Course Syllabus for MGT 450 Labor Relations
Siena Heights University at LMC
Summer 2007

Time: Saturdays, 9:00 a.m. – 5:00 p.m. (7/7, 7/21, 8/4, 8/18)
Classroom: C-106
Instructor: Jeanne Doonan (pronounced Jean “Do none”)
Phone: 269-668-4616 (h)
269-337-8475 (w)
E-mail: doonanj@kalamazooicity.org

Prerequisites: MGT 302

Course Catalog Description: The objective of this course is to study the development of mutually beneficial relations in private and public sector workplaces. Students review U.S. labor history and worldwide labor economics, union governance, and legal-regulatory environments. Through coursework, students are introduced to labor relation topics such as management’s rights; daily contract administration issues and worker involvement, including grievances, mediations, and arbitrations; and collective bargaining. Students gain a deeper understanding of management and worker views while developing facilitation, critical thinking and creative problem solving skills.


Note: Students may be able to purchase the text at a reduced price on www.bigwords.com, www.amazon.com, or a similar website.

University Mission

The mission of Siena Heights, a Catholic University founded and sponsored by the Adrian Dominican Sisters, is to assist people to become more competent, purposeful, and ethical through a teaching and learning environment which respects the dignity of all.

Method of Instruction: Material will be covered through lecture and class discussions regarding the application of the material covered in class.
Business Administration Learning Outcomes:

1. Communication: the ability to express ideas in writing, verbally and visually.
2. Creativity: the ability to develop original ideas or use common solutions in unique ways.
3. Analytical ability: the skill to effectively separate a complex problem or situation into its component parts in order to identify solutions.
4. Integrative thinking: the ability to detect interrelationships and themes among various parts and assess their importance in problem solving situations.

Course Outcomes:

1. To map the following primary processes: union organizing/development, collective bargaining, contract administration and worker participation.
2. To learn various types of communication/facilitation, negotiation, and creative problem solving skills.
3. To gain a preliminary yet comprehensive view of labor relations, including: labor history, union authority structures, major labor laws and regulatory agencies that impact labor relation processes.
4. To identify and appreciate the value of the roles, rights, duties and responsibilities of workers, union representatives and managers in effective labor relations.

Grading:

Attendance and Class Participation (5 case studies 80 points each) 400 points
Quiz #1 100 points
Quiz #2 100 points
Written Report Project 200 points
Oral Project Presentation 200 points

Final Grade Scale:

100%-95% = A  89%-87% = B+  79%-77% = C+  69%-67% = D+
94%-90% = A-  86%-83% = B  76%-73% = C  66%-63% = D
82%-80% = B-  72%-70% = C-  62%-60% = D-

IMPORTANT -- Attendance and Course work:

Attendance is important in this class, particularly since we will only meet 4 days. If you need to miss a class, it should be for a critical situation or emergency only – not a date or a sports game, for example!

If you need to miss all or part of a class, you need to make arrangements with the instructor one week prior to the time you will miss. If it is an emergency, please let me know as soon as possible so that we can make arrangements.

Assignment due dates will be discussed in class or presented by the instructor in writing. In order to receive credit for this course, all major assignments (e.g., Case Study Papers, Written Report Project and Oral Project Presentation) must be completed.
Please Note: all written assignments and oral classroom presentations should duplicate the expectations of any employer – this means timely, high quality and error free. Consider these requirements as you would real world activities, as for your current or future employer(s).

The highest grade that can be earned on all assignments that are late is a B. The later the assignment is, the lower the grade will be.

If you do not attend the final class to give your presentation, the highest point score that you can earn on the presentation (if you e-mail or forward the Powerpoint presentation and the final paper to me in Word) is 75/200. The highest grade on the paper will be 180/200 if the paper is sent to me after the last day of class. ARRANGEMENTS MUST BE MADE IN ADVANCE – IF AN EMERGENCY ARISES PLEASE CONTACT ME AS SOON AS POSSIBLE IF NOT BEFORE THE LAST DAY OF CLASS.

Weekly Schedule:

Note: Chapters 1 though 5 ONLY: Case study papers for one case study from Chapters 1, 2, 3, 4 due at the beginning of the second class session and one case study paper for Chapter 5 is due at the beginning of the third class session. Each paper should be 1-2 pages, 12-inch font, and double spaced, 1-inch margins. Total 80 points possible for each case study paper. Grading includes grammar and spelling.

Class 1  Introduction/review course syllabus, Lecture Ch. 1-4, see above assignment for next class
Class 2  Turn in Ch. 1-4 Case Study Papers, Lecture Ch. 5, 6, 8, 9
Class 3  Turn in Ch. 5 Case Study Paper, Quiz #1, Lecture Ch. 10-11
Class 4  Quiz #2, turn in project papers and students give 10-minute PowerPoint presentations, course evaluation

Item #1 is due at the BEGINNING of the first day of class.

1. Read Chapters 1-4 (except section regarding ‘Unions in Sports’) and be prepared to review in class.

Student Accommodations

If a student is in need of an accommodation based on the impact of your disability, you should contact me to arrange an appointment. At the appointment we can discuss the course format, anticipate your needs and explore potential accommodations. I rely on the Office for Students with Disabilities for assistance in verifying the need for accommodations and developing accommodation strategies. If you have not previously registered with the Office for Students with Disabilities, I encourage you to do so. Just a reminder, requests for accommodations are not retroactive assistance in verifying the need for accommodations and developing accommodation strategies. If you have not previously registered with the Office for Students with Disabilities, I encourage you to do so. Just a reminder, requests for accommodations are not retroactive.
Research Paper/Informal Presentation
(worth 400 total points, 200 for the paper and 200 for the presentation)

This written research paper will be due on the **beginning of the 4th class session**. Each student’s 10-minute PowerPoint presentation will be given during the 4th session. The paper should be no less than 6 pages and no more than 8 pages, double spaced, and 12-point font size. One page of the report should be a bibliography page of at least 3 references (interviews can be used as a reference) in American Psychological Association (APA) or similar format. Please ask the instructor if you need information regarding the APA bibliography page format.

The topic covered for this assignment should be based on **one subsection of one** of the critical areas in Labor Relations as referenced in the Siena Height University MGT 450 course catalog description as follows:

1. Management’s rights, duties and responsibilities in union organizing.
2. The collective bargaining process and reaching a contract.
3. The grievance and arbitration process
4. The disciplinary and daily contract administration process.

**Note:** Please contact the instructor regarding this paper **prior** to initiating the research process to ensure that the scope of your research is not too broad. **If you have another area of interest in Labor Relations you would like to write your paper on, prior instructor approval is needed.**

**Note:** If you choose the grievance process or another procedure as your paper, **DO NOT** simply outline what each step is. To get full credit for the paper, you will need to analyze the process/ steps and provide your analysis/opinion. **Six pages of the grievance steps is NOT a research paper.**
“A little about the Instructor”

Hello my name is Jeanne Doonan (pronounced “Jean Do none”). I have worked in the field of Human Resources as a Trainer, HR Manager, and currently as a HR Advisor. I began my career at a plastic prototyping company in 1988. After 2 years as a Training Specialist/HR Manager, I moved to what was actually a financial promotion to HR Advisor at the City of Kalamazoo in 1990. The City is really an incredibly interesting place; hence I have remained.

In terms of education, you will quickly find out that I have a strong interest in organizational/ employee relations and behaviors. In 1990, I graduated with a Masters degree from Western Michigan University in Industrial/Organizational Psychology. I then started in the doctoral program in Educational Leadership, but I found it somewhat redundant to my first Master’s program. Therefore, I transferred to the MA program in Counseling Education, emphasis in Post-Secondary education, and completed this program at WMU in 1995. I passed the National Counselor Exam in 1995 and became certified as a Licensed Professional Counselor (LPC). In 2001, I passed the Society of Human Resources Management (SHRM) Professional exam in HR (PHR).

You will find my teaching style, quite frankly, to be very down to earth, just as I am in my daily HR work. To be in HR, I think it is crucial for one to know their strengths and weaknesses (development needs) in working with people. I am not incredibly extroverted, but I like to help people help themselves and find meaning in their education. Being a first generation college graduate, my family told me when I first started college that college would change my personality (make me “arrogant” if you will). To be honest with you, the ups and downs of college and daily living have made me quite humble. Therefore, please know that I respect all of the experience that you bring to this class, and I look forward to learning from each and every one of you.

I look forward to meeting each of you. If you have any questions prior to class, please feel free to contact me at (269) 337-8475.