

# Course Syllabus

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## MGMT 3283

## Employee & Labor Relations

### Course Description

Provides human resources professionals with information on the laws and regulations that affect labor and employee relations, discipline, discharge, and grievance/dispute resolution.

### Course Prerequisites

There are no prerequisites.

### Required Materials

Fossum, John A. (2014). *Labor relations: Development, structure, process*. (12th ed.). New York, NY: McGraw-Hill Education.

### Accreditation

Southern Wesleyan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters degrees. Contact the

Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Wesleyan University.

## Program Learning Outcomes:

Students completing the Bachelor of Science (BS) in Business Administration are expected to:

- **Business Communication:** Become effective in both oral and written communication.
- **Teamwork and Collaboration:** Demonstrate leadership in effective collaboration, interacting and contributing as a team member to meet stated goals.
- **Social and Corporate Responsibility:** Exercise the ability to articulate the impact of corporate social responsibility for business and society.
- **Ethics and Christian Servant Leadership:** Model a clear perception of business ethics based on Christian principles and utilize leadership skills that reflect Christian servant leadership principles.
- **Problem-Solving and Decision Making:** Apply critical thinking skills to identify and solve problems using various analytical tools and technology.

## Course Learning Outcomes

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

- Compare the development of labor movements, their structures and the manner in which processes are implemented in market economies.
- Identify and explain legislative laws from the employer and union perspective.
- Explain the organizational components of a union and the process & strategies for organizing and avoiding union organizing.
- Identify the process of negotiations and the economic impact of successful/unsuccessful bargaining.

## Course Learning Assignments and Assessments

### Grading

|                                  |     |
|----------------------------------|-----|
| Session Discussions              | 15% |
| Assessments                      | 25% |
| Individual Homework/Short Papers | 25% |

|                        |             |
|------------------------|-------------|
| Individual Term Paper  | 25%         |
| Individual Power Point | 10%         |
| <b>Total</b>           | <b>100%</b> |

### Discussions –15%

Each student must post an initial response by 11:59pm on Thursday and reply to at least two classmates and faculty by 11:59pm on Sunday. Each posting should be substantive and comprehensive. Responses must be at least three to five sentences in length and add value to the discussion.

### Assessments – 25%

Mid-term exam consist of 40 questions covering Chapters 1 – 11.

Final Exam consists of 40 questions covering Chapters 12 -17.

### Individual Homework/Short Papers – 25%

Individual homework assignments should consist of one to two pages typed in APA format for Sessions One, Two, and Five.

Not to include title page or reference page.

Use at least two scholarly references.

### Individual Term Paper and Draft- 25%

#### *Part 1 Topic selection*

Each individual will select an area of law to research. You will then submit your choice of area of law. The selection must be preapproved by the professor. Every student in the class will have a different topic. Selection of the area of employee relations/labor relations and associated topics will be on a first come, first served basis.

Some examples of topics include but are not limited to:

- Labor Relations: Topics – Negotiations, Contracts, Political involvement, Bargaining, evolution of the labor movement, Impasses and mediation, Grievances and arbitration
- Corporations: Topics – Environmental factors contributing to labor relations, wage and benefits affecting labor relations, nonwage issues, effects of impasses, Labor management and changing environments,

- Administrative Laws: Topics – Employment laws and Federal Legislation, NLRB, NRB, RLA, Impact on/by Corporate Management, Impacts on/by Union

### *Part 2 Individual Paper*

The paper on the selected topic is based on good quality research, integrating relevant cases and current events where applicable. It must be between 7 to 8 pages (not including cover and reference pages); APA formatted and incorporates at least 8 scholarly and credible references (all these sources must actually be used in the paper and appropriately cited). Library research is required. The paper is due in Session Six.

This is the format:

- Introduction and Overview
- Topic: Why is topic important and how it is relevant, current research, how businesses are affected
- Supporting cases, current events: summarized and analyzed
- Impact on Business
- Ethical and Biblical principles applicable to the area
- Implications and Recommendations
- Conclusion/s
- Bibliography

### Individual Power Point – 10%

#### *Part 3 Presentation*

Individuals will create a presentation integrating all their research topics for the area selected.

The presentation will be about 10 minutes per individual. The presentation should be cohesive and flow logically from one topic to another. Required:

- Introduction
  - Topics
  - Recommendations
  - Conclusion
- 
- These presentations will be submitted in Session Seven. Each presentation should serve to inform and significantly increase the class' understanding of the topic. Be creative in the delivery of this

presentation – use of video, skits, Prezi, PowerPoint, Voice over PowerPoint, roleplays and other means are encouraged. Copies of these audio/ visual aids must be uploaded in the appropriate Canvas space.

## GRADE EQUIVALENCY TABLE

All grades are reported in a system of eleven letter grades designated as “A” through “F” with appropriate plus and minus additions reflecting the following scheme:

| <b>Percentage Value</b> | <b>Letter Grade</b> |
|-------------------------|---------------------|
| 93-100                  | A                   |
| 90-92                   | A-                  |
| 86-89                   | B+                  |
| 83-85                   | B                   |
| 80-82                   | B-                  |
| 76-79                   | C+                  |
| 73-75                   | C                   |
| 70-72                   | C-                  |
| 65-69                   | D+                  |
| 60-64                   | D                   |
| <60                     | F                   |

# Course Policies

## Attendance Policy

Regular attendance is a key to success in the course. Please refer to the Attendance Policy outlined in the Catalog for full details of the SWU policy on attendance.

Hybrid courses are a combination of online and classroom activities. Students are expected to attend all campus class meetings as well as to adhere to posted online deadlines for assignments. Face-to-face sessions are held once a week for three hours, and attendance is mandatory. Classroom attendance will be taken in class by the instructor.

Online attendance is based on completion of at least one designated assignment by the due date/time posted within the course site for each session. Online activities may include lecture, assignments, readings, discussion forums, and assessments (e.g. quizzes, tests).

## Late Assignment Policy

### Assignments

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Assignments are due by midnight on the days specified. Students can expect a 20% reduction of their grade for each day an assignment is late. Students who submit assignments more than four days late will receive a grade of zero on the assignment.

In the case of extenuating circumstances (such as hospitalization, child birth, major accident, injury or bereavement), it is the responsibility of students to contact the instructor as soon as practicable. The instructor may waive the late penalty if the circumstances are justified.

Students must submit final course assignments no later than the last day of the term. No assignments are accepted after the last day of the term.

### Discussions

Students must submit discussion board postings during the time frame indicated. Discussion board submissions will not be accepted for credit after the deadline.

## Communication

The course site (Canvas) and SWU email are the primary tools for class communication, assignments, handouts, etc. All participants must have access to the course site and SWU e-mail and are expected to access them on a daily basis.

While it is important to maintain good communication with the instructor, Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned class work.

## Technology Requirements

To be successful in this course, all participants are expected to ensure their technology equipment meets the [recommendations](http://www.swu.edu/about-swu/technology-services/computer-recommendations/) (<http://www.swu.edu/about-swu/technology-services/computer-recommendations/>) provided by SWU's Technology Services.

Students requiring technical support related to their courses or other SWU-provided technologies should send an e-mail to [helpdesk@swu.edu](mailto:helpdesk@swu.edu) or call 864.644.5050.

## Academic Honesty

Honesty in all matters - including honesty in academic endeavors - is a valued principle at Southern Wesleyan University. It is the expectation of the university that all those joining the academic program will act with integrity in all matters.

No forms of academic dishonesty will be tolerated. Students are encouraged to help each other maintain these high standards. All academic dishonesty should be reported to the faculty directly. Faculty, upon evidence of academic dishonesty (cheating, plagiarism, or misuse of another's intellectual property), either by voluntary confession, report of another student, or on the basis of work submitted, must follow the procedure outlined in the Catalog (under *Academic Honesty*). This includes but is not limited to a zero for the work involved, 10% course grade reduction, or a failing grade for the course. Unresolved cases may be appealed using the Appeal Process outlined in the Catalog (*Academic Honesty*).

## Accommodations for Students with Disabilities

Southern Wesleyan University provides a variety of services for students with documented learning disabilities on a case-by-case basis. To qualify for services, students must contact SWU's Executive Director of Student Learning to begin the process of requesting accommodations. Contact Dr. Tonya Strickland at [tstrickland@swu.edu](mailto:tstrickland@swu.edu) (<mailto:tstrickland@swu.edu>) or 864-644-5082 for more information.

Students can be assured of reasonable academic accommodations based on appropriate documentation as well as confidentiality in all matters of documentation and educational record.

Southern Wesleyan University is committed to creating a learning environment that meets the needs of its diverse student body without barriers to learning.

### **Tutoring, Writing Coaches, and Success Coaches**

Peer tutoring is available for many SWU courses by advance appointment in the Student Success Center (2nd floor of Rickman Library in 225) or online. Drop-in appointments are also welcome as available.

Peer writing coaches are available in the Writing Center (inside the Student Success Center) or online by advance appointment. Students can submit their writing for review ahead of time. Drop-in appointments are also welcome as available.

Success coaches, who help with academic skills and connection to the SWU community, are also available in the Student Success Center by advance appointment. Drop-in appointments are also welcome as available.

Sign up here: [swu.mywconline.com](https://swu.mywconline.com) (<https://swu.mywconline.com/>)

## Session One

| <b>Learning Outcomes</b>   | <b>Assignments/Assessments</b>   |
|--|--|
| <p><b>Each student will be able to</b></p> <ul style="list-style-type: none"> <li>• Discuss the process of methods utilized by unions.</li> <li>• Explain how labor relations are practiced in the United States.</li> </ul> | <p><b>Each student will</b></p> <ol style="list-style-type: none"> <li>1. Read Ch. 1-3.</li> </ol> |

- Summarize hurdles the labor market encountered in its early days.
- Identify and explain the importance of legislative laws affecting the labor market.

## 2. Participate in Discussion Forums for this session as well as the Devotion.

1. Locate a current article related to the topics of discussion this week and prepare a 1-2 page review paper.

## Session Two

| Learning Outcomes  | Assignments/Assessments  |
|--|--|
| <p><b>Each student will be able to</b></p> <ul style="list-style-type: none"> <li>• Explain the organizational components, functions, and governance of unions and how they relate to/involve membership.</li> <li>• Explain member participation and how national unions influence through political actions.</li> <li>• Identify factors that influence membership in a union.</li> <li>• Explain the process of organizing and the overall strategies for avoiding unionization.</li> </ul> | <p><b>Each student will</b></p> <ol style="list-style-type: none"> <li>1. Read Ch. 4-7.</li> <li>2. Participate in Discussion Forums for this session as well as the Devotion.</li> <li>3. Write a 1-2 page paper reviewing membership and the factors that influence participation.</li> <li>4. Submit topic for Individual Term Paper &amp; Individual Power Point.</li> </ol> |

## Session Three

| Learning Outcomes                          | Assignments/Assessments         |
|--|---------------------------------|
| <p><b>Each student will be able to</b></p> | <p><b>Each student will</b></p> |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Explain the economic environment that influences collective bargaining.</li> <li>• Identify the prevalence of wage and benefit issues during contract negotiations.</li> <li>• Identify other issues associated with hours and terms of employment and how it might affect nonwage outcomes.</li> <li>• Identify the process of contract negotiations from union and management perspectives and analyze the structural steps involved to achieve mutual agreement or ratification.</li> </ul> | <ol style="list-style-type: none"> <li>1. Read Ch. 8–11.</li> </ol> <h2 style="text-align: center;">2. Participate in Discussion Forums for this session as well as the Devotion.</h2> <ol style="list-style-type: none"> <li>1. Complete Mid-term exam.</li> </ol> |
|---|---|

## Session Four

| Learning Outcomes  | Assignments/Assessments   |
|--|---|
| <p><b>Each student will be able to</b></p> <ul style="list-style-type: none"> <li>• Identify possible causes that result in impasses and identify ways both parties can resolve.</li> <li>• Identify variations in union-management cooperation and their effects on interest-base bargaining, employee involvement, programs, gainsharing, labor-management partnerships related to work/organizational redesign.</li> <li>• Identify types and causes of disputes and how the contract is used to resolve them.</li> </ul> | <p><b>Each student will</b></p> <ol style="list-style-type: none"> <li>1. Read Ch. 12-14.</li> <li>2. Participate in Discussion Forums for this session as well as the Devotion.</li> <li>3. Submit a draft and outline of the Individual Term Paper, including half of the proposed references.</li> </ol> |

## Session Five

| Learning Outcomes | Assignments/Assessments |
|-------------------|-------------------------|
|-------------------|-------------------------|

|   |  |
|---|--|
| <p><b>Each student will be able to</b></p> <ul style="list-style-type: none"> <li>• Define arbitration, its legal place in labor relations, the process itself, difficulties associated with its practice, and the results associated with arbitration of employees discharge and discipline cases.</li> <li>• Explain the evolution of federal and state labor law, differences in coverage among jurisdictions and across occupations, union structure and organizational issues, bargaining methods and outcomes, and impasse procedures and their effectiveness.</li> </ul> | <p><b>Each student will</b></p> <ol style="list-style-type: none"> <li>1. Read Ch. 15–16.</li> <li>2. Participate in Discussion Forums for this session as well as the Devotion.</li> </ol> <ol style="list-style-type: none"> <li>1. Select one case study from the two chapters and write a 1- 2 page paper answering questions associated with the case.</li> </ol> |
|---|--|

## Session Six

| <b>Learning Outcomes</b>  | <b>Assignments/Assessments</b>  |
|---|---|
| <p><b>Each student will be able to</b></p> <ul style="list-style-type: none"> <li>• Compare the development of labor movements, their structure and the manner in which processes are implemented in market economies.</li> </ul> | <p><b>Each student will be able to</b></p> <ol style="list-style-type: none"> <li>1. Read Ch. 17.</li> <li>2. Participate in the Discussion Forums for this session as well as the Devotion.</li> <li>3. Submit Individual Term Paper.</li> </ol> |

## Session Seven

| Learning Outcomes   | Assignments/Assessments  |
|---|--|
| <p><b>Each student will be able to</b></p> <ul style="list-style-type: none"> <li>Relate course concepts to the student's place of employment.</li> </ul> | <p><b>Each student will be able to</b></p> <ol style="list-style-type: none"> <li>Participate in the Discussion Forum for this session as well as the Devotion.</li> <li>Submit Individual Power Point.</li> <li>Complete Final Exam.</li> </ol> |

## Course Summary:

| Date | Details   | Due |
|------|---|-----|
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147455">Case Study</a><br><a href="https://swu.instructure.com/courses/1825240/assignments/9147455">https://swu.instructure.com/courses/1825240/assignments/9147455</a>   |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147431">Final Exam</a><br><a href="https://swu.instructure.com/courses/1825240/assignments/9147431">https://swu.instructure.com/courses/1825240/assignments/9147431</a>   |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147451">Individual Power Point</a><br><a href="https://swu.instructure.com/courses/1825240/assignments/9147451">https://swu.instructure.com/courses/1825240/assignments/9147451</a>                             |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147452">Individual Term Paper</a><br><a href="https://swu.instructure.com/courses/1825240/assignments/9147452">https://swu.instructure.com/courses/1825240/assignments/9147452</a>                              |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/11372310">Individual Term Paper - Research Progress Check</a><br><a href="https://swu.instructure.com/courses/1825240/assignments/11372310">https://swu.instructure.com/courses/1825240/assignments/11372310</a> |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147453">Individual Term Paper Draft</a><br><a href="https://swu.instructure.com/courses/1825240/assignments/9147453">https://swu.instructure.com/courses/1825240/assignments/9147453</a>                        |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147454">Individual Term Paper Topic selection</a><br><a href="https://swu.instructure.com/courses/1825240/assignments/9147454">https://swu.instructure.com/courses/1825240/assignments/9147454</a>              |     |

| Date | Details  | Due |
|------|--|-----|
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147430">Mid Term Exam</a><br>( <a href="https://swu.instructure.com/courses/1825240/assignments/9147430">https://swu.instructure.com/courses/1825240/assignments/9147430</a> )   |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147442">Session Five: Discussion Board</a><br>( <a href="https://swu.instructure.com/courses/1825240/assignments/9147442">https://swu.instructure.com/courses/1825240/assignments/9147442</a> )                              |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147439">Session Four: Discussion Board</a><br>( <a href="https://swu.instructure.com/courses/1825240/assignments/9147439">https://swu.instructure.com/courses/1825240/assignments/9147439</a> )                              |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147456">Session One: Article Review</a><br>( <a href="https://swu.instructure.com/courses/1825240/assignments/9147456">https://swu.instructure.com/courses/1825240/assignments/9147456</a> )                                 |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147432">Session One: Discussion Board</a><br>( <a href="https://swu.instructure.com/courses/1825240/assignments/9147432">https://swu.instructure.com/courses/1825240/assignments/9147432</a> )                               |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147443">Session Seven: Discussion Board</a><br>( <a href="https://swu.instructure.com/courses/1825240/assignments/9147443">https://swu.instructure.com/courses/1825240/assignments/9147443</a> )                             |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/11322378">Session Six: Discussion Board</a><br>( <a href="https://swu.instructure.com/courses/1825240/assignments/11322378">https://swu.instructure.com/courses/1825240/assignments/11322378</a> )                          |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147437">Session Three: Discussion Board</a><br>( <a href="https://swu.instructure.com/courses/1825240/assignments/9147437">https://swu.instructure.com/courses/1825240/assignments/9147437</a> )                           |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/9147457">Session Two Case Study: Influencing factors on Membership</a><br>( <a href="https://swu.instructure.com/courses/1825240/assignments/9147457">https://swu.instructure.com/courses/1825240/assignments/9147457</a> ) |     |
|      |  <a href="https://swu.instructure.com/courses/1825240/assignments/33381092">Session Two: Discussion Board</a><br>( <a href="https://swu.instructure.com/courses/1825240/assignments/33381092">https://swu.instructure.com/courses/1825240/assignments/33381092</a> )                          |     |