



# DAKOTA COLLEGE AT BOTTINEAU

## COURSE SYLLABUS

**Course Prefix/Number/Title:** HRM 230 Employment Policy Administration

**Number of credits:** 3 Credits

**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.

**Course Objectives:** Upon successful completion of this course, you will 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:** Jason Sutheimer, SPHR, SHRM-SCP

**Office:** Virtual

**Office Hours:** Varies; Available by Email

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**Textbook(s):** Employment Law for Business, 9<sup>th</sup> Edition, Dawn Bennett-Alexander and Laura Hartman  
ISBN # 1259722333

**Course Requirements:** Completion of the following:

<b>Content:</b>	<b>Possible Points:</b>
Weekly Quizzes	120
Quarter 1 Exam	50
Midterm Exam	100
Quarter 3 Exam	50
Final Exam	100
Discussions	120
<b>TOTAL POSSIBLE:</b>	<b>540</b>

Discussion Rubric:

Criteria	Novice	Competent	Proficient
Analysis	0 Points Discussion postings show little or no evidence that readings were completed or understood.	2 Points Discussion postings repeat and summarize basic, correct information, but do not link real-life application and do not consider connections between ideas.	4 Points Discussion postings display an understanding of the required readings and underlying concepts including correct use of terminology and proper citation.
Grammar	0 Points Written responses contain numerous grammatical, spelling or punctuation errors. The style of writing does not facilitate effective communication.	2 Points Written responses include some grammatical, spelling or punctuation errors.	4 Points Written responses are free of grammatical, spelling or punctuation errors. The style of writing facilitates communication.
Etiquette	0 Points Written interactions on the discussion board show disrespect for the viewpoints of others.	1 Points Some of the written interactions on the discussion board show respect and interest in the viewpoints of others.	2 Points Written interactions on the discussion board show respect and interest in the viewpoints of others.

Grading Scale: The final grade is based on the percent of total points a student earns.

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- Below 60% = F

**Tentative Course Outline:**

<b>Course Semester Weeks</b>	<b>Content Covered during Week Includes: Discussion, Instruction, Testing</b>	<b>Testing</b>
Week One	Chapter One: The Regulation of Employment	
Week Two	Chapter Two: The Employment Law Toolkit: Resources for Understanding the Law and Recurring Legal Concepts	
Week Three	Chapter Three: Title VII of the Civil Rights Act of 1964	
Week Four	Chapter Four: Legal Construction of the Employment Environment	Q1 Exam (Chapters 1 – 4)
Week Five	Chapter Five: Affirmative Action	
Week Six	Chapter Six: Race and Color Discrimination	
Week Seven	Chapter Seven: National Origin Discrimination	
Week Eight	Chapter Eight: Gender Discrimination	Midterm (Chapters 1 – 8)
Week Nine	Chapter Nine: Sexual Harassment	
Week Ten	Chapter Ten: Sexual Orientation and Gender Identity Discrimination	
Week Eleven	Chapter Eleven: Religious Discrimination	
Week Twelve	Chapter Twelve: Age Discrimination	Q3 Exam (Chapters 9 – 12)
Week Thirteen	Chapter Thirteen: Disability Discrimination	
Week Fourteen	Chapter Fourteen: The Employee's Right to Privacy, and Management of Personal Information	
Week Fifteen	Chapter Fifteen: Labor Law	
Week Sixteen	Chapter Sixteen: Selected Employment Benefits and Protections	
Finals Week	Final Exam (Comprehensive)	Final Exam (Chapters 1 – 16)

**Relationship to Campus Theme:** Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses offered by its instructors. This course will emphasize communication and technology to enhance “human” nature in the work environment.

**Classroom Policies:**

Classroom weeks will run from Monday at 12:00 a.m. to Sunday at 11:59 p.m.

Discussion posts are due by Thursday at 11:59 p.m. Responses to other student posts should be completed by Saturday at 11:59 p.m. Late discussion posts will incur a 10% point deduction each day an assignment is late. Any assignment submitted three days after it is due will result in a zero. Students are expected to participate and complete activities for each weekly module. If student is aware of a conflict ahead of time, they are welcome to submit assignments early or notify the me (instructor) at least one day (24 hours) before the assignment due date. Failure to contact me prior to the 24 hour requirement will result in an zero.

Examinations, quizzes, and the final project are due by Sunday at 11:59 p.m. If student is aware of a conflict ahead of time, they are welcome to submit examinations and quizzes early or notify the me (instructor) at least one day (24 hours) before the assignment due date. Failure to contact me prior to the 24 hour requirement will result in an zero. I also understand emergencies can happen. If you have an emergency which doesn't allow for completion of the test, I expect you to contact me at your earliest convenience. If an approved emergency, I will consider allow the student to take the test with a 5% point reduction.

**Academic Integrity:** The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred.

The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.

My policy is that instances of academic dishonesty will result in 0% for the first offense of a compromised assignment or test in question. A second infraction will result in an overall failing grade.

**Plagiarism:** To plagiarize is to “steal and pass off the ideas or words of another and one’s own” (Webster’s Dictionary). Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources – including direct quotations and paraphrases – within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for research papers. If you have any questions – please contact myself or go to the learning center for more information. Students found plagiarizing material will receive an “o” for the assignment.

**Disabilities and Special Needs:** Students who have any condition, such as a physical or learning disability, for which they need extra assistance or accommodations should contact Disabilities Services at 701-228-5672.

**Student E-mail Policy:** The Dakota College at Bottineau campus community is increasingly dependent upon electronic communication among faculty, staff and students. Because of its convenience, cost-effectiveness and speed, e-mail has replaced much of the paper correspondence of the past. Because of this acceptance of and reliance upon electronic communication, e-mail is considered an official form of communication at Dakota College at Bottineau. A student’s campus-assigned e-mail 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 email because of a failure to access a campus-assigned e-mail address rests with the student.