

# **SYLLABUS**

## **MGMT 3243 Labor and Employment Law Spring Semester 2019**

**Instructor:** Sterling A. Spainhour  
**Class Sessions:** Tuesday, 5:30 – 8:15 pm  
**Class Location:** Friday Bldg., Room 144  
**Office Hours:** By Appointment  
**Phone:** (336) 414-3278  
**Email:** [sspain@carolina.rr.com](mailto:sspain@carolina.rr.com)

My goal is to create a learning experience that will be meaningful and memorable. Listed below are the policies and expectations for the Labor and Employment Law (Management 3243) class. Please read the entire syllabus carefully and be prepared to ask questions to enhance your learning experience. These policies and expectations are intended to create a productive learning atmosphere for all participants.

### **Course Description**

**MGMT 3243 Labor and Employment Law.** The course will examine the laws which impact human resource management (aka “Talent Management”) practice in the workplace. The course emphasizes the obligations of private-sector employers to workers under state and federal statutes and state common law doctrine. Topics covered include fair employment practices, anti-discrimination law, employment contracts, compensation and benefit legislation, privacy issues, and the operation of both judicial and alternative dispute resolution processes.

### **Required Text**

Bennett-Alexander and Hartman, Employment Law For Business, **8<sup>th</sup> Edition**, Irwin McGraw-Hill (2014). Please be advised that all assignments, lectures and exams will be based upon the 8<sup>th</sup> Edition of the text. Should you choose to use a different edition, you are responsible for any differences in the text that you choose.

### **Course Objectives**

MGMT 3243 is designed to provide a fundamental understanding of the most significant laws that govern the employer/employee relationship, and to provide an awareness of management practices that create or reduce the prospect of litigation and liability in the workplace. My goal this semester will be to “Untangle the web” of Federal, State, and Municipal Laws and other regulations that establish the rights and duties of parties to the employment relationship. The course emphasizes the obligations of private-sector employers to workers under the relevant state and federal statutes and state common law doctrines.

## Approach

Classes will consist of lectures addressing significant and pertinent topics in employment law, to include extensive discourse and analysis of the case excerpts presented in the text and by the instructor. Lectures will be heavily supplemented through integration of PowerPoint slides, assignment of supplemental articles, recent legal opinions, and audio content, and the unique perspective of guest speakers as time and circumstance allow.

## University Procedures and Policies

**Inclement Weather Policy:** The University is rarely closed because of bad weather. When such a closing occurs, it will be announced over local television and radio stations, on the University home page ([www.uncc.edu](http://www.uncc.edu)) and on the University inclement weather hotline: 704-687-2877. There may be times when the University remains open officially, but bad weather in the region makes it unsafe or unwise for faculty or students to travel, particularly in the evening. If I am unable to make it to a class, I will email you and will notify the Departmental Office (704-687-8772). If you cannot travel to class because of bad weather, please let me know. There will be no penalty for missing class due to bad weather conditions. As always, if class is conducted, it is the student's responsibility to obtain information from missed classes from fellow students.

**Withdrawals:** Students are expected to complete all courses for which they are registered at the close of the add/drop period. **If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible.** The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal.

**Academic Integrity:** Students have the responsibility to know and observe the requirements of The UNC Charlotte Code of Student Academic Integrity (see page 2 from this website: <http://www.dso.uncc.edu/judicial/images.08.21.07/academicintegrityguidelines.pdf>). This code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Any special requirements or permission regarding academic integrity in this course will be stated by the instructor, and are binding on the students. Academic evaluations in this course include a judgment that the student's work is free from academic dishonesty of any type; and grades in this course therefore should be and will be adversely affected by academic dishonesty. Students who violate the code can be expelled from UNCC. The normal penalty for a first offense is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases the course grade is reduced to U. Copies of the code can be obtained from the Dean of Students Office. Standards of academic integrity will be enforced in this course. **Students are expected to report cases of academic dishonesty to the course instructor.**

**Accommodations:** It is University policy to provide individualized accommodations to students who have disabilities that may impact on their ability to participate or demonstrate competencies in their course. Students seeking accommodations for disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. I am eager to provide you with support. **Please let me know if you are seeking accommodations.**

**Religious Observances:** UNC Charlotte provides reasonable accommodations, including a minimum of two excused absences each academic year, for religious observances required by a student's religious practice or belief. Such reasonable accommodations must be requested in accordance with documented procedures in this policy, and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. Students wishing to request a religious accommodation may refer to the information found at <http://legal.uncc.edu/policies/ps-134.html>.

### Course Policies

**Classroom Conduct:** I will conduct this class in an atmosphere of mutual respect. **I encourage your active participation in class discussions.** Each of us may have strongly differing opinions on the various topics of class discussions. **The conflict of ideas is encouraged and welcome.** The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you would not be permitted to participate further. In addition, inappropriate conduct (including on-going conversations during class time) will negatively impact your participation grade for the semester.

**Attendance and Assignments:** You are required to attend class. **Be prepared for class by reading the assigned material, completing any homework, planning to participate in class activities, and being prepared for In Class Evaluations from time to time and two exams.** If you are absent, you are responsible for getting information and assignments presented during that day. An absence does not relieve you of the responsibility to turn in an assignment on time. If you are going to be absent, send any assignments due for that class period to me via email (sspain@carolina.rr.com) by the beginning of class on the due date. If you miss an In Class Evaluation but have an excused absence, you will take an alternate In Class Evaluation at the next class session.

If you miss an exam, an In Class Evaluation or an assignment, you will receive a "zero" unless you have a documented, excused absence verified by the Dean of Students. In the case of an excused absence for an exam, it is up to you to schedule the exam with me and make up the work. **Absences may be excused for personal illness (doctor's note required) or participating as a University representative in an athletic or out-of-town event.**

**Instructor's absence or tardiness:** If I am late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions I may give you about my anticipated tardiness.

**Revisions to Syllabus:** I may modify the standards and requirements set forth in this syllabus at any time.

**Electronic Devices:** All cell phones must be off and put away during class unless you have an emergency situation, in which case you will need to receive prior permission from the instructor.

Laptop computers and tablets may be used for note taking during classes. However, web surfing, email, chatting, social networking, and other internet-based uses (i.e. listening to music or watching video clips) are prohibited.

## **Overall Grading**

Grading will be based on the student's performance in the following areas:

- |  |           |
|--|-----------|
| 1. Midterm Exam  | 25 points |
| 2. Final Exam  | 25 points |
| 3. In Class Presentations (See Exhibit A),<br>Assignments, Attendance, Participation | 50 points |

Additionally, in Class Evaluations may be given from time to time at my discretion and without prior notice so that I may evaluate your knowledge and comprehension of the material that we have covered. If you are not present, you will fail that In Class Evaluation, and have a corresponding reduction in the points pursuant to item 3 above, and there will be no makeup In Class Evaluation, subject to the course policy section of this syllabus.

## **Assignments**

Reading and written assignments for each lecture may be given at the end of the previous week's discussion, and will consist primarily of the relevant chapters in the class text. During some weeks, supplemental reading and/or audio content may be assigned in addition to the relevant text chapter(s). These materials will be made available through Canvass or e-mail.

## **Attendance**

Class preparation and attendance ARE REQUIRED.

## **Class Participation**

The contributions of students and sharing of ideas and questions is vital to the overall success of this course.

## **Class Communication**

Any communication with me relative to this class should be sent to [sspain@carolina.rr.com](mailto:sspain@carolina.rr.com) if you must use my university email address, please copy me at the email address above as I do not look at the university emails every day. Also, please copy my assistant Kim Mallen at [kmallen1@carolina.rr.com](mailto:kmallen1@carolina.rr.com).

## **Academic Integrity**

Students have the responsibility to know and observe the requirements of The UNCC Code of Students Academic Integrity. This code forbids cheating, fabrication, or falsification of information, multiple submission of academic work, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Any special requirements or permission regarding academic integrity in this course will be stated by the instructor, and are binding on students. Academic evaluations in this course include a judgment that the student's work is free from academic dishonesty of any type; and grades in this course therefore should be and will be adversely affectedly expelled from UNCC. The normal penalty for a first offense is zero grade.

In almost all cases the course grade is reduced to F. Copies of the code can be obtained from the Dean of Students Office. Standards of academic integrity will be enforced in this course. Students are expected to report cases of academic dishonesty to the course instructor.

### **Diversity & Inclusion**

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

### **Privacy & Records**

All exam grades will be made available to students on the university grading system or otherwise upon request.

### **Evaluation**

Letter grades will be determined as follows:

<u>Total Grades</u>	<u>Grade</u>
90-100	A
80-89	B
70-79	C
60-60	D
59 and below	F

## EXHIBIT A

### PRESENTATIONS

Each student will be responsible for a class presentation as a part of a group of one or two other students. I will assign student presentation groups at the first class meeting if not earlier. Those presentations will cover a designated chapter(s) in the text. No changes in this selection will be permitted except as set forth in the Course Policies section of this syllabus.

Presentations will begin the week of **January 17, 2019** and will start at the beginning of each class. No absences or excuses will be permitted except as set forth in the Course Policies of this syllabus.

I expect that each presentation will stimulate a robust class discussion which must be led by each team. It is required that you include outside research on your particular topic in your presentation. The following are the minimum requirements for each team's presentation:

MINIMUM TIME: 1 Hour

PRESENTERS: Equal time must be allotted to each presenter.

MATERIALS: You should be prepared to use the audio visual equipment in the classroom and other supplementary materials that you believe will enhance your presentation.

WRITTEN COPIES: I WILL NEED A HARD COPY OF YOUR POWERPOINT OR WRITTEN MATERIALS EMAILED TO ME AT LEAST 48 HOURS PRIOR TO THE CLASS AT WHICH YOU ARE PRESENTING. This copy may be emailed to me at [sspain@carolina.rr.com](mailto:sspain@carolina.rr.com) with a copy to [kmallen1@carolina.rr.com](mailto:kmallen1@carolina.rr.com).

REQUIREMENTS: Please note that presentations which do not fully meet the minimum requirements set forth in this exhibit will receipt NO credit.

#### CONTENTS OF YOUR PRESENTATION:

1. List the Learning Objectives for the chapter you are discussing and **ELABORATE** on these Learning Objectives in terms of the issues raised for your presentation.
2. Review the contents of the assigned chapter and highlight and discuss all of the relevant issues.

3. Research, include and discuss at least two other sources (external to the text). You may use sources in the Chapter End Notes or other external sources that relate to the material covered in your presentation.
4. Discuss the Management Objectives at the end of that chapter.
5. Discuss with the class at least two of the Chapter End Questions.
6. Discuss any relevant cases which will relate to the subject matter of your presentation and provide the class with the latest information available on that subject.

PLEASE NOTE THAT THESE ARE THE MINIMUM REQUIREMENTS FOR YOUR PRESENTATION. YOUR GRADE WILL BE BASED UPON YOUR INCLUSION OF THE ITEMS SET OUT ABOVE. STRICT COMPLIANCE IS REQUIRED. YOU MAY SUPPLEMENT YOUR PRESENTATION AS YOU CHOOSE SUBJECT TO THE TIME RESTRICTIONS.