



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.

Pre-/Co-requisites: None

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](#), [CWP](#)

Office: Virtual

Office Hours: Varies; Available by email / phone / text as needed

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Lecture/Lab Schedule: Varies

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

Course Requirements:

Completion of the following:

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

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:

Course Semester Weeks	Content Covered during Week Includes: Discussion, Instruction, Testing	Testing
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)

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

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Relationship to Campus Focus:

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.

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.

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 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.