Course Syllabus
MGMT 4251 – Employee Relations
Section 001 – Spring Semester 2016
Thursday, 7:10 – 10:10 p.m., FCB 119

(Instructor: H. Kristl Davison, Ph.D.
Phone: 901.678.4431
E-mail: kristl.davison@memphis.edu
Office: FCB E #244
Office Hours: 2:30 – 4:00 p.m. Tuesday & Thursday, and by appointment

Course Overview:

The purpose of this course is to examine the theories and practices in employee relations and manager’s role in building and maintaining positive employee relationships. We will also examine issues relevant to understanding labor unions, union organizing, and the collective bargaining process, as well as examine the ethical and legal issues relevant to employee relations.

Pre-Requisites/Co-Requisites:

Pre-requisites: MGMT 3110, 3215, 3510.

Required Texts (and Related Materials):


Other materials may be provided as the course progresses.

Course Objectives:

1. To introduce the Human Resource (HR) professional’s legal responsibilities in the management of human resources.
2. To acquaint the student with the growing body of legislation, federal regulation, and case law which govern personnel practices.
3. To improve the student’s critical reasoning abilities to interpret and understand the
legal requirements that HR professionals must meet in order to comply with equal employment opportunity, safety, and other statutes and regulations governing workplace behavior.

4. To acquaint the student with the primary legislation, federal regulation, and case law which affect union-employer relations.

5. To develop an understanding that the HR professional is the employer's representative and is, therefore, responsible for protecting the employer's interests and reducing the employer's exposure to litigation through monitoring activities and policies.

**Fogelman College: Learning Outcomes for Your Degree**

This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA program:

- [http://www.fcbeassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf](http://www.fcbeassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf)

**Email Guidelines:**

- Always include a subject line with specific concise topic and “4251—& section number”
- Remember without facial expressions some comments may be taken the wrong way thus, be careful of your words and tone
- Use standard fonts
- Do not send large attachments without permission
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided
- Use proper and correct grammar, spelling, and sentence format
- Provide your full name in the close of the message!
- Students must use their UM email account

**Grading and Evaluation Criteria:**

**Class Participation (25 pts.):**
Class attendance and participation (e.g., providing insightful comments and questions about the readings, attending to class presentations and lectures) is expected and will be graded. In addition, to prepare you to analyze cases of employment discrimination, we may have various class exercises dealing with case analysis and other class topics (e.g., calculations). Some of these exercises may be performed in groups.

**Law Review Article Summary (75 pts.):**
Because employment law is continually being shaped by the judicial and legislative systems in the U.S., students will be required to locate and summarize a recent law review article in the area of employment discrimination or union relations. These articles must be from within the last 10 years (i.e., no earlier than 2006). Students will prepare one (1) short summary describing the issues discussed in the article, and summarize the relevance of the
article for the practice of employee relations. Students must attach the actual article to the summary. The summary must be a minimum of 1000 words (typed, double-spaced 12-point font text with 1-inch margins) plus references (using appropriate citation formats, such as APA or MLA). Points will be deducted for spelling and grammatical errors, length issues, problems with citations & references, inappropriate cases, etc.

The summary is due 4/21, and must be submitted both in hardcopy form to me, and through eCourseware. Each student must select a different article, and must get approval from the instructor for the article no later than 3/3. Students are also required to have their summaries reviewed by the writing center. Students may also be asked to briefly discuss their summary in class, as part of their class participation grade.

Exams (350 pts.):
The three exams may contain multiple choice, true-false, matching, fill-in-the-blank, calculation, short-answer and/or essay questions. Exams will cover lectures and assigned readings, as well as class discussions and other course materials. The first two exams are worth 100 pts. each and will cover only the topics addressed since the previous exam. The final exam is cumulative and is worth 150 points.

Grading Components:
Points earned in the course will be distributed as follows:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Class tests (2 @ 100 pts. each)</td>
<td>200</td>
</tr>
<tr>
<td>Attendance/Participation</td>
<td>25</td>
</tr>
<tr>
<td>Law Review Article Summary</td>
<td>75</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>450 pts.</strong></td>
</tr>
</tbody>
</table>

Final Course Grades:
Final course grades are earned according to the following table:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Assigned Grade</th>
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<tbody>
<tr>
<td>405 – 450 Points</td>
<td>A</td>
</tr>
<tr>
<td>360 – 404 Points</td>
<td>B</td>
</tr>
<tr>
<td>315 – 359 Points</td>
<td>C</td>
</tr>
<tr>
<td>270 – 314 Points</td>
<td>D</td>
</tr>
<tr>
<td>Under 270 Points</td>
<td>F</td>
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</tbody>
</table>
**Course Topics and Course Calendar (approximate):**

We will sequentially discuss the following topic areas. Depending on how well we do on each topic, our forward progression may be slower in some areas but faster in other areas. All changes will be announced in class.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
<th>Assignments/Activities</th>
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</thead>
<tbody>
<tr>
<td>1/21</td>
<td>An Introduction to EEO Law</td>
<td>Ch. 1</td>
<td></td>
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<tr>
<td>1/28</td>
<td>Major Title VII Judicial Scenarios</td>
<td>Ch. 2</td>
<td></td>
</tr>
<tr>
<td>2/4</td>
<td>Major Title VII Protected Class Issues</td>
<td>Ch. 3</td>
<td></td>
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<tr>
<td>2/11</td>
<td>Constitutional Claims</td>
<td>Ch. 4</td>
<td></td>
</tr>
<tr>
<td>2/18</td>
<td>The Age Discrimination in Employment Act of 1967</td>
<td>Ch. 6</td>
<td></td>
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<tr>
<td>2/25</td>
<td><strong>Exam #1 (Ch. 1-4)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/3</td>
<td>The Americans with Disabilities Act of 1990</td>
<td>Ch. 8</td>
<td><strong>3/3 – Summary topic due</strong></td>
</tr>
<tr>
<td>3/10</td>
<td><strong>Spring Break</strong></td>
<td></td>
<td></td>
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<tr>
<td>3/17</td>
<td>Affirmative Action</td>
<td>Ch. 7</td>
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<tr>
<td>3/24</td>
<td>The Equal Pay Act of 1963</td>
<td>Ch. 5</td>
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<tr>
<td>3/31</td>
<td>Retaliation; Laws Affecting Workplace Health and Safety</td>
<td>Ch. 9;</td>
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<td></td>
<td></td>
<td>TBA</td>
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<tr>
<td>4/7</td>
<td><strong>Exam #2 (Ch. 5-8)</strong></td>
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<tr>
<td>4/14</td>
<td>Labor Relations</td>
<td>TBA</td>
<td><strong>Possible guest lecture</strong></td>
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<tr>
<td>4/21</td>
<td>Labor Relations</td>
<td>TBA</td>
<td><strong>4/21 – Summary due</strong></td>
</tr>
<tr>
<td>4/28</td>
<td><strong>Study Day: 4/28</strong></td>
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<tr>
<td>5/3</td>
<td><strong>Comprehensive Final Exam: Tuesday, May 3, 7:00-9:00 p.m.</strong></td>
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Please note due dates are strictly adhered to and refer to the day due, at the beginning of the class.

**Final Exam Schedule:**

The final exam for this class will be scheduled according to the [Registrar’s academic calendar website](#).
Course Policies:

Syllabus and Course Changes:
I reserve the right to make changes to the syllabus, course schedule, deadlines, and/or assignments any time, with reasonable prior notice to students.

Academic Integrity:
The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes.

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Such conduct includes, but is not limited to, an attempt by one or more students to use unauthorized information in the taking of an exam, to submit as one’s own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person or to knowingly assist another student in obtaining or using unauthorized materials.

Exams in this course are not “open-book.” Please plan accordingly!

To understand plagiarism more, please visit: http://www.memphis.edu/fcbe/students/plagiarism.php

For more information on the Fogelman College of Business and Economics academic integrity policy, please visit: http://www.memphis.edu/fcbe/students/integrity.php

Note that using a “Solutions Manual” or “instructor's guide” is considered cheating. Should I have evidence that a student is using a “Solutions Manual” has occurred, I may take steps as described on the campus’ Office of Student Conduct website.

Turnitin Statement:
“Your written work may be submitted to http://www.Turnitin.com, or a similar electronic detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you WILL be required to submit your research work electronically and be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin.com’s restricted access database solely for the purpose of detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the Instructor may be penalized or may not be accepted at all.” (University of Memphis, Office of Legal Counsel, October 17, 2005)

Adding / Dropping:
If you have questions about adding or dropping classes, please refer to this page on the Registrar's website.
Attendance:
Attendance is expected and will be recorded. Respect for the Instructor and class members is required; thus, class disruption either by arriving late or leaving early will NOT be tolerated. Excessively disruptive students will be required to leave the class.

eCourseware:
You are responsible for learning how to use eCourseware, for ensuring that you have access to a reliable computer and adequate Internet connection, and for addressing technical problems immediately.

Electronic Devices:

Respectful Class Conduct for Campus Classes: Use your technology for course purposes please! When in-class research activities are not being conducted, students are to maintain proper respect for the Instructor and class members by refraining from surfing the Web, texting, listening to video or music, or participating in other disruptive and non-related class activities on the Internet. Additionally, electronic devices should be put in the “silent” mode during class time. Leaving the classroom to accept phone calls is also unacceptable, except in the case of emergency. Moreover, any student found playing games, listening to music, or surfing the Web on electronic devices will be asked to stop and may be asked to leave the classroom, if the conduct continues.

E-mail:
All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account and it is your responsibility to check your U of M email regularly during the semester. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.

I do not use eCourseware email. You must email me at kristl.davison@memphis.edu. I will not respond to emails sent through the eCourseware email system. I strongly recommend you email me from your U of M email rather than a personal email account. Email sent from students’ personal email addresses sometimes goes straight to my spam folder, so please be aware of this possibility.

Email Guidelines
• Always include a subject line with a specific concise topic and “4251—& section number”
• Remember without facial expressions some comments may be taken the wrong way—thus, be careful of your words and tone
• Use standard fonts
• Do not send large attachments without permission
• Special formatting such as centering, audio messages, tables, html, etc. should be avoided
• Use proper and correct grammar, spelling, and sentence format
• Provide your full name in the close of the message!
**Classroom Behavior and Communication:**

Ensure that your communication with me and your classmates is professional and courteous at all times in this course, just as you would in a business setting. Likewise, you should expect professional and courteous communication from me.

You are expected to demonstrate good written skills in all writing in this class (i.e., written assignments, online discussions, and emails), using correct spelling, grammar, punctuation, and word usage. Poor writing is unacceptable and will be reflected in your grade.

Ask me questions if you are confused about course expectations and assignments, but make sure you first read everything carefully (e.g., syllabus, course handouts, assignment instructions, course website, textbook, etc.) before requesting clarification. After reading everything thoroughly, if you still need more information, don’t hesitate to contact me. If you are experiencing a problem in the course, I encourage you to notify me immediately rather than waiting until the semester is over.

**Deadlines, Extra Credit, and Make-Up Work:**

Assignments and projects may be submitted anytime up to and including the date due. Please review all information in this syllabus and related “Course Topics and Course Calendar” for all due dates for formally assessed work. A deadline extension will be considered only if all of the following conditions are met: (1) Extreme emergency and (2) Instructor contacted prior to the due date. Otherwise, late work will not be accepted after the due date.

I do not plan to offer extra credit in this course. Your final grade will be computed based on your work on the formal/assessed activities previously described in this syllabus. I do not accept make-up work or negotiate extra assignments for students who are failing the class because they did not complete the work as assigned.

**Exams:**

Make-up exams will be given only in the event of extreme, unavoidable, and documented emergencies. If you are late or miss an exam without a valid excuse, you will not be permitted to retake it.

All exams are closed book, and students are expected to do their own work. Students will not be allowed to wear hats, caps, or visors during exams. Backpacks, notes, etc. must be placed under your seat or in the front of the room. During exams, seating may be assigned by the instructor. Exam test booklets are turned in with Scantron answer sheets.

**Inclement Weather:**

In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as TigerText, an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled
university closing, or a delay or cancellation of classes due to, for instance, inclement weather.

**Minor Children:**

In order to protect minor children (under the age of 18), The University of Memphis has a policy (see [http://umwa.memphis.edu/umpolicies/UM1645.htm](http://umwa.memphis.edu/umpolicies/UM1645.htm)) that states that no minor child will be allowed on campus in the workplace, in the classroom, or on campus in unsupervised circumstances.

For possible childcare openings on the UM Campus, please check with The Child Development Center Evening Program for children 30 months through 12 years at 901.678.5059 for more information.

**Student Services:**

Please access the [FCBE Student Services](http://umwa.memphis.edu/umpolicies/UM1645.htm) page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance