COURSE INFORMATION FORM

DISCIPLINE

Business Administration

COURSE TITLE

Labor-Management Relations

CR. HR. 3       LECT HR. 3       LAB HR. _______       CLIN/INTERN HR. _______       CLOCK HR. _______

CATALOG DESCRIPTION

Current issues in the industrial and post-industrial society. Contract negotiations, arbitration policies, conflict theories, strategies for conflict resolution, and administering the collective bargaining agreement. This course is taught by The Institute for Labor Studies.

PREREQUISITES

None

EXPECTED STUDENT OUTCOMES IN THE COURSE

Upon completion of this course, the student will be able to:

1. Demonstrate an understanding of the theory underlining the collective bargaining process and the role of contract administration.
2. Demonstrate skills to argue grievances.
3. Design an organizing plan around a workplace issue.
4. Develop communications skills in listening and speaking.
5. Demonstrate understanding of the role of communications and education for a local union or workplace.
7. Negotiate grievances.
8. Apply the legal rights of unions and representatives.
9. Demonstrate understanding of investigation skills.
CLASS-LEVEL ASSESSMENT MEASURES
Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)
Classroom role playing and discussion (ESO 2, 4, 5, 9)
Homework assignments applying theory presented in class (ESO 1, 3, 4, 5, 6, 7, 8)
Paper bringing together a plan for organizing a union or establishing communications for a union. (ESO 3, 5, 8)

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Effective Leadership and Organizing for Stewards and Activists
   A. Building member participation
   B. Mobilizing around issues and grievances
   C. Effective communication and planning

II. Effective Problem Solving and Grievance Handling
   A. Resolving disputes before they become grievances
   B. Types of grievances
   C. Grievance investigation
   D. The right to information

III. Arguing Grievances and Knowing Workers Rights
   A. Meeting with management
   B. Dealing with discipline cases
   C. Contract interpretation
   D. Stewards Rights

IV. Arbitration and Special Topics
   A. Introduction to arbitration
   B. The Family Medical Leave Act
   C. The Americans with Disabilities Act
   D. Topics from current events in business and industry.