



# DOANE UNIVERSITY

## BUS 629-OMA: Employee Relations Syllabus for 17/SUMM

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This course examines current legal and social issues that affect the employee-to-employer relationship and considers practical actions to address these issues. Students learn how to identify, investigate, and resolve issues across the employee life cycle. Topics include the role of HR in employee relations; common transactions within the employment relationship, the assessment of risk in employment actions; quality of work life, culture and respect in the workplace; diversity and inclusion; and handling formal complaints and discipline.

Prerequisite(s): BUS 602.

**Overview.** This syllabus contains all relevant information about the course: its objectives and outcomes, the grading criteria, the texts and other materials of instruction, and weekly topics, outcomes, assignments, and due dates. Consider this your roadmap for the course. Please read through the syllabus carefully and ask questions if you would like anything clarified. Please print a copy of this syllabus for reference.

**Learning objectives:** Learners who successfully complete this course will be able to:

- Outline the history of employee relations aligned with advances in the industrial age.
- Describe the framework for organizing, along with strategies and tactics used by employers and unions during organizing campaigns.
- Conduct contract negotiations.
- Describe the process of arbitration and problems with this method to resolve disputes.
- Apply a model of performance management that includes planning, monitoring, evaluating, and developing a performance improvement process.
- Apply major theories of the psychology of bargaining, negotiation, group dynamics, and conflict resolution.

**Required or Supplemental Text or Resources:** Supplemental readings as assigned.

**Grading and Evaluation.** Your grades will reflect the way in which you present and support your topics and positions in the various learning activities used in this course. The grades will be based on the quality and quantity of your comments and responses in the various activities. Be sure to review the discussion and assignment rubrics in the course for specific grading criteria. The various graded activities are weighted as follows:

<i>Course Element</i>	<i>% of Final Grade</i>
Professionalism	10%
Abilene Paradox project (one meeting)	15%
Labor negotiation preparation (two meetings)	20%
Labor negotiation	40%
Peer review	5%
Debriefing report	10%
Performance adjustment (win/lose)	+10%/-5%
Total	100%

\*\*\*Attendance (mandatory for FLEX term) One absence = 15% grade reduction (not including in-class coursework), two absences results in an F regardless of reason.

*Late Assignments:* Late assignments will receive feedback and grades of zero. No exceptions. Technology problems and scheduling issues (e.g., busy lives, etc.) are not considered extraordinary exceptions. There is no extra credit in this course.

The final course grading criteria is described below:

<i>Letter Grade</i>	<i>Grade %</i>	<i>Description</i>
A	94 – 100%	Very Good to Excellent. Comprehensive knowledge and understanding of the subject matter.
A-	90 – 93.9%	
B+	87 – 89.9%	Good. Moderately broad knowledge and understanding of the subject matter.
B	83 – 86.9%	Satisfactory. Reasonable knowledge and understanding of the subject matter.
B-	80 – 82.9%	
<b><i>Any final grade below 80% is considered failing in a graduate level course.</i></b>		
C+	77 – 79.9%	Marginal. Minimum knowledge and understanding of subject matter.
C	73 – 76.9%	
C-	70 – 72.9%	
F	Below 70%	Unacceptable level of knowledge and understanding of subject matter.

Sunday	23-Jul	Introduction to Employee/Labor Relations	Intro, syllabus, lecture, distribute book
Monday	24-Jul	Introduction to the psychology of negotiation	In class exercises
Tuesday	25-Jul	Discuss <u>Abilene Paradox</u>	Read Abilene Paradox for this meeting, in-class case study/exercise, distribute negotiation materials/teams
Wednesday	26-Jul	Negotiation preparation	In class
Thursday	27-Jul	Negotiation preparation	In class; BATNA and plan worksheets due by end of class
Friday	28-Jul	Negotiation	
Saturday	29-Jul	Negotiation	
Sunday	30-Jul	Debriefing exercise (Discussion forum)	Debriefing paper due; Peer reviews due