This is a 100% online class. There are no face-to-face sessions designed for this section. Online course experiences are different than traditional, face-to-face, classes. Be sure that online delivery is the best learning-delivery mode for you. You can visit “How to Succeed as an Online Student” for more information. Access the course materials at https://unt.instructure.com.

**Instructor Contact Information**

**Instructor:** Hoda Vaziri, PhD  
**Office:** BLB 385L  
**Email:** hoda.vaziri@unt.edu (best way to reach me)  
**Phone:** 940.565.3158  
**Office Hours:** Tuesdays 10-11am or by appointment (via Zoom)  
https://unt.zoom.us/j/5661564506

**Course Description**

MGMT 4890 is a senior-level course designed to provide you with an overview of the primary topics of human resource management field that are impacted by federal and state legislation. You will become familiar with the myriad of laws and regulations that guide management and employee actions in the workplace, and we will relate case study evidence to the interpretation of these laws. These types of issues can have devastating consequences if not handled correctly by managers and employers.

**Learning Objectives**

- To develop an understanding of the major pieces of Federal legislation that impacts human resources business practices.
- To review disparate treatment and other defenses to employment discriminations claims.
- To understand the legal framework for testing and performance appraisals.
- To Understand Title VII of the Civil Rights Act of 1964 and its impact.
- To understand selected employment benefits and protections

**Materials**

We will use the following textbook for this course. Chapter readings are closely aligned with lesson content and assignments. Please read the assigned chapters before or as you complete the related module.

Overview of Course Requirements and Grading Policy

In this course, students will be required to complete three exams (the lowest grade will be dropped). They will also be required to complete weekly learning modules that present the course content for that week. Students are responsible for reading the textbook to supplement the material presented in the course module. Modules include discussion questions. Students are required to answer discussion questions within the discussion forum following the directions provided in the module and complete module quizzes each week.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points Possible</th>
<th>Grade</th>
<th>Sum of course points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>200pts</td>
<td>A</td>
<td>369 – 410</td>
</tr>
<tr>
<td>3 Exams @100pts ea. (lowest will be dropped)</td>
<td></td>
<td>B</td>
<td>328 – 368</td>
</tr>
<tr>
<td>Module Discussion Postings</td>
<td>140pts</td>
<td>C</td>
<td>287 – 327</td>
</tr>
<tr>
<td>15 Postings @10pts ea. (lowest will be dropped)</td>
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<td>D</td>
<td>246 – 286</td>
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<tr>
<td>Module Quizzes</td>
<td>70pts</td>
<td>F</td>
<td>245 and Below</td>
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<tr>
<td>15 Quizzes @5pts ea. (lowest will be dropped)</td>
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</table>

Total Possible Points 410pts

Exams

The course includes three exams. Exams will be administered online on the Monday through Wednesday of the week they are assigned. You have a 50 hour window to access exams starting at 7pm on the Monday they are assigned and ending at 9pm on Wednesday. **Once you have accessed the exam, you will only have a limited time to complete the exam.** Exams consist of multiple choice and true false questions. Questions will be both content and application oriented.

Students will be allowed to drop their lowest exam score of the three exams. However, THERE WILL BE NO MAKE UP EXAMS (except for absences in accordance with university policy AND when I am notified prior to the scheduled exam). Failure to take an exam without prior notice of an excused absence will result in a grade of zero (0) for the exam and you will have to drop that exam. It is the student’s responsibility to coordinate a date and time with me for any make-up exam.

You are responsible for taking exams in a location with a reliable computer and internet connection. If you do not have one at home, you are encouraged to find one in a local library or on the UNT campus.

Course Assignments and Discussions Postings

**Modules:** You will complete 15 Course modules during the semester. Modules can be found on the course home page under “Course Modules.” The schedule of Module Assignments can be found on the last page of your syllabus. Modules consist of an online notes, videos, articles, quizzes, and weekly discussion postings that support the content of the modules. The online notes and articles are designed to complement the weekly textbook reading assignments. It is strongly recommended that you read your text assignment before completing the corresponding module. Course exams will be drawn from both the textbook reading and the modules. It is essential that you read both in preparing for your exams.
The module grade will be based on quizzes and discussion postings. Students must complete these assignments for each course module during the week in which it was assigned. All quizzes and discussion forum participation that are required in the modules are due by Sunday at 12 midnight at the end of the week in which they were assigned. For example, Module #1 is assigned on Monday, January 11 and the associated quiz and discussion posting are due by the end of the day, Sunday, January 17. Please carefully read the instructions in each module.

**Module Quizzes:** Each module includes a 5 question quiz. The questions cover the information covered in the module, including information from the notes and corresponding textbook chapters, as well as supplementary videos/audio files/or articles in the module. Students will have 20 minutes to answer the five questions. Each question is worth 1 point, for a total of 5 possible points for each quiz. **The lowest quiz grade will be dropped.** Thus, there will be no makeup for missed quizzes.

**Discussion Postings:** Within the Course Modules, the instructor has posted supplementary articles, videos, or cases with associated discussion questions. These questions are designed to stimulate class discussion. These questions are part of the assignment for that week’s module. Students must post comments and responses that address the questions and promote in-depth discussion of module context. The Discussion Forum is a key feature of the course. Students enrolled in this course typically come from a variety of professional backgrounds, thus, adding to the diversity and scope of opinions. Class participants will have different perspectives that will add course depth. **Your participation and involvement are critical to the success of the course.**

Each module includes one set of discussion questions. Your posting answering this set of discussion questions is worth 10 points for each module. You are graded on the completeness of your responses to the questions, your inclusion of course and module concepts, and your original thinking. Be sure to respond to a classmate when required in the module questions. **The lowest discussion posting grade will be dropped. As with module quizzes, there will not be any makeup for missed discussion postings after the deadline.**

**Technical Assistance**
Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm)
**Email:** helpdesk@unt.edu
**Phone:** 940-565-2324
**In Person:** Sage Hall, Room 130
**Walk-In Availability:** 8am-9pm
**Telephone Availability:**
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
At times, access to the course may be down due to server problems. The UNT CLEAR office will make students aware of such “downtime” whether expected or unexpected. Please see the UNT ecampus main access page (ecampus.unt.edu) for announcements. For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

Course Evaluation
Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. SPOT evaluations will become available on April 12. Please look for the email in your UNT email inbox.

UNT POLICIES

Academic Integrity Policy
Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment
policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior
Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect
Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASSystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students
complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

**Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

**Important Notice for F-1 Students taking Distance Education Courses**

**Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student’s physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student’s course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

**University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.
If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

**Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002).

**Use of Student Work**

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver and Release Form

**Transmission and Recording of Student Images in Electronically-Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor’s image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

ACADEMIC SUPPORT & STUDENT SERVICES

Student Support Services

Mental Health
UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names
A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
Legal Name
*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns
Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:
  - What are pronouns and why are they important?
  - How do I use pronouns?
  - How do I share my pronouns?
  - How do I ask for another person’s pronouns?
  - How do I correct myself or others when the wrong pronoun is used?

Additional Student Support Services
  - Registrar (https://registrar.unt.edu/registration)
  - Financial Aid (https://financialaid.unt.edu/)
  - Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
  - Career Center (https://studentaffairs.unt.edu/career-center)
  - Multicultural Center (https://edo.unt.edu/multicultural-center)
  - Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
  - Pride Alliance (https://edo.unt.edu/pridealliance)
  - UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services
  - Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
  - Academic Success Center (https://success.unt.edu/asc)
  - UNT Libraries (https://library.unt.edu/)
  - Writing Lab (http://writingcenter.unt.edu/)
Class Schedule

Note: This is a flexible course schedule. The instructor reserves the right to change this schedule.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Module #1: The Regulation of Employment</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>(1/11 – 1/17)</td>
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<tr>
<td>Week 2</td>
<td>Module #2: The Employment Law Toolkit</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>(1/18 – 1/24)</td>
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<tr>
<td>Week 3</td>
<td>Module #3: Title VII of the Civil Rights Act of 1964</td>
<td>Chapter 3</td>
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<tr>
<td>(1/25 – 1/31)</td>
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<td>Week 4</td>
<td>Module #4: Legal Construction of the Employment Environment</td>
<td>Chapter 4</td>
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<td>(2/1 – 2/7)</td>
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<td>Week 5</td>
<td>Module #5: Affirmative Action</td>
<td>Chapter 5</td>
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<tr>
<td>(2/8 – 2/14)</td>
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<td>Week 6</td>
<td><strong>Exam One, Chapters 1,2,3,4,5</strong></td>
<td>Chapter 6</td>
</tr>
<tr>
<td>(2/15 – 2/21)</td>
<td>Module #6: Race and Color Discrimination</td>
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<td>Week 7</td>
<td>Module #7: National Origin Discrimination</td>
<td>Chapter 7</td>
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<tr>
<td>(2/22 – 2/28)</td>
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<tr>
<td>Week 8</td>
<td>Module #8: Gender Discrimination</td>
<td>Chapter 8</td>
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<td>(3/1 – 3/7)</td>
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<tr>
<td>Week 9</td>
<td>Module #9: Sexual Harassment</td>
<td>Chapter 9</td>
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<tr>
<td>(3/8 – 3/14)</td>
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<tr>
<td>Week 10</td>
<td>Module #10: Sexual Orientation and Gender Identity Discrimination</td>
<td>Chapter 10</td>
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<td>(3/15 – 3/21)</td>
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<tr>
<td>Week 11</td>
<td><strong>Exam Two, Chapters 6,7,8,9,10</strong></td>
<td>Chapter 11</td>
</tr>
<tr>
<td>Week 12</td>
<td>Module #12: Age Discrimination</td>
<td>Chapter 12</td>
</tr>
<tr>
<td>(3/29 – 4/4)</td>
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<tr>
<td>Week 13</td>
<td>Module #13: Disability Discrimination</td>
<td>Chapter 13</td>
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<tr>
<td>(4/5 – 4/11)</td>
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<tr>
<td>Week 14</td>
<td>Module #14: Employee’s Right to Privacy and Management of Personal Information</td>
<td>Chapter 14</td>
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<td>(4/12 – 4/18)</td>
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<tr>
<td>Week 15</td>
<td>Module #15: Selected Employment Benefits and Protections</td>
<td>Chapter 16</td>
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<td>Week 16</td>
<td><strong>Exam Three, Chapters 11,12,13,14,16</strong></td>
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