

San José State University
Lucas College of Business, School of Management
43624, Labor Relations, BUS3-151-02, Fall, 2018

Course and Contact Information

Instructor:	Nancy Long
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Office Hours:	Wednesdays, 2:00pm – 3:00pm or by appointment
Class Days/Time:	Wednesdays, 6:00pm – 8:45pm
Classroom:	BBC 104
Prerequisites:	Bus. 150 (Fundamentals of HR) REQUIRED . <i>No concurrent 150 enrollment</i>

Faculty Web Page and MYSJSU Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, and material for the simulation can be found on [Canvas learning management system](http://sjsu.instructure.com) course website at <http://sjsu.instructure.com>. You are responsible for regularly checking with the messaging system through [MySJSU](http://my.sjsu.edu) at <http://my.sjsu.edu> to learn of any updates.

There is a “Companion Website” for **Labor Relations and Collective Bargaining, 10th Edition (Michael R Carrell, Christina Heavrin.)** This website is available at no cost at <http://www.pearsonhighered.com/carrell> and is an integral part of the course assignments. (check your link address to be sure you have the right edition of the companion website: http://wps.prenhall.com/bp_carrell_lr_10/213/54757/14017874.cw/index.html)

NOTE: Course Slides are NOT available from instructor. You are encouraged to use the companion website.

Course Description

The objective of this course **is not** to indoctrinate students with "pro-union" or "anti-union" attitudes, but to offer some viewpoints and tools for understanding collective bargaining and the role and history of unions in our society and the work place today. A second objective is to enhance students' negotiating and dispute resolution skills applicable to both union and non-union environments. One of the guiding principles of this course is that conflict in organizations and in personal relationships is inevitable and can be constructive when properly channeled, controlled, and oriented toward ethical goals.

Course Learning Outcomes (CLO) (Required)

Upon successful completion of this course, students will be able to:

1. Describe key turning points in history that have shaped today’s labor/management relationship.
2. Identify key legislative actions that have shaped today’s labor/management relationship.

3. Identify and describe key processes and union organizing structures.
4. Distinguish between advantages and disadvantages of various approaches to the collective bargaining and negotiating process.
5. Demonstrate critical concepts in the administration of union/labor contracts.
6. Identify strategies and approaches to impasse resolution in collective bargaining *and contract administration*

Required Texts/Readings

Textbook

Michael R. Carrell and Christina Heavrin, **Labor Relations and Collective Bargaining- Private and Public Sectors, Tenth Edition**, Pearson Publishing, 2013. ISBN-10: 0-13-273001-4; ISBN 13: 978-0-13-273001-3

Other Readings

The companion website will be an integral part of the course. The website is available at no cost at <http://www.pearsonhighered.com/carrell> and is part of the course assignments.

Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3.pdf) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

This course is designed for the student to have fun, participate, and learn. Active class participation is expected of EVERYBODY. Don't wait for someone to ask you to join the dialog. Become involved, both in class and in your homework, and motivation follows naturally. Most class time will be devoted to discussing, clarifying, applying, and expanding on some aspect of the reading assignments and cases, rather than duplicating everything you should have read. Emphasis is on a variety of instructional methods. Lectures, slide presentations, and other instructional methods are always mixed with questions and answers and provide ample opportunity to share your work experiences with the class. Simulations, class exercises, case analyses, guest speakers, films and videos may be part of the course. Make sure you get the phone numbers of a couple of classmates, in case you need to find out about missed or unclear class material.

a. Projects:

There will be two team assignments. One is a short presentation worth 50 points which will be introduced on the second session. The other is a negotiation simulation. Teams will conduct a collective bargaining simulation based on the collective bargaining agreement materials. Working individually and collectively, each team will prepare for a collective bargaining session – one team representing labor, the other representing management. Every member of the team will receive the team grade, although the instructor retains discretion to lower points or grade for team members who demonstrate little to no participation. The negotiation project is worth 100 points and is graded on:

- actual simulation results – as described in the handouts. You must know the details to score well
- completion of each phase – results of each session, on time, with attention to detail
- active engagement – every member of the team *must* actively and equally participate
- academic quality – completeness and quality of the project. Negotiation skills also considered.

b. Exams:

Exams will be TRUE/FALSE and/or MULTIPLE CHOICE. They will be answered *on 882-E scantron answer sheets*. Make sure you bring the scantron sheets and #2 pencils to each class.

There will be one mid-term worth 100 points, covering Chapters 1-7, and final exam worth 100 points covering Chapters 8-12. See section on GRADING POLICY below.

c. Quizzes:

Online quizzes will be assigned as part of homework assignments. You must send quiz results online via canvas to instructor.

d. Homework:

On the Schedule of Assignments; you will see the notation “Homework.” You are expected to arrive in class with prepared typed responses to the assigned review questions or cases. The assignments are generally at the end of the chapters. You must complete the assignment in advance of class. It must be typed, NO HANDWRITTEN homework is accepted. In every class session, you’ll be expected to be fully prepared to discuss the cases from the assigned reading. Important: To get full credit on your homework, you must participate in the homework review discussion in class and make notations on your assignment. **Homework without notations from the discussion will not get full credit. I do not accept homework via EMAIL and do not accept late or hand-written homework.** If you’re going to miss a class, turn in homework early or have another student bring it for you on the evening of class for partial credit. I do not accept late homework.

Grading Policy

Your course grade will be based upon a weighted combination of scores on class participation, class preparation (homework), negotiation simulation, quizzes, mid-term, and final.

Grade Component	Possible Score
Class participation	100
Homework	100
Team Presentation	50
Negotiation/Simulation	100
Mid-Term	100
Final	100
Total Possible Points:	550

Grading Percentage Breakdown

Letter Grade	Net Percentage of Possible Score
A+	97 – 100
A	94 – 96.99
A-	90 – 93.99
B+	86 – 89.99
B	83 – 85.99
B-	80 – 82.99
C+	76 – 79.99
C	72 – 75.99
C-	70 – 71.99
D	60 - 69.99
F	Below 60%

I will not post Class Participation points as they are not determined until the end of the course. However I will provide scores for each quiz, canvas assignments and the mid-term following their scoring. See [University Policy F13-1](http://www.sjsu.edu/senate/docs/F13-1.pdf) at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for SJSU grading policy details.

Extra credit options:

Extra credit options are available at the instructor's discretion only to students who are at risk of falling below a C in the course due to poor test scores if all other elements (homework, participation, etc) are in good standing. In these cases, I will allow up to 20 points available for a 20 page typewritten report on a significant labor issue in today's workforce. The topic must be approved by the instructor prior to starting the paper. The report quality must follow APA style or equivalent college level writing format.

Classroom Protocol

1. **Class Participation: NO PCs or other devices in use during class. *I lower grades for using devices in class.*** The value of the course to you personally will be enhanced by your active participation in the class. The interactive format of this class does not require PC or note taking online, so **no devices** are allowed during class. **Your participation points will be significantly reduced if you are using a PC, phone, tablet or other devices in class.** Because participation is a key element of your grade in this class, attendance is mandatory. There is no provision for taking a missed quiz or mid-term. The grade for a missed quiz or mid-term is zero points. By remaining in the course after the initial class meeting, you have agreed to participate in a positive manner in the class discussions and to be professional in your discourse. Respectful disagreement and interactive debate is encouraged and adds to the class dynamic and learning. Demonstration of respect for the ideas of others even when in disagreement is a requirement of class membership. Anyone who does not expect to attend class regularly, who expects to be a passive recipient of information, or for whom the aforementioned conditions are for any other reason not acceptable, should drop the course.

University Policies

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. To learn important campus information, view University Policy S90-5 at <http://www.sjsu.edu/senate/docs/S90-5.pdf> and SJSU current semester's Policies and Procedures, at <http://info.sjsu.edu/static/catalog/policies.html>. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not address the issue, it is recommended that the student contact the Department Chair as the next step.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage at http://www.sjsu.edu/provost/services/academic_calendars/. The Late Drop Policy is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the Advising Hub at <http://www.sjsu.edu/advising/>.

Consent for Recording of Class and Public Sharing of Instructor Material

I DO NOT ALLOW AUDIO OR VIDEO RECORDING AT ANY TIME. I DO NOT PUBLISH MY SLIDES. University Policy S12-7, <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

Academic integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://www.sjsu.edu/aec) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

SJSU Counseling and Psychological Services

The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Carlos in the new Student Wellness Center, Room 300B. Professional psychologists, social workers, and counselors are available to provide confidential consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling and Psychological Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.

BUS3 151-01 / Labor Relations, Fall 2018, Course Schedule

All reading assignments and homework are due on the day listed – that means come to class with the work completed and ready to hand in....

Week	Date	Topics, Readings, Assignments, Deadlines
1	08/22/18	<p>Topic: Introductions. Green sheet, course content, understanding our own bias toward unions</p> <p>Reading Assignment: The Green Sheet. Buy your book!</p> <p>Homework: Print out and bring this course Syllabus to this first day of class. Look at the <i>companion website</i>: http://wps.prenhall.com/bp_carrell_lr_10/213/54757/14017874.cw/index.html</p>
2	08/29/18	<p>Topic: Intro to Labor Relations, sign ups for team presentations</p> <p>Reading Assignment: Text Chapter 1</p> <p>Homework: Prepare typed responses to Review Questions: 1-8. Page 36</p>
3	09/05/18	<p>Topic: Private Sector Labor Relations History and Law. TEAMS 1 & 2 PRESENT</p> <p>Reading Assignment: Text Chapter 2</p> <p>Homework: Prepare typed responses to Review Questions: 1-10. Page 76</p>
4	09/12/18	<p>Topic: Public Sector Labor Relations History and Law TEAMS 3 & 4 PRESENT</p> <p>Reading Assignment: Text Chapter 3</p> <p>Homework: Prepare typed responses to Case Study 3-1, Questions 1-3. Page 114, Complete companion website online quiz for chapters 1 and 2</p>
5	09/19/18	<p>Topic: Establishing a Bargaining Unit and the Organizing Campaign</p> <p>Reading Assignment: Text Chapter 4 TEAM 5 PRESENTS</p> <p>Homework: Prepare typed responses to Case Study 4-2, Questions 1-3, Pages 157-158. Complete companion website online quiz for chapters 3 and 4</p>
6	09/26/18	<p>Topic: Negotiation Models, Strategies and Tactics TEAM 6 PRESENTS</p> <p>Reading Assignment: Text Chapter 5</p> <p>Homework: prepare typed responses to “You be the Arbitrator, Negotiations” – text pages 203-204; questions 1-3</p>
7	10/03/18	<p>Topic: Negotiating a Collective Bargaining Agreement TEAM 7 PRESENTS</p> <p>Reading Assignment: Text Chapter 6</p> <p>Homework: Prepare typed responses to “You be the Arbitrator, School Bus Drivers” page 242-244. Complete companion website online quiz for chap 5& 6</p>
8	10/10/18	<p>Topic: Wage and Salary Issues TEAM 8 PRESENTS</p> <p>Reading Assignment: Text Chapter 7</p> <p>Homework: Complete forms 2A/B from last session, bring to class. Prepare typed responses to Review Questions 1-10, page 282</p>
9	10/17/18	<p>Topic: Mid Term Exam – Covers Chapters 1-7</p> <p>Reading Assignment: STUDY GUIDE: Complete end-of-chapter quizzes online through chapter 7 at companion website to prepare</p>
10	10/24/18	<p>Topic: Chapter 8 & <i>Simulation Begins</i> SESSION 1 NEGOTIATIONS</p> <p>Reading Assignment: Text Chapter 8, <i>Print & Bring Negotiation Forms!</i></p> <p>Homework: Prepare typed responses to Review Questions 1-10, page 320</p>
11	10/31/18	<p>Topic: Job Security and Seniority SESSION 2 NEGOTIATIONS</p> <p>Reading Assignment: Text Chapter 9 <i>Print & Bring Negotiation Forms!</i></p> <p>Homework: Prepare typed responses to Case Study 9-2, Drug Testing, Questions 1-2, page 356</p>

Week	Date	Topics, Readings, Assignments, Deadlines
12	11/07/18	Topic: Unfair Labor Practices and Contract Enforcement Reading Assignment: Text Chapter 10 SESSION 3 NEGOTIATIONS Homework: none <u>Print & Bring Negotiation Forms!</u>
13	11/14/18	Topic: Grievance and Disciplinary Procedures SESSION 4 NEGOTIATIONS Reading Assignment: Chapter 11 <u>Print & Bring Negotiation Forms!</u> Homework: none
14	11/21/18	Topic: The Arbitration Process SESSION 5 NEGOTIATIONS Reading Assignment: Text Chapter 12 <u>Print & Bring Negotiation Forms!</u> Homework: none
15	11/28/18	<i>LAST DAY TO TURN IN EXTRA CREDIT</i> SESSION 6 NEGOTIATIONS Topic: Final negotiations <u>Print & Bring Negotiation Forms!</u> Reading Assignment: Be prepared with all your final negotiation information. Bring the appropriate forms that need to be turned in via hard copy. Homework: ensure you have signature forms to turn in tonight. Tonight you will turn in your team's FINAL NEGOTIATION PAGES – it must be readable, neat and 100% complete.
16	12/05/18	Topic: Negotiations Outcome, Final Exam Prep, Attitude toward Unions Reading Assignment: none Homework: none
17 Final Exam	WEDNESDAY 12/12/18	<i>TIME AND LOCATION TBD. CHECK EXAM SCHEDULE ON WEBSITE TO CONFIRM.</i> BRING SCANTRON, Covers chapters 8-12