I. Catalogue Description and Credit Hours of Course
Introduction to legal and fiscal frameworks: Human protection and rights, preventing lawsuits, program safety, privacy and confidentiality, and program accountability. (3)

II. Prerequisite(s)
None

III. Objectives of the Course
A. Identify components of fair decision making and due process.
B. Apply a theoretical legal framework to case studies.
C. Compare family handbook modules and program documents.
D. Analyze program policies for legal pitfalls.
E. Critique safety and risk management policies.
F. Cite evidence of minority rights.
G. Identify challenges and legal regulations related to confidentiality.
H. Identify challenges and legal regulations related to human resources processes.
I. Compare insurance policy types to program needs.

IV. Student Learning Outcomes
A. The student will identify illegal interview questions.
B. The student will cite evidence of minority rights.
C. The student will identify key components of federal mandates related to employment.

V. Expectations of Students
A. Satisfactory completion of all assignments, projects, and examinations
B. Active participation in peer discussions, reviews, and activities
C. Complete one professional contribution toward the Missouri Director Credential (Professional Leadership, Program Improvement, or Advocacy)

VI. Course Outline
A. Legal History and Theory
   1. Fair decision-making
   2. Due process
   3. Codes of ethics

B. Reducing Risk of Lawsuits
   1. Theoretical framework
   2. Ethical behavior

45 Hours
C. Reducing Conflicts with Families
   1. Contracts and policies
   2. Communication
   3. Payment schedules and rate structures

D. Building Partnerships with Families
   1. Family friendly policies
   2. Custodial rights
   3. Family-staff dilemmas

E. Safety and Risk Management
   1. Expectations and duty
   2. Prevention
   3. Child abuse
   4. Sex offenders

F. Minority Rights and the Protected Classes
   1. Definition of a minority
   2. Definition of protected classes
   3. Minority and majority needs

G. Privacy and Confidentiality
   1. Technology challenges
   2. Protecting the program reputation
   3. Law and regulations
   4. Record access, security, and storage

H. Human Resources Processes
   1. Hiring
   2. Termination
   3. Grievance

I. Supervision Challenges
   1. Confrontation
   2. Conflict resolution
   3. Steps in discipline

J. Insurance
   1. Protection
   2. Coverage
   3. Limits and waivers

VII. Textbooks
VII. **Basis for Student Evaluation**

<table>
<thead>
<tr>
<th></th>
<th>Weight</th>
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<tbody>
<tr>
<td>Exams</td>
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<tr>
<td>Case Studies</td>
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<td>Papers and Projects</td>
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**Grading Scale**

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<td>89%—80%</td>
<td>B</td>
</tr>
<tr>
<td>79%—70%</td>
<td>C</td>
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<tr>
<td>69%—60%</td>
<td>D</td>
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<tr>
<td>59%—below</td>
<td>F</td>
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The weights of evaluation criteria may vary at the discretion of the course instructor.

IX. **Academic Policy Statement**

Students will be expected to abide by the [University Policy for Academic Honesty](http://www6.semo.edu/judaffairs/code.html) regarding plagiarism and academic honesty. Refer to [http://www6.semo.edu/judaffairs/code.html](http://www6.semo.edu/judaffairs/code.html).

X. **Student with Disabilities Statement**

If a student has a special need addressed by the [Americans with Disabilities Act (ADA)](http://www.semo.edu/ds) and requires materials in an alternative format, please notify the instructor at the beginning of the course. Reasonable efforts will be made to accommodate special needs. Refer to [http://www.semo.edu/ds](http://www.semo.edu/ds).