MGMT 3379 – EMPLOYEE & LABOR RELATIONS

HYBRID, FACE2FACE & ONLINE
SECTION 001, MWF 10:00 AM – 10:50 AM, BU124
SPRING 2024 (01.18.2024 – 05.10.2024)

**See the Tentative Course Schedule to see which course days will be in-class or online**

| Instructor:  | Mrs. Jamie N. Derrick | Pronouns: She/Her/Hers |
| Email:       | JNDerrick@sfasu.edu   | 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 (online)</th>
<th>Friday</th>
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<tbody>
<tr>
<td>8:30 am – 10:00 am (1.5)</td>
<td>10:00 am – 11:00 am (1)</td>
<td>8:30 am – 10:00 am (1.5)</td>
<td>10:00 am – 12:00 pm (2)</td>
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<td>1:00 pm – 3:00 pm (2)</td>
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Class Hours:
- Monday, Wednesday, Friday: 10:00 am – 10:50 am (BU 124)
- Monday & Wednesday: 11:00 am – 12:15 pm (BU 124)
- Online: MGMT 3379.001, Full Spring: Jan 18 – May 10
- Online: MGMT 3370.001, Full Spring: Jan 18 – May 10
- Online: MGMT 3370.502, Full Spring: Jan 18 – May 10
- Online: MGMT 3370.504, Full Spring: Jan 18 – May 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.
MGMT 3379.001

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. Analyze approaches to progressive discipline and the arbitration process.
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

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

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 Sunday with most assignments due during class time or Sunday evenings. Go to https://d2l.sfasu.edu for Brightspace (D2L) access. Relevant announcements, course material and grades will be posted in Brightspace (D2L).

Section 001  Monday, Wednesday, Friday  10:00 am – 10:50 am  McGee Building 124

TIME COMMITMENT

Recorded lectures, readings, and case set assignments are a significant part of this course. Students are assigned multiple cases each week and are expected to actively engage in discussions based on their prior reading and analysis. These activities require a minimum of 10 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:

- Exams: 30%
- Lecture Quizzes: 25%
- Case Quizzes: 25%
- Case Assignments: 10%
- Participation: 10%

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.

**EXAMS (30% OF GRADE)**

There are two (2) exams in this course. The final exam is cumulative. Detailed information 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 (25% OF GRADE)**

This is a flipped course with pre-recorded lectures available online. This allows in-class time to dive into deeper discussion and active student learning. Each quiz covers a specified area of the employee/labor relations arena. Lecture quizzes open at the beginning of the week and close Sunday evenings. Students have 1 week to watch the assigned lecture and complete the quiz – no make-ups allowed.

**CASE ASSIGNMENTS (10% OF GRADE)**

Prior to class, case summaries are due to the appropriate dropbox in D2L. Late submissions will be accepted prior to the start of dead week, 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.

*The cases assigned in this course are detailed accounts of actual grievances submitted and reviewed by the American Arbitration Association (modified and redacted to suit the needs of this course). They provide students exposure to a variety of industries, business practices, and real-world workplace situations while enhancing each student’s skill in critical analysis.*

**CASE QUIZZES (25% OF GRADE)**

After class discussion, a case quiz will open to reinforce learning objectives from the assigned case set. Students have until Sunday evening to complete the quiz – no make-ups allowed.

**PARTICIPATION (10% 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 and activities. 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. Additionally, in-class and out-of-class assignments will be assigned throughout the term. These activities will count toward the student’s participation grade.
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.

IMPORTANT UNIVERSITY DATES

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>January 18, 2024</td>
<td>Classes begin</td>
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<tr>
<td>January 23, 2024</td>
<td>Last day to change schedules other than to drop courses; Last day to register</td>
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<tr>
<td>February 21, 2024</td>
<td>All Majors Career Fair</td>
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<tr>
<td>March 11 – 15, 2024</td>
<td>Spring Break</td>
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<td>March 28 – 29, 2024</td>
<td>Easter holiday for faculty &amp; students</td>
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<tr>
<td>April 10, 2024</td>
<td>Last day to withdraw from the University</td>
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<td>April 25, 2024</td>
<td>C2C (College to Career Conference)</td>
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<td>May 3, 2024</td>
<td>Alumni Big Dip Ceremony</td>
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<td>May 6 – 10, 2024</td>
<td>Finals week</td>
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<td>May 10, 2024</td>
<td>End of fall term</td>
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<td>May 11, 2024</td>
<td>Commencement</td>
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<td>May 14, 2024</td>
<td>Final grades due in mySFA by 12 noon</td>
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<tr>
<td>January 18, 2024</td>
<td>Classes begin</td>
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**TENTATIVE COURSE SCHEDULE**

**Days shaded in pale purple are online days. Days in white are in-class days. Days in gray are holidays – no class**

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<tr>
<th>Week</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Week 1. Jan 18 – Jan 21</td>
<td>-</td>
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<td>Introductions</td>
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<td>Conflict Resolution</td>
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<td>Week 2. Jan 22 – Jan 28</td>
<td>Case 01</td>
<td>SHRM Grievance Steps</td>
<td>Deciding Cases</td>
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<tr>
<td>Week 3. Jan 29 – Feb 4</td>
<td>Case 02</td>
<td>7 Tests for Just Cause</td>
<td>Employee Discipline</td>
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<tr>
<td>Week 4. Feb 5 – Feb 11</td>
<td>Employee Discipline</td>
<td>Case 03</td>
<td>Article Summaries: Employee Discipline</td>
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<tr>
<td>Week 5. Feb 12 – Feb 18</td>
<td>Employee Discipline</td>
<td>SHRM Resources Assignment</td>
<td>Labor History</td>
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<tr>
<td>Week 6. Feb 19 – Feb 25</td>
<td>Case 04</td>
<td>Case 05</td>
<td>Labor Events</td>
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<tr>
<td>Week 7. Feb 26 – Mar 3</td>
<td>Labor History</td>
<td>Case 06</td>
<td>Labor Law</td>
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<td>Week 8. Mar 4 – Mar 10</td>
<td>Case 07</td>
<td>Case 08</td>
<td>Employment Law Worksheet</td>
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<tr>
<td>Week 9. Mar 11 – Mar 17</td>
<td>HOLIDAY</td>
<td>HOLIDAY</td>
<td>HOLIDAY</td>
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<td>Week 10. Mar 18 – Mar 24</td>
<td>Midterm Exam</td>
<td>Employment Law</td>
<td>Employment Law</td>
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<td>Week 11. Mar 25 – Mar 31</td>
<td>Case 09</td>
<td>Case 10</td>
<td>HOLIDAY</td>
</tr>
<tr>
<td>Week 12. Apr 1 – Apr 7</td>
<td>Case 11</td>
<td>Case 12</td>
<td>Employment Law: ADA</td>
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<tr>
<td>Week 15. Apr 22 – Apr 28</td>
<td>Federal Agencies</td>
<td>Case 13</td>
<td>Workplace Investigations</td>
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<tr>
<td>Week 16. Apr 29 – May 5</td>
<td>Case 14</td>
<td>Workplace Investigations</td>
<td>HR Certification Options</td>
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<tr>
<td>Week 17. May 6 – May 10</td>
<td>Comprehensive Final Exam (Exam schedule available on Registrar’s website)</td>
<td>Monday, May 6 10:30am – 12:30pm</td>
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Calendar subject to change at the discretion of the instructor. Additional readings/videos may also be assigned for certain modules.
UNIVERSITY POLICIES

ACADEMIC INTEGRITY (UNIVERSITY POLICY 4.1)
The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

I take academic integrity very seriously.

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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

STUDENTS WITH DISABILITIES
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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.
STUDENT WELLNESS AND WELL-BEING

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

THE DEAN OF STUDENTS OFFICE (RUSK BUILDING, 3RD FLOOR LOBBY)

www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA HUMAN SERVICES COUNSELING CLINIC (HUMAN SERVICES,BUILDING, ROOM 202)

www.sfasu.edu/humanservices/139.asp
936.468.1041

THE HEALTH AND WELLNESS HUB “THE HUB” (CORNER OF E. COLLEGE AND RAGUET ST.)

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

CRISIS RESOURCES

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741