

Upper Iowa University
External Degree Program
BA 411-07 Labor Relations and Negotiation

COURSE DESCRIPTION:

The basic principles of manpower use, wage structure, use of industrial psychology and collective bargaining, the union movement, human relations in industrial management, and modern labor laws and institutions. Successful completion of BA 210 and BA 361 recommended. Three semester credits.

COURSE OBJECTIVES:

1. Explain the history and theory of the labor movement.
2. Analyze legislation affecting the employer's and union's roles in the workplace.
3. Assess current labor relations techniques and the changing nature of the concept of work.
4. Evaluate the role of employers and unions and their effects on the future economic climate.

REQUIRED MATERIALS:

1. Labor Relations: Development, Structure, Process. Fossum, John A., McGraw-Hill Irwin, Ninth Edition, 2005.
2. The Jungle, a novel by Upton Sinclair.
3. Syllabus.

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: www.uiu.edu. Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select External Degree for your location.

WRITING PROFICIENCY:

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase one of the two APA guide/manual listed on the UIU website.

1. Publication Manual of the American Psychological Association. \$27.00 new.
2. World's Easiest Guide to Using APA. \$22.00 new.

COURSE OVERVIEW:

The course is divided into three study units, and mid-term and final exams. Each study unit consists of reading assignments and other written assignments. The mid-term and final exams are closed book and proctored.

READING ASSIGNMENTS:

Each unit consists of approximately five or six chapters from the Fossum textbook as required reading. Unit one also requires reading The Jungle by Upton Sinclair. Details are provided in the unit assignment sections of the syllabus.

CHAPTER QUESTIONS:

Except for the Introduction chapter, submit half to one-page typed written answers to one (1) student-selected Discussion Question found at the end of each text chapter. Five (5) points per question.

WRITTEN ASSIGNMENT CRITERIA:

For Units II and III, choose a topic relevant to labor relations. Find information on the topic from several sources, for example, newspapers, newsletters, magazines, journals, and the Internet, and write a paper (approximately 5-6 pages). The paper should be typed and double-spaced. It should have a title page, body, and bibliography. Be sure to express your opinion on the topic after you have stated the facts and the opinions of others. Details are provided in the unit assignment sections of the syllabus.

Pages to contain references or footnotes. Remember, in a paper you must reference or footnote every thought that originated with someone else. However, after you have stated the facts and opinion of others, be sure to write your analysis or opinion of those facts or circumstances and a discussion of your opinion.

Grading guidelines include:

- Proper Spelling
- Proper subject-verb agreement
- No incomplete or run-on sentences
- Consistent chronology
- Proper punctuation
- Clarity
- APA writing style

NOVEL:

Read the novel The Jungle by Upton Sinclair. You will be able to check it out from most libraries, purchase a copy at most bookstores, or buy it at the Upper Iowa Bookstore when you

buy your text. It is one of the classics. Write a “reflection” paper when you have finished the novel. Details are provided in the unit assignment section of the syllabus.

EXAMINATION INFORMATION:

Mid-Term and Final Examination

The examinations are closed book and proctored. The Mid-Term Exam covers Unit I & II and the Final Exam covers Unit III only. The exams contain multiple choice and essay questions. To prepare for your exams you will need a thorough understanding of the required textbook by Fossum. Exam questions will **not** necessarily be identical to questions you have already seen on coursework.

NOTE: In order to pass this course, you must get a passing grade (“D” or better), in one of the two exams and have enough cumulative points to earn a passing grade.

GRADING:

UNIT	PAPER	CHAPTER QUESTIONS	NOVEL PAPER	TOTAL POINTS
I		20	100	120
II	30	30		60
Mid-Term Exam				100
III	30	30		60
Final Exam				100
				440

Your grade will be based on the point scale below:

- 440-396 = A (90% & above)
- 395-352 = B (80%-89%)
- 351-308 = C (70%-79%)
- 307-264 = D (60%-69%)
- 263-0 = F (59% & below)

Upper Iowa University uses a standard grading system:

- A** = All work is excellent, shows exceptional understanding of materials; logical, clear, and insightful written and oral work, incorporates knowledge from other sources and moves easily to the next level of understanding, works well beyond minimum requirements.
- B** = Understanding material is good to very good, demonstrates good grasp of material, good oral and written skills, produces more than the minimum requirements, quality of all work is high.
- C** = Satisfactory understanding of the material, submits only the minimum requirements, communicates adequately in oral and written formats, displays an adequate understanding of all basic concepts.
- D** = Quality and quantity written and oral work is below average and barely acceptable.

F = Quality and quantity written and oral work is unacceptable.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2006/07 page 94.

http://www.uiu.edu/catalogs/eu/html/univ_policies.html#cheating

ATTENDANCE:

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work

aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

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LIBRARY RESOURCES:

As a student of Upper Iowa University, you have access to the resources of the Henderson-Wilder Library on the Fayette campus. If travel to the campus is not feasible, you can access the library through the University's website. Go to: www.uiu.edu and click on the Library option located on the left side of the home page. To use the InfoTrac, type in the user name of uiu, and the password is peacocks. Be sure to use all lower case as the both items are case sensitive.

WITHDRAWAL:

If you wish to withdraw prior to the last day of the enrollment period you must contact the External Degree office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

SPECIAL NEEDS:

If you require accommodation for special needs, please provide documentation to: Director of External Degree.

This syllabus is tentative and subject to change.