

Syllabus
Spring 2010
A Strategic Approach to Employee Relations

Spring 2010
MPHR-701-1

Professors Burnett and Spearman, Fall 2010
3307 M Street, NW
Washington, DC 20057
Office Hours: By appointment

Course Description:

This course will analyze and critique the theoretical, empirical and policy issues associated with key contemporary developments in employee relations. Topics will include: theories of the employment relationship; diversity and conflict resolution; the dynamics of work and employment restructuring; flexible work arrangements; management strategies in employee relations; a current look at the status of unions in America and the character of individualistic employment arrangements; international trends in employment practice; the current state of American employee relations and the impact of the role of multinational corporations in the management of employees.

Course Objectives:

Students will learn how to develop a strategic and inclusive approach to employee relations

Students will learn how to provide managers and leaders with the education to lead on employee relations.

Students will also be provided skills in: theory and practice of advocacy, mediation and negotiation, and skill development in negotiation.

Required Text:

1. *Applied Human Resource Management: Strategic Issues and Experiential Exercises*, 2009 by Kenneth M. York ISBN: 978-1-4129 5491-4 (AHRM)
2. *HR Magazine Guide to Managing People*, by HR Magazine, 2006. ISBN: 978-1-58644-091-6 ("MP")

Recommended Reading:

1. *Exploring Employee Relations*, Second Edition, by Mike Leat, 2007; ISBN-13:978-0-7506-6939-9
 2. *Getting to Yes: Negotiating Agreement Without Giving In*, by Ury, Fisher and Patton, 1991; ISBN-13: 9780140157352
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Grading:

A	100-95 percent
A-	94-90
B+	89-87
B	86-83
B-	82-80
C	79-70
F	69 and below

A 95 - 100%

Clearly stands out as excellent work. An "A" grade work could be used as a model for other students to emulate. Shows excellent grasp of subject matter and conceptual integration. The presentation shows excellent in-depth analytical thinking and an elegantly innovative application. It is very well written and organized. Additional input is provided, relevant to the subject, from outside sources or personal experience.

A-90 - 94%

Represents high quality performance. Shows excellent grasp of subject matter and conceptual integration. Shows a high level of thinking, analysis and application. It is very well written and organized. Additional input is provided, relevant to the subject, from outside sources or personal experience.

B+87 - 89%

Represents very good work. Shows thorough grasp of subject matter and effective application. Shows good thinking and analysis. It is well written and organized. Additional input is provided, relevant to the subject, from outside sources or personal experience.

B 83 - 86%

Represents satisfactory work. Shows adequate level of thinking and analysis. Standard of presentation, organization and appropriateness of application is adequate. Some level of additional input is provided.

B-82 - 80%

Work is below graduate level expectations, marginally passing. Presentation is rather general, superficial, or incomplete and not very well written. Indicates minimal level of individual thought or effort with inadequate attempts at application.

C 70-79%

Work is clearly unsatisfactory. It is poorly written and presented, shows poor analysis, misses important elements and lacks any noticeable attempts at application.

F 69% and below

Fails to meet minimum acceptable standards.

Class Attendance:

All students are expected to attend all class meetings. We do understand that from time to time, family, personal and or work emergencies may arise. In those circumstances, please contact your professor immediately. A student who misses more than two classes is subject to withdrawal from the class by Dean Metzler and a final grade of "F" in the course.

Late Papers: Late papers are not accepted unless the student has a documented medical or other emergency.

Incompletes:

Incompletes are given in only the most extraordinary circumstances and with appropriate documentation. Where an incomplete is granted, a grade of "N" shall be granted until the work is handed in and then the grade shall be changed accordingly.

Citation System:

Students must use APA style in all papers submitted in the course.

Turnitin.com:

Students agree that by taking this course all required papers may be subject to submission for Textual Similarity Review to Turnitin.com for detection of plagiarism. All submitted papers will be added as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers in the future. Use of the Turnitin.com service is subject to the terms of use agreement posted on the Turnitin.com site.

Grade:

Distribution:	Final	40% (final research paper, minimum 20 pages, maximum 25 pages not including resources listing)
	Midterm Exam	35% (in class, closed book midterm exam)
	Assignments	20% (two research papers due before mid-term, 2,500 words (not including resource listing))
	Class Participation	5% (sign in sheets will be used)

THE CONTENTS OF THIS SYLLABUS ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE PROFESSOR. ANY CHANGES WILL BE MADE KNOWN TO THE CLASS AT THE EARLIEST POSSIBLE DATE.

CLASSROOM DISCUSSION AND ASSIGNMENTS SCHEDULE

Class	Reading Guide & Homework
Class 1: January 19 Course introduction and overview, review of syllabus, course expectations and grading system, discussion of assigned readings and assignments	Participant Introductions Discuss: Selected article TBA Assign: 2 papers, 2,500 words each; due dates see below Audio/Video Excerpts: TBA
Class 2: January 26 Recruiting and Hiring	Discuss: Chapters 4, and 5, AHRM Section One MP Q and A: regarding mid-term and writing assignment Audio/Video Excerpts: TBA
Class 3: February 2 Personnel Practices	Discuss: Chapter 6, AHRM Section Five MP 2,500 paper due by 2pm 2/1/10 today Video Excerpt: TBA
Class 4: February 9 Addressing Problem Behavior and Termination	Discuss: Chapter 7, AHRM Section Six MP Exercise: TBA Audio/Video Excerpt: TBA
Class 5: February 16 Illegal Discrimination	Discuss: Chapter 2, AHRM Audio/Video Excerpt: TBA
Class 6: February 23 Investigations	Discuss: Selected articles TBA 2,500 paper due by 2pm 2/22/10 today Audio/Video Excerpt: TBA
Class 7: March 2 Diversity	Discuss: Section Two MP Q and A: regarding midterm and final exam Audio/Video Excerpt: TBA
No Class: March 9	SPRING BREAK
Class 8: March 16 Labor Relations	Discuss: Chapter 10, AHRM
Class 9: March 23	Midterm Exam

Class 10: March 30 Incentives to Excel and People Skills	Discuss: Sections Three and Four MP Audio/Video Excerpt: TBA
Class 11: April 6 Conflict Management	Discussion: Selected Articles TBA
Class 12: April 13 Privacy Issues	Discuss: Selected Articles TBA Audio/Video Excerpt: TBA
Class 13: April 20 Work Life Balance	Discuss: Selected Articles TBA
Class 14: April 27 Multinational Corporations Trends	Discuss: Selected pages from <i>Exploring Employee Relations</i> by Mike Leat (see Blackboard)
Class 15: May 4 Last Class Negotiating	Discuss: Selected articles from <i>Exploring Employee Relations</i> by Mike Leat (see Blackboard) Exam Review
Final Exam: May 7-8 and May 10-15	Final Paper due date will be determined in conjunction with the University Schedule.

Assignments:

Assignments listed in the syllabus are due at the beginning of class on the date listed in the syllabus. Homework will be accepted the first 15 minutes of the class. Any work submitted after that time will be considered late and will not be accepted. **Unless specifically excluded by the professor, homework is expected to be submitted (even if it is not mentioned in class).** All assignments must be typed unless otherwise directed by the instructor.

Quizzes:

The professor reserves the right to administer unscheduled quizzes.

Grades:

A student who wishes to appeal a grade should immediately consult with the professor. If dissatisfaction remains, the student should meet with Dean Metzler. Further appeals must be filed in adherence with the University Grievance Policy.

Make Up Policy:

Homework – May not be made up. Assignments are due on the day established by the professor. Late work will not be accepted

Exams – Can be made up only if the professor has received advance notice and explanation of the student’s absence. If you are not aware of your absence until the day of the exam (e.g., illness), please send the professor an e-mail. You will also need to provide verification of the reason for the absence.

Students are expected to be present for all exams. This means that students must be present at the start of all in-class exams. Where a student arrives after the start of an exam, that exam will suffer an automatic one letter grade deduction. This shall not apply where the student has been granted an accommodation in advance by the professor or where the professor determines that extraordinary circumstances require said lateness.

Students with Disabilities Policy

Students with documented disabilities have the right to specific accommodations that do not fundamentally alter the nature of the course. Some accommodations might include note takers, books on tape, extended time on assignments, and interpreter services among others. Students must obtain an official letter from the Academic Resource Center listing the exact accommodations needed.

Students with disabilities should contact the Academic Resource Center (Leavey Center, Suite 335; 202-687-8354; arc@georgetown.edu; <http://ldss.georgetown.edu/index.cfm>) before the start of classes to allow their office time to review the documentation and make recommendations for appropriate accommodations. If accommodations are recommended, you will be given a letter from ARC to share with your professors. You are personally responsible for completing this process officially and in a timely manner. Neither accommodations nor exceptions to policies can be permitted to students who have not completed this process in advance.

Honor System

All students are expected to follow Georgetown's honor code unconditionally. If you have not done so, please read the honor code material located online at: <http://gervaseprograms.georgetown.edu/honor/system/>

The Honor Pledge

In pursuit of the high ideals and rigorous standards of academic life I commit myself to respect and to uphold the Georgetown University honor system;

To live out a commitment to integrity in all my words and actions;

To be honest in every academic endeavor;

And to conduct myself honorably, as a responsible member of the Georgetown community as we live and work together;

To live out the ideals of Georgetown University I commit myself to be a person for others in my daily life, respectful of difference and disagreement;

To care for this venerable campus and all of those with whom I share it;

And to fulfill in all ways the trust placed in me to carry on the Georgetown tradition.