COURSE NUMBER: MANA 4335.060, .061, &.062
COURSE TITLE: Labor Relations
INSTRUCTOR: Brandy Meadows, MBA
REQUIRED TEXT: Labor Relations – Striking a Balance, Fourth Edition
Written by John W. Budd
REQUIRED SOFTWARE: Microsoft Word
COURSE DESCRIPTION: Overview of labor law, rights of employers and unions in organizing and bargaining, grievance processing, arbitration, and collective bargaining, strategies, and tactics.
PREREQUISITES: MANA 3311
CLASS MEETING: This is an online class.
CONTACT:
Office Phone: 903-565-5970
Email: bmeadows@uttyler.edu
Office Location: BUS 162
OFFICE HOURS: I am in the office most Tuesdays and Thursdays from 10am-1pm. You are welcome to come by during that time or any time you see I am in my office. I am also available to meet via e-mail or phone. I will respond to e-mails within 24 hours Monday-Thursday and within 24-48 hours Friday-Sunday. All e-mails must come from your patriots e-mail account. Please feel free to contact me any time you have questions or concerns.
COURSE OBJECTIVES:
1. Demonstrate an understanding of the foundations of labor relations through written discussion board posts.
2. Create well-written answers and opinions about a variety of theories, models, and research within the labor relations field.
3. Develop a plan of action for collective bargaining activity.
4. Effectively argue for your plan of action in the collective bargaining activity.
5. Experience group dynamics through collaborative learning activities throughout the semester.

Competencies to be demonstrated in this course include:
1. Computer-based Skills
   a. Word Processing: Unless otherwise stated, students are required to compose all written assignments using a standard word processing program.
   b. Internet Search Skills: Students will utilize online search engines and databases to conduct informal and formal research.
2. Communication Skills
   a. Written Communication: Students are required to complete various assignments, which must utilize correct English, sentence structure, and punctuation.
   b. Nonverbal Communication: Students will learn to recognize and use effective nonverbal cues when speaking and listening.
3. Problem Solving (Critical Thinking)
   a. Conceptual Thinking: To complete various assignments, students will identify and define current problems in today’s business climate and develop possible solutions to those problems.
   b. Gathering and Analyzing Data: Students will gather and analyze demographic/psychographic data from potential audiences to adapt messages.
   c. Creativity and Innovation: Students will use innovation and creativity to present information in a way that captures and maintains audience interest.
4. Ethical Issues
   a. Ethical Communication: Students will learn ethical communication practices for use in the classroom and in the workforce.
   b. Academic Integrity: Students will be held to a very high standard in regard to personal integrity, intellectual honesty, and ethical behavior. University standards regulating academic integrity are strictly enforced.
5. Personal Accountability for Achievement
   a. Learning Climate: This online medium will be a positive and productive learning environment for all students based upon open communication, respect for diverse backgrounds, ideas and opinions, as well as non-discrimination.
   b. Participation: The quality of a student’s participation in this course will greatly influence the quality of his or her learning.
   c. Deadlines: All assignments must be completed on the assigned dates. No make-ups or extensions will be permitted unless the student obtains permission from the instructor and has a verifiable excuse. No late work will be accepted.
   d. Discussion of Graded Assignments: Success in this course requires thoughtful self-evaluation of performance. When students discuss grades with the instructor, they must be prepared to make a thoughtful case regarding the evaluation. Arguments
must be related to the assignment as presented and based on how it compares with the evaluation criteria (not on how it compares to assignments in another course or a fellow classmate’s grade). **Discussions about assignments should occur within one week of receiving evaluation.**
EVALUATION:
Grades are determined on a straight percentage scale based on the number of points earned out of a maximum of 1050 points. **There will be no further rounding or curving of grades.**

<table>
<thead>
<tr>
<th>Discussion Board:</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board Post #1</td>
<td>25 pts</td>
</tr>
<tr>
<td>Discussion Board Post #2</td>
<td>50 pts</td>
</tr>
<tr>
<td>Discussion Board Post #3</td>
<td>50 pts</td>
</tr>
<tr>
<td>Discussion Board Post #4</td>
<td>50 pts</td>
</tr>
<tr>
<td>Discussion Board Post #5</td>
<td>50 pts</td>
</tr>
<tr>
<td>Discussion Board Post #6</td>
<td>25 pts</td>
</tr>
<tr>
<td>Total points for Discussion</td>
<td><strong>250 pts</strong></td>
</tr>
</tbody>
</table>

Assignments:

| Assignments (3 @ 100 pts. Each)       | 300 pts    |
| Total points for Assignments          | **300 pts**|

Quizzes:

| Quizzes (6 @ 50 pts. each)            | 300 pts    |
| Total points for Quizzes              | **300 pts**|

Project:

| Proposal                              | 50 pts     |
| Collective Bargaining Project         | 150 pts    |
| Total points for Participation        | **200 pts**|

Total: 1050 points

*All assignments are subject to change at the discretion of the professor.*
COLLEGE OF BUSINESS STATEMENT OF ETHICS:
The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

ACADEMIC DISHONESTY STATEMENT
The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one’s own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students’ official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

STUDENTS RIGHTS AND RESPONSIBILITIES
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html

GRADE REPLACEMENT/FORGIVENESS
If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.
STATE-MANDATED COURSE DROP POLICY
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the 12th day of class (See Schedule of Classes for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Registrar's Office and must be accompanied by documentation of the extenuating circumstance. Please contact the Registrar's Office if you have any questions.

DISABILITY SERVICES
If you have a disability, including a learning disability, for which you request disability support services/accommodation(s), please contact the Disability Services office so that the appropriate arrangements may be made. In accordance with federal law, a student requesting disability services/accommodation(s) must provide appropriate documentation of his/her disability to the Disability Services counselor. In order to assure approved services the first week of class, diagnostic, prognostic, and prescriptive information should be received 30 days prior to the beginning of the semester services are requested. For more information, call or visit Disability Services located in the University Center, Room 3150. The telephone number is (903) 566-7079. Additional information may also be obtained at the following UT Tyler Web address: http://www.uttyler.edu/disabilityservices.

STUDENT ABSENCE DUE TO RELIGIOUS OBSERVANCE
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

STUDENT ABSENCE FOR UNIVERSITY-SPONSORED EVENTS AND ACTIVITIES
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

SOCIAL SECURITY AND FERPA STATEMENT:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

EMERGENCY EXITS AND EVACUATION:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.