

Alvin Community College
Special Topics in Human Resource Management (HRPO 1391)
Workplace Law and Regulations for the Manager (WLR)

Student Information Plan (SIP) - Distance Learning - Spring, 2012 - Revised

Course Description:

Workplace Law and Regulations for the Manager is intended to provide a foundation to assist with personnel decisions and managerial actions which are impacted by numerous employment and labor related laws and regulations.

Course Objectives:

To enable the student to understand, interpret, and work with the basic laws and regulations that apply to employers and employees in the workplace.

Please note: The instructor for this class is not an attorney. Material covered and opinions expressed are based on extensive experience but should not be construed as legal advice. If you are seeking legal advice or think you may need legal advice, you should consult an appropriately licensed attorney.

The entire class, including tests, will be conducted through Email and the Internet.(Both email and Internet access are available through ACC's Microcomputer Lab and at the Pearland Campus.)

Class Attendance:

This course is conducted through email and the Internet. Although we will not meet face to face, student attendance will be based upon timely submission of assignments, tests, following instructions and other class related requirements.

Text:

Employment Law for Business, Sixth Edition, Bennett-Alexander and Hartman, Irwin/McGraw-Hill, ISBN-13: 978-0-07-337763-6

This textbook can be purchased at the ACC bookstore, which is open Monday through Thursday 7:30 a.m. to 7:00 p.m. and Friday 7:30 a.m. to 2:00 p.m. Bookstore hours can vary during holidays so please call the bookstore at 281-756-3681 for more information. The textbook can also be purchased online and mailed directly to your residence from : <http://www.alvincstore.com/>

Course Content:

All fifteen chapters of the text will be covered. Email and Internet access are required.

Grading:

All work is to be submitted by email using complete sentences, proper grammar and correct spelling.

- ✓ Read the SIP and Semester Calendar - = 5%
When completed, send the instructor an email confirming completion.
(See website for SIP and Semester Calendar download links:
<http://www.jbrau.net/acc-wlr/wlr-home.htm>)
- ✓ Internet Exercise = 5%
(See website for assignment: <http://www.jbrau.net/acc-wlr/wlr-home.htm>)
- ✓ Exams = 70%.
The lowest grade of the first four tests will be dropped if the Final Exam is administered. The Final (Test 5) may be waived at the instructor's discretion for students displaying exemplary work in the first four tests and assignments.

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- ✓ Semester Assignment = 20%.
 The textbook adequately covers federal laws and regulations that enter into employment and labor matters, but it barely mentions state laws and regulations. The assignment is to research (this is not a “research paper”) the internet, library, newspapers - any legal source for information related to the labor and employment laws of the **State of Texas**.

This will be a critical assignment. Students who do not turn in a timely paper will loose two (2) letter grades from the semester grade.

(See website for assignment: <http://www.jbrau.net/acc-wlr/wlr-home.htm>)

- ✓ Extra Credit:
 Extra credit may be earned with submission of timely/appropriate news articles and/or completion of other special assignments, if requested by the student and agreed to by the instructor.

Grading Scale:

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

Assignment and Exam Schedule:

The dates noted below are subject to change.

Tests will be posted (emailed) approximately five (5) days prior to the due date.

Late tests will not be accepted without prior approval.

READ	SIP and Semester Calendar	n/a	01-27-12
Internet	go to: http://www.jbrau.net/acc-wlr/wlr-net.htm	n/a	01-21-12
1	1, 2 & 3	02-01-12	02-06-12
2	4, 5, 6, 7 & 8	02-22-12	02-27-12
Extra	Extra Credit Work (Contact Instructor)	n/a	03-09-12
3	9, 10, 11, & 12	03-21-12	03-26-12
4	13, 14, & 15	04-11-12	04-16-12
“Laws”	go to: http://www.jbrau.net/acc-wlr/wlr-regs.htm	n/a	04-20-12
5 (Final)	All Previous Chapters	05-02-12	05-07-12

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The **Final (Test 5)** will be comprehensive and will include questions from all 17 chapters. The Final may or may not include questions from the previous four (4) tests.

At the **withdraw deadline**, students who are extremely behind in their assignments and who have not communicated with me concerning their class work should consider dropping the course. This is the student's responsibility; the instructor will not drop a student from class.

An "**Incomplete**" will not be given except in extreme cases AND then, only if the student has completed at least 75% of the assigned work.

Important Instructions:

Each student is responsible for keeping the instructor informed of their current email address as well as telephone numbers. This information must be provided at the beginning of the semester and again when any changes occur during the semester by completing the Student Contact Information form.

Go to the following web page: <http://www.jbrau.net/acc-wlr/wlr-home.htm>
Complete the Student Contact Information Form.

The instructor will email the test to you on the scheduled posting date for the test. You will not be able to take the test if the instructor does not have your correct email address.

On the Subject Line of each email, include the class (**ACC - WLR**), the assignment or test identification and your last name. Also, be sure that your name is included in the top line of the body of the email. Do not rely upon the email header to properly identify you.

Use the Excel Answer Sheet provided to you to submit your test answers.

If you are taking more than one class with this instructor, **do not** combine materials from two classes. Email each assignment or test in a separate email to the correct class email address.

Instructor:

John G. Brau, SPHR
Tel.: 281-393-1100
Cell: 832-654-5096
Email: acc-wlr@jbrau.net

*You may contact me at any reasonable hour by phone. If I am not available, please leave a message. If you have any problems concerning this class, I encourage you to discuss them with me.

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Computer / Email Problems:

Computer and Email problems encountered on the ACC campus should be directed to the ACC IT Dept. Help Desk at 281-756-3544.

Additional Support:

If you are experiencing problems with your personal computer or email, computers are available for use by all registered ACC students in many of the 23 ACC/PCC computer labs, including the Cyber Lab, room A-173. Cyber Lab hours are: Mon-Thurs. 8:00am-8:00pm, Friday 8:00am-5:00pm and Sunday 4:00pm-8:00pm. Call 281-756-3544 for more information about all ACC computer labs.

Students will not be penalized due to technical problems providing the instructor is notified of such an issue by the student in a timely manner - before the assignment or test is late.

The ACC Library website: <http://www.alvincollege.edu/library/default.htm>

The ACC Learning Lab and Writing Center, A-235, is for tutoring, and additional computer access: http://www.alvincollege.edu/resources/learning_lab.htm

Americans with Disabilities Act

ACC complies with ADA and 504 Federal guidelines by affording equal access to individuals who are seeking an education. Students who have a disability and would like classroom accommodations must register with the Office of Disability Services, A 136, (281)756-3533. Instructors are not able to provide accommodations until the proper process has been followed.

Code of Academic Integrity and Honesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

Disclaimer:

The instructor reserves the right to modify this syllabus as needed and will notify the students of any changes by email to the email address they have provided.

Revised: January 21, 2012