



COURSE SYLLABUS

MGMT 663 – Employment Law

Spring 2016

Class Information:	Room
Instructor:	Amelia P. Nelson, Esq.
E-Mail:	nelson@unm.edu
Phone:	277-3237
Fax:	277-7108
Office:	ASM 2130
Face-to-Face Office Hours:	M 11-12 noon or by appointment

Texts & Required Supplies

Required Text (Hardcover or E-Book: Custom Book – Pearson Custom Library.

ISBN: 132333985X

****This is a customized book and available through the UNM Bookstore or Pearson only.**

Course Description

MGMT 663 is a survey of labor and employment law including case law, statutes, act and regulatory and administrative law. This includes case studies of labor law and regulation of union activities. Emphasis is also placed on modern employment and human resources law and legislation. Additional emphasis is placed on practical applications of legal theory to business management.

It is recommended that students have taken a business management law course and/or employment law course in advance. This is not a pre-requisite, however.

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 labor, human resource, and general employment law;
- Understand and apply legal concepts associated with the Fair Labor Standards Act (FLSA), New Mexico Minimum Wage Act, and the Family and Medical Leave Act (FMLA);
- Understand and apply legal concepts of disparate treatment and disparate impact in discrimination claims arising under Title VII of the Civil Rights Act, ADEA, ADA, and the New Mexico Human Rights Act;
- 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,

Instructor Expectations

I give each of you my commitment to provide the instruction, guidance, and resources to 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 Master's level "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

General announcements are made 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
- Learn Overview Website (Go to Learn' entry page and click "How to Use Learn for Students" under the Student Heading)

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

Grade Weighting

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

Weekly Tasks

Read Assigned Chapters and Complete Assigned Notes/IRACs:

Read the assigned chapter in the textbook and complete notes and case summaries on the assigned chapters. Notes will be submitted via Learn Assignment Drop Box.

Class Participation:

Active participation is required. Students should complete the course assignments (as assigned for that class in the course schedule) before class and participate in the lecture and class discussion. Though some activities will be ungraded, the instructor I will keep track of completion and participation.

Students are expected to carefully read, be prepared to discuss, and 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 may be given throughout the semester. It must be typed. Quizzes will be given throughout the semester. There will be no makeup quizzes.

Quizzes will be taken on line. They will be available under the “Assessments”. Quizzes are open book and you may use your own notes, but absolutely NO COLLABORATION is allowed – you must do your own work on all quizzes. The quizzes will be based on instruction provided in the course, the course materials, and homework.

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*. KEEP THESE NOTES SEPARATE FROM THE NOTES YOU TAKE IN CLASS AND BRING THESE NOTES WITH YOU TO EACH CLASS. Notes may not be turned in late. You may incorporate class notes into your chapter notes. Notes for submission will be assigned throughout the class. These will be submitted via Learn.

Exams:

Three (3) Exams will constitute 50% of your final and total grade. Please be aware that **No Makeup Exams** will be given – absent an emergency or prior arrangements have been made. 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 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 **Questionnaire and Welcome Posting 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.

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 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. 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/>.