

New Course Request

Indiana University

Indianapolis Campus

Check Appropriate Boxes: Undergraduate credit  Graduate credit  Professional credit

1. School/Division Business 2. Academic Subject Code Bus-I

3. Course Number 553 (must be cleared with University Enrollment Services) 4. Instructor

5. Course Title Employment Law for Human Resources

Recommended Abbreviation (Optional) (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Spring 2010 - 4102

7. Credit Hours: Fixed at or Variable from 1 to 6

8. Is this course to be graded S-F (only)? Yes No X

9. Is variable title approval being requested? Yes No X

10. Course description (not to exceed 50 words) for Bulletin publication: Course description attached

11. Lecture Contact Hours: Fixed at or Variable from 1 to 6

12. Non-Lecture Contact Hours: Fixed at or Variable from to

13. Estimated enrollment: 5 of which 100% percent are expected to be graduate students.

14. Frequency of scheduling: as needed Will this course be required for majors?

15. Justification for new course: For registered Kelley Indianapolis students to take Kelley Direct course. Equivalent to Bloomington C515.

16. Are the necessary reading materials currently available in the appropriate library? yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

Department Chairman/Division Director Date 12/18/09

Approved by:

Dean Date 12/18/09

Dean of Graduate School (when required) Date

Chancellor/Vice-President Date

University Enrollment Services Date

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

## Employment Law for Human Resources

This course is designed to introduce and analyze human resources management utilizing an employment life cycle approach. Particular emphasis is placed on the legal environment inextricably intertwined with human resources management and the effect this relationship has on human resource practice. Human resources strategy and the function of human resources within the organization is also explored, focusing on employment law as a component in business strategy that should be utilized to solve issues both creatively and effectively.

**C515      Employment Law for Human Resources**  
**INDIANA UNIVERSITY**  
**Kelley Direct Program**  
**Spring 2008**  
**Instructor: Prof. Martin McCrory**

**How to Contact Instructor:**

E-mail: Through Angel (preferred)  
Phone: 812-855-9308  
Fax: 812-856-4695

**Kelley Direct Technical Help:**

Email: [kdhelp@iupui.edu](mailto:kdhelp@iupui.edu)

**Required Materials:**

**Text:** Walsh, Employment Law for Human Resource (2nd Ed. 2007)  
**WWW:** Materials assigned on Lexis-Nexis and other websites  
**Other:** Articles and cases occasionally distributed on Angel

**Course Description:**

**Course Objective:**

**Course Objectives:**

This course is intended to:

1. Increase your awareness of the legal implications of events and decisions
2. Increase your awareness of current areas of heightened legal risk for businesses and familiarize you with relevant principles of employment law
3. Enhance your ability to reason independently the outcome of legal problems.
4. Help you develop effective strategies for avoiding and addressing legal problems in business

The course will explore the legal environment in which human resources operate. Particular emphasis is given to law as a component of human resources strategy that should be utilized to solve issues both creatively and effectively.

By identifying legal issues and fostering creative thinking about solutions, students become engaged in the various legal challenges facing employers and the variety of solutions, both legal and practical, aimed to address the problems. Students have the opportunity to research and explore answers to current issues in employment law.

By understanding how the law resolves legal issues in employment students can better manage legal problems related to human resources.. A more sophisticated understanding of law and its processes can heighten a student's awareness of potential trouble spots so that he or she can tread lightly and obtain timely legal advice and support. Knowledge of how judges, lawyers, and legislators reason and communicate can help managers and business leaders understand the legal developments and communicate with their lawyers more effectively. Therefore, the basic objective of this study is to enhance students' ability to think through some common legal issues and to evaluate the arguments made by others.

The course will be divided into 3 lessons of approximately two weeks each. Lessons will normally begin on Monday and end on Sunday. **Lesson 1: An Introduction to the Legal Process and Hiring** introduces the legal process and the problems involved in the hiring process (including applications, interviews, background checks and testing). **Lesson 2: Managing a Diverse Work-Force** focuses on liability for employment discrimination, sexual harassment and discrimination based upon disability and religion. **Lesson 3: Privacy, Performance and Termination** addresses basic legal issues relative to the right to privacy as it relates to employees, evaluation of their performance and their termination from employment.

### **Course Activities and Requirements, and Grading System:**

Requirements for each lesson vary, but typically include a mixture of individual and collaborative writing, quizzes, participation in large and/or small group discussions. Grades will be based on the total points accumulated for the course.

### **Short Essay Team Deliverables:**

Each week we will have a deliverable due. The deliverables will cover the reading assignments for that lesson and will enable you to test your ability to apply the course concepts. The available dates for the projects will be announced, and your team must turn in their answers by that time. You may use your textbook, all assigned reading material, and any material that I post on Angel. This is a collaborative project and however, you must only work within your team. It is academic dishonesty to confer with any other team or resource regarding a question. You can access the deliverables for each lesson through the "Lesson" folder. You must complete and submit them by the due date for that exercise. (No

**credit will be given for exercises submitted after the deadline.)** There will be 5 short essay deliverables and up to 10 – 15 points can be earned on each.

### **Exams**

There will be three (3) short exams during the term. There will be one at the end of each lesson. The exams will not be cumulative and will be composed of multiple choice and true/false questions. You may take the exam at any time between Thursday afternoon and Sunday evening during the last week of a lesson. Once you have accessed the exam for a particular lesson, you will have one hour to complete it. Each exam has 15 questions that count 1.5 points each. **(No credit will be given for tests submitted after the deadline.)**

While you may use your text or any materials posted on Angel, unless otherwise indicated, this is an individual exercise.

### **Team Work Policies**

Throughout the course, you will work on team projects. The teams will be composed of 3 - 4 students. You will be able to sign up for your teams early in the course by accessing the Team Builder tool under the Communicate menu of Angel. It is expected that you will work with the same team throughout the course. Individual contributions to all team papers will be evaluated through **Team Report Forms**, which will require teams to jointly assess the contributions of each member of the team. For each team project, including team-based discussions, the team should keep “minutes” about the team’s objectives, the tasks undertaken by each team member, the due date of the task, and the level of individual team member performance on his or her task in a timely manner.

**Team Report Form:** Accountability for individual contributions to team assignments will be provided through team reports submitted with each team assignment. The team report form can be downloaded from the **Lessons** tab. It includes a short table that the team should complete for each team-based deliverable. The table should be cut and pasted at the end of each deliverable.

**Changing Teams and Being Fired from a Team:** A team member whose performance is repeatedly unsatisfactory (e.g., low quality work, late work, unresponsiveness) may be fired if other members of the team have attempted to resolve the problem and all members of the team agree that the attempts have been unsuccessful. To begin the process of firing a team member, the team should notify me and the problematic teammate, providing team minutes and other evidence that shows unsatisfactory performance by the problematic team member. If, in my discretion, further mediation seems fruitless or is unsuccessful, the team member will be fired. A team member who is fired must complete current and future assignments alone. A team member may voluntarily resign from a team at will and join another one whose members unanimously vote to accept him/her if

this action would not leave the current team with fewer than three members and the new team with more than four members.

### **Discussion Forums:**

We will use two different discussion forums in this course.

#### **The Board Room**

This is a student run content-focused employment law forum. When a question arises about a concept contained in a reading assignment, I would like you to post the question to this Forum and I would like other students to take the first shot at addressing the issue. By attempting to answer your colleagues' questions, you will obtain a vital opportunity to utilize the knowledge you have obtained.

#### **The Water Cooler**

We will also have an informal discussion area, the Chat Room. Our Chat Room will be devoted to getting to know each other and sharing information such as websites, videos, and book recommendations, and other informal conversation.

**Conduct on Discussion Forums:** It is understood that posts in all discussion forums should comport with norms of professional courtesy and etiquette. *A key point is to be sure that your posts are concise and not too lengthy*—usually one or two sentences will suffice to ask a question or make a point.

### **Academic Integrity:**

The rules, standards, and procedures regarding academic integrity are those found in the "Academic Policies Governing Kelley School of Business Graduate Programs," as published in the Kelley School of Business Indianapolis bulletin.

### **Lesson Schedule:**

Lesson One (Introduction to Law and Employment Screening):

Monday, March 24 – Sunday, April 6

Chapters: 1, 5, 6, and 4 (pp. 114-119).

Lesson Two (Managing a Diverse Workforce):

Monday, April 7 – Sunday, April 20

Chapters: 3, 7 (pp. 184 – 187), 4 (pp. 97 -114), 9, and 10.

Lesson Three (Privacy, Performance, and Termination):

Monday, April 21 - Saturday, May 3

Chapters: 17, 16, and 18.

**PROJECTED FINAL GRADE SCALE (%)**

93-99.9	A
90-92.9	A-
88-89.9	B+
82-87.9	B
80-81.9	B-
78-79.9	C+
72-77.9	C
70-71.9	C-
68-69.9	D+
62-67.9	D
60-61.9	D-
0-59.9	F