

**Lincoln University**  
**BA 337 – Personnel Law**  
**Course Syllabus**  
**Spring, 2016**

**Lecture Schedule:** Wednesday 3:30 - 6:15 P.M.  
**Credit:** 3 units (45 lecture hours)  
**Instructor:** Professor Richard S. Rachlin  
**Email:** rrachlin@lincolnuca.edu  
**Office Hours:** Wednesday 2:30 - 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. **(3 units)**

### **Learning Objectives**

To help 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 through lectures and case study on how employee relations are regulated and the rights and responsibilities of both employees and employers.

### **Instructional Methods**

The course will be conducted in the form of lectures and discussions.

### **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 both oral and written 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:

|                                   |              |
|-----------------------------------|--------------|
| Final examination:                | 50 per cent  |
| Class Attendance & Participation: | 35 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

**Feb. 3 :** Chapters 2 & 3 Civil Rights Act of 1964

**Feb. 10 :** Chapter 3 Affirmative Action

**Feb. 17 :** Chapter 5 Race & Color Discrimination

**Feb. 24 :** Chapters 5 & 6 National Origin Discrimination

**March 2:** Chapter 7 Gender Discrimination

**March 9:** Essay on Chapters 1-7

**March 16:** Spring Recess – No Class

**March 23:** Chapter 8 Sexual Harassment

**March 30:** Chapter 9 Sexual/Affinity Orientation Discrimination

**April 6 :** Chapter 10 Religious Discrimination

**April 13 :** Chapter 11 Age Discrimination

**April 20 :** Chapters 13 & 14 Disability Discrimination; Employee's Right to Privacy

**April 27 :** Oral Presentations of Course Project

**May 4 :** Final Exam

Revised: January 14, 2016