

# SYLLABUS

Employee Benefits – Fall 2009  
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## EMPLOYEE BENEFITS COURSE POLICIES

### Attendance:

Classes are scheduled to meet 3 hours per week on Monday from 6:00 – 6:55 and Wednesday from 7:05 – 9:05. Students are expected to attend classes, be on time and prepare for class.

Students may miss 6 hours of class without consequence. Wednesday classes count as 2 hours and Monday classes count as 1 hour. Students who miss 7 to 10 hours will have their final grade in the class reduced by one step for each absence. Students who miss 11 hours or more will not be allowed to take the final exam and will be administratively dropped from the class. It is your responsibility to initial the attendance roster at each class. Tardiness may be considered an absence.

### Participation:

Reading assignments are listed on the attached Syllabus. I anticipate adjustments to the assignments based on our progress through the material. I will notify you of any adjustments the week prior and will expect you to be prepared to discuss the reading material. You will be able to completely “pass” on participation for the entire evening twice in the semester. I reserve the right to adjust (raise or lower) grades on the basis of preparation and quality of class presentations.

### Students with Disabilities:

It is the policy of UALR to accommodate students with disabilities pursuant to federal and state law. Any student with a disability who needs accommodation, for example in seating placement or arrangements for examinations, should inform the instructor at the beginning of the course. The Associate Dean for Academic Affairs is also available to assist with accommodations. Students with disabilities are also encouraged to contact the Office of Disability Support Services, which is located in the Donaghey Student Center, room 103, telephone 569-3143.

### Grades:

Final grades for the course will be based on class participation and a final exam. The exam will be limited open book. You may bring in your case book, code, and self prepared outline/notes. More information about the final exam will be provided as the semester ends.

Computer Policy:

If I become aware that you are using your computer for purposes unrelated to class, I will require you to close it for the rest of class and you will no longer be allowed to use a computer in class. Purposes unrelated to class include but are not limited to playing computer games, face book, accessing the internet, shopping, sending or receiving e-mail messages or using your computer in a way that distracts others. Please talk with me if you have any questions about what is a related class use.

Dates to Note:

Classes begin 8/20 (Monday night classes meet on Thursday night)

Labor Day 9/7

**CLASS WILL BE CANCELED 11/11 - MAKE UP WILL BE RESCHEDULED**

Thanksgiving Break 11/25 – 11/27

Last Day of Class 11/30

Reading Assignment:

- 8/20** Introduction to Employee Benefits Law – Chapter 1  
Skim pages 1-19 to get a flavor for how the law developed
- Plan Operation and Administration – Chapter 2  
Read pages 29 – 44
- 8/24** Plan Operations and Administration – Chapter 2  
Read pages 50-80
- 8/26** Plan Operations and Administration – Chapter 2  
Continue Discussion of pages 50-80