

**Welcome to BUSI 4334-130, CRN 10530 (Employment Law) at Texas A&M University-Central Texas for spring 2023!**

I look forward to helping you learn more about employment law to aid you in making better decisions as H.R. practitioners and managers. In my practice, I see far more mistakes resulting from a general lack of understanding about the extent of employment law protections rather than being intentionally discriminatory towards a particular group. Please feel free to ask questions about employment and legal issues you may see in the news to better understand the outcome and/or ramifications. Also, feel free to ask questions after you have completed the course, as I still field questions from students I had many years ago!

Due to the way the law impacts us, it is vital that we feel comfortable discussing the various legal issues thoroughly. In doing so, please understand that you all have unique backgrounds and perspectives and that others may not view a situation the same way you do. Please ensure that our discussions are productive and respect the diverse perspectives that your classmates are likely to have. Conflicts or hurt feelings often arise not from the content of what is said but from the tone and delivery. Also, in showing respect, please avoid distracting behaviors to the extent possible, such as arriving late, packing up/leaving early, and distracting activity on electronic devices. We all know there will be occasions where this will likely happen with work, health, or family obligations, but only make it a habit when necessary.

Just as we have diverse opinions, we also have various life circumstances. I have worked hard to create a rigorous yet flexible course to respect those differences. As we explore the law, it can sometimes be confusing. For some, legal terminology is like a foreign language that you may not understand it as quickly as others. There were a few topics in law school that I "got by" on but did not master until a year or two later when I was studying for the bar exam. As such, the course design allows the student who struggles with some content yet is diligent and perseveres to earn an acceptable grade. I sometimes see the course differently than you do. If you see an improvement I could make in the structure or presentation of the material, please let me know. I want to avoid structural issues that interfere with your learning success!

In this syllabus, I provide as much information as possible about the course and my general expectations to put you in the best position to succeed. Additional information is available in our Canvas course. Please do not hesitate to reach out with a question or concerns. That is why I'm here!

### **Course Structure/Modality Information:**

This is a **16-week "Classroom Blended" section** that meets on Tuesdays (first week only and optional for most exams)/Thursdays (every week) from 9:30-10:45 in Founders Hall, Room 211.

With that said, this section is also cross-listed with a "Fully Online" section. I also intend to stream each class meeting via WebEx synchronously. The live session provides a more direct opportunity to interact and complete that week's application activity together. Still, this unique cross-listing allows you the option each week to complete the application activity in person, join and work via WebEx, or complete it on your own asynchronously. You can change your approach weekly and do not have to let me know. If you attend via WebEx, I encourage you to join in the discussion and ask questions but be sure to "mute yourself" when not speaking. The assignments, content, and due dates are the same for both sections. Still, this unique structure allows you a variety of options for how to learn and complete your work.

### **Instructor Contact Information**

Instructor: Lucas Loafman, J.D., M.B.A.

Office Location: Founders Hall Rm 217R

Email: [loafman@tamuct.edu](mailto:loafman@tamuct.edu) or Canvas Inbox - These are the best methods to contact me for the quickest response, as I frequently check them! I will respond to emails within eight hours if not traveling and usually within a couple of hours.

Department Phone: 254-501-5944 – Please leave a message, and I will call back as soon as possible, but it may take longer to respond via phone as I work from home some days.

### **Planned Hours for In-Office Assistance:**

Monday: By advance appointment

Tuesday: 8:15-9:30, 10:45-12:30, and 1:45-2:15, other times by advance appointment

Wednesday: 8:15-2:45, other times by advance appointment

Thursday: 8:15-9:15, 11:00-12:15, and 2:00-4:45, other times by advance appointment

Friday: By advance appointment

If you prefer to meet in person, please schedule an appointment so I can make sure I don't miss you. Sometimes meetings get scheduled during office hours, or I must step away from my desk for a bit. I can be available earlier or later in the evening with advanced notice. I am also available for WebEx virtual meetings for "after-hours" situations, such as nights and weekends, if that helps you.

### **Keeping up, especially with any unexpected changes:**

I will do my best to post an "Announcement" on Canvas if I miss class, am out of contact for an extended period, or if my planned office hours need to change. Rather than having to check the "Announcements" area in Canvas frequently, you should have your notifications turned on in Canvas to receive immediate course notifications. You can do this by clicking on your profile image, clicking notifications, and then changing the announcement alert setting to "notify immediately." Also, if you click on "settings" under your profile, you can modify where canvas sends a course notification. By default, notifications go to your school email address. Still, you can add a personal email or text message notification option. Please let me know if you have any questions!

### **Course access information:**

This is a "Classroom Blended" course and uses the A&M-Central Texas Canvas Learning Management System extensively: [<https://tamuct.instructure.com>] for audio lectures, supplemental materials (like readings and lecture PowerPoints), quizzes, exams, grade reporting, and assignment submissions. The instructions in this syllabus will assist you with gaining access and technical support. As stated above, there is a live meeting scheduled on Thursdays. I will also do a synchronous WebEx broadcast if you choose to participate that way. Still, you are certainly NOT required to do either. Once you are in Canvas, *there is an icon on the left with a question mark surrounded by a circle (says Help when you hover over it) that will have additional Canvas resources if you are unfamiliar with using Canvas.*

To be enrolled in this course, you should have taken either BUSI 3332 or MGMT 3302 (preferably both). It will be essential that you have a familiarity with the general use of PowerPoint, Microsoft Word, the Internet, copying and pasting information, and attaching documents for submission.

### **Emergency Warning System for Texas A&M University-Central Texas: SafeZone**

SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [[www.safezoneapp.com](http://www.safezoneapp.com)].

To register SafeZone on your phone, please follow these three easy steps:

1. Download the SafeZone App from your phone store using the link below:
  - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [<https://apps.apple.com/app/safezone/id533054756>]

- [Android Phone / Tablet](#)  
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
  3. Complete your profile and accept the terms of service

### **Course Description and Objectives:**

**Catalog Description:** Study laws relating to employment. Explore employer-employee relationships, regulation of discriminatory practices in employment (Title VII, the 1964 Civil Rights Act, and other statutes), regulation of the employment environment, and testing and evaluation of employee job performance. Prerequisite(s): [BUSI 3332](#) or [MGMT 3302](#).

### **Course Level Objectives (CLOs):**

At the end of the course, the student should be able to, at an acceptable level per the **grading scale** found in the syllabus below (Minimum of 715 Points):

1. Extrapolate key legal information from a recent Supreme Court decision on employment law.
2. Discuss, recognize, and explain legal issues within the employment life cycle, including:
  - The basic employment relationship
  - Employment discrimination
  - The hiring process
  - Managing a Diverse Workforce
  - Pay, Benefits, and Terms of Employment
  - Terminating Employment
3. Analyze hypothetical employment law issues, and evaluate alternatives that legally and ethically resolve the issues, and recommend action consistent with the law.
4. Effectively research a current employment law issue.
5. Summarize an employment law news article or case and apply it to course concepts.
6. Communicate professionally. (All Course Communications)

### **Weekly Learning Objectives (W.L.O.s):**

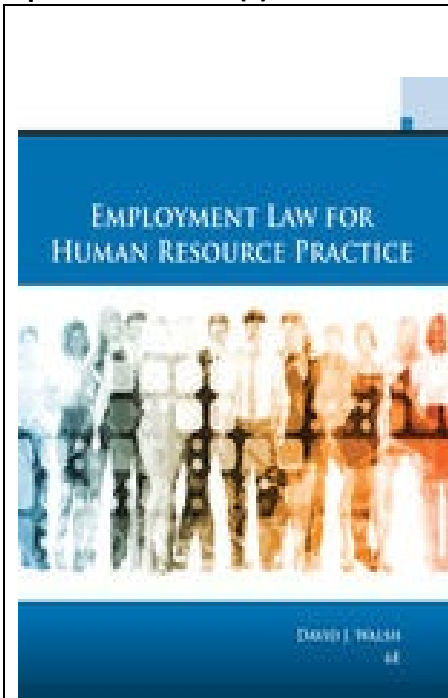
After the course, the student should be able to, at an acceptable level per the grading scale found in **the Grading Scale** section of the syllabus below (Minimum of 715 points):

1. Identify sources and applicability of employment law/regulation
2. Recognize how employees can exercise their employment rights
3. Define key terminology related to employment law cases
4. Discuss the managers' role in legal compliance
5. Identify the implications of worker classification
6. Classify a worker as an employee and an independent contractor
7. Determine who is an employer

8. Differentiate between disparate treatment and disparate impact discrimination
9. Identify the components of the prima facie case
10. Recognize the scope of a claim of retaliation
11. Recognize issues in employee recruitment
12. Identify the benefits of diversity
13. Explain when affirmative action is allowed
14. Recognize visa types
15. Identify application process issues
16. Explain potential issues in background checks, including using criminal history in decisions and avoiding negligent hiring
17. Identify positives and negatives with references.
18. Recognize the steps in employment verification and citizenship discrimination limitations
19. Identify the circumstances under which a drug, medical, and polygraph test may be legally administered and/or used.
20. Explain the general legal requirements for any test.
21. Recognize what sex/gender + discrimination is
22. Explain the difference between subjective and objective hiring criteria and the implications of each
23. Identify issues in the interview process
24. Identify Quid Pro Quo Sexual Harassment
25. Explain what constitutes Hostile Environment Sexual (and other) Harassment
26. Recognize when employers are liable for harassment
27. Recognize what it means to have a disability under the A.D.A.
28. Explain the concept of undue hardship in accommodations and the responsibilities of the parties involved
29. Identify what qualifies as Religion.
30. Explain under what circumstances and limits an employer must accommodate the religious practices of its employees.
31. Determine an employer's responsibilities under the FMLA.
32. Recognize the protections of the P.D.A.
33. Discuss the legal status of "English-only" policies and when fluent English may be required.
34. Identify the legal protections available based on sexual/affinity orientation.
35. Discuss the workplace issues that may arise in the broader context of gender identity situations.
36. Recognize the general circumstances employers must pay minimum wage and overtime under the FLSA.
37. Identify common exceptions to minimum wage and overtime rules.
38. Explain the circumstances when a person under 18 can work under the FLSA.
39. Determine whether employment actions violate the Equal Pay Act.
40. Explain the requirements of ERISA
41. Differentiate between pension types

42. Recognize health insurance and other benefits issues
43. Recognize the impacts/requirements of Norris LaGuardia and National Labor Relations Acts
44. Differentiate between the various labor shop arrangements
45. Identify unfair labor practices and mandatory/permissive subjects
46. Identify the major OSHA safety protections
47. Explain the OSHA Inspection Process
48. Recognize employee rights under OSHA
49. Recognize the circumstances when an employee has a right to privacy in and outside the workplace.
50. Explain the concept of at-will employment
51. Identify the exceptions to at-will employment
52. Explain legal issues in downsizing
53. Identify essential requirements of the WARN Act
54. Recognize unemployment insurance considerations

**Required Textbook(s) and Resources:**



**Employment Law for Human Resource Practice by David J. Walsh, 6th edition, Cengage, 2019.**

You can access this text several ways since you DO NOT need access to MindTap and only need the book.

1. Buy it through the Bookstore.
2. Buy a used copy online.
3. Cengage Unlimited eTextbooks – You can buy the option through the Bookstore or Cengage for about \$70 for one semester. This gives you electronic access to all textbooks (not the electronic resources like MindTap, which I do not require) that come with Cengage unlimited, which may include some for your other courses too. If you want a hard copy, Cengage will rent one for just \$7.99 per book. **So approximately \$80 to rent with eText access and a hardcopy for our class, plus access to more textbooks.**
4. Suppose you want the electronic resources or a more extended subscription. You can buy Cengage Unlimited eTextbooks + Online Homework Platforms for \$120 for four months, \$180 for a year, or **\$240 for two years.** Rentals of a hard copy are still \$7.99, and you can leverage the 2-year option over multiple courses.

*A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same text may also be available from an independent retailer, including an online retailer.*

You also need access to a properly configured computer (details later in the syllabus) with: speakers or a headset (to listen to any audio/video files), PDF reader software like Adobe for additional readings, M.S. Word, & PowerPoint, as well as reliable internet access for accessing materials, quizzes, exams, and assignment submissions.

**I provide essential information beyond the text through audio lectures, PDF PowerPoints, and other resources.** I assess this information on quizzes and exams. You may access it by clicking on “Modules” on the left side of Canvas for desktop computer viewing or via the dropdown at the top right of your mobile device. As such, it is incredibly beneficial that you are actively engaged in the learning process and taking notes. Taking notes, particularly handwritten, has been proven in research to improve knowledge retention. On a personal note, I have been taking an online course with many videos, and taking notes has helped my level of engagement. If I don’t take notes, my mind wanders, and I often have to rewatch the video. I would suggest printing the PDF slide document that provides an outline and spells out some of the critical concepts for you and then making notes in the available white space so you have both the slides and notes together. However, notetaking is also a personal process; do what is comfortable for you!

#### **COURSE REQUIREMENTS:**

##### **1. Quizzes: 85 total points (17 @ 5 points each)**

You will have a 5-question, 10-minute quiz on each chapter we cover (17 total). These will **typically be due by 11:59 PM CST (23:59) on Wednesday before the in-person or WebEx class on Thursdays, where the material will be applied.** You can complete them earlier in the week. As things will come up from time to time that leads to lower performance or a missed quiz, eight additional points are built into the scoring from the uneven value of 1.1 points per question for the first sixteen quizzes. These points can make up for eight missed questions or even a missed quiz.

##### **2. Application Activities: 175 Points (13 @ 11 points each and 2 @ 16)**

We will have an application activity associated with all 17 chapters we cover. They generally consist of application and discussion questions on the chapter material, including some cases. Cases that will not cover are noted in the Canvas content module to save on reading time. **You must submit activities by 11:59 PM (23:59) on Fridays. The score is primarily based on reasonable effort and thought.** Suppose you attend the in-person class or are on the live WebEx when an activity is done. In that case, you will earn 50% of the points available without submitting anything. Those working on the activities in class can show me their work at the end of the class for potential full credit without submitting anything. As things may come up from time to time that may lead to an incomplete or missed activity, I will replace your lowest score with the average score on your remaining activities (rounding up above .5 and down at .49 or less). This gives you a somewhat “free week” at some point. *You may work with another student to complete these assignments.*

### 3. Employment Law News Article Presentation: 45 points

You will find a recent (written after December 1st, 2022) news article connected to a class concept to make a short presentation on (**target of 3 minutes**). **You must make the articles' connection to class concepts crystal clear.** The summary of the article and connection components are worth 25 points of the grade. The remaining 20 points will go to the quality of the presentation itself. You also cannot use an article that is connected to and/or cited in your research paper. **The article presentation must be completed by 11:59 PM (23:59) on Thursday, March 30<sup>th</sup>. The presentation may be done on campus during a live class, on a live class WebEx (assuming we can see you via webcam), or by uploading a video.** See the rubric attached to the assignment instructions in Canvas for scoring guidance, particularly the presentation elements.

### 4. Current Issue Research Proposal, Draft, and Final Paper – 200 total points (25, 50, and 125)

In your career, you will likely be tasked with researching a current issue affecting your company, explaining the ramifications, and making recommendations to management. As such, the primary purpose of writing a research paper like this is to be up to the task! It also gives you a chance to work to improve your written communication skills, which are highly valued in business today. I have included several resources on legal research in the "Modules" area of Canvas in a folder titled "Legal Research Assistance." Some sourcing, citations, and approach may differ slightly from what you have experienced in other classes.

You have a lot of flexibility about what you want to research. It could be an unresolved employment law issue facing a particular company or an employment law/regulatory issue affecting many businesses, such as privacy issues, paid leave, and potential changes in EEOC, OSHA, D.O.L., etc., policies. **Your research proposal must be submitted via Canvas for review by 11:59 PM (23:59) on Sunday, February 26<sup>th</sup>.** More details on the proposal requirements are available in Canvas. After submission, we will correspond to finalize the research plan that will lead to a 2,000-2,500 word research paper (approximately 4-5 pages, single-spaced) by the end of the semester. You may also work with up to two other students, but it should be more substantive and will require an additional 750 words (page and a half) per co-author. Twenty-five points will be awarded once we agree on the research plan. I generally approve about two-thirds without additional questions or a resubmission.

From there, to ensure you have stuck to the plan and are on the right track with your final submission, **you will submit a solid draft of your paper by 11:59 PM (23:59) on Sunday, April 9<sup>th</sup>.** The draft is worth 50 points, and a rubric is available in Canvas. I will review the drafts and provide some "big picture" feedback to aid your final submission by the **16<sup>th</sup>.**



The remaining 125 points will go towards the completed paper, including writing quality. For assistance with writing quality, you are highly encouraged to utilize the University Writing Center, highlighted later in this syllabus. I also recommend using the free version of Grammarly ([www.grammarly.com](http://www.grammarly.com)). I use a subscription version for research, but the free version is very good and identifies most issues. Use it as a learning tool, not just to score well, as its suggestions can make you a better writer! The final paper **must be submitted via Canvas by 11:59 PM (23:59) on Sunday, May 7th.**

### **5. Exploring a Major Employment Law Case – 100 Points**

The assignment details are posted in the “Assignments” tab in Canvas. You will **submit this via Canvas by 11:59 PM (23:59) on Sunday, March 12th.**

### **6. Exams - 400 points (4 @ 100 Points each)**

Our exams will be available for two days via Canvas (usually Sunday/Monday). I will also be in FH 211 from 9:30-11:30, administering the exam on Tuesdays if you prefer to do it in person. The online exam will open at 12:00 AM on day one and close at 11:59 PM CST on day two, with a time limit of 120 minutes. 11:59 PM is a hard cut-off, so if you start the exam at 11:00 PM, you will only have one hour. If you start too late, I may not be awake to respond to a message about an exam issue. Suppose you have an unavoidable conflict with the scheduled date. In that case, an exam might be opened early or later, but generally in extreme cases, especially given the replacement possibility below. Since I have been lied to, I will likely require documentation of severe illness, funerals, sudden necessary trips, or field exercises.

Exams may include multiple choice, T/F, and essay questions at my discretion. The current plan is 35 multiple choice/T/F questions worth 2 points each and five short essays worth 6 points each. You may use your textbook, including an eText, or our Canvas page for assistance. Still, no other resources may be used, or it will violate academic integrity. Use your course materials sparingly, or you will run out of time, often leaving valuable questions, such as the essays, unanswered. To help with exams, I have also posted a "practice exam" that contains about half the number of exam questions and is similar in format. It is not intended as a review but as an example of the structure. It allows you to practice your timing to answer all the questions within the allotted time (one hour for this one since it has half the questions). *These assessments align with CLOs 2 and 3.*

Students occasionally have an exam grade that differs substantially from performance on the rest, particularly the first when learning the timing and structure. If this is the case or you miss an exam with a valid excuse, you may submit an additional research paper to replace a grade on one of your first three exams. The topic would have to be approved by me, cover a learning objective in the replaced exam, and be between 1,000 and 1,250 words. Also, it cannot be connected to your required research paper. You may find additional details in the "Assignments" area of Canvas. You may also submit a draft for brief review and comment.

### Grading Scale and Notes

Chapter Quizzes	93
Application Activities	175
Article Presentation	45
Research Proposal	25
Research Paper Draft	50
Final Research Paper	125
Case Assignment	100
<u>Exams</u>	<u>400</u>
Total	1008

### ***Especially Note the C, D, and F Ranges***

895-1008 = A - Excellent

795-894 = B - Good

715-794 = C – **Acceptable**

645-714 = D – *Needs Improvement (Credit is awarded, and a retake is not required)*

644 or less = F – *Unacceptable*

I may also adjust grades at the end of the semester based on class results, meaning that a point total may qualify for a higher letter grade than the scale typically provides to facilitate an appropriate grade distribution.

### **Grade and Feedback Timeline**

Assignment grades should be posted within seven days of the due date, but my goal is a three-day turnaround. The most frequent grading delay comes from needing to wait on late submissions.

### **Late Work Issues:**

1. Without pre-approval, no credit will be given for missed quizzes, application exercises, a late article presentation, or a late research proposal draft.
2. The research paper draft, final research paper, and case assignment will lose 10% of the points available per day late. For example, 12:00 AM on the next day after the assignment is due is technically late by one day. **You are allowed one extra day on one of these assignments by sending me an email before the assignment is due with a brief explanation of the reason for the delay (even if it is just procrastination, as honesty is a great trait), and submitting the assignment within the initial 24-hour extension.**
3. For Exams, see the previous explanation under “Course Requirements” and “Exams.”

## Course Outline and Calendar – All times are Central Standard Time

### Unit #1 – Weeks 1-4.5 and Chapters 1-5

- Week 1 – January 17th
1. Course Introduction and Syllabus.
  2. Start reading Chapter 1 (Overview of Employment Law) and listen to the chapter audio lectures. **For all chapters, I note in Canvas cases that you do not have to read to save time.** Also, complete/review any other required readings and videos posted in Canvas.
- January 19th
1. **Complete the Chapter 1 Quiz by 11:59 PM on Thursday, the 19<sup>th</sup>, this time only, as they will be due on Wednesdays from here and listed with the Tuesday work.**
  2. We'll work on Application Activity #1 for Chapter 1 in class **that must be submitted by 11:59 PM (23:59) on Saturday, the 21<sup>st</sup>,** this time only, as they will be due on Fridays
  3. Be reading Chapter 2 (The Employment Relationship), as next week will be one of two weeks that we will cover two chapters this semester.
- Week 2 – January 24th
1. No Scheduled Class (*possible make-up day*): Read Chapters 2 (The Employment Relationship) and 3 (Overview of Employment Discrimination) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
  2. **Complete the Chapter 2 and 3 Quizzes by 11:59 PM on Wednesday, the 25th.**
- January 26<sup>th</sup>
- We will work on Application Activity #2 for Chapters 2 and 3 in class, **which must be submitted by 11:59 PM (23:59) on Friday, the 27<sup>th</sup>.**
- Week 3 – January 31st
1. No Scheduled Class (*possible make-up day*): Read Chapter 4 (Recruitment) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
  2. **Complete the Chapter 4 Quiz by 11:59 PM (23:59) on Wednesday, February 1st.**
- February 2nd
- We will work on Application Activity #3 for Chapter 4 in class, **which must be submitted by 11:59 PM (23:59) on Friday, the 3rd.**

- Week 4 – February 7th
1. No Scheduled Class (*possible make-up day*): Read Chapter 5 (Background Checks, References, and Verifying Employment Eligibility) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
  - 2. Complete the Chapter 5 Quiz by 11:59 PM (23:59) on Wednesday, the 8th.**
- February 9<sup>th</sup>
- We will work on Application Activity #4 for Chapter 5 in class, **which must be completed by 11:59 PM (23:59) on Friday, the 10th.**
- Week 5 – February 14th
- 1. Complete Exam #1 covering Chapters 1-5 online between 12:00 AM on Sunday, February 12<sup>th</sup>, and 11:59 PM on Monday, the 13<sup>th</sup>, or in the classroom from 9:30-11:30 on Tuesday, the 14<sup>th</sup>.**
  2. Read Chapter 6 (Employment Tests) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
  - 3. Complete the Chapter 5 Quiz by 11:59 PM on Wednesday, the 15<sup>th</sup>**

***Unit #2 – Weeks 5-10 and Chapters 6-9***

- February 16<sup>th</sup>
- We will work on Application Activity #5 for Chapter 6 in class, **which must be completed by 11:59 PM (23:59) on the 17th.**
- Week 6 – February 21st
1. No Scheduled Class (*possible make-up day*): Read Chapter 7 (Hiring and Promotion Decisions) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
  - 2. Complete the Chapter 7 Quiz by 11:59 PM on Wednesday, the 22nd.**
- February 23rd
1. We will work on Application Activity #6 for Chapter 7 in class, **which must be completed by 11:59 PM (23:59) on Friday, the 24th.**
  - 2. Submit the proposal for your research paper by 11:59 PM (23:59) on Sunday, February 26th.**

Week 7 – February 28th 1. No Scheduled Class (*possible make-up day*): Read Chapter 8 (Harassment), and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.

**2. Complete the Chapter 8 Quiz by 11:59 PM on Wednesday, March 1st.**

March 2nd We will work on Application Activity #7 for Chapter 8 in class, which **must be completed by 11:59 PM (23:59) on Friday, March 3rd.**

Week 8 – March 7th 1. No Scheduled Class (*possible make-up day*): Read Chapter 9 (Reasonably Accommodating Disability and Religion), and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.

**2. Complete the Chapter 9 Quiz by 11:59 PM on Wednesday, the 8th.**

March 9<sup>th</sup> 1. We will work on Application Activity #8 for Chapter 9 in class, **which must be completed by 11:59 PM (23:59) on Friday, the 10th.**  
2. **Submit your Case Briefing Assignment by 11:59 PM (23:59) on Sunday, the 12th.**

March 14<sup>th</sup> and 16<sup>th</sup> *No class this week due to spring break, but your second exam is at the start of next week. With a quick turn, you should read Chapter 10.*

Week 9 – March 21st 1. **Complete Exam #2 covering Chapters 6-9 online between 12:00 AM on Sunday, March 19th, and 11:59 PM on Monday, the 20th, or in the classroom from 9:30-11:30 on Tuesday, the 21st.**  
2. Read Chapter 10 (Work-Life Conflicts and Other Diversity Issues) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.  
3. **Complete the Chapter 10 Quiz by 11:59 PM on Wednesday, the 22<sup>nd</sup>.**

***Unit #3 – Weeks 9.5-12 and Chapters 10-13 and 15 (Watch the chapter schedule as we are covering several chapters out of order, including skipping 14 for now, to balance the workload.)***

March 23<sup>rd</sup> We will work on Application Activity #9 for Chapter 10 in class, **which must be completed by 11:59 PM (23:59) on the 24th.**

Week 10 – March	28th	<p>1. No Scheduled Class (<i>possible make-up day</i>): Read Chapter 11 (Wages, Hours, and Pay Equity) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.</p> <p><b>2. Complete the Chapter 11 Quiz by 11:59 PM on Wednesday, the 29<sup>th</sup>.</b></p>
	March 30th	<p>1. We will work on Application Activity #10 for Chapter 11 in class, which <b>must be completed by 11:59 PM (23:59) on Friday, the 31st.</b></p> <p><b>2. Complete your article presentation by 11:59 PM (23:59) on Thursday, the 30<sup>th</sup> (Thursday, the 30<sup>th</sup>, is then the last day to do it in class or via the live WebEx)</b></p> <p>3. Read Chapter 12 (Benefits) and listen to the chapter audio lectures, as we have two chapters next week. Also, complete/review any other required readings and videos posted in Canvas.</p>
Week 11 – April	4th	<p>1. No Scheduled Class (<i>possible make-up day</i>): Read Chapters 12 (Benefits) and 15 (privacy on the Job) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.</p> <p><b>2. Complete the Chapters 12 and 15 Quizzes by 11:59 PM on Wednesday, April 5<sup>th</sup>.</b></p>
	April 6th	<p>1. We will work on Application Activity #11 for Chapters 12 and 15 in class, which <b>must be completed by 11:59 PM (23:59) on Friday, the 7<sup>th</sup>.</b></p> <p><b>2. Submit the draft of your research paper by 11:59 PM (23:59) on Sunday, April 9<sup>th</sup>.</b></p>
Week 12 – April	11th	<p>1. No Scheduled Class (<i>possible make-up day</i>): Read Chapter 13 (Unions and Collective Bargaining) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.</p> <p><b>2. Complete the Chapter 13 Quiz by 11:59 PM on Wednesday, the 12<sup>th</sup>.</b></p>
	13th	<p>We will work on Application Activity #12 for Chapter 13 in class, <b>which must be completed by 11:59 PM (23:59) on Friday, the 14<sup>th</sup>.</b></p>

- Week 13 – April 18th
1. **Complete Exam #3 covering Chapters 10-13 and 15 online between 12:00 AM on Sunday, April 16th, and 11:59 PM on Monday, the 17th, or in the classroom from 9:30-11:30 on Tuesday, the 18th.**
  2. Read Chapter 14 (Occupational Safety and Health) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
  3. **Complete the Chapter 14 Quiz by 11:59 PM on Wednesday, the 19<sup>th</sup>.**

**Unit #4 – Weeks 13-16 and Chapters 14, 16, and 17**

- April 20th We will work on Application Activity #13 for Chapter 14 in class, **which must be submitted by 11:59 PM (23:59) on Friday, the 21st.**
- Week 14 – April 25th
1. No Scheduled Class (*possible make-up day*): Read Chapter 16 (Terminating Individual Employees) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
  2. **Complete the Chapter 16 Quiz by 11:59 PM on Wednesday, the 26<sup>th</sup>.**
- April 27th We will work on Application Activity #14 for Chapter 16 in class, **which must be completed by 11:59 PM (23:59) on Friday, the 28th.**
- Week 15 – May 2nd
1. No Scheduled Class (*possible make-up day*): Read Chapter 17 (Downsizing and Post-Termination Issues) and listen to the chapter audio lectures. Also, complete/review any other required readings and videos posted in Canvas.
  2. **Complete the Chapter 17 Quiz by 11:59 PM on Wednesday, May 3rd.**
- 4th
1. We will work on Application Activity #15 for Chapter 17 in class, **which must be completed by 11:59 PM (23:59) on Friday, May 5th.**
  2. **Submit your Research Paper by 11:59 PM (23:59) on Sunday, the 7<sup>th</sup>.**

Week 16 – May	9th	No Scheduled Class ( <i>possible make-up day</i> ): Study for Exam #4 over Chapters 13, 16, and 17.
	11 <sup>th</sup>	<b>Complete Exam #4 covering Chapters 14, 16, &amp; 17 between 12:00AM on Thursday, May 11<sup>th</sup>, and 11:59PM (23:59) on Friday, May 12th. I will be in the classroom from 9:30-11:30 on Thursday, the 11th, to take it in person.</b>

**Important University Dates for the Spring 2023 Term:**

- January 16th, 2023     Martin L. King Jr. Day (University Closed)
- January 17th, 2023     Add, Drop, and Late Registration Begins for 16- and First 8-Week. \$25 fee assessed for late registrants.
- January 17th, 2023     Classes Begin for Spring Semester
- January 19th, 2023     Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
- February 1st, 2023     Deadline to Drop 16-Week Classes with No Record
- March 13-17, 2023     Spring Break
- March 20th, 2023     Advising Begins and Class Schedule Published for Summer Semester
- March 31st, 2023     Deadline for Graduation Application for Ceremony Participation
- April 1st, 2023     Deadline for GRE/GMAT Scores to Office of Graduate Studies
- April 3rd, 2023     Registration Opens for Summer Semester
- April 7th, 2023     Deadline for Scholarship Applications for the Summer Semester
- April 7th, 2023     Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
- April 24th, 2023     Priority Deadline for V.A. Certification Request (Summer)
- April 28th, 2023     Student End of Course Survey Opens (16- and Second 8-Week Classes)
- May 12th, 2023     Deadline for Applications for \$1,000 Tuition Rebate for Spring Graduation (5 PM)
- May 12th, 2023     Deadline for Degree Conferral Applications to the Registrar’s Office. \$20 Late Application Fee.
- May 12th, 2023     Deadline to Withdraw from the University for 16- and Second 8-Week Classes
- May 12th, 2023     Spring Semester Ends
- May 13th, 2023     Commencement Ceremony Bell County Expo Center 3 PM



## Technology Requirements and Support:

### Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). **Proctorio also requires the Chrome web browser with their custom plug in.**

### Other Technology Support

For log-in problems, students should contact Help Desk Central  
24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

## University Resources, Procedure, and Guidelines

### Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled,

FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or V.A. educational benefits.

### **Academic Integrity**

*University Statement:* Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. **When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.**

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),  
[https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),  
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

***My Academic Integrity Statement:*** You may work with other students on the *application activities and the research paper*, but all other work in this course is to be **done individually**. I have a good eye for spotting collusion (impermissibly working with another student), as my memory when grading is good! If you need help, ask me! The research paper is also an area for potential academic misconduct by not appropriately quoting and/or citing sources used. Any instance of academic misconduct likely will result in an F in this course.

### **Academic Accommodations**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Warrior Center for Student Success, Equity and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)  
[https://tamuct.instructure.com/courses/717]

## **Important information for Pregnant and/or Parenting Students**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from U.S. Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring**

Tutoring is available to all A&M-Central Texas students, both virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing [WarriorCenter@tamuct.edu](mailto:WarriorCenter@tamuct.edu).

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

### **University Writing Center**

University Writing Center: Located in Warrior Hall 416, the University Writing Center (U.W.C.) at Texas A&M University-Central Texas (A&M-Central Texas) is a free service open to all A&M-Central Texas students. For the Spring 2022 semester, the hours of operation are from 10:00 AM-5:00 PM Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 PM and Saturday 12:00-3:00 PM.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the U.W.C. by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the U.W.C. is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the U.W.C., need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the U.W.C., need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

### **University Library**

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 350 electronic databases containing approximately 631,525 eBooks and 75,149 journals, in addition to the 97,443 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place virtually through WebEx, Microsoft Teams or in-person at the library. Schedule an appointment here [<https://tamuct.libcal.com/appointments>]. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [<https://tamuct.libguides.com/index>]

## **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Wellness and Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

## **Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

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