



MGMT 2120 Labor Management Relations
COURSE SYLLABUS
Online
Fall Semester 2017

Course information

Credit Hours/Minutes: 3/2250

Class Location: GVTC/Blackboard

Class Meets: Via Internet for 15 weeks

CRN: 20148

Preferred Method of Contact: email vspivey@southeasterntech.edu

Instructor contact information

Instructor Name: Vicki Spivey

Office Location: 831

Office Hours: 10-11:30 and 2-4 Monday-Thursday

Email Address: vspivey@southeasterntech.edu

Phone: 912.538.3175

Fax Number: 912.538.3106

Tutoring Hours (if applicable): na

REQUIRED TEXT

Labor Relations, 13th edition, Sloan/Witney, 2010, Prentice Hall, 10: 0136077188

REQUIRED SUPPLIES & SOFTWARE

Black, blue or red ink pens, no. 2 lead pencils, erasers, thumb drive, jump drive, USB, etc., and 3-subject notebook, Browser should be IE 7 or higher or Mozilla Firefox 2.0 or higher.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION

Provides a student with an overview of the relationship of rank and file employees to management in business organizations. The nature of the workplace, the economic foundations of work organizations, and the history of the relationship between management and labor is examined. The course acquaints the student with the principles of developing positive relationships between management and labor within the context of the legal environment governing labor relations. Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international

labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

MAJOR COURSE COMPETENCIES

Topics include: the nature of the American workplace; the economic history of business organizations, the historical roots of labor-management relations; adversarial and cooperative approaches to labor relations; the legal framework of labor relations; employee-employer rights; collective bargaining and union organizing processes; union and nonunion grievance procedures; international labor relations; and the future of labor-management relations in a changing economy. Case studies, readings, and role-plays are used to simulate workplace applications in labor relations.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Nature of the American Workplace
2. The Economic History of Business Organizations
3. The Historical Roots of Labor Management Relations
4. Adversarial and Cooperative Approaches to Labor Relations
5. The Legal Framework of Labor Relations
6. Employer-Employee Rights
7. Collective Bargaining and Union Organizing Processes
8. Union and Nonunion Grievance Procedures
9. International Labor Relations
10. The Future of Labor-Management Relations in a Changing Economy

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (Online)

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. The student is expected to complete all work each week. Exams and assignments must be completed on the specified date. There are no makeup exams and students who miss an exam will be assigned a grade of zero. Assignments may be turned in early and exams are posted for 7 days. Please do not wait until the last moment to submit in case you have Internet problems with your computer. Homework Assignments **will not be graded after the due date on Mondays at 11:59 pm resulting in a zero (0)**. Class participation is required for successful completion of the course. All online students must pledge that they have read and understand the *STC Catalog* within the first three days of class. **Online students are responsible for checking e-mails and Blackboard announcements DAILY Monday-Thursday**. Books are required on the **first day** of the semester.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

Withdrawal Procedure

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate

days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored exam for this class is November 8, Wednesday, at 8:30 am in the Medical Technology (Gillis Building) on the Vidalia campus or November 9, Thursday, at 2:30 pm Building 2 Room 2113 on the Swainsboro campus. You must come by office 831 to sign in on the Vidalia campus. Chapters 9-10 will be covered on the computerized proctored exam. You must attend on one of the two days listed or you will receive an F in the course. There are no makeup proctored exams.

EXIT EXAM

All students are required to take the Exit Exam during their last semester.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...)

No make-up exams are allowed and there are no exceptions. If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time if the exam will be reset. Only one test will be reset per semester if the instructor is notified in time according to the instructions in Blackboard. Homework Assignments **will not be graded after the due date (Monday at 11:59 pm) resulting in a zero (0).**

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Homework	35%
Discussion Boards	10%
Tests	25%
Proctored Exam	20%
Internet Presentation	10%

grading scale

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

MGMT 2120 Labor Management Relations **Fall Semester 2017 lesson plan**

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Aug 14- Aug 21	Chapter 1	Setting the Stage Organized Labor and the Management Community: An Overview The Staying Power of Unions The Broad Statistics The Concentration of Unionism The Importance of Blue-Collar Workers to Unions White-Collar Employees Labor's Primary Cause for Concern Some Probable Explanations Unions and the Media Union Leadership Unique General Properties of White-Collar Workers Some Grounds for Union Optimism Union Economic Gains New Types of Union Members New Leadership Changing White-Collar Employee Working Conditions Labor's Present Strategic Power Why Worker's Join Unions Physiological Needs Safety Needs Social Needs Higher Needs Why Managers Resist Unions Labor Relations Consultants Labor Relations In the Public Sector The Growth of Public-Sector Unionism: Some Explanations Legal Developments The Lag of Remuneration Package The Spirit of the Times Other Possible Explanations The Public-Employee Unionist: The Strike Issue Arguments Regarding the Right to Strike Public Employees and Harder Times	Type Student Pledge Type Student Introduction Work on Chapter 1 Homework Work on Ch 1 Discussion Board	A, C, 1, 2, 3

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Aug 21- Aug 28	Chapter 2	The Environmental Framework The Historical Framework The Eighteenth Century: Genesis of the American Labor Movement The First Unions and Their Limited Successes Revival, Innovation, and Disillusionment Laying the Foundation for Modern Unionism and Some Mixed Performances The Rise and Fall of the Knights of Labor The Formation of the AFL and its Realistic Master Plan The Early Years of the AFL and Some Mixed Results Wartime Gains and Peacetime Losses The Great Depression and the AFL's Resurgence in Spite of Itself The Norris-LaGuardia Act The National Industrial Recovery Act The Wagner Act The CIO's Challenge to the AFL World War II Public Reaction and Private Merger The Enactment of the Taft-Hartley Prelude to the Merger Organized Labor since the Merger The Elusive White-Collar Sector Labor and Public Opinions Union Excesses Restrictive Legislation More Responsible Employee Relations AFL-CIO Leadership Prior to 1995 John J. Sweeney and a New Leadership Aggressiveness The Rise of a New Rivalry	Chapter 1 Homework & Discussion Board due Aug 21 Work on Chapter 2 Homework Work on Ch 2 Discussion Board	A, C, 2, 3

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
28	Chapter 3	The Legal Framework The Era of Judicial Control The Norris-LaGuardia Act of 1932 The Wagner Act of 1935 Employer Unfair Labor Practices Employee Representation Elections The Taft-Hartley Act of 1947 Unfair Union Labor Practices The Rights of Employees as Individuals Right-to-Work Legislation Direct Presentation of Grievances Restricted Dues Checkoff Other Employee Rights The Rights of Employers National Emergency Strikes Other Taft-Hartley Provisions Coverage of Health-Care Workers Administration Changes in the Law The Landrum-Griffin Act of 1959 Union Election Provisions Trusteeship Provisions Union Officer Qualification Provisions Financial Requirements Provisions Relating to Employer Activities Public Policy in Recent Years The Thrust of the NLRB in the 1980s and Early 1990s The Gould Era The Last Years of the Clinton Board Other Labor Victories The Advent of Another Republican President Permanent Replacement for Strikers: Another Worry for Labor	Chapters 1-2 Test posted 8/28—9/04 Chapter 2 Homework & Discussion Board due Aug 28 Work on Chapter 3 Homework Work on Ch 3 Discussion Board	A, C, 5

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Sept 4- Sept 11	Chapter 4	Union Behavior: Structure, Government, and Operation The AFL-CIO Relationship to National Unions Merger of AFL-CIO Affiliates Enforcement of Federation Rules Advantages of Affiliation Structure and Government of the AFL-CIO State and Substate Bodies Functions and Problems of the Federation Change to Win The National Union Relationship to Locals Service in Collective Bargaining The Regional or District Office Multiemployer Bargaining Additional National Union Services Other Functions of the National Union Government of the National Union National Union Officers The Local Union Where the People Are Local Union Officers Functions of the Local Union: Relations with Management Judicial Procedures Political Activities Other Functions and Problems Union Finances	Ch 1-2 Test due Sept 4 Chapter 3 Homework & Discussion Board due Sept 4 Work on Chapter 4 Homework Work on Ch 4 Discussion Board	A, C, 1, 6
Sept 11-- 18	Chapter 5	At the Bargaining Table Preparation for Negotiations The Growing Complexities of Contracts Sources of Information Other Prerequisites for Bargaining The Bargaining Process: Early Stages The Bargaining Process: Later Stages Trading Points and Counterproposals Costing Out the Contractual Changes The Bargaining Process: Final Stages The Strike Deadline Why Strikes Occur at All Crisis Situations Bypassing the Difficult Issues Human Relations Mistakes The Advance Framing of Alternatives Joint Study Groups Mediation Testing and Proofreading Coordinated Bargaining, Multinationals, and Unions in Other Countries Boulwarism: A Different Way of Doing Things Some Further Complexities	Chapter 3-4 Test posted 9/11—9/18 Ch 4 Homework & Discussion Board due Sept 11 Work on Chapter 5 Homework Work on Ch 5 Discussion Board	A, C, 7

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Sept 18- Sept 25	Chapter 6	Grievances and Arbitration Grievance Procedure Grievances Illustrated Grievance Procedure: Its Flexibility Grievance Procedure and Harmonious Labor Relations Arbitration Growth of Arbitration The Trilogy Cases Post-Trilogy Developments Characteristics of Arbitration Limitations to Arbitration Arbitration Hearings Responsibilities of the Arbitrator Ethical Considerations Past Practice “Fairness” Other Responsibilities of Arbitrators Awards and Opinions The Arbitrator as Scapegoat The Years Ahead Selection of the Arbitrator Permanent versus Ad Hoc Arbitrators Mini-Arbitration Grievance Mediation	Ch 3-4 Test due Sept 18 Chapter 5 Homework & Discussion Board due Sept 18 Work on Chapter 6 Homework	A, C, 4, 8
Sept 25- Oct 2	Chapter 7	Wage Issues Under Collective Bargaining Determination of the Basic Wage Rate Comparative Norm Other Factors Regarding the Use of the Comparative Norm Ability to Pay Other Ability-to-Pay Considerations Cost of Living Escalator Clauses How Escalators Work Wage Reopeners Wage and Price Control Wage Differentials Overtime and Flextime Overtime Flextime Job Evaluation and Job Comparison Job Evaluation Job Comparison Concessionary Bargaining Two-Tier Wage Systems	Chapters 5-6 Test posted 9/25—10/02 Chapter 6 Homework due Sept 25 Work on Chapter 7 Homework	A, C, 5
Oct 2- Oct 9	Chapter 8	Economic Supplements Under Collective Bargaining Pension and Retirement Plans Major Pension Features Tax-Deferred Retirement Savings Plans Vacations with Pay Holidays with Pay Negotiated Health-Insurance Plans Dismissal Pay Reporting Pay Supplementary Unemployment Benefit Plans	Ch 5-6 Test due Oct 2 Chapter 7 Homework due Oct 2 Work on Chapter 8 Homework	A, C, 7

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Oct 9- Oct 16	Chapter 9	Institutional Issues Under Collective Bargaining Union Membership as a Condition of Employment Forms of Union Security Right-to-Work Laws The Checkoff Union Obligations Wildcat Strikes Other Strike Considerations Other Union Obligations and Constraints Managerial Prerogatives The Residual Theory of Management Rights The Trusteeship Theory of Management Rights Codetermination and Unions in the Boardroom Employee Stock Ownership Plans Quality of Work Life Programs Saturn's Ambitious QWL Program	Chapter 7-8 Test posted 10/9—10/16 Chapter 8 Homework due Oct 9 Work on Chapter 9 Homework	A, C, 7
Oct 16- Oct 23	Chapter 10	Administrative Issues under Collective Bargaining Seniority Units for Seniority Limitations on Seniority Seniority in Transfers Exceptions to the Seniority System An Overall Evaluation Seniority versus Affirmative Action Supreme Court Decisions in the 1980s The Civil Right Act of 1991 and a 1005 Supreme Court Ruling Seniority and Disability Rights Discharge and Discipline The Need for Proof The Need for Meaningful Communication Mitigating Circumstances Safety and Health of Employees The Occupational Safety and Health Act and its Consequences to Date Criticisms of OSHA A More Aggressive Approach Some Mixed Results Labor Activities Regarding Safety and Health Production Standards and Staffing Technological Change The Threat to Jobs Union-Sought Avenues for Cushioning the Employment Impact of Technological Change Plant Closings	Ch 7-8 Test due Oct 16 Chapter 9 Homework due Oct 16 Work on Chapter 10 Homework	A, C, 10
23		Study for Proctored Exam	Chapter 10 due Oct 23	A, C, 5
Nov 8		Proctored Exam: 8:30 am (see syllabus for details)		
Nov 9		Proctored Exam: 2:30 pm (see syllabus for details)		
13		Work on Internet Presentation		

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
27		Internet Presentation Due	Internet Presentation Due Nov 27	
30		Semester Ends		

Competency Areas: (will vary for each course/taken from state standards)

1. Nature of the American Workplace
2. The Economic History of Business Organizations
3. The Historical Roots of Labor Management Relations
4. Adversarial and Cooperative Approaches to Labor Relations
5. The Legal Framework of Labor Relations
6. Employer-Employee Rights
7. Collective Bargaining and Union Organizing Processes
8. Union and Nonunion Grievance Procedures
9. International Labor Relations
10. The Future of Labor-Management Relations in a Changing Economy

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.