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With substantial content revisions and new learning objectives, the 4th edition integrates new research into an organizational behavioral approach to police management and demonstrates the relationship between research and its applications in the field.

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This updated third edition of Legal Aspects of Corrections Management provides a current, informative, and reader-friendly discussion of the contemporary legal issues impacting corrections management. Through the use of case law, this text provides readers with a practical understanding of how the First, Fourth, Fifth, Eighth and Fourteenth Amendments relate to the day-to-day issues of running a prison, jail, and other corrections programs, such as probation and parole. The authors' combined corrections experience included such positions as General Counsel, Regional Counsel, and Correctional Program Officer, as well as working within corrections facilities. Their work involved advising corrections staff and management on the legal issues associated with policies and procedures. The authors also have extensive teaching experience in corrections law, the criminal justice system, and criminology.

"Written to help teach hospitality students what they need to know to manage a facility legally, safely, and securely"--

Law Office Management for Paralegals, Fourth Edition is a comprehensive introduction to law office management, emphasizing ethics, law office culture, law office systems, and “soft skills,” such as communications and critical thinking. Assignments are drawn from real-world law office management situations and supported by innovative visual aids and learning tools. Students get hands-on practice with timekeeping, conflicts-checking, file management, trust accounting, business planning, correspondence, and much more. They are exposed to law office software, such as Clio, and learn to perform vital functions using other software and even freeware. Career profiles emphasize the importance of involvement in professional organizations, advancement in the legal field without obtaining a law degree, and that the legal profession is populated by men and women of all ages and backgrounds. New to the Fourth Edition: New ethical discussions: the obligation to keep up with current technology, disaster planning, and dealing with clients using crowdfunding. New technology discussions: artificial intelligence in legal practice, online notarization, client portals, and apps to make the practice of law more efficient and mobile. New discussions of law as a business: features of property insurance, malpractice insurance, insurance for and on employees; trends in office space. New soft skills discussions: dealing with incivility in the legal profession, managing staff through technology changes. Professors and students will benefit from: Author Laurel A. Vietzen’s outstanding reputation in the paralegal market. Drawing on her extensive background as a professor and practitioner, she clearly presents basic law office management and organization. Well-crafted assignments throughout the text help students hone practical skills such as critical thinking, organization, general communication, and computer proficiency. The text is particularly adaptable for an online or hybrid class.

Hospitality Law: Managing Legal Issues in the Hospitality Industry, Fifth Edition takes an applied approach to the study of hospitality law with its touchstone of compliance and prevention. The book is highly pedagogical and includes many interactive exercises and real world cases that help students focus on the practical application of hospitality laws and model their decision process to avoid liability. As a result, this book does look different than others on the market as the legal information contained is carefully selected to specifically correlate with helping students understand how to do the right thing, i.e., it is not a comprehensive book on the laws. Barth immediately helps readers learn about the legalities of situations and work through exercises – both individually and in groups -- to effectively apply them to hospitality management situations. Many instructors teach their course from a very applied perspective, which aligns with Barth’s approach.

Managing Organizations for Sport and Physical Activity, fourth edition, presents a clear and concise treatment of managing organizations in sport and physical activity. The four functions of management--planning, organizing, leading, and evaluating--provide a general framework that represents the simplest and best approach for introducing readers to the intricacies of management. For each management function, Chelladurai presents relevant theories and their practical applications, citing those theoretical models that are most appropriate to the unique aspects of the sports industry. He uses the open systems perspective, placing organizations in the context of their environment and emphasizing the manager's role in adapting and reacting to changes in that environment. To apply theory to sport management practices, Chelladurai provides numerous examples from the fields of physical activity and sport, including professional sports, intercollegiate athletics, health and sports clubs, and recreation/fitness programs. New to the Fourth Edition A chapter on service quality, which describes the notion of quality in sport management services--from the local fitness center to the pro sport arena. It also discusses the measurement of service quality and the gaps in translating customer expectations into the desired service. A new feature providing "An Expert's View," which offers additional perspectives on relevant topics contributed by scholars who research and publish in a specific area. New sidebars on current topics relevant to the field of sport management; some examples include US Track and Field's SMART goal setting as well as genes and technology of leadership. Pedagogical Aids Developing Your Perspective. Thought-provoking questions ask learners to apply theoretical information to contexts relevant to them from their current experiences or in their future careers. Managing Your Learning. Key points from each chapter enhance comprehension. Strategic Concepts. Key terms lists provide for a shared vocabulary in discussing the major concepts of management. In Brief. Short summaries of the important points in a section help crystallize concepts. To Recap. Brief boxes revisit key concepts discussed earlier in the book. Extensive references to journals, scholarly texts, and relevant websites.

Sport Law: A Managerial Approach, third edition, merges law and sport management in a way that is accessible and straightforward. Its organization continues to revolve around management functions rather than legal theory. Concise explanations, coupled with relevant industry examples and cases, give readers just enough legal doctrine to understand the important concepts that apply to each area. This book will help prepare students as they get ready to assume a broad range of responsibilities in sport, education, or recreation. Whether readers work as coaches or teachers; administer professional programs; manage fitness/health clubs; or assume roles in a high school, college, Olympic, or professional sport organization, legal concerns will inevitably be woven into their managerial concerns. This book provides knowledge of the law that helps create a competitive advantage and build a more efficient and successful operation that better serves the needs of its constituents. Special Features of the Book Managerial context tables. Chapter-opening exhibits act as organizational and study tools identifying managerial contexts in relation to major legal issues, relevant law, and illustrative cases for the chapter. Case opinions, focus cases, and hypothetical cases. Legal opinions--both excerpted (case opinions) and summarized (focus cases)--illustrate relevant legal points and help readers understand the interplay between fact and legal theory. The cases include questions for discussion, and the instructor’s manual provides guidance for the discussion. Hypothetical cases further highlight topics of interest and include discussion questions to facilitate understanding of the material; analysis and possible responses appear at the end of the chapter. Competitive advantage strategies. Highlighted, focused strategies based on discussions in the text help readers understand how to use the law to make sound operational decisions and will assist them in working effectively with legal counsel. Discussion questions, learning activities, and case studies. Thoughtful and thought-provoking questions and activities emphasize important concepts; they help instructors teach and readers review the material. Creative case studies stimulate readers, as future sport or recreation managers, to analyze situations involving a legal issue presented in the chapter. Annotated websites. Each chapter includes a collection of web resources to help readers explore topics further. Accompanying the web addresses are brief descriptions pointing out key links and the sites' benefits. Bookmarking these sites will help readers in future research or throughout their careers.

Employment Law: A Guide to Hiring, Managing, and Firing for Employers and Employees, Fourth Edition is a practical text for undergraduate, graduate, and paralegal employment law, human resources, and business school courses. This unique book approaches each area from the perspective of both employees and employers. The balanced approach is organized to track the employer-employee relationship focusing on day-to-day hiring, managing, and firing practices. After an overview of discrimination laws and a discussion of different types of employment relationships the text moves chronologically from the recruitment of candidates through all aspects of employment to the conclusion of the employment relationship. Each chapter begins with clear chapter objectives. A list of key terms ends the chapter followed by basic questions to ensure students master the key concepts and fact patterns, which test student’s ability to apply the concepts to workplace matters. These fact-based scenarios promote critical thinking

and develop analytical skills. New to the Fourth Edition: New coverage of the balancing of employer and employee interests in regard to political expression and social media use Expanded discussion of employer and employee rights with respect to medical marijuana Focus on the heightened attention paid to policies related to workplace romances due to the #MeToo movement Enhancement of the materials related to the prohibition of sex discrimination and compensation discrimination materials, including the comparing and contrasting of employee rights under Title VII and the Equal Pay Act Introduction of Check it out! —a teaching tool based on real-life scenarios. These sidebars raise thought-provoking questions designed to initiate both legal and policy discussions and reinforce legal concepts and stakeholder considerations. Professors and students will benefit from: Materials are chronologically organized and track the employer–employee relationship. Complicated information is presented in a clear and concise manner. Guidance from the very agencies that are ultimately responsible for the laws that regulate the employment relationship is included. Tackling of serious workplace matters is paired appropriately with the injection of humor to increase the attention of students and the likelihood that they retain the knowledge related to key concepts. Students who work in human resources, employment law are provided with sample forms, enforcement guidance, and workplace posters that they need to know. Practical information within the context of interviewing provides students with a wealth of information and issues that help them frame interview questions that are legally compliant. References to the most significant legal cases, as well as some lesser-known cases represent common themes. End-of-chapter questions ensure students master key concepts. Numerous fact patterns test whether students not only understand these concepts but also can apply them to workplace matters. These fact-based scenarios promote critical thinking and develop analytical skills so that the knowledge can be used by students. Key terms appear in the margins where a term is first introduced and in the glossary at the end of the book. This comprehensive glossary of key terms provides students with an additional opportunity to review important terms.

Focusing on technological advances that are changing the practice of law, this practical, hands-on text covers day-to-day law office management topics, including client relations and communication skills; legal fees, timekeeping, and billing; client trust funds and law office accounting; calendaring, docket control, and case management; legal marketing; and file and law library management. The Fourth Edition is accompanied by Clio's Boutique Plan cloud-based software (with in-depth tutorials) which allows students to master skills in time and billing, accounting case management, and document management. Other highlights of the new edition include new ethics-related case reviews, up-to-date forms, charts, and checklists that illustrate important concepts relating to paralegals in the law office, and hands-on exercises. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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