



**Lincoln University**  
**BA 337 – Personnel Law**  
**Course Syllabus**  
**Fall, 2017**

**Lecture Schedule:** Mondays & Wednesdays 6:30 - 9:15 P.M.  
**Credit:** 3 units (45 lecture hours)  
**Instructor:** Professor Richard S. Rachlin  
**Email:** rrachlin@lincolnuca.edu  
**Office Hours:** Wednesdays 2:30 - 3:30 P.M., by appointment  
**Textbook:** Employment Law for Business  
8th Edition, Bennett-Alexander & Hartman, McGraw-Hill,  
N.Y. N.Y., 2015, ISBN-13: 978-0-07-802379-8

### **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 interactive 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

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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

**Oct. 16:** Overview

**Oct. 18: Chapters 1 & 2** Employment Regulation

**Oct. 23: Chapters 2 & 3** Civil Rights Act of 1964

**Oct. 25: Chapter 5** Affirmative Action

**Oct. 30: Chapters 5 & 6** Race & Color Discrimination

**Nov. 1: Chapter 7** National Origin Discrimination

**Nov. 6: Chapters 7 & 8** Gender Discrimination

**Nov 8: Essay on Chapters 1-3 & Chapters 5-8**

**Nov. 13: Chapter 9** Sexual Harassment

**Nov. 15: Chapter 10** Sexual Orientation & Gender Identity Discrimination

**Nov. 20: Chapter 11** Religious Discrimination

**Nov. 22: Thanksgiving Recess- No Class**

**Nov. 27: Chapter 12** Age Discrimination

**Nov. 29: Chapters 13 & 14** Disability Discrimination; Employee's Right to Privacy

**Dec. 4 : Oral Presentations of Course Project**

**Dec. 6 : Final Exam**

Revised: August, 2017

## Appendix. Program and Institutional Learning Outcomes.

<b>Institutional Learning Outcomes (ILOs)</b>	
<i>MBA Graduates of Lincoln University should be able to:</i>	
<b>1b</b>	Recognize and be able to work with the components of reasoning and problem solving; understand concepts, assumptions, purpose, conclusions, implications, consequences, objections from alternative viewpoints, and frame of reference.
<b>2b</b>	Gather and assess relevant information, using abstract ideas to interpret it effectively; to develop well-reasoned conclusions and solutions, and test them against relevant criteria and standards
<b>3b</b>	Be exemplary business professionals and try to ensure that the products of their efforts will be used in socially responsible ways, will meet social needs, and will avoid harmful effects to health and welfare
<b>4b</b>	Lead by example in order to create highly collaborative organizational environment, and be able to develop and use strategies to encourage employees at all organizational levels to do the same.
<b>5b</b>	Set goals and have a vision of the future. The vision should be owned throughout the organization. As effective leaders, they should habitually pick priorities stemming from their basic values.
<b>6b</b>	Continually look for, develop, and offer new or improved services, and be able to use original approaches when dealing with problems in the workplace.
<b>7b</b>	Demonstrate fluency in the use of tools, technologies and methods in the field. They should know how to evaluate, clarify and frame complex questions or challenges using perspectives and scholarship from the business discipline.

<b>Program Level Outcomes (PLOs)</b>	
<i>Students graduating our MBA program will be able to:</i>	
<b>1</b>	Develop and exhibit applied and theoretical knowledge in the field of management and business administration
<b>2</b>	Use theoretical knowledge and advanced problem-solving skills to formulate solutions and identify risks in the following fields: international business, finance management, general business, human resources management, management information systems, marketing management
<b>3</b>	Communicate within a highly specialist environment that allows the presentation of critiques of complex strategic matters
<b>4</b>	Demonstrate autonomy, creativity, and responsibility for managing professional practices
<b>5</b>	Demonstrate leadership and set strategic objectives for team performance
<b>6</b>	Identify ethical issues/problems in business organizations and reach decisions within ethical framework