INSTRUCTOR: Steven E. Abraham (abraham@oswego.edu)
OFFICE: 316 Rich
PHONE: 312-3307
OFFICE HOURS: T & TH, 10:00 - 11:00; 4:00 - 5:30 and by appointment. In general, feel free to stop by my office anytime and I will be happy to see you. I would prefer that you not come to see me right before class, however, since I am often making final preparations for class

CLASS SESSIONS: T, TH 2:20-3:40 Rich 319

OBJECTIVES: Personnel & Public Policy is a course that is devoted to examining several of the laws that govern the employment relationship in the U.S. Since the majority of the students enrolled in this course will be employers and/or employees some day I believe that it is essential for you to be exposed to and learn about some of the laws that govern the employment relationship.

TEXT AND MATERIALS

Employment Law Reading Packet (West Publishing Co. 2004)

There will be additional readings assigned during the semester. Any additional readings will be placed on reserve at the Library reserve desk or provided to students. Additional readings will be made available well prior to their assigned date to give you ample time to read them prior to class.

COURSE REQUIREMENTS:

Exam 1 - 25% (30%)
Exam 2 - 25% (30%)
Exam 3 - 25% (30%)
Class Participation - 20%
Unannounced Quizzes - ??%

The Three exams will total 80% of each student’s grade
The highest score will count 30% and the other two 25%

Details about the course requirements and the grading structure will be provided on the first day of class. If any student wishes to suggest an alternative grading structure for himself or herself, I will listen to and consider the proposal.

SPECIAL NOTE:

If you have a disabling condition which might interfere with your ability to complete this course successfully, please contact me.
CLASS SESSIONS

Attendance at and participation in class are essential for completing this course successfully. For the most part, the readings consist of actual court decisions making or interpreting the laws that are relevant to the course and we will use class sessions to discuss those cases as well as their significance. I am not concerned with students memorizing laws relevant to the employment relationship. Rather, I would like you to get a good sense of how employment law operates, what types of legal implications are presented by various situations, etc. This can be accomplished only by class discussion.

Class discussion and dialogue are extremely important to me and I will do everything I can to make it as comfortable as possible for you to participate in class. If I am doing anything to make it difficult or unpleasant for you to take part in class discussion, please tell me. I will do everything I can to make class participation an enjoyable experience

ATTENDANCE POLICY:

Class participation accounts for 20% of your course grade and the frequency of your attendance will affect your grade in class participation. In addition, many of the questions on the examinations will be based on material covered in class that is not in the text. If you miss class, it is your responsibility to make-up any work you missed during the class, to obtain from me any materials that I distributed during the class and to ascertain whether any additional assignments were given during class. Therefore, if you will have difficulty attending class, you might wish to discuss your situation with me, and I would appreciate knowing ahead of time if you expect to miss class. Consistent with SUNY-Oswego policy, I reserve the right to drop anyone from the course if absences are excessive.

UNANNOUNCED QUIZZES

Currently, I hope not to give any unannounced quizzes. If I find that most of you are coming to class without having read the material assuming that I will tell you all you need to know, I will give unannounced quizzes. Each quiz given will count 5% toward your course grade (the other grade weights will be reduced accordingly). I hope what I just wrote will give you incentive to read and be prepared for class. If I see that most of you are prepared most of the time (we all have bad days and are unprepared once in a while), I will not give any quizzes.

MISSING EXAMINATIONS:

Examinations must be taken at the regularly scheduled times. I will allow a student to take an examination at a different time only under exceptional circumstances, and I may require written justification (e.g., a note from a doctor).

GRADING SCALE:

Your course grade will be determined based upon the number of points you have accumulated and where you fit based on the following categories:

- 90 - 100% of total points = "A" category
- 80 - 89% of total points = "B" category
- 70 - 79% of total points = "C" category
- 60 - 69% of total points = "D" category
- 0 - 59% of total points = "F" category

Plus and minus grades will be determined once all points are in (I may or may not award plus and minus grades depending on the class distribution).