



***COURSE SYLLABUS***

**MGMT 463 – Employment Law**

<b>Class Information:</b>	<b>Class Room</b>
<b>Instructor:</b>	<b>Amelia P. Nelson, Esq.</b>
<b>E-Mail:</b>	<b>nelson@unm.edu (Use Learn for class)</b>
<b>Phone:</b>	<b>277-3237</b>
<b>Fax:</b>	<b>277-7108</b>
<b>Office:</b>	<b>ASM 2130</b>
<b>Face-to-Face Office Hours:</b>	<b>M 11-12 noon</b>

***Texts & Required Supplies***

**Required Text (Hardcover or E-Book):** EMPLOYMENT LAW FOR BUSINESS, 8<sup>TH</sup> ED., BENNETT-ALEXANDER & HARTMAN, MCGRAW-HILL IRWIN, 2014

**ISBN:**

***Course Description***

MGMT 463 is a survey of statutes, common law and regulatory and administrative law. This includes case studies of common, statutory, and administrative law. Emphasis is placed on modern employment legislation and related court and administrative decisions related to employment law. Additional emphasis is placed on practical applications of legal theory to business management.

***Prerequisite***

MGMT 310 and MGMT 306

***Course Objectives***

Upon completion of the course, students will be able to demonstrate their understanding of the following core knowledge:

- Understand and apply legal concepts regarding race, religion, national origin, gender, sexual orientation, color, age, and disability;
- Understand and apply legal concepts associated with the Fair Labor Standards Act (FLSA) and the Family and Medical Leave Act (FMLA);
- Understand and apply legal concepts of disparate treatment and disparate impact in discrimination claims;
- Understand the purpose of enacting various employment laws and discuss the current application of these laws;
- Recognize biases and prejudices and understand how they influence employment decisions;

- Understand the doctrine of “employment at will” and recognize exceptions.
- Identify covenants not to compete, confidentiality agreements, non-solicitation agreements, and arbitration agreements;
- Identify potential legal implications involved with performance appraisals and disciplinary actions; and,
- Identify and understand questions that must be asked and answered before an adverse Employment action is taken against an employee.

### ***Instructor Expectations***

I give each of you my commitment to help you successfully complete this course and to learn and apply the material.

### ***Course Expectations***

**Students should expect to spend several hours per week on this course.** This is a "nuts and bolts" course. To succeed, you must complete course work, read each chapter, engage in class discussion and lecture, carefully read each chapter and outline the chapters and IRAC (summarize the cases in the book) as assigned. This will require a time commitment from you, one that may exceed 10 hours of work per week in addition to studying for exams. **At a minimum**, students should read the textbook, attend class lectures, complete the assigned homework, complete all exams, and ask questions.

### ***Instructor Announcements***

I make general announcements in class and via Learn.

### ***Computer Requirements***

Notes, homework and other out of class assignments must be typed.

### ***Technical Support***

#### **Learn Technical Help:**

- Phone: (505) 277-5757
- Email: [learn@unm.edu](mailto:learn@unm.edu)
- Learn Overview Website (Go to learn.unm.edu)

**Any course content related questions should be directed to the instructor. Please refer to instructor contact information from above.**

### ***Grade Weighting***

	<b>Percent of Final Grade</b>
<b>Exams</b>	<b>50</b>
<b>Notes, Quizzes and Homework</b>	<b>30</b>
<b>Final Project</b>	<b>10</b>
<b>Participation and Attendance</b>	<b>10</b>

## *Weekly Tasks*

### **Read Assigned Chapters and Complete Assigned Notes/IRACs:**

Read the assigned chapter in the textbook and complete notes (outline) and case summaries (IRAC) on the assigned chapters.

**NOTES:** It is your responsibility to read and take notes in an ***outline format*** on the chapter(s) and cases prior to class ***as assigned***. Notes will include the assigned cases for IRAC, will be submitted via Learn and will not be accepted if late. You may incorporate class notes into your chapter notes. Notes for submission will be assigned throughout the class.

### **Class Participation:**

I want you to learn and succeed. Active participation is required. You need to complete the course assignments (as stated in the course schedule) before class and be prepared to participate in the lecture and class discussion. Though some of your activities will be ungraded, I will keep track of whether you have completed them and will assign you a course participation grade. Students are expected to carefully read, be prepared to discuss, and then actively participate in discussions on all assigned reading and other resources. Participation in these discussions is an important part of refining critical thinking and reasoning skills and thus, is an essential aspect of this course.

### **Homework & Quizzes:**

Written homework and quizzes will be given throughout the semester. It must be typed and submitted via Learn (or pursuant to instructor direction). There will be no makeup homework or quizzes. The quizzes will be based on instruction provided in the course, the course materials, and homework.

### **Exams:**

Three (3) Exams will constitute 50% of your final and total grade. Please be aware that ***No Makeup Exams*** will be given. It is your responsibility to make arrangements in advance of any missed exam.

**You are responsible for all required reading, whether or not it is covered in class, and you are responsible for everything covered in class, whether or not it is covered in the book.**

## *Course Policies*

**Academic Integrity:** Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. Dishonesty is defined as a lack of truth, honesty or trustworthiness. Cheating is defined as influencing or leading by deceit. Deceit is defined as intending to mislead and commonly suggests a false appearance. A student will be considered to be dishonest if he or she is proven to have given answers to homework (not posting for help and receiving guidance) or exams/final (when given during the taking of an exam). For more information, see "Academic and Classroom Misconduct Process" in the [UNM Student Handbook](#). **Any student cheating on any homework, exams or the final will be subject to the University of New Mexico policies regarding cheating, as per the honor code, all cheating on homework, exams or the final will result in receiving an "F" or failing grade for the course.** In addition, the University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards.

**Audits, Incompletes, Withdrawals, and Drops:** Students cannot change their grade to audit status. **Incompletes** are only given under extreme circumstances. If you are running into problems with the course, please contact the instructor as early as possible so you do not fall behind

**Instructor Initiated Drops - The instructor may drop a student, if the student does not complete**

the **Welcome Module and discussion by the due date per the schedule.** The instructor may also drop a student during the semester, **if a student fails or misses two homework assignments or an exam and does not contact the instructor within one week of the failed/ missed homework or exam.** Students who miss an exam and do not contact the instructor via Learn email within one week of the close of the exam will be dropped from the course. In addition, students who have not dropped and do not take the final exam will receive a “W” for the course.

This course falls under all UNM policies for the last day to drop courses, etc. Please see <http://www.unm.edu/studentinfo.html> or the [UNM Course Catalog](#) for information on UNM services and policies. Please see the [UNM academic calendar](#) for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

**Access to Education:** If you are a qualified person with disabilities who might need appropriate academic adjustments, please communicate with me as soon as possible so that we may make appropriate arrangements to meet your needs in a timely manner. Frequently, we will need to coordinate accommodating activities with other offices on campus. Course materials may be made available in alternative formats. See the Students with Disabilities section on the [UNM Student Handbook](#). For information on assistive technology available for student use and additional information on services available through Student Accessibility Services, see <http://www.unm.edu/~sss/>.

**Collaboration:** Collaborative work, such as studying or discussing course assignments and materials with other class members, is **highly encouraged**. Individual work on homework, quizzes, exams, and other assignments must be INDIVIDUAL, unless otherwise stated.

**Copyright:** All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purposes outside of this course.

**Privacy and Blackboard Learn Tracking Notice:** Learn or the course web site automatically records all students' activities, including, your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, discussion text, and posted discussion topics. This data is accessed by the instructor to evaluate class participation and to identify students having difficulty using Learn features. In order for us to feel safe sharing our perspectives and experiences, there must always be a sense of respect, safety and trust. Any student found abusing this privilege may face academic disciplinary action.

**SPECIAL NEEDS POLICY:** If you are a qualified person with disabilities who might need appropriate academic adjustments, please communicate with and advise me as soon as possible so that we may make the appropriate arrangements to meet your needs in a timely manner. Frequently, we will need to coordinate accommodating activities with other offices on campus. Course materials can be made available in alternate forms.