

Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Faculty Information: Faculty contact information and office hours can be found on the faculty profile page.

COURSE DESCRIPTION AND OUTCOMES

Course Description:

This course provides a comprehensive and exhaustive analysis of labor relations in terms of its history, regulations, and current environment. The broader relationship among unions, organizations, and employees is explored, along with dispute and conflict resolution techniques including grievances and arbitration. This course addresses the importance of teams and managing diversity through unique dialogue and a collaborative lens. Students learn to enhance and promote diversity as managers and leaders and effectively resolve conflict and disputes in a variety of complex scenarios.

Course Overview:

The course will expose students to an array of labor relations challenges and opportunities. The labor movement and other aspects of labor such as employee groups, diversity and managing teams will be presented. The students will apply theory and design systems and policies through the course.

Course Learning Outcomes:

1. Explore the history of labor unions and debate their future role in the global business market.
2. Analyze how labor unions and organizational employee associations play a constructive role in organizational success.
3. Explain the rules, complexities, and implications of unions, collective bargaining, labor contract administration, and employee grievance and arbitration.
4. Create a collaborative labor-management work environment that fosters partnerships and shared sacrifice/success.
5. Illustrate the nature of conflict in society and how organizational leaders account for generational, religious, sexual orientation, and disability differences among employees to effectively plan, lead, and manage.
6. Describe and explain the roles played by and cast upon individuals of different races and ethnic backgrounds in the workplace and describe how these roles affect and are affected by leadership and management in organizations.

7. Assess how culture, perceptions, backgrounds, attitudes, and beliefs affect an organization and the role human resources can assume to create a diverse, inclusive workplace.

PARTICIPATION & ATTENDANCE

Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

COURSE MATERIALS

Required:

None

NOTE: All non-textbook required readings and materials necessary to complete assignments, discussions, and/or supplemental or required exercises are provided within the course itself. Please read through each course module carefully.

COURSE SCHEDULE

Due Dates

The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- **Discussion Boards:** The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- **Critical Thinking:** Assignments are due Sunday at 11:59 p.m. MT.

WEEKLY READING AND ASSIGNMENT DETAILS

Module 1

Readings

- Battaglio, R. P., Jr. (2015). Chapter 9: Labor relations in the public sector. *Public human resource management: Strategies and practices in the 21st Century* (pp. 242-280). London: SAGE Publications Ltd. doi: 10.4135/9781483395784.n9
- Chaison, G. (2006). *Unions in America*. Thousand Oaks, CA: SAGE Publications Ltd. DOI: 10.4135/9781452225715
 - Read Chapters 1 & 2

- Das, S. (2010). Chapter 3: Union decline, growing inequality, and divergences in employment relations. *Managing people at work: Employment relations in globalizing India*. London: SAGE Publications. DOI: <http://dx.doi.org.csuglobal.idm.oclc.org/10.4135/9781446270240>
- Kleinhenz, J., & Smith, R. (2011). Regional competitiveness: Labor-management relations, workplace practices, and workforce quality. *Business Economics*, 46(2), 111-124. doi:10.1057/be.2011.6.
- Wood, S. (2017). Industrial relations. In S. Rogelberg (Ed.), *The SAGE encyclopedia of industrial and organizational psychology, 2nd edition* (pp. 716-718). Thousand Oaks, CA: SAGE Publications Ltd. doi: 10.4135/9781483386874.n244

Discussion (25 points)

Critical Thinking: (90 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Unionizing a Manufacturing Facility

In this scenario-based Critical Thinking Assignment, take on the role of a union organizer who is strategizing to unionize a large manufacturing facility that is moving a large part of its assembly jobs to India. In a 5- to 6-page paper, develop an action plan to keep the company unionized, including the actual steps you would take to attempt to unionize the facility. In the paper, strategize for this move by assessing the history, legacy, and impact that unions have had on the workplace and on the global market (specifically in the manufacturing sector).

Requirements:

- Your written paper should be 5 pages minimum in length not including the required title and reference pages.
- Cite a minimum of 3 credible sources for this assignment (in addition to any of the assigned readings you use). These sources should be scholarly, peer-reviewed resources or government or trade sources. The CSU-Global Library is a great place to find resources.
- Format your paper according to the *CSU-Global Guide to Writing and APA*.
- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Critical Thinking Rubric in the Module 1 Folder for more information on expectations for this assignment.

Option #2: Prevent Unionizing a Manufacturing Facility

In this scenario-based Critical Thinking Assignment, take the role of the Vice President of Human Resources (HR) at a large manufacturing facility that is moving the assembly department to India. In a paper of at least 5 pages, develop a proposal to the CEO on how to keep the union out of your facility. Strategize on the methods you can use to achieve your goals. In the paper, support your ideas with an assessment of the history, legacy, and impact unions have had on the workplace and on the global market (specifically in the manufacturing sector).

Requirements:

- Your written paper should be 5 pages minimum in length not including the required title and reference pages.
- Cite a minimum of 3 credible sources for this assignment (in addition to any of the assigned readings you use). These sources should be scholarly, peer-reviewed resources or government or trade sources. The CSU-Global Library is a great place to find resources.
- Format your paper according to the *CSU-Global Guide to Writing and APA*.
- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Critical Thinking Rubric in the Module 1 Folder for more information on expectations for this assignment. The CSU-Global Library is a good place to find these references.

Module 2

Readings

- Andrias, K. (2016). The new labor law. *Labor and Employment Law*, 126(1). Retrieved from https://www.yalelawjournal.org/article/the-new-labor-law#_ftnref297
- Brimeyer, T., Silva, E. O., & Byrne, R. J. (2016). What do unions do? Media framing of the two-faces of labor. *WorkingUSA*, 19(4), 517-532. doi:10.1111/wusa.12259
- Gollan, P., Kaufman, B. E., & Lewin, D. (2011). *Advances in industrial and labor relations*. Bingley, U.K.: Emerald Group Publishing Limited.
- Paret, M. (2015). Is global governance the solution for labor?: Global unions, local power: The new spirit of transnational labor organizing. *New Labor Forum (Sage Publications Inc.)*, 24(2), 125-128. doi:10.1177/1095796015578148

Discussion (25 points)

Critical Thinking: (90 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Role and Impact of the Labor Unions and Employee Associations

In a 4- to 6-page paper, first, analyze the role that unions and employee associations play in the success of an organization. Second, develop a strategy that can be used by human resources professionals and managers to work with these groups to reach organizational success.

- Your written paper should be at least 5 pages long, not including the required title and reference pages.
- Cite 3-4 sources for this assignment (in addition to any of the assigned readings you use). These sources should be scholarly, peer-reviewed resources or government or trade sources. The CSU-Global Library is a great place to find resources.
- Format your paper according to the *CSU-Global Guide to Writing and APA*.
- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Critical Thinking Rubric in the Module 2 Folder for more information on expectations for this assignment.

Option #2: Research Review

Conduct research using relevant articles, government sources such as BLS.gov, NLRB.gov, and trade sources such as AFLCIO.org, UAW.org, CWA.org, and others to construct an infographic that compiles your research on the impact of labor and employee associations on organization success. Include a 1-page notes page that includes references.

Requirements:

- Construct an infographic with a notes page that includes references.
- Cite 3-4 sources for this assignment (in addition to any of the assigned readings you use). These should include scholarly, peer reviewed resources, government or trade sources. The CSU-Global Library is a great place to find resources.
- Format your paper according to the *CSU-Global Guide to Writing and APA*.
- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Critical Thinking Rubric in the Module 2 Folder for more information on expectations for this assignment.

Portfolio Milestone (25 points)

For this milestone, identify which option you will do for your final Portfolio Project – option 1 or 2. Next, list several key points you will need to research. Finally, include a list of 5 references you plan to use (in addition to any course readings you decide to use) to write your paper/presentation. Submit a 1- to 2-page document identifying these key points for your Portfolio Project.

Module 3

Readings

- Goldberg, S. B. (2015). Mediation in the workplace: An alternate route to attitudinal restructuring of the union-management relationship. *Negotiation Journal*, 31(4), 415-417. doi:10.1111/nej.12118
- National Labor Relations Board. (n.d.). [website]. Retrieved from <https://www.nlr.gov/resources/nlr-process>
 - Explore the various Fact Sheets and NLRB Process
- Valizade, D., Ogbonnaya, C., Tregaskis, O., & Forde, C. (2016). A mutual gains perspective on workplace partnership: Employee outcomes and the mediating role of the employment relations climate. *Human Resource Management Journal*, 26(3), 351-368. doi:10.1111/1748-8583.12113
- Wilkinson, A., Bacon, N., Redman, T. & Snell, S. (2010). *The SAGE handbook of human resource management*. London: SAGE Publications Ltd. doi: 10.4135/9780857021496
 - Read Chapter 18
 - Read Chapter 19

Discussion (25 points)

Module 4

Readings

- Chanda, A., & Shen, J. (2009). *HRM strategic integration and organizational performance*. New Delhi: SAGE Publications Ltd. doi: 10.4135/9788132108269
 - Read Chapter 9
- Dhal, M. (2015). HR practices & union management relationship. *Indian Journal of Industrial Relations*, 50(4), 652-665.
- Gollan, P., Kaufman, B., & Lewin, D. (2011) *Advances in industrial and labor relations, vol. 18*. Bingley, UK: Emerald Group Publishing Limited.
- Read Understanding Worker Participation and Organizational Performance at the Firm Level: In Search for an Integrated Model.
- The International Association of Bridge, Structural, Ornamental and Reinforcing Iron Workers Union. (n.d.). [website]. Retrieved from www.Ironworkers.org
 - Review the website

Discussion (25 points)

Critical Thinking: (90 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option #1: Union Elections

Union membership percentages have declined dramatically in the last century, though there are still thousands of employees and businesses that struggle to be productive within the union environment. The Communication Workers of America had several adversarial negotiations in 2017, including with organizations such as Verizon, AT&T, and others. As a Human Resources professional, you may be asked to be a part of a contract-negotiation process. For this assignment, examine best practices for relationship building and develop a strategy that would help foster a win/win culture within the negotiation process. Make a 3- to 5-minute recording or video presenting your strategy. Include an introduction and cite your research.

Requirements:

- Your recording or video should be 3-5 minutes in length. Include an introduction, and cite your sources.
- You will either need to upload the video of you presenting your strategy, or send the link to the location of your video by copying and pasting it onto a Word document and upload this file to the Week 4 Assignment folder.
 - If you choose to send the link to your presentation via a Word document, include a brief note to your instructor regarding the link and any special instructions for viewing or accessing your project.
 - Screencast-omatic, Dropbox, or YouTube are some options you may want to use for your video.
- Cite 3-4 sources (in addition to any of the assigned readings you use).
- These should be scholarly or peer-reviewed resources. The [CSU-Global Library](#) is a great place to find resources. These references should be verbally cited in your video such as "according to..."

- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Critical Thinking Rubric in the Module 4 Folder for more information on expectations for this assignment.

Option 2: Collective Bargaining

In a 4- to 6-page proposal, develop a strategy for relationship building and collaboration for the members of your team. The team will be comprised of mid-level managers. Include an examination of best practices on relationship building and fostering a win/win environment. You are encouraged to include graphics, illustrations, charts, and tables within your proposal to visualize your strategies.

Requirements:

- Your proposal should be 4-6 pages in length, not counting the title and reference pages, which are required.
- Cite 3-4 sources for this assignment (in addition to any of the assigned readings you use). These should be scholarly or peer-reviewed resources. The CSU-Global Library is a great place to find resources.
- Format your paper according to the *CSU-Global Guide to Writing and APA*.
- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Critical Thinking Rubric in the Module 4 Folder for more information on expectations for this assignment.

Module 5

Readings

- Arredondo, P. (1996). *Successful diversity management initiatives: A blueprint for planning and implementation*. Thousand Oaks, CA: SAGE Publications Ltd. doi: 10.4135/9781452204642
- Bruyère, S. M., & Barrington, L. (2012). *Employment and work*. Thousand Oaks, CA: SAGE Publications, Inc.
 - Read Chapter 2: Current Issues, Controversies, and Solutions (pp. 59-162)
- Cornfield, D. B. (1991). The US labor movement: Its development and impact on social inequality and politics. *Annual Review of Sociology*, 1727-49.

Discussion (25 points)

Critical Thinking: (90 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option 1: Strategies for Diversity Inclusion

Recent research has shown that diverse work environments can lead to increased performance. Due to these findings, diversity training has become a popular strategy for many organizations.

In a 4- to 6-page proposal, construct a development plan that focuses on diversity in the workplace. Illustrate the dynamics of the changing workforce.

Requirements:

- Your written paper should be 4-6 pages in length, not counting the title and reference pages, which are required.
- Cite 3-4 sources for this assignment (in addition to any of the assigned readings you use). These should be scholarly or peer-reviewed resources. The CSU-Global Library is a great place to find resources.
- Format your paper according to the *CSU-Global Guide to Writing and APA*.
- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Critical Thinking Rubric in the Module 5 Folder for more information on expectations for this assignment.

Option 2: Diversity

Construct an infographic that illustrates the diversity in today's workforce. Develop 2-3 strategies to effectively lead and manage a diverse work team. Include a 1-page notes section that provides details of your plan and includes your references.

Requirements:

- Cite 3-4 sources (in addition to any of the assigned readings you use). These should be scholarly or peer-reviewed resources. The CSU-Global Library is a great place to find resources.
- Format your paper according to the *CSU-Global Guide to Writing and APA*.
- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Critical Thinking Rubric in the Module 5 Folder for more information on expectations for this assignment.

Portfolio Milestone (50 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option 1:

Provide an outline of the sections you will include in the handbook for the final Portfolio Project. Provide section headers and a brief description of each.

Option 2:

Provide several slides that explain the key sections of your strategy you will use in the final Portfolio Project. Provide section headers and a brief description of each.

Module 6

Readings

- Carrell, M. R., Mann, E. E., & Sigler, T. H. (2006). Defining workforce diversity programs and practices in organizations: A longitudinal study. *Labor Law Journal*, 57(1), 5-12.

- Emerson, J. (2017) Don't give up on unconscious bias training – Make it better. *Harvard Business Review. Diversity*. Retrieved from <https://hbr.org/2017/04/dont-give-up-on-unconscious-bias-training-make-it-better>
- Gates, T. (2016). Workplace discrimination. In A. Goldberg (Ed.), *The SAGE encyclopedia of LGBTQ studies* (Vol. 3, pp. 1303-1306). Thousand Oaks, CA: SAGE Publications Ltd. doi: 10.4135/9781483371283.n459
- McLoud-Schingen, K. (2015). Prejudice, bias, discrimination. In J. Bennett (Ed.), *The SAGE encyclopedia of intercultural competence* (Vol. 2, pp. 691-693). Thousand Oaks, CA: SAGE Publications Ltd. doi: 10.4135/9781483346267.n227
- Świątkowski, A. M., Petrylaitė, D., Blažienė, I., & Bagdonaitė, A. (2015). International legal standards of collective agreements and related aspects in the selected European union member states. *Current Issues of Business & Law*, 1013-29. doi:10.5200/1822-9530.2015.02

Discussion (25 points)

Critical Thinking: (90 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option 1: Policies About Race and Ethnic Background

In a 4- to 6-page paper, explain the roles played by and cast upon individuals of different races and ethnic backgrounds. Review organizations' policies on equal opportunity in the workplace and elaborate on how two of the policies could be improved.

Requirements:

- Your written paper should be 4-6 pages in length, not counting the title and reference pages, which must be included.
- Cite 3-4 sources for this assignment, outside of the textbook. These should be scholarly or peer-reviewed resources. The CSU-Global Library is a great place to find resources.
- Format your paper according to the *CSU-Global Guide to Writing and APA*.
- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Critical Thinking Rubric in the Module 6 Folder for more information on expectations for this assignment.

Option 2: Non-Wage Issues

Review the NAACP.org, HRC.org, and other equality websites. Review an organization's policies on equal opportunity in the workplace and elaborate on how two of the areas could be improved. Write a 2- to 3-page policy statement that examines the research and details of your two recommendations.

Requirements:

- Your written paper should be 2-3 pages in length, not counting the title and reference pages, which must be included.
- You need to cite 3-4 sources for this assignment, outside of the textbook. These should be scholarly or peer reviewed resources. The CSU-Global Library is a great place to find resources.
- Format your paper according to the *CSU-Global Guide to Writing and APA*.

- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Critical Thinking Rubric in the Module 6 Folder for more information on expectations for this assignment.

Module 7

Readings

- Ayoko, O. B., & Konrad, A. M. (2012). Leaders' transformational, conflict, and emotion management behaviors in culturally diverse workgroups. *Equality, Diversity and Inclusion: An International Journal*, 31(8), 694-724. doi:http://dx.doi.org.csuglobal.idm.oclc.org/10.1108/02610151211277581
- Boekhorst, J. A. (2015). The role of authentic leadership in fostering workplace inclusion: A social information processing perspective. *Human Resource Management*, 54(2), 241-264. doi:10.1002/hrm.21669
- Kersten, A., & Abbott, C. (2012). Unveiling the global spectacle: Difference, identity and community. *Culture & Organization*, 18(4), 323-335. doi:10.1080/14759551.2012.705532
- Waldron, V. R., & Kassing, J. W. (2011). Chapter 7: Dealing with difference. In *Managing risk in communication encounters: Strategies for the workplace* (pp. 137-160). Thousand Oaks, CA: SAGE Publications Ltd. doi: 10.4135/9781452230436.n7

Discussion (25 points)

Module 8

Readings

- Barker, E. (2017). Employee Engagement on a Shoestring. *TD: Talent Development*, 71(9), 22-24.
- Hogan, R. (2017). The Consequences of Culture. *Workforce*, 96(5), 26-27.
- Horney, N. F. (2017). Is your learning organization agility fit? *Chief Learning Officer*, 16(8), 52-65.
- Katz, H. C. (2013). Is U.S. public sector labor relations in the midst of a transformation? *ILR Review*, 66(5), 1031-1046.

Discussion (25 points)

Portfolio Project (275 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option 1: Managing Union Handbook

In a 6- to 10-page paper, as the local Union President, design a managing union handbook for union relationship building and a process that favors union employees as well as identifying key components of the bargaining process that can easily be sold to your union members. Apply theory and design systems and policies throughout your work covering:

- Contextual factors (historical and legislative) that have impacted and still impact the union environment;

- policies that create a more sustainable union model;
- management strategy for union collective bargaining that includes: innovative wage, benefit, and non-wage factors; and
- employee engagement and involvement strategies that take into consideration the diverse and changing labor force.

Requirements:

- Your handbook should be 6-10 pages in length, not counting the title and reference pages, which are required.
- Cite 4-6 sources for this assignment, outside of the textbook. These should be scholarly or peer-reviewed resources. The CSU-Global Library is a great place to find resources.
- Format your paper according to the *CSU-Global Guide to Writing and APA*.
- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Portfolio Project Rubric in the Module 8 Folder for more information on expectations for this assignment.

Option #2: Management Strategy Presentation

As a HR professional who will be presenting to management, in a 7- to 12-slide presentation, create a strategy that favors management over the union and which identifies key components of the union-certification process that will enable your organization to remain union-free. Apply theory and applicable concepts and policies throughout your work covering:

- Contextual factors (historical and legislative) that impact the union environment;
- management strategy for keeping employees satisfied (and not wanting to join a union) that includes: innovative wage, benefit, and non-wage factors;
- negotiation and relationship-building strategies for management to lessen the number of grievances; and
- employee engagement and involvement strategies that take into consideration the diverse and changing labor force.

Requirements:

- Your presentation should be 7-12 slides in length, not counting the required title and reference slides; use the notes section for details.
- Cite 4-6 sources for this assignment, outside of the textbook. These should be scholarly or peer-reviewed resources. The CSU-Global Library is a great place to find resources.
- Format your paper according to the *CSU-Global Guide to Writing and APA*.
- If you need assistance with writing, start with the links under the Research Help and Writing Help tabs on the CSU-Global Library's homepage.

Refer to the Portfolio Project Rubric in the Module 8 Folder for more information on expectations for this assignment.

COURSE POLICIES

Grading Scale	
A	95.0 – 100
A-	90.0 – 94.9
B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9
F	59.9 or below

Course Grading

20% Discussion Participation
45% Critical Thinking Assignments
35% Final Portfolio Project

IN-CLASSROOM POLICIES

For information on late work and incomplete grade policies, please refer to our [In-Classroom Student Policies and Guidelines](#) or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

Academic Integrity

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /re-purposing your own work (see *CSU-Global Guide to Writing and APA Requirements* for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

Citing Sources with APA Style

All students are expected to follow the *CSU-Global Guide to Writing and APA Requirements* when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions in your course.

Disability Services Statement

CSU-Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations for students with documented disabilities.

Netiquette

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom. If you have concerns about something that has been said, please let your instructor know.