



MGMT 1110 Employee Rules and Regulations

COURSE SYLLABUS

Online

Fall Semester 2021

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20092

Preferred Method of Contact: [Tina Jernigan tjernigan@southeasterntech.edu](mailto:Tina.Jernigan@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Tina Jernigan

Campus/Office Location: Vidalia/Gillis Building Office 807

Office Hours: 9:00-11:30 a.m. Monday-Thursday. Contact instructor via email to make sure of availability.

Email Address: [Tina Jernigan tjernigan@southeasterntech.edu](mailto:Tina.Jernigan@southeasterntech.edu).

Phone: (912) 538-3123

Fax Number: (912) 538-3106

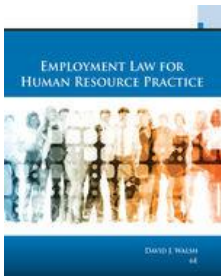
SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf.php) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf.php>).

REQUIRED TEXT

Employment Law for Human Resource Practice, 6th edition Walsh, David J., CENGAGE, ISBN: 9781337555326.

Note: Students may choose to purchase the bound book OR the Cengage Unlimited Access Code to obtain the e-book. Both are NOT required. Note: Mind Tap is not required for this class.



REQUIRED SUPPLIES & SOFTWARE

Students will be required to use Microsoft Word for this class. Do **NOT** use WordPad or another processing application to complete assignments in.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Develops a working knowledge of the laws of employment necessary for managers. Topics include Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

MAJOR COURSE COMPETENCIES

Employment Law, the Courts, Alternative Dispute Resolution (ADR), Discrimination Law, Selecting Applicants Under the Law, OSHA and Safety, Affirmative Action, At-Will Doctrine, Right to Privacy, Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Workers Compensation, Unemployment Compensation, and National Labor Relations Act.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Employment Law, the Courts and Alternative Dispute Resolution (ADR)
2. Discrimination Law
3. Selecting Applicants Under the Law
4. OSHA and Safety
5. Affirmative Action
6. At-Will Doctrine and Right to Privacy
7. Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA), Worker Adjustment and Retraining Act (WARN), Older Worker Benefit Protection Act (OWBPA), Consolidated Omnibus Budget Reconciliation Act, (Cobra), and Employee Retirement Income Security Act (ERISA)
8. Workers Compensation and Unemployment Compensation
9. National Labor Relations Act

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College (STC) has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Assigned work must be created in Microsoft Word 2016, saved, uploaded, and attached for grading in Blackboard. A grade of zero will be assigned for any work not submitted. No make-up or late work is allowed for this class. **All tests and assignments are due at 11:59 p.m. on Monday of each week.** Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the mySTC tab on STC's Website. Email can be accessed in the menu of your Blackboard course. Books and/or course materials are required on the **first day** of the semester.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus. **Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Monday each week.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Daphne Scott dscott@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu 912-538-3126, Building A, Room 165

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please arrangements with the appropriate campus coordinator.

Swainsboro Campus: Daphne Scott dscott@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

PROCTORED EVENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times:

Swainsboro Campus: Wednesday, November 3, 9 a.m.-12 Noon, Building 2, Room 2113.

OR

Vidalia Campus: Thursday, November 4, 9 a.m.-12 Noon, Gillis Building, Room 809.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Failure to take tests will result in a grade of zero. No make-up tests are allowed. If internet or browser failure occurs while taking a test, contact instructor immediately. A decision will be made at that time if the test will be reset. The instructor reserves the right to deduct points from the test scores for exceeding the scheduled time limit on the tests and/or requiring the student to come to campus to take the test.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the

Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Assignments	45%
Discussion Boards	10%
Tests	25%
Proctored Event/Exam	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

MGMT 1110-Employment Rules and Regulations

Fall Semester 2021 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Monday August 16		First Day of the Semester!	Complete the Getting Started items -Pledge Acknowledgement -Student Introduction -COVID Presentation -Make contact with instructor via email to reserve spot and intent on completing the class. All are required to stay enrolled in the course. MUST be completed within the first few days of the semester.	
Week 1 August 17-23	Chapter 1	Overview of Employment Law	-Read Chapter 1 Graded: -Case EEOC v. AutoZone Pages 27-32 -Chapter Question #9 Page 36 -Discussion Board 1 -Chapter 1 Test Chapter 1 assignments, test, and Discussion Board 1 due Monday, August 23, 11:59 p.m.	1 a,c

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 2 August 24-30	Chapter 2	The Employment Relationship	-Read Chapter 2 Graded: -Case Keller v. Miri Microsystems Pages 42-47 -Chapter Question #3 Page 68-69 -Discussion Board 2 -Chapter 2 Test Chapter 2 assignments, test, and Discussion Board 2 due Monday, August 30, 11:59 p.m.	1 a,c
Week 3 August 31-September 6	Chapter 3	Overview of Employment Discrimination LABOR DAY HOLIDAY-MONDAY, SEPTEMBER 6 NOTE: SHIFT IN DUE DATE FOR WEEK 3 DUE TO THE HOLIDAY	-Read Chapter 3 Graded: -Case Jones v. Oklahoma City Public Schools Pages 87-89 -Case Vasquez v. Empress Ambulance Service Pages 91-93 -Discussion Board 3 -Chapter 3 Test Chapter 3 assignments, test, and Discussion Board 3 due Tuesday, September 7, 11:59 p.m.	2 a,c

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 4 September 7-13	Chapter 4	Recruitment	-Read Chapter 4 Graded: -Case Harrison v. Benchmark Electronics Huntsville Pages 138-140 -Case Spears v. Amazon.com. KYDC LLC Pages 143-146 -Discussion Board 4 -Chapter 4 Test Chapter 4 assignments, test, and Discussion Board 4 due Monday, September 13, 11:59 p.m.	3,5 a,c
Week 5 September 14-20	Chapter 5	Background Checks, References, and Verifying Employment Eligibility	-Read Chapter 5 Graded: -Case Navarete v. Naperville Psychiatric Ventures Pages 160-163 -Case Thompson v. Bosswick Pages 178-181 -Discussion Board 5 -Chapter 5 Test Chapter 5 assignments, test, and Discussion Board 5 due Monday, September 20, 11:59 p.m.	2,3 a,c

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 6 September 21-27	Chapter 6	Employment Tests	-Read Chapter 6 Graded: -Case Wright v. Illinois Department of Children and Family Services Pages 206-209 -Case EEOC v. Dial Corp. Pages 216-218 -Chapter 6 Test Chapter 6 assignments and test due Monday, September 27, 11:59 p.m.	3 a,c
Week 7 September 28-October 4	Chapter 7	Hiring and Promotion Decisions	-Read Chapter 7 Graded: -Case Ambat v. City & County of San Francisco Pages 237-241 -Case Lewis v. Heartland Inns of America Pages 254-257 -Chapter 7 Test Chapter 7 assignments and test due Monday, October 4, 11:59 p.m.	2,5 a,c
Week 8 October 5- 11	Chapter 8	Harassment	-Read Chapter 8 Graded: -Case Gerald v. University of Puerto Rice Pages 289-294 -Case EEOC v. Management Hospitality of Racine Pages 298-301 -Chapter 8 Test Chapter 8 assignments and test due Monday, October 11, 11:59 p.m.	2 a,c

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 9 October 12-18	Chapter 9	Reasonably Accommodating Disability and Religion	-Read Chapter 9 Graded: -Case Samson v. Federal Express Pages 330-333 -Case EEOC v. Ford Motor Co. Pages 344-349 Chapter 9 assignments due Monday, October 18, 11:59 p.m.	2 a,c
Week 10 October 19-25	Chapter 10	Work-Life Conflicts and Other Diversity Issues	-Read Chapter 10 Graded: -Case White v. Beltram Edge Tool Supply Pages 380-384 -Case Young v. UPS Pages 389-391 Chapter 10 assignments due Monday, October 25, 11:59 p.m.	2,7 a,c
Week 11 October 26- November 1	Chapter 11	Wages, Hours, and Pay Equity	-Read Chapter 11 Graded: -Case Kellar v. Summit Seating Pages 424-427 -Case Pippins v. KPMG LLP Pages 436-442 Chapter 11 assignments due Monday, November 1, 11:59 p.m.	2,7
Week 12 November 2-8	Proctored Exam	Proctored Exam Dates: Swainsboro Campus: Wednesday, November 3, 9 a.m.-12 Noon, Gillis Building 2, Room 2113. OR Vidalia Campus: Thursday, November 4, 9 a.m.-12 Noon, Gillis Building, Room 809.	-Proctored Exam (Chapters 9, 10, and 11 *No assignments due this week just proctored exams.	2,7 a,c

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 13 November 9-15	Chapters 12 and 13	Benefits Unions and Collective Bargaining	-Read Chapters 12 and 13 Graded: -Case Harrison v. Wells Fargo Bank, N.A Pages 465-468 -Chapter Question #3 Page 493 -Case DirecTV v. NLRB Pages 500-505 -Chapter 12/13 Test Chapter 12 and 13 assignments and test due Monday, November 15, 11:59 p.m.	7,9 a,c
Week 14 November 16-22	Chapters 14 and 15	Occupational Safety and Health Privacy on the Job	-Read Chapters 14 and 15 Graded: -Case R. Williams Construction Co. v. OSHRC Pages 554- 556 -Case Koeppel v. Speirs Pages 606-609 -Case Ehling v. Monmouth-Ocean Hospital Service Corp. Pages 614-617 -Chapter 14/15 Test Chapter 14 and 15 assignments and test due Monday, November 22, 11:59 p.m.	4,6,8 a,c

Date/Week	Chapter/Lesson	Content	Assignments and Tests Due Dates	Competency Area
Week 15 November 23 December 2	Chapters 16 and 17	Terminating Individual Employees Downsizing and Post-Termination Issues THANKSGIVING HOLIDAYS- NOVEMBER 24 AND 25	-Read Chapters 16 and 17 Graded: -Case Reynolds v. Gentry Fin. Corp Pages 643-646 -Case Barnett v. PA consulting Group Pages 719-722 -Chapter 16/17 Test Chapter 16 and 17 assignments and test due Thursday December 2, 11:59 p.m.	6,7
Thursday December 2		FALL SEMESTER ENDS		

MGMT 1110 Competency Areas:

1. Employment Law, the Courts and Alternative Dispute Resolution (ADR)
2. Discrimination Law
3. Selecting Applicants Under the Law
4. OSHA and Safety
5. Affirmative Action
6. At-Will Doctrine and Right to Privacy
7. Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA), Worker Adjustment and Retraining Act (WARN), Older Worker Benefit Protection Act (OWBPA), Consolidated Omnibus Budget Reconciliation Act (Cobra), and Employee Retirement Income Security Act (ERISA)
8. Workers Compensation and Unemployment Compensation
9. National Labor Relations Act

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

REMINDERS:

- **Three points** will be assessed per error on assignments. Instructor reserves the right to deduct more for careless errors. Assignments must be keyed in Microsoft Word, saved, attached, and uploaded in Blackboard. If assignments are not submitted as a Word document, they will **NOT** be graded and will result in a grade of zero. Spell check and proof your work to avoid point deductions. Must use proper spelling, capitalization, grammar, complete sentences, etc. This is a college class so please take the time to proof your work. Answer all questions thoroughly. Always key the question(s) and then your response underneath the question. Number all questions. Assignments will only be graded from the appropriate chapter links in Blackboard. Do NOT email homework to me. You are strongly encouraged to work ahead on assigned work. Do not wait until the night before it is due to complete in case you have personal problems, computer problems, or other issues in Blackboard. No extensions will be given. Ten points will automatically deducted for not keying your name and assignment information on your Word documents. **For example, Tina Jernigan, MGMT1110, Chapter 1 Assignments.** Take ownership of your work! This will be enforced to make sure students are following instructions for assignments.
- Five discussion boards will be completed weeks 1-5. These count 10 percent of the final grade and are required. Students must post at least two comments to each discussion board. This means at least one original comment/response/thought and at least one reply to another student in class. These cannot be posted late.
- Chapter tests will be taken in Blackboard for this class. Chapter tests will be objective type tests including question types such as true/false, multiple choice, matching, etc. No books or notes are allowed when you take your exams.
- Proctored exam is scheduled during week 12. No study guide will be provided. The proctored exam for this class is over Chapters 9, 10, and 11.

***REVISED FALL SEMESTER 2021**

****INSTRUCTOR RESERVES THE RIGHT TO CHANGE GRADING SCALE AT ANY POINT DURING THE SEMESTER.**

MGMT 1110 DISCUSSION BOARD GRADING RUBRIC

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	<p>Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."</p>
1	0	70	<p>Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for</p>

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
			each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.