Curriculum Change Proposal Form: **Business 4EE Employment Law for Business**

1) Unit proposing the change: **Economics, Accounting and Business**

2) Please check all appropriate items:

<table>
<thead>
<tr>
<th>New Course:</th>
<th>Course Change:</th>
<th>Course Deletion:</th>
<th>Program Changes:</th>
<th>New Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ New Course Creation² (include title, credits, description, etc.)</td>
<td>□ Number (within level), title, description, pre-req change¹</td>
<td>□ Remove a Course²</td>
<td>□ Change to Major¹</td>
<td>□ New Degree⁴</td>
</tr>
<tr>
<td>☑ Course to be Cross Listed²</td>
<td>□ Add to LAE¹</td>
<td>□ Remove a course that is currently in the LAE⁴</td>
<td>□ Change to Minor¹</td>
<td>□ New Program in principle⁴</td>
</tr>
<tr>
<td>☑ Course to be included in LAE³⁴</td>
<td>□ Remove from LAE⁴</td>
<td>□ Change to LAE (change to the LAE itself)⁴</td>
<td>□ New Program with curriculum⁴</td>
<td></td>
</tr>
<tr>
<td>☑ Course Included in Major/Minor Requirements¹</td>
<td>□ Change in Cross-List Status²</td>
<td>□ Add a Minor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Special Course or non-credit workshop³</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Curriculum Committee receive & report to faculty

² 30 day faculty review required

³ LAE assessment plan with assessment committee review required prior to CC consideration

⁴ Full faculty approval required

⁵ Curriculum Committee for action, approval published to faculty

3. Proposed term of initial offering or implementation date: **Fall 2012**

4. Please provide the following information here or attached:

   a. recommended level: FR SO **JR SR**

   b. credit hours: 3 s.h.c.

   c. title: **Employment Law for Business**

   d. requirements it will satisfy: (major, minor, LAE, licensure): **Major in Human Resource Management**

   e. prerequisites or other special conditions: **BUSI 415 Human Resource Management**

   f. description of change: **This course is a requirement of the proposed Human Resource Management major.**

   g. proposed catalog description:

   The course provides students with an overview of the employment-related legal environment impacting the 21st Century American workplace. The course focuses on an overview of the rights and obligations of both the employer and the employee and provides practical examples of how employment laws impact the business setting.

   h. justification for change:

   This course is a requirement of the proposed Human Resource Management major.

   i. staffing considerations:

   (1) can be taught by present staff **X** or adjunct faculty

   (2) will require additional staff **____**
j. anticipated frequency of offering:
   (1) every semester ___
   (2) once a year X or as needed
   (3) alternate years ___

k. resources (facilities, equipment, supplies, library materials, etc.):
   No additional resources are required. Adjunct faculty salaries will be paid through current Graduate and Continuing Studies budget lines.

5. Signatures:
Department Chair: [Signature]
   (please attach department discussion summary)
   Date: 8/21/11
Department Vote:
   in favor 7 opposed 0 abstentions 0

Vice President Graduate and Continuing Studies: (if applicable) [Signature]
   in favor or opposed or abstain (circle one)
   (please attach comments)
   Date: __/__/____

Teacher Preparation Programs [Initial Licensure]: (if applicable) [Signature]
   in favor or opposed or abstain (circle one)
   (please attach comments)
   Date: __/__/____

Division Coordinator: [Signature]
   (please attach department and division discussion summaries)
   Date: 8/24/2011
Division Vote:
   in favor 24 opposed 0 abstentions 0

Committee Chair (VPAA): [Signature]
   Date: 7/8/11
   Curriculum Committee vote:
   in favor 8 opposed 0 abstentions 0

6. Date of Resolution:
   (a) 30-day approval period ends _______________________
   (b) date of faculty meeting for consideration _____________________

NOTE: See APAP section 110 for more information regarding changes to curriculum.
MUSKINGUM UNIVERSITY
Proposal Syllabus: Business 4EE Employment Law for Business
Prerequisite: BUSI 415, Human Resource Management

COURSE DESCRIPTION:
The course provides students with an overview of the employment-related legal environment impacting the 21st Century American workplace. The course focuses on an overview of the rights and obligations of both the employer and the employee and provides practical examples of how employment laws impact the business setting.

POSSIBLE TOPICS OF STUDY
1. Overview of the legal structure impacting the employment relationship (Federal, State and local laws, regulations, administrative agencies, complaint, and investigation structures.
2. Hiring, Performance Management, Separation
3. Employment Documents – Application, Handbook, Evaluations, Discipline, Non-Compete Agreements, Non-Solicitation Agreements, Conflict of Interest Policy, Confidentiality Agreements, Personnel Files
4. Leave issues – FMLA, ADA, workers compensation, military
5. Compensation issues – wage and hour, exempt/non-exempt
6. Benefits
7. Conducting investigations
8. Workers compensation
9. Risk management – protecting the business from claims
10. Discrimination, Retaliation

COURSE LEARNING OBJECTIVES:
At the conclusion of the course the successful student will be able to:

1. Discuss the legal structure at both the Federal and State levels that defines the employment relationship.
2. Review the agencies that monitor the employer’s obligations and provide protection and advocacy for employees.
3. Identify employment practices that create potential risk management issues for the organization.
4. Discuss best practice employment policy that enhances a positive organizational culture and climate.