

# SYLLABUS

## E445, Collective Bargaining

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### Course Policies

*The intent of these policies is to provide useful information, and not to be officious.*

1. All rules and regulations of Indiana University, the Campus, the School and the Department shall apply in this course.
2. Attendance is recommended, but not required. The Professor does not take roll, however, it is your responsibility to be present for tests; no make-up quizzes or examinations are possible. If you must miss class, except for *bona fide* emergencies you must make arrangements to take the test prior to the scheduled test date.
3. Incompletes are generally reserved for circumstances that are beyond the students' control that make it impossible to complete the course – that is the University rule. The Professor generally applies that rule, but somewhat liberally. The Professor, however, does not give an incomplete simply so that the student can avoid a failing grade.
4. It is almost never a problem at the graduate level, but even so it is on the table, academic dishonesty is not tolerated. The Professor owes it to the 99.99 % of the honest students to take adequate measures to correct the 1 out of a thousand who engage in such behaviors. Cheating on any assignment is an automatic F if caught.
5. The grade scale applied in this course is:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	below 60%

All final grade percentages are rounded up to the next full percentage point. For example, a

79.01 is the same as a 79.99 which is 80 and therefore a B.

6. There will be two examinations, a midterm and a final examination. Each examination will consist of 20 multiple choice questions and 20 true/false questions. The best two quiz scores will be counted. Normally, the Professor gives four quizzes, occasionally five, and uses only the best two for final grades. The following percentages are assigned to the course requirements in calculating the final grade:

Midterm Examination 40%  
Final Examination 50%  
Quizzes 10%

7. If a student improves their performance between the Midterm and the Final a full ten points the weighting for calculating final grades will be changed to Midterm 30%, and Final 50%. Any student receiving a grade of 95% or better on the final, receives an A in the course, as long as they took the midterm and at least two quizzes and did all of the case assignments.

8. No extra credit assignments will be given under any circumstances, except as may be announced in class and available to all students.

9. Office hours are generally all day Tuesday and Thursday when the Professor is not in class or out to lunch (actually, not figuratively). Appointments are also generally available at other times. Students may call the Professor's home, please do so only after 10:00 a.m., and you may call as late as midnight. Of course, you can leave an email anytime.

10. Grades, either individual assignments or final, will not be posted and will be available only through normal university channels, or directly from the Professor (i.e., make an appointment or provide a self-addressed stamped envelope).

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## THE COURSE

### Course Description

**BUFW G545 Collective Bargaining Cr. 3.** Emphasis on the negotiating process, the structure of bargaining, and the issues involved in the bargaining process.

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### Course Objectives

The course is designed to be a general overview of labor relations, in particular contract negotiations, contract administration, the history of the labor movement, and the legal environment.

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## Required Texts

Michael R. Carrell and Christina Heavrin, *Labor Relations and Collective Bargaining, Cases Practice and Law, Seventh Edition*. Upper Saddle River, N.J.: Pearson-Prentice-Hall, 2004.  
**[herein C&H]**

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## Reading Assignments

(Each assignment is roughly one week)

1. History of the Labor Movement  
Chapter 1 C&H
2. Evolution of Labor Movement  
Chapter 2 C&H  
D. Dilts and C. Deitsch, "Labor Relations" New York: Macmillan, Chapters 2-4
4. Establishing a Bargaining Unit  
Chapter 3 C&H
5. Unfair Labor Practices  
Chapter 4 C&H
6. Negotiating a Contract  
Chapter 5 C&H  
Walton and McKersie, "Behavioral Theory of Labor Negotiations" Chapter 10
7. Wage and Salary Issues  
Chapter 6 C&H
8. Approximate time for Midterm Examination
9. Employee Benefits  
Chapter 7 C&H
10. Job Security and Seniority  
Chapter 8 C&H
11. Implementing the Contract  
Chapter 9 C&H  
H&D Case 35  
H&D Case 36
12. Grievance and Disciplinary Procedures

Chapter 10 C&H

13. Grievance Arbitration  
Chapter 11 C&H

14. Final Examination