



Lincoln University

BA 437 – Personnel Law Spring 2015 Course Syllabus

Lecture Schedule: Tuesday 3:30-6:15 P.M.
Credit: 4 Units (45 lecture hours + 45 hours of self-study research projects)
Instructor: Professor Richard S. Rachlin
Email: rrachlin@lincolnuca.edu
Office Hours: Tuesday 3:00-3:30 P.M, by appointment
Textbook: Employment Law for Business
7th Edition, Bennett-Alexander & Hartman, McGraw-Hill,
N.Y. N.Y., 2012, ISBN 13: 978-0-07-352496-2

Course Description

This course covers personnel law from a business perspective. It includes all foundations needed to understand the topic and the most important state and federal guidelines. A one-unit written research project and its oral presentation are required for the course. (4 units)

Purpose of Course

To have the student gain a knowledge of regulations within the workplace and the various types of discrimination that may affect his/her employment. Students will be instructed on how employee relations are regulated and the rights and responsibilities of both employees and employers.

Course Project

Every student will be required to submit a comprehensive written plan on personnel policy and procedures, using what he/she has learned in the course. This final project will also be presented orally at the end of the semester.

Homework, Attendance and Class Participation

Students shall be responsible for typing and turning in written assignments to be given during the course. In addition, attendance and class participation are important and play a large role in the student's final grade.

Grading Standards

Grades will be based on the following allocation:

Mid-term examination:	25 per cent
Final examination:	35 per cent
Class Attendance & Participation:	25 per cent
Final Project:	15 per cent

100 per cent

Grading

Point/Grade Conversion

100-94	A	76-74	C
93-90	A-	73-70	C-
89-87	B+	69-65	D+
86-84	B	64-60	D
83-80	B-	59 or <	F
79-77	C+		

Course Calendar and Assignments

The assigned material for each date should be thoroughly reviewed **before** each class.

Date Assignments

Jan. 20: Overview.

Jan. 27: Chapters 1 & 2. Employment Regulation; Legal Concepts.

Feb. 3 : Chapter 3. Civil Rights Act of 1964.

Feb. 10: Chapter 5. Affirmative Action.

Feb. 17: Chapter 6. Race & Color Discrimination.

Feb. 24: Chapter 7. National Origin discrimination.

March 3: Chapter 8. Gender Discrimination.

March 10: Midterm Exam.

March 17: Spring Recess – No Class.

March 24: Chapter 9. Sexual Harassment.

March 31: Chapter 10. Sexual/Affinity Orientation Discrimination.

April 7 : Chapter 11. Religious Discrimination.

April 14 : Chapter 12. Age Discrimination.

April 21 : Chapters 13 & 14. Disability Discrimination; Employee's Right to Privacy.

April 28 : Oral Presentations of Course Project.

May 5 : Final Exam.

Revised: January, 2015