MGMT 3379 – EMPLOYEE & LABOR RELATIONS

TRADITIONAL FACE2FACE
SECTION 002, TR 9:30 AM – 10:45 PM, BU 127
FALL 2021 (08.23.2021 – 12.10.2021)

Instructor: Mrs. Jamie N. Derrick
Email: JNDerrick@sfasu.edu
Pronouns: She/Her/Hers
Phone: 936.468.1683
Department: Management & Marketing, Rusche College of Business
Office: 403AA, McGee Building
Office Hours: (Available outside office hours via Zoom or in-person by appointment)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tr>
<td>10:00 a.m. – 12:00 p.m. (2)</td>
<td>8:00 a.m. – 9:30 a.m. (1.5)</td>
<td>10:00 a.m. – 12:00 p.m. (2)</td>
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<td>1:30 p.m. – 3:00 p.m. (1.5)</td>
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Class Hours:

- Online
- MGMT 3370.505
- 1st 8 week term: Aug 23 – Oct 8
- Online
- MGMT 3370.502
- 2nd 8 week term: Oct 18 – Dec 10
- Online
- MGMT 3370.503
- Full 16 week term: Aug 23 – Dec 10
- Tues/Thur 9:30 a.m. – 10:45 a.m. (BU 127)
- MGMT 3379.002
- Full 16 week term: Aug 23 – Dec 10

COURSE DESCRIPTION

Intensive study of employee-employer relationships in non-unionized and unionized settings; review of current legislation and its impact on human resource policies and practices.

PREREQUISITE(S)

Sophomore standing.

COURSE OBJECTIVES

LEARNING GOALS AND OBJECTIVES FOR THE BACHELOR OF BUSINESS ADMINISTRATION (BBA)

The BBA degree has four distinct learning goals, all of which are included in this course:

- **Critical Thinking.** Our graduates will be able to use critical thinking skills to make business decisions informed by data analysis and quantitative methods.
- **Communication Skills.** Our graduates will have effective business writing, speaking, and interpersonal communication skills for team and leadership contexts.
- **Ethical Responsibility.** Our graduates will be able to explore and analyze ethical duties and dilemmas inherent in a diverse and global business environment.
- **Business Acumen.** Our graduates will be able to apply key business concepts from across the business foundation curriculum.
PROGRAM LEARNING OUTCOMES

Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses in the Curriculum Management Handbook at http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources.

STUDENT LEARNING OUTCOMES

Upon completion of this course, students will:

1. Identify significant historical events that shaped labor relations in the United States
2. Appreciate the evolution of labor law and employment law
3. Identify alternative approaches for dispute and conflict resolution
4. Make employment-related decisions that are both ethically and legally sound

Students are expected to go beyond rhetoric and ideology to develop critical thinking about employee and labor relations. As a result, students are encouraged to ask questions and to challenge assumptions of class discussions while respecting the logical and reasoned positions of others.

WEB ETIQUETTE AND COMMUNICATIONS

All students are expected to behave, email, and post in a professional, business manner during this class. Assignments are graded on content and appearance not only of the assignment, but on the manner in which the assignment is submitted and the content of the email accompanying the assignment.

COMMUNICATION TO THE INSTRUCTOR

For this course, the preferred communication method is to email me directly at JNDerrick@sfasu.edu. Email is the best way to reach me. I will do my best to respond to your emails in a timely manner (within 24 hours, except for emails received on the weekend or during university holidays).

When emailing my @sfasu.edu account, students should include the course code, student name, and general description of the email in the subject line for all emails sent to the instructor. [Example: MGMT 3379.002 (Jane Doe) – Case Question] Email communications that do not follow this format may not be responded to timely or at all.

Additionally, the body of each email should be written coherently with the question or issue described in a clear and thoughtful manner. As the ability to communicate effectively in a professional manner is a core requirement for success in business, all communications with the instructor (including emails, phone calls, and face-to-face/virtual interactions) in and out of the classroom will be considered when determining each student’s attendance/participation grade.

COMMUNICATION FROM THE INSTRUCTOR

When communicating to the class as a whole (or defined subsets of students), I will use the News/Announcements feature in Brightspace (D2L). If I need to contact a student individually, I will send a message via Brightspace (D2L) email. Students are highly encouraged to setup email and announcement notifications to ensure communications are not missed.
ABOUT THIS COURSE

REQUIRED BOOKS/READINGS

There is no assigned textbook for this course.

Student Membership to the Society for Human Resource Management (SHRM) is required for this course. $49.00/year. www.SHRM.org

Additional readings and materials will be provided through Brightspace by D2L by the instructor.

OTHER REQUIRED MATERIALS

No other materials are required for this course.

CLASS PREPARATION

To fully understand the concepts covered in this course, you will likely need to review the assigned material more than once. Keeping up with the course requirements throughout the semester helps you better comprehend the content being covered and improves your likelihood of success in a course.

The syllabus provides a list of dates and times for all planned due dates. Students should come to class prepared to discuss the assigned readings. Attendance is expected. Lecture-based and case-based quizzes cannot be made up. Late case summary assignments will be penalized 50%.

CLASS TIME

The week for this course runs Monday to Friday with most assignments due during or immediately following class time. Go to https://d2l.sfasu.edu for Brightspace (D2L) access. Relevant announcements, course material and grades will be posted in Brightspace (D2L).

Section 002: Tuesday/Thursday 9:30 a.m. – 10:45 a.m. McGee Building 127 (face-to-face, no Livestream option)

TIME COMMITMENT

Reading and case set assignments are a significant part of this course. Students are assigned 3 cases each week and are expected to actively engage in discussions based on their prior reading and analysis. These activities require a minimum of 6 hours of work each week to prepare outside of classroom hours. Additionally, students should expect to spend 2-3 hours for each out of class partnered assignment.

TECHNOLOGY REQUIREMENT

BRIGHTSPACE (D2L) & ZOOM TECHNICAL SUPPORT

For Brightspace by D2L technical support, contact student support in the Center for Teaching & Learning (CTL) at d2l@sfasu.edu or 936-468-1919. https://www.sfactl.com/student-support If you call after regular business hours or on a weekend, please leave a voicemail.

GENERAL TECHNICAL SUPPORT

For general computer support (not related to Brightspace by D2L), contact the SFA Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu. To learn more about using Brightspace by D2L, visit SFA ONLINE at http://sfaonline.sfasu.edu, where you’ll find written instructions and video tutorials.
Final grades for this course will be determined using the following scale:

- A = 90-100%
- B = 80-89.9%
- C = 70-79.9%
- D = 60-69.9%
- F = 59% and below

Grades are weighted and determined from a variety of assessment types:

- Final Exam: 15%
- Lecture Quizzes: 20%
- Group Assignments: 15%
- Case Assignments: 45%
- Participation: 5%

Due dates for all assignments are listed on the Tentative Course Calendar. It is your responsibility to keep up with your grades and calculate your current average in this course.

The grades you receive throughout the semester will determine your final grade in the course. I will not change the grade you earn. I do not give individual points, extra credit, or additional projects to increase one’s individual grade at any time. You earn your grade through quality work throughout the semester.

**FINAL EXAM (15% OF GRADE)**

The final exam covers all aspects of the course and draws from all materials covered over the course of the semester.

Detailed information/instructions on the exam is available in your course content on Brightspace (D2L). The exam must be taken as scheduled unless prior arrangements are made due to official university absences.

**LECTURE QUIZZES (20% OF GRADE)**

Each quiz covers a specified area of the employee/labor relations arena. Generally, the lecture will be on the 1st class day of the week. The quiz will open shortly after class ends and closes before the next lecture class. Students have 1 week to complete the quiz – no make-ups allowed.

**GROUP ASSIGNMENTS (15% OF GRADE)**

Sporadically throughout the term, assigned student groups (typically, pairs) will research, prepare, and present information to the class in lieu of lectures. Detailed information/instructions on these assignments will be available in your course content on Brightspace (D2L) and thoroughly discussed in class.
CASE ASSIGNMENTS (45% OF GRADE)

The 2nd class day of the week is generally reserved to discuss case set assignments. The case set due dates are posted in the Course Schedule. Case set assignments are evaluated 2-fold:

1. Prior to class, case summaries are due to the appropriate dropbox in D2L. Late submissions will be accepted but the graded assignment will be penalized 50%. Technical difficulties are not a valid excuse for late submissions as you have ample time to complete the assignments.
2. After class discussion, a case quiz will open to reinforce learning objectives from the assigned case set. The case quiz will close before the start of the next case set discussion. Students will have 1 week to complete each case quiz – late submissions will not be permitted

PARTICIPATION (5% OF GRADE)

Much of the success of this course centers on an actively engaged and prepared student body. All students are expected to attend class, arrive on time, and participate in class discussions.

I will keep track of your participation in class and will assign points based upon my evaluation of your participation. Simply attending class IS NOT sufficient to earn any points for that day. Students are expected to engage when prompted. Final participation grades will be evaluated in the aggregate (reviewing your entire participation level and quality for the term as oppose to simply adding points).

EXTRA CREDIT OPPORTUNITIES

Extra credit opportunities are available at the instructor’s discretion. Any extra credit opportunities will be announced on Brightspace (D2L).

OTHER IMPORTANT INFORMATION

SAFE SPACE AND INCLUSION

Please know that my office, our physical classroom, and our virtual classroom are safe spaces. It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, veteran status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

CHALLENGING CONVERSATIONS

In our structured and unstructured discussions and dialogues, we will have many opportunities to explore some challenging issues and increase our understandings of different perspectives. Our conversations may not always be easy; we sometimes will make mistakes in our speaking and our listening; sometimes we will need patience or courage or imagination or any number of qualities in combination to engage our course material, our classmates, and our own ideas and experiences. Always we will need respect for others. Thus, an additional aim of our course is for us to increase our facility with the sometimes difficult conversations that arise as we deepen our understandings of multiple perspectives—whatever our backgrounds, experiences, or positions.
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<thead>
<tr>
<th>Week / Dates</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Week 1. Aug 23 – Aug 27</td>
<td>Welcome, Introduction, and Instruction</td>
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<tr>
<td>Week 2. Aug 30 – Sept 3</td>
<td>Conflict Resolution, Grievance Procedures, and Arbitration</td>
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<td>Week 3. Sept 6 – Sept 10</td>
<td>Employee Discipline</td>
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<tr>
<td>Week 4. Sept 13 – Sept 17</td>
<td>Employee Discipline</td>
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<td>Week 5. Sept 20 – Sept 24</td>
<td>Labor History</td>
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<td>Week 6. Sept 27 – Oct 1</td>
<td>Labor History</td>
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<td>Week 7. Oct 4 – Oct 8</td>
<td>Labor Law</td>
</tr>
<tr>
<td>Week 8. Oct 11 – Oct 15</td>
<td>The National Labor Relations Board (NLRB)</td>
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<tr>
<td>Week 9. Oct 18 – Oct 22</td>
<td>Employment Law</td>
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<tr>
<td>Week 10. Oct 25 – Oct 29</td>
<td>Employment Law</td>
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<tr>
<td>Week 11. Nov 1 – Nov 5</td>
<td>Employment Law</td>
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<tr>
<td>Week 14. Nov 22 – Nov 26</td>
<td>HOLIDAY – Fall Break</td>
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<td>Week 15. Nov 29 – Dec 3</td>
<td>Workplace Safety and Health</td>
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<tr>
<td>Week 16. Dec 6 – Dec 10</td>
<td>Organizing, Bargaining, and Contract Administration [meeting during final time; Thur 8am – 10am]</td>
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* Schedule subject to change at the discretion of the instructor. A detailed calendar is provided in Brightspace by D2L. Check the course calendar located in the “Getting Started” module on Brightspace (D2L) frequently.
ACADEMIC INTEGRITY (UNIVERSITY POLICY 4.1)

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf

WITHHELD GRADES (UNIVERSITY POLICY 5.5)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

STUDENT CONDUCT (UNIVERSITY POLICY 10.4)

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

ACCESSIBILITY (UNIVERSITY POLICIES 6.1, 6.6)

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.
## IMPORTANT UNIVERSITY DATES

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>August 23, 2021</td>
<td>Start of 16-week &amp; 1st 8-week terms</td>
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<tr>
<td>August 26, 2021</td>
<td>Last day to change schedules other than to drop courses;</td>
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<td>Last day to register</td>
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<tr>
<td>October 8, 2021</td>
<td>End of 1st 8-week term</td>
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<tr>
<td>October 18, 2021</td>
<td>Start of 2nd 8-week term</td>
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<tr>
<td>October 20, 2021</td>
<td>Last day to drop courses;</td>
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<td>Last day to withdraw from the university without a WP or WF</td>
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<tr>
<td>November 22 – 26, 2021</td>
<td>Fall Break</td>
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<tr>
<td>November 29, 2021</td>
<td>Last day to withdraw from the University</td>
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<tr>
<td>December 6 – 10, 2021</td>
<td>Finals week</td>
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<tr>
<td>December 8, 2021</td>
<td>End of 2nd 8-week term</td>
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<tr>
<td>December 10, 2021</td>
<td>End of 16-week term</td>
</tr>
<tr>
<td>December 11, 2021</td>
<td>Commencement</td>
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<tr>
<td>December 15, 2021</td>
<td>Final grades due in mySFA by 12 noon</td>
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UNIVERSITY RESOURCES

Throughout the course of the term, you may find yourself in need of some type of support. Please take note and, if needed, use the resources below:

ACADEMIC ASSISTANCE RESOURCE CENTER (AARC) TUTORING SERVICES

The AARC is an award-winning program that provides free peer tutoring for many entry-level courses. Some services provided by the AARC that you may find of benefit include online resources (including the Online Writing Lab [OWL]), on-call tutoring at walk-in tables, 1:1 appointments, student instructor groups, and learning teams. For additional information, go to http://sfasu.edu/aarc.

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Center for Career and Professional Development exists to empower students and alumni to achieve life-long career success through individualized assistance, diverse career development programs, and collaboration with both internal and external partners concentrated on career goal achievements. For additional information, go to http://www.sfasu.edu/ccpd.

COUNSELING SERVICES

Counseling Services assists SFA students in overcoming obstacles to their personal and academic goals through individual and group counseling for students and outreach, presentations, training, and consultation for the campus community. For additional information, go to http://sfasu.edu/counselingservices.

COUNSELING CLINIC (HUMAN SERVICES)

The SFASU Counseling Clinic is a service provided by the Department of Human Services Counselor Education Programs. It is a training clinic in which services are provided by graduate students who are in the Practicum and Internship portion of their education. All services are supervised by fully licensed Counselor Education faculty. The Stephen F. Austin State University (SFASU) Counseling Clinic combines a therapeutic and community focus which offers a full continuum of counseling care. The service is geared to each person's needs. Client progress is based on the person's ability to move through counseling according to individual readiness. For additional information, go to http://www.sfasu.edu/humanservices/139.asp.

COVID-19 SPECIFIC RESOURCES

For the most up-to-date information related to COVID-19, please reference the SFA COVID-19 webpage at http://www.sfasu.edu/covid19.

CRISIS RESOURCES

Burke 24-hour crisis line: 1.800.392.8343
Suicide Prevention Lifeline: 1.800.273.TALK (8255)
Crisis Text Line: Text HELLO to 741-741

DEAN OF STUDENTS OFFICE

The Dean of Students helps students when they are struggling, in-crisis, or just generally don’t know where to go. Students are encouraged to reach out when they need help with something on or off-campus and Dean of Students Office staff will assist them in navigating the issue or get them connected with the person or office that can help. Staff help to promote The SFA Way in everything they do. For additional information, go to https://www.sfasu.edu/vpsa/85.asp.

FINANCIAL LITERACY

Student Financial Advisors are available to help you with your finances through one-on-one appointments, presentations, and workshops. Topics covered include budgeting, credit cards, debt management, insurance, identity theft, fraud prevention, investing, savings, retirement, banking, and paying for college. For additional information, go to http://www.sfasu.edu/studentaffairs/1691.asp.
HEALTH CLINIC

The Health Clinic offers a full range of medical services to enrolled or registered students. For additional information, go to http://sfasu.edu/life-at-sfa/health-safety/health-clinic.

INVOLVEMENT CENTER

The SFA Involvement Center is a one-stop shopping site for involvement on campus. The program is the center for student involvement on our campus, a distribution and receiving site for applications for any number of opportunities on campus and a place for involved students to meet, hang out and collaborate with other students. For additional information, go to http://www.sfasu.edu/studentaffairs/69.asp.

NUTRITION COUNSELING (DINING SERVICES)

Should you have a food allergy, specific dietary need, or simply want help learning more about healthy eating you are encouraged to meet with Dining Services’ Registered Dietitian. For additional information, go to https://dineoncampus.com/sfa/your-dietitian.

RESEARCH AND INSTRUCTIONAL SERVICES (RIS)

Develop research skills from hands-on and classroom experience with the Research and Instructional Services department. For additional information, go to https://library.sfasu.edu/services#/research?_k=hjbdvf.

SEX- AND GENDER-BASED MISCONDUCT PREVENTION, SUPPORT, AND RESPONSE (LUMBERJACKS CARE)

The university prohibits and will not tolerate sexual misconduct because such behavior violates the university’s institutional values, adversely impacts the university’s community interest, and interferes with the university’s mission. The university also prohibits retaliation against any person who, in good faith, reports or discloses a violation of this policy, files a complaint, and/or otherwise participates in an investigation, proceeding, complaint or remediation. Once the university becomes aware of an incident of sexual misconduct, the university will promptly and effectively respond in a manner designed to eliminate the misconduct, prevent its recurrence and address its effects. To report an incident and/or seek support, go to https://www.sfasu.edu/lumberjacks-care/.

SFA FOOD PANTRY

The SFA Food Pantry exists to reduce food insecurity on the SFA campus. For additional information, go to http://sfasu.edu/studentaffairs/1319.asp.

TECHNICAL SUPPORT

Brightspace by D2L Support: https://www.sfactl.com/student-support; d2l@sfasu.edu; 936.468.1919
Technical Support Center/Help Desk: https://help.sfasu.edu; helpdesk@sfasu.edu; 936.468.4357

VETERANS’ RESOURCE CENTER

The Veterans Resource Center (VRC) provides a space for veterans, dependents of veterans, and ROTC members to gather, socialize, and form relationships with others that can provide networks of support and access to veterans’ resources provided by the university and outside agencies. For additional information, go to http://sfasu.edu/vrc/.