**Course Title and Course Number**

Fair Employment Practices HRM 4580

Spring 2025

**Course Information**

Class Days: Virtual

Class Times: Virtual

Class Location: Online and through email Instructor: Dr. Ann Johnson

Phone: 909-537-7664 (Email is more effective)

**Course Overview**

Quarter Prerequisite: HRM 455

Prerequisites

HRM 4550.

Student Learning Outcomes

Email: ajohnson@csusb.edu

Office: JHBC 554

Office Hours: Thurs 4:00-5:30

Tues (zoom) 12:30-2:00

Upon successful completion of this course, students should be able to:

CLO 1: Students will analyze cases through legal briefs using the IRAC method CLO 2: Students will demonstrate tools for critical thinking in applying the law in business decisions.

CLO 3: Students will apply legal research skills as it applies to various areas of business decision-making.

CLO 4: Students will gain appropriate skills for analyzing the law in a business setting

CLO 5: Students will identify legal issues as they occur in the workplace CLO 6: Students will recognize and differentiate legal subjects

CLO 7: Students will distinguish the U.S. Court system

Classroom Protocol

1

Note expectations for participations, attendance, arrival times, behavior, safety, cell phone use, etc.

**Course Materials**

Required Texts, Materials, and/or Equipment



Employment Law for Business. Bennett-Alexander, Dawn N; Hartman, LauraMcGraw Hill. 8th Edition

**Course Assignments and Exams**

Briefs:

The students will write two briefs. The briefs will be in IRAC format. The format will be posted on Canvas. Instructions for this process are listed on Canvas under Briefs.

Quizzes:

There will be 14 Chapter reading quizzes for students to complete. The quizzes are located in the Modules.

Discussions:

Discussion questions will be on the Discussion board and a link to each discussion questions are located under the Module.

Group Presentations:

Students will choose a case to present in groups. Additional information is located under module 12.

Midterm Examination:

This examination will be multiple choice and will cover the cases and information presented in the first half of the semester. The students should have an understanding of the holdings of different cases and how to answer basic hypothetical questions.

Final Exam:

The final exam will not be cumulative. It will consist of multiple choice and true false questions. The professor will conduct a review for the final exam.

**Grading Policy**

Specify grading policies including how grades are determined, what grades are possible, the grading scale, whether extra credit are available, what the penalty is for late or missed word and what constitutes a passing grade for the course.

Grades:

95+ A 74-77.9 C

90.-94.9 A- 70-73.9 C

87.-89.9 B+ 67-69.9 D+

84.-86.9 B 64-66.9 D

80.-83.9 B- 60-63.9 D

77.-79.9 C+ 59- F

***POINTS AND GRADING - There will be a total of 500 points possible in this class.***

Chapter Quizzes 140 points

Syllabus Quiz 10 points

Briefs 34 points

Discussion 16 points

Team Project 100 points

Mid-Term 100 points

Final 100 points

**MINI QUIZZES:**

***14 Chapter Quizzes - 10 Points Each***

3

A mini quiz consisting of 5-10 questions from the current week’s or day’s lectures will be given on an assigned date listed under *Weekly Assignments*. The purpose of these quizzes is to assess your comprehension of the topics recently discussed in previous lectures. Students, who have done well in MGMT 4580, read the material before class and also review their notes one or two days afterward, to keep the concepts fresh in their minds. This practice also helped them manage their time when studying for the midterm and final exams. These quizzes are worth 10 points each.

All quizzes are due Wednesday night at 11:59 PM.

**SYLLABUS QUIZ:-10 points**

There will be a syllabus quiz.

**DISCUSSION QUESTIONS-16 points**

There will be 16 discussion -questions worth 1 point each for a total of 10 points. You can access the discussion questions under the modules or the discussion page.

**BRIEFS: 34 points (2 briefs 17 points each)**

Students will be assigned two briefs. Each brief is worth 17 points.

**TEAM COLLABORATIVE PROJECT: 100 points**

Students will work in groups of four or five to collaborate on a case project that will culminate in an oral report and an oral summary of your research findings. Grading on this project will be based on the quality of the case report prepared by you and your collaborative team. This project requires teams to address a case study from the text that can help us understand an issue or concern that pertains to a course topic. The members of each team are expected to review the case study and address the questions at the close of their case. Team members are expected to integrate their responses and produce a co-authored presentation reviewing the current state of knowledge on the topic that they present. Each team will prepare and deliver an oral summary report of their research findings. More specific instructions are on the course website under presentations.

The projects submitted by the team will represent a potential of 100 points. Material from the paper can be incorporated into the Power Point, Team. Prezi or Youtube presentation. APA format needs to be used.

\*Alternatively students may choose to do their projects on a Spanish speaking country’s legal system and the U.S.

**Grading:**

| 100% – 99 =A+; 98 - 93 = A; 92 - 90 = A- | (Excellent): Meeting course requirements with a superior level of performance. A is recognized for an honors evaluation. |
| --- | --- |
| 89% - 88 = B+; 87 - 83 = B; 82 - 80 = B- | (Good): Meeting course requirements with a high level of performance |
| 79% - 78 = C+; 77 – 72.5 = C  72.49 – 70 = C- | (Satisfactory): Meeting course requirements with an acceptable level of performance  Please see the statement below for grade requirements to receive class credit. |
| 69% - 68 = D+, 67 - 63 = D, 62 - 60 = D- | (Passing): Meeting course requirements with minimally adequate performance |
| Below 60% = F | (Failing): Inadequate performance or not meeting course requirements |

**Course Schedule**

| MODULE AND WEEK | MODULE | CLASS SUBJECT | READINGS | ASSIGNMENTS  SYLLABUS QUIZ | DUE  1/22 |
| --- | --- | --- | --- | --- | --- |
| M1: WEEK 1 | 1 | THE REGULATION OF EMPLOYMENT | CHAPTER 1 | INTRO  QUIZ 1  DISCUSSION #1  IntroDiscussion  Question | 1/29 |
| M2:WEEK2 | 2 | COURTS AND  JURISDICTION  Differences in US and Mexico Court system | CHAPTER 2 | DISCUSSION #2  QUIZ 2 | 2/5 |
| M3: WEEK 3 | 3 | THE CIVIL RIGHTS  ACT 1964: TITLE VII | CHAPTER 3 | DISCUSSION #3  QUIZ 3 | 2/12 |
| M4 WEEK 4 | 4 | THE LEGAL  CONSTRUCTION OF THE EMPLOYMENT ENVIRONMENT | CHAPTER 4 | DISCUSSION #4  QUIZ 4  Brief 1 | 2/19 |
| M5 WEEK 5 | 5 | AFFIRMATIVE  ACTION | CHAPTER 5 | DISCUSSION # 5  QUIZ 5 | 2/26 |
| M6 | 6 | RACE AND COLOR | CHAPTER 6 | DISCUSSION #6  QUIZ 6 | 3/5 |
|  |  |  |  | MIDTERM | TEST DUE: 3/5 |
| M7 | 7 | NATIONAL ORIGIN DISCRIMINATION  English Only Laws  Citizenship and employment  Accent Discrimination | CHAPTER 7 | DISCUSSION #7  QUIZ 7 | 3/12 |

5

| M8 | 8 | GENDER  DISCRIMINATION | CHAPTER 8 | DISCUSSION #8  QUIZ 8  BRIEF 2 | 3/19 |
| --- | --- | --- | --- | --- | --- |
| M9 | 9 | SEXUAL  HARASSMENT | CHAPTER 9 | DISCUSSION #9  QUIZ 9 | 3/26 |
|  |  | SPRING  BREAK |  |  | 3/31-4/4 |
| M10  M11 | 10  11 | SEXUAL  ORIENTATION AND IDENTITY  RELIGIOUS  DISCRIMINATION | CHAPTER 10  CHAPTER  11 | DISCUSSION #10 QUIZ 10  DISCUSSION #11  #11 QUIZ 11 | 4/9 |
| M12 | 12 | DISABILITY  DISCRIMINATION | CHAPTER 12 | DISCUSSION #12 QUIZ 12  Presentation | 4/16 |
| M13  M14 | 13  14 | AGE DISCRIMINATION  THE EMPLOYEE’S  RIGHT TO PRIVACY, AND MANAGEMENT OF PERSONAL  INFORMATION | CHAPTER 13  CH 14 | DISCUSSION #13 QUIZ 13  Disc 14  #14 Quiz | 4/23 |
| M15 | 15 | LABOR LAW  EXAM 2 | CHAPTER 15 | DISCUSSION #15 | 4/30  5/7 |
| M16 |  | Reflections |  |  | 5/14 |

**Student Support Services**

6

Academic Services

A complete list of all academic support services is available on the Academic Success section of the CSUSB Student Affairs website.

For help with improving your writing ability, the staff at the CSUSB Writing Center is available in person and online.

Counseling Services

Counseling and Psychological Services offers confidential counseling services by licensed psychologists, counselors, and social workers. More info can be found at their website or by calling (909) 537-5040.

Food Insecurity/Scarcity

The Obershaw Den provides food and personal hygiene items for enrolled students in need. Services are confidential.

**Students with Disabilities**

If you have a documented disability, please read the below information to have your right to accommodation met. If you have an undocumented disability, please schedule a time to meet with me so we can discuss your needs.

San Bernardino Campus:

If you are in need of an accommodation for a disability in order to participate in this class, please see the instructor and contact Services to Students with Disabilities at (909) 537-5238 or ssd@csusb.edu.

If you require assistance in the event of an emergency, you are advised to establish a buddy system with a buddy and an alternate buddy in the class. Individuals with disabilities should prepare for an emergency ahead of time by instructing a classmate and the instructor.

Palm Desert Campus:

If you are in need of an accommodation for a disability in order to participate in this class, please let me know ASAP and also contact Services to Students with Disabilities at the Palm Desert Campus at 760-341-2883 extension 78117, or at the San Bernardino Campus at 909-537- 5238, ssd@csusb.edu.

If you require assistance in the event of an emergency, you are advised to establish a buddy system with a buddy and an alternate buddy in the class. Individuals with disabilities should prepare for an emergency ahead of time by instructing a classmate and the instructor.

**Technical Support for Canvas**

7

Student support for Canvas is provided by the Technology Support Center, located on the 1st floor of the

Pfau Library Wedge, PL-1108. They can be reached at 909-537-7677 or support@csusb.edu

**Academic Honesty**

Please refer to the course bulletin’s Academic Regulations and Standards for the University’s policy regarding cheating and plagiarism. These activities will not be tolerated in this class. Become familiar with the policy and what constitutes plagiarism. Any cheating or plagiarism will result in failing this class and a disciplinary review by the University. These actions may lead to probation, suspension, or expulsion.

Examples of Plagiarism include but are not limited to:

 Using sources verbatim or paraphrasing without giving proper attribution (this can include phrases, sentences, paragraphs and/or pages of work)

 Copying and pasting work from an online or offline source directly and calling it your own

 Using information you find from an online or offline source without giving the author credit

 Replacing words or phrases from another source and inserting your own words or phrases

 Submitting a piece of work you did for one class for another class

**Success in an Online Course**

This online course offers the advantage of learning anyplace and anytime. Despite this flexibility, to succeed in the online learning environment students should keep in mind the following requirements:

• A computer with a stable Internet connection. Higher speed Internet connections are strongly recommended.

• Basic computer skills - email, surf the Internet, and create basic word processor files. • Microsoft Office 2010 or higher (Must include Word and PowerPoint). • A reliable email address that will not change from the beginning until the end of the semester.

• A "technology back-up" plan. Students should plan out an alternative location to do assignments and quizzes in the event their computer or Internet connection is not working.

• Time. Distance learning courses require as much time as traditional (classroom) instruction. The primary difference is that online instruction allows flexibility. • Self-motivation. Online students must be "self-starters" and can work with a minimum of supervision. Students who procrastinate are rarely successful in distance learning courses.

8

Students are also required to:

• Make use of the online course materials available via Blackboard. Access to these materials is available once you have registered to the course

• Participate in asynchronous online discussions

• Complete readings and assignments by the dates indicated on the syllabus • Check email daily

**Netiquette**

Netiquette is online etiquette. It is important that all participants in online courses be aware of proper online behavior and respect one another.

Use appropriate language for an educational environment:

 Use complete sentences

 Use proper spelling and grammar

 Avoid slang and uncommon abbreviations

 Do not use obscene or threatening language

Remember that the University values diversity and encourages discourse. Be respectful of differences while engaging in online discussions. For more information about Netiquette, see The Core Rules for Netiquette by Virginia Shea.

**Turnitin**

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You may submit your papers in such a way that no identifying information about you is included. Another option is that you may request, in writing, that your papers not be submitted to www.turnitin.com. However, if you choose this option you will be required to provide documentation to substantiate that the papers are your original work and do not include any plagiarized material.

**Student Privacy and Intellectual Property**

Students maintain intellectual property rights to work products they create as part of this course unless they are formally notified otherwise.

Blackboard Grade Center is used to assure privacy of student grades and feedback on individual assignments unless students have granted written waivers.

Students will be notified at the time of an assignment if copies of student work will be retained beyond the end of the semester or used as examples for future students or the wider public.

9

**Copyright**

CSUSB respects the intellectual property of others and we ask our faculty & students to do the same.

It is best to assume that any material (e.g., graphic, html coding, text, video, or sound) on the Web is copyrighted unless specific permission is given to copy it under a Creative Commons License. More information about the use of copy written material in education as part of the TEACH Act and Copyright Fair Use Guidelines. Whenever possible, you should attribute the original author of any work used under these provisions.

**Classroom safety**

Students must wear appropriate face coverings while indoors and those without will be asked to return upon obtaining one. Limited exceptions can be obtained by contacting the Office of Services for Students with Disabilities.

Students unwilling to wear a mask will be asked to leave immediately and appropriate security protocol (including class cancellation) may occur at the discretion of the faculty, who may then assign additional work due to non-compliance.

Students who are positive or are exhibiting COVID-like symptoms, must leave the space immediately and faculty will follow up regarding make-up work and accommodations at a later time.

For additional details please check the Return of the Pack website.

10