

BUS 379 LABOR RELATIONS MANAGEMENT

Syllabus

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COURSE CREDIT:

Three Semester Hours

PREREQUISITES:

BUS 361 Principles of Management or instructor's consent

COURSE MATERIALS:

To order textbooks or obtain information about book titles you may go to www.exstudies.adams.edu and click on the "ASC Bookstore" icon.

Use **Section Number: 604** to order books from Bookstore site.

Required Textbook:

Holley, William H. Jr., Jennings, Kenneth M., and Wolters, Roger S. *The Labor Relations Process, Eighth Edition*. South-Western, 2005. ISBN: 0-324-20014-5

COURSE DESCRIPTION:

The practical application of federal and state legislation and executive orders governing the employer-employee relationship, legal rights of organizations, and collective bargaining.

COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES:

At the end of this course students should be able to:

- Describe the industrial relations system including the phases in the labor relations process.
- Explain the evolution of labor-management relations from 1869 to 1993.
- Identify and explain the origins of labor law and significant labor legislation of the 20th century.
- Identify and explain the strategies of both management and union organizations as they participate in the labor relations process.

- Explain why and how unions are organized.
- Explain how labor agreements are negotiated.
- Explain pre-negotiation activities, bargaining theory, and the bargaining power model.
- Differentiate between legal and illegal strikes and strike related activities.
- Identify and explain the various methods used to resolve a bargaining impasse.
- Explain the administration of a negotiated contract (including both the grievance procedure and the union's duty of fair representation).
- Identify and explain the elements of a typical labor arbitration proceeding.
- Explain the differences between arbitration and judicial proceedings.
- Describe the historical development of employer disciplinary policies and the principles and elements of modern industrial discipline.
- Explain the institutional issues surrounding managerial rights, union security, and the rights of minority and female employees.
- Explain the economic issues pertaining to wage determination and employee benefits.
- Explain the significance of labor relations in the public sector and the differences between public sector and private sector collective bargaining.
- Explain the labor relations' process in multinational corporations and in other countries.

COURSE REQUIREMENTS:

There are twelve lessons, two exams, and case evaluations required in this course.

Assignments:

Twelve lessons with discussion question assignments—each lesson is worth 40 points. Grammar, spelling, proper word usage and sentence/paragraph structure and organization will be considered in your grade for these assignments.

Exams:

There are two proctored exams; each exam is structured identically consisting of six essay questions, although you will only answer five. The first two questions every student will answer. The second question on each exam calls for your opinion and your support for that opinion. **You will not be graded on the opinion you state but rather by how well you support and defend your opinion. You will be graded on the information you provide, not the length of your answer. Be specific—“shotgun answers” or “talking around a subject” will hurt your grade. Give examples where appropriate.** From questions #3 to #6 you will select only three to answer. You **will NOT** receive extra credit for answering all four questions. Each essay is worth up to 40 points with the exam worth up to 200 points total.

Case Assignment:

Rather than requiring a traditional term paper you are to answer the case questions for one of the cases following each chapter other than Chapter 2, which has no cases—you choose which case since there are multiple cases for each chapter other than Chapter 2. The cases bring

special practical exposure—I recommend you complete all the cases as you finish each part of the book. Submit the required ones when you're ready.

GRADE DISTRIBUTION AND SCALE:

In alignment with ASC academic policies, no D may apply to a major or minor field.

Grade Distribution:

12 assignments	10 points each	120 points
Proctored Exams	200 points each	400 points
Case Assignment (4 parts)	50 points each	<u>200 points</u>
Total Points		720

Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

COURSE INSTRUCTIONS

Students should not hesitate to contact the instructor with questions. The preferred method of contact is by e-mail; refer to the contact information listed in the syllabus.

Directions for submitting lessons:

If possible, e-mail your lessons to the instructor. If you choose to mail your lessons using regular mail, send your lessons to the address listed with the contact information. **Be sure to note the course title in all communication.**

Submitting lessons by regular mail: **If you mail your lessons using U.S. Postal Service mail, place your name at the top of the lesson and identify the course (i.e., BUS 379), and the number of the lesson (for example, Lesson 1) you are submitting. Restate each discussion or case question exactly as it appears followed by your answer. Identify each question by chapter and question number (for example, 1.1 for Chapter 1, Question 1; 1.2 for Chapter 1, Question 2). All lessons require answering the discussion questions at the end of each chapter. Only send copies and keep a copy for your files.** More than once a lesson has not arrived! Include a self-addressed stamped return envelope to receive comments back on your lesson.

Submitting lessons by e-mail—the preferred method of contact: **If you e-mail your lessons, save your lesson using Microsoft® Word and attach the lesson to your e-mail. In the subject heading of your e-mail, identify the course (i.e., BUS 379), the number of the lesson (e.g., Lesson 1), and your name. For example:**

Subject: BUS 379 – Lesson 1 – Jan Smith

Also, restate each question exactly as it appears in the text followed by your answer. Identify each question by chapter and question number (e.g., 1.1 for Chapter 1, Question 1; 1.2 for Chapter 1, Question 2). All lessons require answering the discussion questions at the end of each chapter. If you are asked for an opinion, do provide support for your opinion. E-mail comments will be provided to those students who have submitted their assignments via e-mail.

ADA Statement:

Students who need special accommodation to complete this class should contact the instructor and the Office of Student Affairs, 719-587-7221 as soon as possible.