HRM 340 (4001/4002)
Employee and Labor Relations – Spring 2016
On-line Blackboard Course

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1910 University Drive, Boise, ID 83725-1625

Office Hours: Tues./Wed. noon – 3:00 p.m., by drop-in or appointment.
While the course is available 24/7, I am not. I answers calls when in the office, and respond to phone and email messages as soon as possible Monday-Friday, generally between 11 a.m. and 4 p.m.

Required Materials:
Text: Custom Paperback Book ISBN#: 9781308538525 (includes only the selected chapters from Budd’s 4th edition that we will use).

Course website: In Blackboard (Bb) - https://blackboard.boisestate.edu/webapps/login/

Students will learn or practice the following COBE Core Curriculum concepts, methods, and skills:
1. Understand and apply analytical and disciplinary concepts and methods related to business and economics.
   1.2 Business policy and strategy.
   1.7 Legal environment of business.
   1.8 Management.
2. General management knowledge and/or ability.
   2.1 Communicate effectively: write messages and documents that are clear, concise, and compelling.
3. Solve problems, including unstructured problems, related to business and economics.
4. Use effective teamwork and collaboration skills.

Course Learning Objectives:
This course will increase your understanding of how the employer-employee relationship has evolved in the US workplace, with a primary emphasis on the relationship between labor unions and management.

Students successfully completing this course will be able to:
- define key labor laws and terms;
- describe and discuss how social, political, and legal environments shaped modern employee/management relationships in the US, and gave rise to labor unions.
- effectively negotiate a new labor agreement using either a traditional or interest-based
bargaining format.
• compare and discuss labor relations in different work settings and nations.

Each weekly lesson and textbook chapter begins with specific learning objectives to help students focus on the primary content of that material.

**Course Outcome Measures:**
Completion of course assignments, weekly quizzes, and three exams will provide students with opportunities to demonstrate subject matter knowledge, practice writing skills, communication skills, word processing and spreadsheet skills.

Students are required to use a variety of online communication tools including discussion boards, e-mail, accessing websites, and viewing streaming media.

Participation in a collective bargaining simulation provides an opportunity to practice group skills, organizational skills, analytical skills, and negotiation skills.

**NOTE:** There are 3 proctored exams to be taken at the BSU or CSI Testing Center, or other pre-approved proctor arrangement.

**Course Grade Weights:**

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Exam 1 - Rights &amp; Responsibilities of Unions &amp; Mgt.</td>
<td>20%</td>
</tr>
<tr>
<td>Exam 2 - Negotiating &amp; Administering a Contract</td>
<td>20%</td>
</tr>
<tr>
<td>Exam 3 - Changes to Work &amp; Globalization</td>
<td>20%</td>
</tr>
<tr>
<td>Collective Bargaining Project</td>
<td>24%</td>
</tr>
<tr>
<td>Weekly Quizzes, Assignments, Discussion Participation</td>
<td>16%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
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**NOTE:** The actual points vary on exams, quizzes and assignments but the relative weights for the assessment categories as shown above will be used to determine course grades.

**Letter Grade Ranges:**

- A+= 97-100%
- A  = 94-96.9%
- A- = 90-93.9%
- B+= 87-89.9%
- B  = 84-86.9%
- B- = 80-83.9%
- C+= 77-79.9%
- C  = 74-76.9%
- C- = 70-73.9%
- D+= 67-69.9%
- D  = 64-66.9%
- D- = 60-63.9%
- F   = 59% or less

**PLEASE CONTACT THE INSTRUCTOR IF ALTERNATE TEST FORMATS OR OTHER ACCOMMODATIONS ARE NEEDED FOR STUDENTS WITH DISABILITIES.** The BSU Disability Resource Center is in Admin114, 208-426-1583, and can offer further assistance. Website: [http://drc.boisestate.edu/](http://drc.boisestate.edu/)

**About the Course:**
Spring semester starts Monday January 11, 2016 and ends Friday April 29, with final exams from Saturday April 30 (BSU Testing Center), and Mon-Fri. May 2-6.

Our course week runs from 12:01 a.m. Monday morning until 11:59 p.m. Sunday night, so each MONDAY begins a new lesson module. **Most quizzes and assignments are due by 11:59 p.m. Sunday at the end of each week.**
This is a scheduled, sequential course with deadlines. While you have some flexibility to work ahead on some material, you are not allowed to lag behind.

This is a 3 credit course, expect to spend 3 hours "in class" plus 3-9 hours each week doing homework, reading, and working on the group project.

PLEASE do NOT take this course if you are too busy to take a "live" course! An online course has flexibility in scheduling and not having to commute to campus, but online courses take MORE time than traditional courses. If your schedule is already overloaded, you will not be able to squeeze this course in and successfully complete it.

Participation:
Participation is a mandatory component of the course. You must actively contribute to group assignments and the collective bargaining project in order to pass the course. Active participation is also demonstrated by communicating with the instructor by email, in person, and actively contributing at meetings with your group members.

Failure to actively contribute to the group collective bargaining project may result in failing the course. Being present is not the same as actively contributing. If all you did was take up space and oxygen, you did not actively contribute to the group’s success.

Exams:
The 3 Exams are available for the days and dates shown on the schedule, typically Monday-Friday during BSU/CSI Online Testing Center hours (days differ during Finals week). Make-up exams will only be given in extreme circumstances. Contact me as soon as possible if you have an emergency situation.

Students are responsible for scheduling their own testing times, per the policies of your testing center (BSU requires appointments, while CSI usually takes walk-ins.)

Appointments at the BSU Online Testing Center can be made online at: http://at.boisestate.edu/elearning/testinglab/.

Requests to take exams at all other testing locations, or with a proctor, must be pre-approved by me at least 7 business days prior to the exam week. Please call me or send an e-mail if you need to make arrangements for other proctored test locations.

Failure to take any of the exams, or scores below 60% on 2 of the exams may result in failing the course. If you can't pass the exams, you don't know the material well enough to get a passing grade.

Quizzes:
Weekly graded quizzes include true/false and/or multiple choice questions from the assigned text chapter and online lesson. Quizzes are timed (20 minutes) but not proctored. They can be taken from any computer, may be opened only once and must be completed once started.

Before you take a quiz:
• First read the assigned textbook chapter and online lesson, pay attention to the learning objectives - they tell you what to focus on.
• Take the ungraded Practice Quiz on the text publisher's website (a link is found in Course Materials in each weekly folder).
• Notes and books are allowed for the graded quizzes, but you won't have time to look all of the answers if you don't know the material.
• Take the weekly graded quiz by clicking on the "Wk# Quiz" link in the weekly folder.
• Blackboard is unforgiving once you click the link. Be sure you are ready and have the time to complete the graded quiz before you click on Take Quiz button.
• Graded weekly quizzes are due by 11:59 p.m. on Sunday at the end of each week unless otherwise shown on the schedule. Quiz links expire at 11:59 p.m. Sunday.
• Things happen - call me or send an e-mail if you need to discuss having your quiz reset.

Collective Bargaining Project:
Students are assigned to Union or Management groups and will negotiate the terms of a new collective bargaining agreement using the information provided in the course website.

"Bargaining Project Instructions" are found in the course website by clicking on the Bargaining Project navigation button. Management- or Union-specific information is posted to each group’s File Exchanges.

Group-level grades are based on the quality of group bargaining plans, the quality of final contracts, and the difference between your group's plan and the final settlement. "Fatal flaws" such as illegal provisions, contradictory provisions, unsustainable business decisions, lack of serious bargaining, and general sloppiness can affect group grades.

As in the real world, failure to reach an agreement by the deadline can result in short-term costs to all parties, in this case a maximum grade of "C" will be given to groups that end in a stalemate (in other words, it is better to get a contract than to end at an impasse).

Individual project grades start with the group grade and are influenced by peer evaluations assessing the contributions made by the student. Students assessed as not making significant contributions to the group's efforts may face a grade penalty up to "zero" credit for the project, which could result in failing the course.

Code of Conduct:
Per your BSU Student Handbook (http://osrr.boisestate.edu/): "Cheating or plagiarism in any form is unacceptable."

Please do your own work where individual work is indicated - take your own quizzes and exams using your own knowledge, and participate fully in assigned group activities.

As adults aspiring to earn a college degree and hold future positions of trust and responsibility, I expect and will hold you to the highest standards of personal integrity.
# HRM340 (4001/4002) Employee & Labor Relations

## Course Calendar (subject to change) Spring 2016

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignments (see Weekly folders in Blackboard for complete details)</th>
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</table>
| Week 01 1/11-1/17 | INTRODUCTION           | **Read:** Ch. 1 Contemporary Labor Relations: Objectives, Practices, & Challenges (skim), & Chp. 2 Labor Unions: Good or Bad? (only pp. 25-29 & 36-50 “Fundamental Assumptions…”).  
**Assignments** due by 11:59 p.m. Sun. 1/17: See Week 1 Learning Activities & Deliverables for complete details: watch 20 min. video: "Voices that Count"; take “Getting Around Quiz” and "Wk1 Quiz"; enter Discussion Board introduction.  
*1/15 - last day to file for May graduation.* |
| Week 02 1/18*-1/24 | HISTORICAL DEVELOPMENT | **Read:** Chapter 3 Historical Development  
Take Wk2 Quiz.  
*1/18 - Martin Luther King Day, BSU closed.* |
| Week 03 1/25-1/31 | LABOR LAW              | **Read:** Chapter 4 Labor Law; Wk3 Labor Law Lesson & visit the websites for AFL-CIO & NLRB from links in lesson.  
**Assignments** by 11:59 p.m. Sun. 1/31: See Learning Activities & Deliverables including: Watch “Major USA Labor Laws” video lesson (13 min.), read “What Employers Can't Do Under Labor Relations Law;” Discussion Board Group signup; Sec.7 Quiz online (same as on p. 122); complete Wk3 Quiz.  
*1/25 - Last day to add classes, drop without "W" and receive refund.* |
| Week 04 2/1-2/7 | LABOR & MANAGEMENT     | **Read:** Chapter 5 Labor & Mgt.: Strategies, Structures and Constraints. (Don't worry about the AFL-CIO Organizational chart details on p. 167.)  
Form groups, temporary spokesperson appointed.  
**Assignments** by 11:59 p.m. Sun 2/7: See Learning Activities & Deliverables including: Group communications assignment, select Spokesperson, Records Keeper, other roles (10 pts.); Take Wk4 Quiz. |
| Week 05 2/8-2/14 | UNION ORGANIZING       | **Read:** Chapter 6 Union Organizing,  
**Assignments** by 11:59 p.m. Sun. 2/14: See Learning Activities & Deliverables including: Wk5 Quiz.  
Review for Exam 1, make appointment with testing center. |
| Week 06 2/15*-2/21 | Exam 1                 | **Exam 1: Tuesday 2/16 - Friday 2/19.** Go to the testing center at BSU/CSI and complete Exam 1, covering Weeks 1-5 and the assigned readings.  
**Assignments** due by 11:59 p.m. Sun. 2/21: Complete Zinnia Bargaining Project Background assignments (section III.A.2) in the “General Instructions” posted in the Bargaining Project area in Blackboard and Zinnia Background Quiz.  
*2/15 - Presidents' Day, BSU closed.* |
| Week 07 2/22-2/28 | BARGAINING             | **Read:** Chapter 7 Bargaining,  
**Assignments** by 11:59 p.m. Sun. 2/28: Take Wk7 Quiz; Group |
### Week 08 2/29-3/6
**IMMEDIATE RESOLUTION**

**Discussion Board Assignment**

Post 2 issues & initial proposals.

**Read:** Ch. 8 Impasse, Strikes, and Dispute Resolution; articles in Wk8 folder.

**Assignments by 11:59 p.m. Sun. 3/6:** Submit your group’s first bargaining plan to the link in Wk8 folder; Take Wk8 Quiz.

### Week 09 3/7-3/13
**CONTRACT CLAUSES & ADMINISTRATION**

**Read:** Chapter 9 Contract Clauses & Their Administration.

**Assignments by 11:59 p.m. Sun 3/13:** Take Wk9 Quiz; Review for Exam 2, make appointment with testing center if you haven’t already; work on bargaining plan revisions as you get feedback on them.

### Week 10 3/14-3/20
**Exam 2**

Exam 2: Monday 3/14 - Friday 3/18. Go to the testing center at BSU/CSI and complete Exam 2 covering Chps. 7, 8, 9. Work on bargaining plan revisions as you get feedback on them.

### Week 11 3/21-3/27
**No Classes**

Spring Break

BSU closed.

### Week 12 3/28-4/3
**Final Bargaining Plans & Pre-Negotiations Prep**

**Assignments by 11:59 Sun. 4/3:** Spokesperson or other designated member submit Final Bargaining Plans. Chief negotiators meet with other side to settle ground rules; Spokespeople schedule bargaining sessions for next week.

### Week 13 4/4-4/10
**NEGOTIATIONS WEEK**

Use this time to negotiate the new Zinnia Labor Agreement and begin contract revision/costs, etc. All talks completed before **11:59 p.m. Sunday 4/10 deadline**.

### Week 14 4/11-4/17
**Final Agreement Reports**

**Assignments due by 11:59 p.m. Sun. 4/17:** Each group completes its own Final Agreement Report form (see Bargaining Project Instructions, section III.D for details). Records Keeper or other designated member submits the Final Agreement Report in the Bb Week 13 folder.

### Week 15 4/18-4/24
**THE CHANGING STRUCTURE OF WORK**

**Read:** Chapter 10 Flexibility, Empowerment & Partnership.

**Assignment due by 11:59 p.m. Sun. 4/24:** Wk15 Quiz. Complete Peer Evaluations for yourself and your group members.

*Make Testing Center appointments for Finals Week.*

### Week 16 4/25-4/29
**GLOBALIZATION**

**Read:** Chp. 11 Globalization; online Wk16 Lesson.

**Assignments due by 11:59 p.m. Friday 4/29:** Wk16 Quiz.

*Note: classes end on Friday.*

### Week 17 4/30*, 5/2-5/6
**Finals Week - Exam 3**

Go to your testing center and take **Exam 3 - Chps. 10,11.**

**NOTE:** *Saturday 4/30 (BSU Testing Ctr., Twin Falls students check with CSI Testing Center if open on Saturday), Monday 5/2 through Friday 5/6 (all).**

Commencement - Saturday May 7, 2016.