

Course Syllabus

Department : Legal Assistant

Course Title : Employment Law

Section Name : LGLA_1323_WB

Start Date : 01/17/2012

End Date : 05/04/2012

Modality : ONLINE

Credits : 3 hours

Instructor Information

Name : Kayla Zeigenbein

OC Email : kzeigenbein@odessa.edu

OC Phone # : (432) 335-6485

Office Hours for Spring 2012

Monday – 8:00 – 8:30; 10:00 – 11:30

Tuesday – 9:00 - 12:00

Wednesday – 8:00 – 8:30; 10:00 – 11:30

Thursday – 9:00 - 12:00

Friday by appointment only

Monitored and open labs available daily. Help from the instructor is available at your request. Appointments can be set up or you may contact instructor during office hours. Tutoring is available through the LRC.

Course Description

This course presents the fundamental concepts of employment law, including employment contracts, at-will employment, governmental regulations, discrimination issues, and worker's compensation.

Prerequisites/Corequisites

None.

Scans

(1, 2, 4, 7, 10)

Course Objectives

- 1.1 Describe the historical origins of the employment law process including labor laws and early federal regulations.
- 1.2* Identify key legal terms.
- 1.3* List the computer hardware used in the law office setting and explain its function.
- 1.4* Identify major components of the litigation process as it relates to employment law and explain.
- 1.5 Define the role of the paralegal in Employment Law.
- 1.6* List and explain the key documents in the employment law litigation process.
- 1.7* Draft legal documents and memoranda.
- 1.8 Compare and contrast civil and criminal law.
- 1.9 Define the role of the attorney in the legal process.
- 1.10 Define the existence of a cause of action.
- 1.11 List the techniques for interviewing a witness
- 1.12 List and discuss the key motions and pleadings
- 1.13* Prepare and serve subpoenas.
- 1.14 Discuss overview of the American law process.
- 1.15 Define and discuss the deposition process.
- 1.16 Define and discuss the ethics of the legal profession.

1.17 List and understand the key computer programs used in the law office setting.

*INDICATES INTEGRATED, CORE CURRICULUM SKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Readings/Materials

Employment Law for the Paralegal, Kerley, West/Thomson Learning 2002.

Course Requirements (Lectures, Assignments and Assessments)

Dates	Assignment	Description
Chapter will open at midnight on first date listed and close at 11:55 pm on the 2 nd date listed.		
1/16 – 1/22	Student Information Sheet – Complete and submit	
1/23 – 1/29	Chapter 1 - Complete review questions, vocabulary quiz, true/false test, multiple choice test and discussion board question	The Employment Relationship
1/30 – 2/5	Chapter 2 - Complete review questions, vocabulary quiz, true/false test, multiple choice test and discussion board question	Establishing the Employment Relationship
2/6 – 2/12	Chapter 3 - Complete review questions, vocabulary quiz, true/false test, multiple choice test and discussion board question	Compensation Regulations for Employers
2/13 – 2/19	Chapter 5 - Complete review questions, true/false test and multiple choice test	Evaluating the Employee's Job Performance
2/20 – 2/26	Chapter 6 - Complete review questions, vocabulary quiz, true/false test, multiple choice test and discussion board question	Terminating the Employment Relationship
2/27 – 3/4	Chapter 7 - Complete review	Overview of Discrimination

	questions, vocabulary quiz, true/false test and multiple choice test	in Employment Law
3/5 – 3/11	Chapter 8 - Complete review questions, vocabulary quiz, true/false test and multiple choice test	The Americans with Disabilities Act
3/12 – 3/18	SPRING BREAK	
3/19 – 3/25	Chapter 9 - Complete review questions, vocabulary quiz, true/false test, multiple choice test and discussion board question	Age Discrimination
3/26 – 4/1	Chapter 10 - Complete review questions, true/false test and multiple choice test	Race and Color Discrimination
4/2 – 4/8	Chapter 11 - Complete review questions, true/false test, multiple choice test and discussion board question	National Origin Discrimination
4/9 – 4/15	Chapter 12 - Complete review questions, vocabulary quiz, true/false test and multiple choice test	Religious Discrimination
4/16 – 4/22	Chapter 13 - Complete review questions, true/false test and multiple choice test	Sex Discrimination
4/23 – 4/29	Chapter 14 - Complete review questions, vocabulary quiz, true/false test, multiple choice test and discussion board question	The Family and Medical Leave Act
4/30 – 5/6	Chapter 15 - Complete review questions, true/false test and multiple choice test	The Employer's Rights versus the Employee's Right to Privacy
5/7 – 5/8	Final Exam	Comprehensive

Grading Policy

Each week, I will provide grades or scores and comments on assignments within 6 days of when they were submitted.

Grading Scales	Grading Percentages
A = 3816 – 4240	Review Questions & Discussion Board = 40%
B = 3392 – 3815	Tests & Vocabulary Quizzes = 50%
C = 2968 – 3391	Final Exam = 10%
D = 2544 – 2967	
F = below 2543 points	

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed.**