



from time to time to encourage your preparation. The readings are assigned on a weekly basis, and you will be responsible for that week's readings.

**Course Objectives:** Some of the more important objectives are to obtain:

- \* Knowledge of the history of the American labor movement;
- \* Knowledge of important laws and court decisions relating to labor/management relations;
- \* Knowledge of important issues faced by labor and management at the bargaining table;
- \* Knowledge about preparing for and conducting contract negotiations and grievances;
- \* Knowledge of contract administration and methods of dispute resolution.

**Attendance:** You are expected to attend class regularly, and to be on time. Part of your grade will be based on class participation, and the unannounced quizzes may be made up only with advanced approval by the instructor. In such cases the grades may be reduced by one letter for each week they are late.

**Assignments:** All out-of-class work is to be typed. Work submitted after the end of the class on the date due may be reduced by one letter grade for each week it is late. Some work will be individual and some will be team projects. You will have a mid-term examination, and a final examination (covering material over the entire trimester), one major paper (10-15 pages), and a mock negotiation. You will also participate in weekly discussions of cases and problems. The major paper should be on a subject relating to labor relations and must be approved by the instructor no later than the fifth week of the class.

|                    |                        |     |
|--------------------|------------------------|-----|
| <b>Evaluation:</b> | Final Examination      | 30% |
|                    | Mid-Term               | 25% |
|                    | Written Paper          | 20% |
|                    | Mock Negotiation/Cases | 10% |
|                    | Unannounced Quizzes    | 10% |
|                    | Class Participation    | 5%  |

- \* The quizzes will be various combinations of true/false, fill-in-the-blank, identification, multiple choice, and short answer.
- \* The mid-term and final examinations will be some of the same combinations as the quizzes plus essay questions.

The essay portions of your mid-term and final must

observe the standard conventions of written English -- spelling, punctuation, grammar, syntax, and organization. Your paper will be marked down if your writing style interferes with the information you are attempting to communicate.

Some examinations may be "curved", but generally the grading standards will be:

|           |   |   |
|-----------|---|---|
| 90%--100% | = | A |
| 80 -- 89  | = | B |
| 70 -- 79  | = | C |
| 60 -- 69  | = | D |
| Below 59  | = | F |

Class participation will be used to determine the final grade in borderline situations.

### Reading Assignment Sequence

In addition to the readings noted below, cases and supplemental readings will be provided each week by the instructor. The sequence of readings may be adjusted to better prepare you for certain guest speakers.

#### Week of:

|           |    |  |
|-----------|----|--|
| August    | 27 | Course Introduction  |
| September | 3  | September 3 is Labor Day and the reading will be due the following Wednesday.<br>Chapter 1, A Framework for Analyzing Collective Bargaining and Industrial Relations |
| September | 10 | Chapter 2, The Historical Evolution of the U.S. Industrial Relations System<br>Chapter 3, The Legal Regulation of Unions and Collective Bargaining                   |
| September | 17 | Readings from Chicago Tribune on Caterpillar Strike (Handout)  |
| September | 24 | Chapter 4, The Role of the Environment<br>Chapter 5, Management Strategies and Structures for Collective Bargaining  |
| October   | 1  | Chapter 6, Union Strategies and Structures for Representing Workers<br>Chapter 7, Union Organizing and Bargaining Structures   |
| October   | 8  | Midterm Examination  |

October 15 Chapter 8, The Negotiations Process and Strikes  
Chapter 9, Dispute Resolution Procedures

October 22 Chapter 10, Contract Terms and Employment Outcomes  
Chapter 11, Administering the Employment  
Relationship

October 29 **Term Paper Due**  
Chapter 12, Participatory Processes  
Chapter 13, Collective Bargaining in the Public  
Sector

November 5 Preparation for Mock Negotiation

November 12 Preparation for Mock Negotiation

November 19 Mock Negotiation

November 26 Chapter 15, The Future of U.S. Labor Policy and  
Industrial Relations  
Course Summary

December 3/5 **Final Examination**

**Persons with Disabilities** It is the intention of Governors State University to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of her/his physical abilities in order to complete the course, please notify the instructor as soon as possible.