

# Study guide for hrm320 midterm:

[Sociology](#), [Social Issues](#)



Study guide for HRM320 Midterm: Your midterm covers the first three weeks of classwork, and contains eight multiple choice questions (5 points each), four short answer questions (15 points each) and one essay question (30 points). You have two hours to complete the exam. It is on one page. The TCO's covered on the exam are: Everything we cover in Weeks 1 — 3 is fair game on the midterm. You can only take the midterm one time — and once you start, the time will begin running. The exam is pooled so you will all have a different random selection of questions. Terms to study for readying yourself to take the midterm: - Model Employment Termination Act - Injunctions - Independent contractor - Duties of employees - Duties of employer - Authority (actual, implied, apparent) - non-disclosure agreement - SILK factors - drug testing rules - federal contractors and drug testing requirements - Employee Polygraph Protection Act (EPPA) - Employment at will — and exceptions - Racial hostile environment - Reverse discrimination - Affirmative Action - BFOQ - Hiring rules for age discrimination - Defamation - Slander - Libel - ECPA - Privacy Act of 1974 - retaliatory discharge - Drug free workplace act 1988 Short Answer questions: When answering the short answer questions, provide the answer the question is looking for — whether a list, definition, or short answer. You do not need to write lengthy, multiple paragraphs to answer the “ short answer” questions. Essay question: This question will require more analysis and depth in your answer. Be sure to consider each part of the question and include an answer to each question. Your answer should include complete sentences and multiple paragraphs. Technical issues: If you have technical issues while taking the exam and get kicked out, follow this procedure: 1. Try to get back in and complete the

exam. 2. If you can't, contact the DeVry HelpDesk: at 1. 800. 594. 2402 and get a ticket number. 3. Contact your instructor immediately and provide the ticket number to your instructor. (If during business office hours, use your instructor's phone number in the syllabus; if after hours, email your information to your instructor, including the help desk ticket number.)

Citations: If you use the course textbook to answer the question, simply a page number with author is sufficient (i. e. (Moran, p. 25)). If you utilize web research during the exam, do not copy and paste your answer from the website. DO write the answer in your own words, applying it to the question. DO include the link to the website in your answer. Ask questions about the midterm in Q&A — do not share information about the midterm with your classmates. Good-luck!