



**MGMT 1110 Employment Rules & Regulations**  
**COURSE SYLLABUS**  
**Online**  
**Fall Semester 2017**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250  
Class Location: GVTC/Blackboard  
Class Meets: Via Internet for 15 weeks  
CRN: 20148  
Preferred Method of Contact: email [vspivey@southeasterntech.edu](mailto:vspivey@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Vicki Spivey  
Office Location: 831  
Office Hours: 10-11:30 and 2-4 Monday-Thursday  
Email Address: [vspivey@southeasterntech.edu](mailto:vspivey@southeasterntech.edu)  
Phone: 912.538.3175  
Fax Number: 912.-538.3106  
Tutoring Hours (if applicable): na

**REQUIRED TEXT**

Employment Law by Cihon, 2016, 9<sup>th</sup> edition, Cengage Publishing, 9781337059886

**REQUIRED SUPPLIES & SOFTWARE**

Black, blue or red ink pens, no. 2 lead pencils, erasers, thumb drive, jump drive, USB, etc., and 3-subject notebook, Browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher.

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.

**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**

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.

## 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

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)

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. The student is expected to complete all work each week. Exams and assignments must be completed on the specified date. There are no makeup exams and students who miss an exam will be assigned a grade of zero. Assignments may be turned in early and exams are posted for 7 days. Please do not wait until the last moment to submit in case you have Internet problems with your computer. Homework Assignments **will not be graded after the due date on Mondays at 11:59 pm resulting in a zero (0)**. Class participation is required for successful completion of the course. All online students must pledge that they have read and understand the *STC Catalog* within the first three days of class. **Online students are responsible for checking e-mails and Blackboard announcements DAILY Monday-Thursday.** Books are required on the **first day** of the semester.

## 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 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 homework assignments**

**are due before 11:59 pm on Monday of 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.

## **SPECIAL NEEDS**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

## **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 advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

## **PROCTORED EVENT REQUIREMENT**

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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. 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 further 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, 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored exam for this class is November 8, Wednesday, at 8:30 am in the Medical Technology (Gillis Building) on the Vidalia campus or November 9, Thursday, at 2:30 pm Building 2 Room 2113 on the Swainsboro campus. You must come by office 831 to sign in on the Vidalia campus. Chapters 9-10 will be covered on the computerized proctored exam. You must attend on one of the two days listed or you will receive an F in the course. There are no makeup proctored exams.**

#### **EXIT EXAM**

All students are required to take the Exit Exam during their last semester.

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

**No make-up exams are allowed and there are no exceptions.** If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time if the exam will be reset. Only one test will be reset per semester if the instructor is notified in time according to the instructions. Homework Assignments and Discussion Boards **will not be graded after the due date (Monday at 11:59 pm) for any reason resulting in a zero (0).**

#### **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 Student 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" 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 second 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## 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 [STC website](#).

## 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
Homework	45%
Discussion Boards	10%
Tests	25%
Proctored Exam	20%

## GRADING SCALE

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

## Course Number and Name Fall Semester 2017 lesson plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Aug 14- August 21	Chapter 1	<b>First the Forest, Then the Trees: An Overview of Employment and Labor Law</b>	<b>Type Student Pledge</b>  <b>Type Student Introduction</b>  <b>Work on Chapter 1 Homework</b>  <b>Work on Ch 1 Discussion Board</b>	A, C, 1, 2
Aug 21- 27	Chapter 2	<b>Employment Contracts and Wrongful Discharge</b>	<b>Chapter 1 Homework &amp; Discussion Board Due Aug 21</b>  <b>Work on Chapter 2 Homework</b>  <b>Work on Ch 2 Discussion Board</b>	A, C, 2, 3
Aug 28- Sept 4	Chapter 3	<b>Commonly Committed Workplace Torts</b>	<b>Ch 1-2 Test posted from 08/28--9/04</b>  <b>Chapter 2 Homework &amp; Discussion Board Due Aug 28</b>  <b>Work on Chapter 3 Homework</b>  <b>Work on Ch 3 Discussion Board</b>	A, C, 1

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Sept 4— Sept 11	Chapter 4	<b>Employee Privacy Rights in the 21st Century</b>	Chapter 3 Homework & Discussion Due Sept 4  Work on Chapter 4 Homework  Work on Ch 4 Discussion Board	A, C, 1, 9
Sept 11- Sept 18	Chapter 5	<b>The Global Perspective: International Employment Law and American Immigration Policy</b>	Ch 3-4 Test posted from 09/11—09/18  Chapter 4 Homework & Discussion Board Due Sept 11  Work on Chapter 5 Homework  Work on Ch 5 Discussion Board	A, C, 6
Sept 18- Sept 25	Chapter 6	<b>Title VII of the Civil Rights Act and Race Discrimination</b>	Chapter 5 Homework & Discussion Board Due Sept 18  Work on Chapter 6 Homework	A, C, 6
Sept 25—Oct 2	Chapter 7	<b>Gender and Family Issues: Title VII and Other Legislation</b>	Chapter 6 Homework Due Sept 25  Ch 5-6 Test posted from 09/25—10/02  Work on Chapter 7 Homework	A, C, 2, 7
Oct 2- Oct 9	Chapter 8	<b>Discrimination Based on Religion and National Origin and Procedures under Title VII</b>	Chapter 7 Homework Due Oct 2  Work on Chapter 8 Homework	A, C, 2, 7
Oct 9- Oct 16	Chapter 9	<b>Discrimination Based on Age</b>	Ch 7-8 Test posted from 10/09—10/16  Chapter 8 Homework Due Oct 9  Work on Chapter 9 Homework	A, C, 2, 7
Oct 16- Oct 23	Chapter 10	<b>Discrimination Based on Disability</b>	Chapter 9 Homework Due Oct 16  Work on Chapter 10 Homework	A, C, 2, 7
Oct 23- Oct 30	Chapter 11	<b>Other EEO and Employment Legislation: Federal and State Laws</b>	Chapter 10 Homework Due Oct 23  Read only Chapter 11	A, C, 2, 7
Oct 30- Nov 6	Chapter 20	<b>Occupational Safety and Health</b>	Read only	A, C, 2, 7
Nov 8		<b>Proctored Exam (see syllabus for details)</b>	Chapters 9-10	A, C, 1, 2, 7

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
9		<b>Proctored Exam (see syllabus for details)</b>	<b>Chapters 9-10</b>	A, C, 1, 2, 7
Nov 13- Nov 16	Chapter 21	<b>The Employees' Safety Nets: Unemployment and Workers' Compensation, Social Security, and Retirement Plans</b>	<b>Read only</b>	A, C, 7, 8
Nov 27- Nov 30	Chapter 22	<b>The Fair Labor Standards Act</b>	<b>Read only</b>	A, C, 2, 7

**Competency Areas: (will vary for each course/taken from state standards)**

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.