



**Course Prefix/Number/Title:**

HRM230-Employment Policy Administration  
*SPRING 2025*

**Number of Credits:**

3

**Course Description:**

This class is offered as part of an HR program at Dakota College at Bottineau. This class will focus on Employment Policy Administration within an organization. This class will include information on various employment laws, interpretation of laws, differences in policies and procedures, appropriate use of policies and procedures, and how to implement policies within an organization.

**Pre-/Co-requisites:**

None

**Course Objectives:**

Upon successful completion of this course, the student should be able to:

1. Examine key practices, laws, and issues related to employment to help individuals adapt and create policies to a changing legal environment.
2. Recognize the different elements of employment law including Title VII of the Civil Rights Act of 1964, Equal Employment Opportunity, and other applicable employment laws.
3. Explain the government and legal issues in employment.
4. Understanding the importance of organizational policies and procedures.
5. Understand an organization's liability risk with failures to implement and maintain effective policies related to employment law.
6. Answer complicated legal questions facing organizations in the employment relationship.
7. Develop effective and legal policies based off of employment laws and past legal cases.
8. Understand how social media and technology impact employment, recruitment, selection, and other related employment activities.
9. Understand the implications of advances in technology, information gathering, social media, monitoring, privacy, and the law effect the workplace.

**Instructor:**

Deidre Pugh, Social Sciences & Human Resources Instructor

**Office:**

Online: Please don't hesitate to email, call, or text with questions/concerns or to set up an appointment.

On-Campus (DCB): Thatcher Hall, Room 207

**Office Hours:**

Online: By appointment

On-Campus (DCB): Wednesdays (9:30am-5:00pm), Thursdays (10:30am-3:30pm)

**Phone:**

Cell: 701-840-8975

Office: 701-228-5621

**Email:**

Deidre.Pugh@dakotacollege.edu

**Lecture/Lab Schedule:**

Online

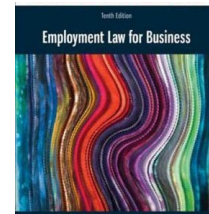
**Textbook(s):**

**Textbook IS REQUIRED**

Employment Law for Business, 2024 (Evergreen) release w/ CONNECT

Publisher: McGraw Hill

ISBN13: 9781264126071



**Course Requirements:**

**Distance learning is self-directed learning! It requires a high level of responsibility, dedication, and self-discipline on the part of the student. In this course, you are responsible for your own work, your own progress, and your own grade.**

\* Attendance is determined by your keeping up-to-date with discussion threads and assignments. You are required to participate in threaded discussions and to turn in assigned work when due. You are also required to contact me, in advance, if you know you will be “missing” an assignment so we can make arrangements to makeup the work.

**DISAPPEARING:** No communication from you for several weeks, or not completing your work, for whatever reason means I may initiate an administrative withdrawal. You can contact me via voice mail, text, email or by contacting the DCB Distance Education Department.

**Discussions:** For each chapter, you will have a discussion question. You need to submit 2 responses per discussion, on **SEPARATE DAYS**, with at least one of the responses to another student’s post.

It is important to stay current with your discussion submissions. All the discussions for a section must be completed by the last day of the chapter and time specified. There will be no points awarded for the discussions after the due date and time.

**Participation:** Participating in discussions is an important means of achieving the course’s objectives. Some of the topics we cover are controversial and/or sensitive, ***I would like each of you to keep an open mind and give other students the same courtesy that you expect to be given! Respect always goes a long way. If you choose to attack another student in my course, there will be consequences.***

**Purpose:** The purpose of the assigned threaded discussion questions is to have you participate in class discussions in much the same way as would occur in the classroom.

**Criteria:** Respond twice during the chapter, on SEPARATE DAYS within each topic, to the question in order to receive full credit. One of your responses, within each topic, must be to another student's post. The purpose of having you respond on different days is so you "attend" class throughout the week! If you're only responding at the beginning of the week and not logging into the course again during that chapter, you may miss out on very educational discussions.

**Grading:** **Superficial reflections are not acceptable!** Although it is important to thoroughly explain the ideas and concepts you are learning, merely paraphrasing or restating the concepts, definitions, or ideas is not acceptable. You should try to become more reflective and strive to improve the quality of your thought and writing as the course progresses. Remember, your discussions are your opportunity to demonstrate your learning in this course!

**Online Participation** – 10 points possible for each separate discussion topic

**Assignments:** There will be a "reading assignment" for every chapter we cover, which is much like a quiz and can be taken as you read the chapter.

**Assessment Based Assignments:** There will be 8 Assessment Based Assignments throughout this course. The assignments will be used in place of tests as I am a firm believer that putting your knowledge to work is very essential to learning and retaining the material. More information on these assignments can be found in Blackboard.

**Bonus Points:** You will have periodic opportunities to earn bonus points throughout the course by finding supplemental information on what we are discussing/have discussed.

**Final Project:** There will be one final project/paper during this course. More information on this project/paper can be found in Blackboard. You will have your entire "finals week" to work on this paper...there will be no cumulative final for this course!

Course Outline:

**Week 1**

Monday, January 13<sup>th</sup>-Sunday, January 19<sup>th</sup>

**Week 2**

Monday, January 20<sup>th</sup>-Sunday, January 26<sup>th</sup>

**\*ASSESSMENT BASED ASSIGNMENT-1\***

**Week 3**

Monday, January 27<sup>th</sup>-Sunday, February 2<sup>nd</sup>

**Week 4**

Monday, February 3<sup>rd</sup>-Sunday, February 9<sup>th</sup>

**\*ASSESSMENT BASED ASSIGNMENT-2\***

**Week 5**

Monday, February 10<sup>th</sup>-Sunday, February 16<sup>th</sup>

**Week 6**

Monday, February 17<sup>th</sup>-Sunday, February 23<sup>rd</sup>

**\*ASSESSMENT BASED ASSIGNMENT-3\***

**Week 7**

Monday, February 24<sup>th</sup>-Sunday, March 2<sup>nd</sup>

**Week 8**

Monday, March 3<sup>rd</sup>-Sunday, March 16<sup>th</sup>

**\*ASSESSMENT BASED ASSIGNMENT-4\***

**SPRING BREAK: 3/10-3/16**

### **Week 9**

Monday, March 17<sup>th</sup>-Sunday, March 23<sup>rd</sup>

### **Week 10**

Monday, March 24<sup>th</sup>-Sunday, March 30<sup>th</sup>

***\*ASSESSMENT BASED ASSIGNMENT-5\****

### **Week 11**

Monday, March 31<sup>st</sup>-Sunday, April 6<sup>th</sup>

### **Week 12**

Monday, April 7<sup>th</sup>-Sunday, April 13<sup>th</sup>

***\*ASSESSMENT BASED ASSIGNMENT-6\****

### **Week 13**

Monday, April 14<sup>th</sup>-Sunday, April 20<sup>th</sup>

### **Week 14**

Monday, April 21<sup>st</sup>-Sunday, April 27<sup>th</sup>

***\*ASSESSMENT BASED ASSIGNMENT-7\****

### **Week 15**

Monday, April 28<sup>th</sup>-Sunday, May 4<sup>th</sup>

### **Week 16**

Monday, May 5<sup>th</sup>-Sunday, May 11<sup>th</sup>

***\*ASSESSMENT BASED ASSIGNMENT-8\****

### **FINALS WEEK**

Monday, May 12<sup>th</sup>-Sunday, May 16<sup>th</sup>

***\*Final Project\****

## **General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):**

The student learning competencies of career and technical education degree programs are as follows:

- Employ industry-specific skills in preparation for workplace readiness
- Combine general education and vocational skills curriculum

## **Relationship to Campus Focus:**

### **Campus Focus: Nature, Technology, and Beyond**

This course will emphasize communication and technology to enhance “human” nature in the work environment.

## **Classroom Policies:**

Regular participation is mandatory.

- All assignments can be completed on any computer with Internet access.
- Students need to set up or select an environment conducive for getting work done/testing (e.g. distraction free area at home, a computer lab at a library, etc.)
- Students can complete their weekly work at any time between the given dates and times.
- Classroom weeks will run from Monday at 12:00 a.m. to Sunday at 11:59 p.m.
- A discussion is only a discussion if everyone is participating together. Therefore, no points will be given for forum posts once the week is over (unless discussed with instructor).

- Grades are based on total points earned.

**Grading:** 90+A; 80-89B; 70-79C, 60-69D, 59 and below F.

### **Student Email Policy:**

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

### **Academic Integrity:**

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

### **Disabilities or Special Needs:**

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

### **Title IX:**

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

### **AI Student Policy:**

Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, **students are not allowed to utilize generative AI to help produce any of their academic work.** Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life. \*If a student is suspected of using AI on ANY assignment, including discussions, they will receive "0 points" on that assignment. If there is a second incident, the student will be reported and potentially dropped from the course!

### **RESPONSIBILITIES**

Students	<ul style="list-style-type: none"> <li>• Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work.</li> <li>• Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use</li> </ul>
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	<p>of generative AI will enhance the learning experience for the assignment.</p> <ul style="list-style-type: none"> <li>• In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.</li> </ul>
Faculty	<ul style="list-style-type: none"> <li>• Determine if the use of generative AI could enhance student learning in any assignment or project.</li> <li>• Clearly indicate in all course syllabi if generative AI is allowable for any academic work.</li> <li>• If allowable, give specific parameters for how and when generative AI may be used.</li> <li>• If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.</li> </ul>