module 1) Due Friday
09/12 – 09/18	Module 3 Federal Laws Part 1 Title VII, CRA, Religious accommodation	Chapter 17, 18	3DA Title VII and religious accommodation DUE Wednesday

COURSE SYLLABUS

09/19-09/25	Module 3 Part 2 Age and disability discrimination	Chapter 1, 2	3DB Age and disability discrimination DUE Wednesday
09/26-10/02	Module 3 Part 3 Equal pay and Pregnancy discrimination	Chapter 5, 15	Case analysis 2 DUE Friday
10/03-10/09	Module 3 Part 4 GINA, IRCA, OSHA	Chapter 9, 10, 12	3DC GINA DUE Wednesday
10/10-10/16	Module 3 Part 5 Affirmative action	<i>Readings in the Module folder</i>	3DD Affirmative action DUE Wednesday Case analysis 3 DUE Friday
10/17-10/23	Module 3 Part 6 Harassment	Relevant chapters	Federal Law Quiz 1 (Module 1- Module 3, part 5) Open on Tuesday 3 DE Harassment Due Friday
10/24-10/30	Module 4 Part 1 Employment at will, employee handbooks	<i>Readings in the Module folder</i>	Case analysis 4 DUE Friday
10/31-11/06	Module 4 Part 2 NLRB	Chapter 11	4DA DUE Wednesday Quiz 2 (Module 4) Open on Friday
11/07-11/13	Module 5 Part 1 Employee privacy	Chapter 4 <i>Readings in the Module folder</i>	Critical thinking assignment DUE Monday
11/14-11/20	Module 5 Part 2 Whistle-blowing	Chapter 16, <i>Readings in the Module folder</i>	Case analysis 5 DUE Wednesday Quiz 3 (Harassment and Module 5) Open on Friday

COURSE SYLLABUS

11/21-11/27	Thanksgiving Break		
11/28-12/04	Module 6 Workplace investigations and Filing complaint with EEOC		No discussions, prepare for QUIZ 4 (Module 6) Open on Friday
12/05-12/11	EXAM PERIOD	FINAL Case analysis DUE 12/09	

Grading components

Quizzes: There will be **4 self-proctored** quizzes administered during the semester. Each quiz will be worth a possible 20 points, which means the quizzes are worth a total possible **80 points**. The format of the quizzes remains open; I anticipate that they will be primarily multiple choice but they might also include short answer and/or possible essay questions too. There will be no make-up quizzes.

Test and Quiz Rules: All tests and quizzes will be administered online with the specific time given to answer each question. Since the instructor does not have any means to control student behavior during test-taking, this will be done through allowing limited time to answer the questions. Be prepared for that.

Consider that the quizzes help you better understand what you have learned. They are intended to give you immediate feedback. Research has shown that this format provides an optimal environment for learning.

Case analysis: Students will be required to submit analyses of **6** cases during the semester. The analysis must be a **full 2 pages in length** (no more and no less) and must be single-spaced (not

1.1 or 1.5 or any other spacing) and printed using Times New Roman, size 12 font, with 1.25 inch margins on the side and 1 inch margins on the top and bottom. Also, please do not use any space saving techniques (e.g. adding extra space between paragraphs, using bulleted or numbered items, etc.) Your grade on the analysis will be reduced if you do not follow these technical requirements.

Analysis should address the questions posted at the end of each case and should demonstrate student's ability to understand the problem and to use the concepts and material s/he learnt in class. Each case analysis will be worth **20** points, with total points for 6 assignments = **120 points**. Review the Case Analysis Evaluation Rubric for a detailed explanation of how your assignments will be evaluated in this class.

Critical Thinking Assignment: Students are required to complete one critical thinking assignment. You will have to present your opinion on the topic of **hiring ex-offenders and rehabilitation of criminals**. What kind of efforts should organizations make to participate in rehabilitating ex-offenders? What are the ethical implications of hiring/not hiring ex-offenders? You can pick a particular issue within this broad topic and present your analysis. The analysis must be a **full 5 pages in length** (no more and no less) and must be single-spaced (not 1.1 or 1.5 or any other spacing) and printed using Times New Roman, size 12 font, with 1.25 inch margins on the side and 1 inch margins on the top and bottom. Also, please do not use any space saving techniques (e.g. adding extra space between paragraphs, using bulleted or numbered items, etc.) Your grade on the analysis will be reduced if you do

COURSE SYLLABUS

not follow these technical requirements. In addition, you must attach a cover page that includes the topic you have chosen and a page of references at the end of your paper (the cover page and reference page do not count toward the 3 page requirement). **You must use at least eight references for each paper.**

In your critical thinking, you should include your identification and analysis of the central issues related to the topic, your evaluation of the alternative perspectives related to the topic, and a description of your current stance on the issue you have chosen from the broad topic. Please see the note regarding plagiarism in the class policies section of this syllabus. Your paper should be submitted to me as a Word attachment to either a Blackboard or email message. While you may submit your paper at any time before the due date, the **deadline** for submitting your critical thinking assignment is **November 7**. Critical thinking assignment is worth **80 points**.

Discussion participation. We will be doing **8 online** discussions. Online discussions might consist of collective **case analysis** or **providing answer** to the instructor's questions related to the topic. Each discussion will be worth **16 points**, for total of **128 points** possible for this kind of activity. Prior to your first online assignment, review the Online Participation Evaluation Rubric for a detailed explanation of how your online assignments will be evaluated in this class. **Please follow the rubric carefully.**

Please participate in online discussions as you would in constructive face-to-face discussions. You are expected to post well-reasoned and thoughtful reflections for each item, making reference, as appropriate, to your readings. A rule of thumb is that each answer should be at least 200 words. Be sure to reference any outside information that you use in answering your questions. You are also expected to reply to your classmates' posts in a respectful, professional, and courteous manner. You may, of course, post questions asking for clarification or further elucidation on a topic. All students are required to respond to at least *two response posts* from other classmates for each assignment to earn full credit. (Remember, it is a discussion. What can you add to continue the discussion?)

Grades

Assignments	Points
Quizzes	80
Case analyses (6X20 points each)	120
Critical Thinking Assignment	80
Discussion participation (8X16 points each)	128
Total points	408

A	383-408	C+	314-325
A-	367-382	C	302-313
B+	355-366	C-	285-301
B	342-354	D	273-284
B-	326-341	F	0-272

COURSE SYLLABUS

Rubric for Online Discussions¹

	4 A level qualities	3 B-level Qualities	2 C-level qualities	1 or 0 D- or F- level qualities	
Criterion	Exceptional	Acceptable	Marginal	Unacceptable	
Completeness	You address all elements of the discussion activity.	You address most elements of the discussion activity.	You address some elements of the discussion activity.	You address few, if any, elements of the discussion activity.	
Quality of response	You demonstrate an excellent understanding of the question(s) through well-reasoned and thoughtful reflections; your response is factually correct and substantive, with relevant references and examples and a clear connection to the readings.	You demonstrate a good understanding of the question(s) through well-reasoned and thoughtful reflections; your response is factually correct but lacks full development and a clear connection to the readings.	You demonstrate limited understanding of the question(s); your response includes basic examples but lacks substantive information and connection to the readings.	You demonstrate elementary understanding of the question(s); your response is incomplete, off-topic, incorrect, or irrelevant to the discussion activity.	
Comments to others	You demonstrate a careful reading of other postings through insightful comments and analysis and extend meaningful discussion by building on previous posts.	You elaborate on other postings with further comments or observations.	Your comments to others are mostly shallow (e.g., "I agree" or "I disagree") and do not enrich or further the discussion.	You post few, if any, comments to others.	
Participation	You contribute regularly and on a timely basis, meet or exceed minimum requirement for replying to classmates, and always observe proper online etiquette (are respectful, courteous, and professional).	You contribute occasionally and on a timely basis, meet the minimum requirement for replying to classmates, and observe proper online etiquette.	You contribute infrequently and not on a timely basis and do not meet requirement for replying to classmates or always observe proper online etiquette.	You do not contribute to discussion on a timely basis or observe proper online etiquette or both.	
				Total:	

¹ From Thomas Edison State College <https://sites.google.com/a/tesc.edu/abet-project/help/rubric-development>

COURSE SYLLABUS

Rubric for Case analysis

	5 A level qualities	4 B-level Qualities	3 C-level qualities	0 D- or F- level qualities	
Criterion	Exceptional	Good	Acceptable	Unaccepta ble	
Effective demonstrated an overall understanding of the assignment					
Clearly demonstrated an understanding of the concepts within the assignment					
Effectively performed all tasks required in the assignment					
Presented information that was realistic, logical, and clearly communicated					
Presented well-organized and grammatically correct information					
				Total:	

Blackboard Learn

All test and quiz scores and grades will be posted on Blackboard Learn for this course. Additionally, all mass communications from the instructor will be done using email through Blackboard Learn, and students may post messages to each other via an available bulletin board. Thus it is important that you understand this system, which is located at <http://www.uh.edu/blackboard/>. Help regarding Black board Learn can be obtained at <http://www.uh.edu/blackboard/help>.

It is students' responsibility to have up-to-date email address in the Blackboard account and to check their Blackboard frequently.

Class Policies and Expectations

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. It is important to contact the instructor as needed to discuss personal needs regarding course requirements and assignments.

Since it is an online course that is based on the concept of self-directed learning, it is important for you to manage your time efficiently. This means that you should be both willing and able to take responsibility for your own learning - both in terms of progress through the

COURSE SYLLABUS

course materials and when the learning process occurs. I will try to help you go through this process effectively.

In general, a three-credit course requires at least nine hours per week of time commitment. You should reserve at least 6 hours per week to read the required textbook chapters and resources and participate in online discussions.

You should organize your remaining time to prepare for each major assignment.

These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively.

Time management suggestions:

Complete readings on Sunday, before the week begins.

On weeks with assigned discussions, write initial posting for Discussion on Monday; proofread and revise on Tuesday, post on Wednesday. On Thursday and Friday, respond to your classmates.

Begin work on your critical thinking assignment early in order to have time to submit it.

Additional Class Policies

1. It is important that you ask any and all questions that you may have that are relevant to the topics covered. All questions are important. If you do not understand a concept, ASK!

2. You are responsible for reading and understanding the policies and the assignments as outlined in this syllabus. Please make sure that you read the syllabus carefully.

A Note on Plagiarism: Plagiarism involves the stealing/copying and passing off as your work, the ideas or words of another person. Since researching and writing your paper involves reviewing articles and books written by other people, it is important that you avoid plagiarism. You may do so by: (a) using quotation marks when you are using the exact words of another person (and then giving credit to that person through an appropriate footnote that indicates the author's name, the title of the article and the place and date that the article was published), or (b) summarizing the author's words by paraphrasing (please note that merely changing a few words in a sentence/paragraph is not acceptable paraphrasing – acceptable paraphrasing is accomplished by substantially rewriting the original passage) . If you paraphrase, you must also give credit to that person through an appropriate citation in the text of the paper. I will most likely check for plagiarism using the University's plagiarism software (Turnitin). Since many UH professors use Turnitin, it will likely include papers that you have written for other classes. So, if you have written a paper about a similar topic in the past, I suggest that you avoid using the same wording in the paper you write for this course or that, too, will be considered plagiarism. It is also important to include citations in your paper. Any part of your paper that reflects information from your sources should be cited. **Finally, in preparing the paper you should avoid using more than three direct quotes and no quote should be longer than one or two sentences.**

COURSE SYLLABUS

Important University Policies

Prerequisites: It is the student's responsibility to ensure that all prerequisites have been met.

Student Conduct: Students are expected to conduct themselves in an ethical and professional manner. Students are expected to be familiar with standards of conduct deemed reasonable and appropriate by the university and college. Although not an exhaustive discussion of such standards, students are expected to be familiar with the University of Houston Student Handbook as a minimum. The Handbook can be found at: <http://www.uh.edu/dos/hdbk/>. Students should additionally read and adhere to the Bauer Code of Ethics and Professional Conduct, <http://www.bauer.uh.edu/BCBE/BauerCode.htm>.

Academic Honesty: The University of Houston Academic Honesty Policy (also contained in the Student Handbook) is strictly enforced by the C. T. Bauer College of Business. No violations of this policy will be tolerated in this course. A discussion of the policy is included in the University of Houston Student Handbook, <http://www.uh.edu/dos/hdbk/acad/achonpol.html>. Students are expected to be familiar with this policy.

Students with Disabilities: The C. T. Bauer College of Business would like to help students who have disabilities achieve their highest potential. To this end, in order to receive academic accommodations, students must register with the Center for Students with Disabilities (CSD) (telephone 713-743-5400), and present approved accommodation documentation to their instructors in a timely manner.

Course Evaluations

The Bauer College of Business has a policy that requires all of its instructors to be evaluated by their students. The results of these evaluations are important to provide feedback to instructors on how their performance can be improved. In addition, these evaluations are carefully considered in promotion, salary adjustment, and other important decisions. We openly encourage students to provide feedback to instructors and to the Bauer College through the evaluation process.