Course Description

Examines the historical and legal basis for labor relations and collective bargaining in the United States. Changes in the application of labor laws due to court decisions, National Labor Relations Board (NLRB) rulings, and changes in the environment of union and management relations are covered throughout the course. Includes the latest decisions and rulings, as well as analysis of what these changes mean in the workplace.

Prerequisites

None

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Discuss the framework for analyzing collective bargaining and industrial relations.
2. Appraise the development and growth of national unions.
3. Determine the challenges of companies in the global market.
4. Interpret bargaining unit determination in the public sector.
5. Apply union organizing strategies to various scenarios.
6. Distinguish negotiating a collective bargaining agreement in public sector from the private sector.
7. Explain the four most commonly used methods of costing union wage provisions.
8. Evaluate required benefits under collective bargaining.
10. Discuss the implementation of the public employee contract.
11. Recommend disciplinary procedures and types of grievance mediation techniques.
12. Interpret arbitration of statutory rights in union and non-union cases.
13. Analyze and discuss civil rights legislation, women, and equal employment opportunity.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Objectives:** Each unit contains Unit Learning Objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Written Lectures:** Each unit contains a Written Lecture, which discusses lesson material.
3. **Reading Assignments:** Each unit contains Reading Assignments from one or more chapters from the textbook.
4. **Learning Activities (Non-Graded):** These non-graded Learning Activities are provided to aid students in their course of study.
5. **Key Terms**: Key Terms are intended to guide students in their course of study. Students should pay particular attention to Key Terms as they represent important concepts within the unit material and reading.

6. **Unit Assessments**: This course contains eight Unit Assessments, one to be completed at the end of each unit. Assessments are composed of written response questions.

7. **Unit Assignments**: Students are required to submit for grading Unit Assignments in Units VI, VII, and VIII. Specific information and instructions regarding these assignments are provided below.

8. **Ask the Professor**: This communication forum provides you with an opportunity to ask your professor general or course content related questions.

9. **Student Break Room**: This communication forum allows for casual conversation with your classmates.

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**Unit Assignments**

**Unit Papers are due in Units VI, VII, and VIII**

Throughout this course, you will be putting together a series of papers based on the units you are completing. Within the first two units you will need to research a company with a union and contact the HR manager, a union representative, or both to see if they would be willing to assist you with this project. You might need to email them and document their response. You may use the same company for all three unit assignments.

Next, you will choose a minimum of three of the following five issues. As you read these chapters, you will come up with eight to ten questions per unit assignment to ask the company. **These questions should be approved by the professor prior to the interview.** Once they are approved, you will contact the company representative(s) and interview them regarding the questions. You can do this in person, by phone, or if needed, by email. For each assignment, you will write a minimum two-page paper encompassing the results of your findings. The first paper will be due in Unit VI, the second paper will be due in Unit VII, and the last one will be due in Unit VIII.

Here are the topics to choose from:

- Unit IV: At the Bargaining Table
- Unit V: Grievances and Arbitration
- Unit VI: Wage Issues and Economic Supplements
- Unit VII: Institutional Issues
- Unit VIII: Administrative Issues

You are encouraged to submit your paper for each unit assignment as soon as possible in order to get the professor’s feedback. You can gain a better idea of the paper by working on it as soon as you finish studying each topic.

If at any time you need assistance, please contact the professor for guidance.

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**APA Guidelines**

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled “APA Guidelines Summary” is available for you to download from the APA Guide Link, found in the Learning Resources area of the myCSU Student Portal. It may also be accessed from the Student Resources link on the Course Menu. This document provides links to several internet sites that provide comprehensive information on APA formatting, including examples and sample papers.

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**CSU Grading Rubric for Papers/Projects**

The course papers will be graded based on the CSU Grading Rubric for all types of papers. In addition, all papers will be submitted for electronic evaluation to rule out plagiarism. Course projects will contain project specific grading criteria defined in the project directions. To view the rubric, click the Academic Policies link on the Course Menu, or by accessing the CSU Grading Rubric link, found in the Learning Resources area of the myCSU Student Portal.
Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive e-mail updates from the forum. You will not be able to unsubscribe after your course end date.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

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<tr>
<th>Component</th>
<th>Weight</th>
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<tr>
<td>Unit Assessments (8 @ 8.75%)</td>
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<tr>
<td>Unit Assignments (3 @ 10%)</td>
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<td><strong>Total</strong></td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

### Unit I
**Organized Labor and the Management Community: An Overview**

**Review:**
- Unit Study Guide
- **Learning Activities:** See Study Guide

**Read:**
- Chapter 1: Organized Labor and the Management Community: An Overview
- Supplemental Reading: See Study Guide

**Submit:**
- Assessment

**Notes/Goals:**

### Unit II
**Historical and Legal Framework**

**Review:**
- Unit Study Guide
- **Learning Activities:** See Study Guide

**Read:**
- Chapter 2: The Historical Framework
- Chapter 3: The Legal Framework
- Supplemental Reading: See Study Guide

**Submit:**
- Assessment

**Notes/Goals:**

### Unit III
**Union Behavior: Structure, Government, and Operation**

**Review:**
- Unit Study Guide
- **Learning Activities:** See Study Guide

**Read:**
- Chapter 4: Union Behavior: Structure, Government, and Operation
- Supplemental Reading: See Study Guide

**Submit:**
- Assessment

**Notes/Goals:**
## BHR 4350, Collective Bargaining
### Course Schedule

<table>
<thead>
<tr>
<th>Unit IV</th>
<th>The Bargaining Table</th>
</tr>
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</table>
| **Review:** | - Unit Study Guide  
- **Learning Activities:** See Study Guide |
| **Read:** | - **Chapter 5:** At the Bargaining Table  
- **Supplemental Reading:** See Study Guide |
| **Submit:** | - Assessment |

Notes/Goals:

<table>
<thead>
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<th>Unit V</th>
<th>The Grievance and Arbitration Process</th>
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| **Review:** | - Unit Study Guide  
- **Learning Activities:** See Study Guide |
| **Read:** | - **Chapter 6:** Grievance and Arbitration  
- **Supplemental Reading:** See Study Guide |
| **Submit:** | - Assessment |

Notes/Goals:

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<th>Unit VI</th>
<th>Wage and Benefit Issues Under Collective Bargaining</th>
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| **Review:** | - Unit Study Guide  
- **Learning Activities:** See Study Guide |
| **Read:** | - **Chapter 7:** Wage Issues under Collective Bargaining  
- **Chapter 8:** Economic Supplements under Collective Bargaining  
- **Supplemental Reading:** See Study Guide |
| **Submit:** | - Assessment  
- **Unit VI Assignment** |

Notes/Goals:
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<th>Unit VII</th>
<th>Institutional Issues Under Collective Bargaining</th>
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<td>Review:</td>
<td>- Unit Study Guide</td>
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<td>- <strong>Learning Activities</strong>: See Study Guide</td>
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<td>- Assessment</td>
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<td>- <strong>Unit VII Assignment</strong></td>
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**Notes/Goals:**

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<th>Administrative Issues Under Collective Bargaining</th>
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**Notes/Goals:**