

Course Outline

Management and Organizational Studies
The University of Western Ontario
Fall 2011

MOS 3352 F-001- Industrial Relations and Labour Studies

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Office hours: Tues. 5:45-6:45 PM and by
appointment
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Lecture
Tues. 7:00-10:00 PM in SSC 3014

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Course Description

This course will provide students with a working knowledge of industrial relations theories and processes in Canada and their implications for workers, for employers, and for society.

Required Texts

- Mark P. Thomas, *Regulating Flexibility: The Political Economy of Employment Standards* (McGill-Queen's University Press, 2009)
- Peirce, Jon, and Karen Joy Bentham. *Canadian Industrial Relations*. Third edition (Scarborough: Prentice Hall 2007)

Assignments

- Participation:

During most sessions, students will have the opportunity to engage in **active discussion** led by the instructor. Student participation will be assessed on an ongoing basis for evidence of active learning.

••Book review:

Each student is required to provide an analytic review of *Regulating Flexibility: The Political Economy of Employment Standards*. This review should be no less than 7 and no more than 8 full pages (**12-gauge size, Times New Roman font**) in length (excluding footnotes) and will be due on October 11th, 2011.

Please go to the following link:

<http://writing.wisc.edu/Handbook/CriNonfiction.html>

Peruse it as well as all links found on the right-hand side of the screen before and while writing your review.

••Case Study

Detailed instructions for this assignment will be handed out on the first day of class.

••Exam:

The exam will be comprised of a combination of definitions, short answers and essay questions. Any material that has been discussed in class or which appears in assigned readings will be potential material for the exam.

Assessment		
Component	Value	Due date
PARTICIPATION	15%	weekly
BOOK REVIEW	20%	Tues. Oct. 11th
CASE-STUDY	30%	Tues. Nov. 22nd
EXAM	35%	Final Exam Period

Grade descriptors: *The University of Western Ontario Senate has adopted a set of grade descriptors which explain the meaning of grades assigned in all university courses:*

A+	90-100%	One could scarcely expect better from a student at this level
A	80-89%	Superior work which is clearly above average
B	70-79%	Good work, meeting all requirements, and eminently satisfactory
C	60-69%	Competent work, meeting requirements

D	50-59%	Fair work, minimally acceptable
F	below 50%	Fail

Grading criteria

All written work will be evaluated using a four-part grading rubric:

1. *Writing style*: Effectiveness of prose (clarity, word choice, avoiding flowery language, etc.) and technical correctness (e.g., spelling, grammar, syntax).
2. *Logical organization*: Written structure and quality of argumentation. Extent to which the essay is internally consistent, well-focused, and uses formal essay structure (introduction, body, conclusion). Includes citations/footnotes and bibliography on assignments wherever appropriate.
3. *Knowledge and application of relevant material*: Good selection and integration of relevant material. Effective use of evidence in arguments.
4. *Judgment*: Selection of appropriate material and line of argument to answer the question; well-supported conclusions; avoidance of tangents; selection of points of comparison (similarities and contrasts); demonstration of careful reading and analysis as opposed to unfounded opinion and generalization.

Course Logistics and Policies

YOU are responsible to ensure that you know and abide by all the requirements contained in this outline. Ignorance of such will not be considered a reasonable ground for any dispensation.

•Policy on Course Outlines:

It is the policy of the dept. not to provide students with hard copies of outlines. Please print a copy that you may refer to regularly throughout the term.

•Policy on Accommodation:

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may wish to contact Services for Students with Disabilities (SSD) at 661-2111 #82147 for any specific questions regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>.

••**Support Services:** Students experiencing difficulties with their writing, study habits, anxiety/depression, or other related issues are strongly advised to seek assistance from Counselling and Student Development Services.

•**Policy on Maintaining a Respectful Learning Environment:**

Meaningful discussions will likely result in disagreements between contending parties. Please try to contend with others' opinions in a mature and respectful manner and listen to them fully before responding. Please do not talk over other people, interrupt, or hold side conversations. Serious violators of these basic principles of respect will lose points from their participation grades and may, in extreme cases, be asked to leave the classroom. For more information on disruption of instructional activities, please refer to UWO's Code of Student Conduct:

<http://www.uwo.ca/univsec/board/code.pdf>

•**Policy on Laptops, Cellphones, and Other Technology:**

Students are welcome to use laptops in class *only* for purposes related to the course at hand, that is, to view materials on the course website and/or to take notes. They are not, however, permitted to surf the Internet, check email, send messages or otherwise use devices that may disrupt the classroom environment. Failure to abide by this policy will be reflected in students' 'participation' grade.

Cellphones must be turned off (not switched to vibrate) in class and may not be used during class time. Exceptions are permitted for urgent situations (e.g., health or other urgent matters). You are asked to notify the instructor in advance if you are experiencing such exigent circumstances.

Absolutely no digital (video or audio) recording of the lectures is permitted, except for the private use of recordings for students with disabilities. Persons requiring such accommodation are asked to notify the instructor in advance.

•**Policy on Submission of Written Work:**

In an effort to allow students the flexibility they need in order to co-ordinate assignments for this class with their other course work, all deadlines (save that of the final exam) are subject to a one week 'extension.' What this means is that **you** are expected to manage your work schedule appropriately, so that you can hand in all your course work on time. Since only you know what assignments you have due and when, you have the opportunity of submitting your work on **either** the day that has been assigned, above, as the deadline, **or** the following lecture one week later (of course, you are always able to hand in work earlier...) If you choose to take the 'extension' the instructor does not need to know the reason why. Be advised, however, that after the second 'deadline' has passed students will receive a "zero" for that assignment. Students are still required to hand-in an assignment in order to pass the course (see below). The instructor **may** accept late submissions that are owing to "serious and unforeseeable" mitigating circumstances (and no, a computer failure does not count as unforeseeable given how easily work can be 'backed up') at her discretion and with **appropriate documentation**.

All assignments are due in class. Students may hand them in before lecture begins, during the break or as soon as lecture ends. Students are not permitted to hand them in during the lecture or class-time.

All written assignments must be completed in order to pass this course. Failure to turn in an assignment will result in course failure regardless of the accumulated marks on remaining assignments.

•Policy on Extensions for Medical Reasons: UWO's Medical Accommodation Policy

In May, 2008, The Senate of UWO approved a medical note policy that affects all students. Any request for accommodation covering course work worth more than 10% of the final mark must be submitted by the student directly to the appropriate Faculty Dean's Office and not to the instructor. The Dean's Office will determine whether accommodation is warranted. Please follow the procedures as set out by the University and see your Academic Counseling office to present your case and documentation before asking for an extension without penalty.

If, on medical or compassionate grounds, you are unable to meet your academic responsibilities, i.e., unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic accommodation will not be granted automatically on request. You must demonstrate that there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered. Read the instructions carefully. In all cases, action must be taken at the earliest possible opportunity, preferably prior to the scheduled examination, test or assignment.

1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance. The course outline should include the preferred method of contact (e-mail, phone, etc.).
2. Inform the instructor prior to the date of the scheduled time of the test or examination or due date of the assignment. If you are unable to contact the instructor, leave a message for him/her at the department office.
3. Bring your request for accommodation to the Academic Counselling Office, Room 2105, Social Science Centre, telephone 519 661-2011 or fax 519 661-3384. Be prepared to submit documentation of your difficulties.
4. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of the test or examination reweighted on a retroactive basis is not permitted.

Policy: https://studentservices.uwo.ca/secure/medical_accommodations_link_for_OOR.pdf

Medical certificate/form: <http://www.uwo.ca/univsec/handbook/appeals/medicalform.pdf>

TERM TESTS and MID-TERM EXAMS

1. If you are unable to write a term test, inform your instructor (preferably prior to the scheduled date of the test). If the instructor is not available, leave a message for him/her at the department office.

2. Be prepared, if requested by the instructor, to provide supporting documentation (see below for information on acceptable forms or documentation). Submit your documentation to the Academic Counselling Office.
3. Make arrangements with your professor to reschedule the test.
4. The Academic Counselling Office will contact your instructor to confirm your documentation.

FINAL EXAMINATIONS

1. You require the permission of the Dean, the instructor, and the Chair of the department in question to write a special final examination.
2. If you are unable to write a final examination, contact the Academic Counselling Office in the first instance to request permission to write a special final examination and to obtain the necessary form. You must also contact your instructor at this time. If your instructor is not available, leave a message for him/her at the department office.
3. Be prepared to provide the Academic Counselling Office and your instructor with supporting documentation (see below for information on documentation).
4. You must ensure that the Special Examination form has been signed by the instructor and Department Chair and that the form is returned to the Academic Counselling Office for approval without delay.

LATE ASSIGNMENTS

1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
2. Submit documentation to the Academic Counselling Office.
3. If you are granted an extension, establish a due date.
4. Extensions beyond the end of classes must have the consent of the instructor, the Department Chair and Dean. A Recommendation of Incomplete form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the Department Chair, and the Dean's representative in the Academic Counselling Office.

SHORT ABSENCES

If you miss a class due to a minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate.

EXTENDED ABSENCES

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. This must be done by the appropriate deadlines. (Refer to the Registrar's website for official dates.) The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed of your difficulties.

DOCUMENTATION

- **Personal Illness:** If you consult Student Health Services regarding your illness or personal problem, you should request a Student Medical Certificate from the physician. Once your

documentation has been assessed, the academic counsellor will inform your instructor that academic accommodation is warranted.

- If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The off-campus medical certificate form must be used.
<http://www.uwo.ca/univsec/handbook/appeals/medicalform.pdf>. The doctor must provide verification of the severity of the illness for the period in question. Notes stating "For Medical Reasons" are not considered sufficient.
- **In Case of Serious Illness of a Family Member:** Obtain a medical certificate from the family member's physician.
- **In Case of a Death:** Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.
- **For Other Extenuating Circumstances:** If you are not sure what documentation to provide, ask an Academic Counsellor.

Note: Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offense (see below) and you will be subject to academic sanctions.

ACADEMIC CONCERNS

- You need to know if your instructor has a policy on late penalties, missed tests, etc. This information may be included on the course outline. If not, ask your instructor.
- You should also be aware of attendance requirements in courses such as Business and English. You can be debarred from writing the final examination if your attendance is not satisfactory.
- If you are in academic difficulty, check the minimum requirements for progression in your program. If in doubt, see your Academic Counsellor.
- If you are registered in Social Science courses but registered in another faculty (e.g., Arts or Science), you should immediately consult the Academic Counselling Office in your home faculty for instructions.

FAILED YEAR

Procedures for completing a [Waiver of the Progression Requirements](#) (DEADLINE IS JUNE 30).
[Click here for BMOS Waiver of Progression Requirements](#).

In your petition letter, you must address all of the following questions:

- What were the extenuating circumstances which contributed most significantly to your poor academic performance.) When did the problem(s) arise? Appropriate supporting documentation (eg. medical note from a doctor to document problems, or a letter from a family member or close personal friend to support compassionate grounds) must be submitted with the petition. If you need more information regarding the submission of appropriate documentation, please contact the Dean's Office.
- Answer the following questions:
 1. What attempts did you make at the time you were encountering problems that affected your academic performance to contact your instructors, Academic Counsellors, the staff in Student Development Centre (Learning Skills Counsellors), the Ombudsperson, or Student Health Services?
 2. What academic accommodation did you request at the time you were experiencing major problems that were affecting your academic performance?

3. What steps did you take to minimize the impact on your academic work of the difficulties that you were encountering?
 4. Approximately what percentage of classes did you attend in each course?
 5. What assignments/tests/labs/quizzes/exams did you complete in each course?
 6. Please record the grades you received for assignments/labs/tests/quizzes/exams, etc in each course. If you failed to complete all the course requirements, explain and provide reasons.
 7. Please list the final grade earned in each course in which you were registered during the past academic year.
- Why do you think you would be successful in University-level academic studies, if your petition was granted?
 - What are your academic goals?
 - What is your long-term degree/program objective?
 - In what specific program do you wish to register during the coming year?
 - What specific courses do you wish to take during the coming year?

NOTE: In (b) and (c), do not list courses or programs for which you are not currently eligible. You must check the prerequisites for the program and courses you wish to take.

•Policy on Plagiarism

Plagiarism is an intentional act of academic dishonesty and intellectual theft. “Flagrant plagiarism” occurs when complete portions of one or more written texts are copied, but no quotation marks are used to indicate that the words have been borrowed even if a citation of the source has been included. “Disguised plagiarism” happens when the original text is “disguised” by changing only a few words, even if a citation is included. Whether flagrant or disguised, plagiarism is a serious academic offence. The texts and materials (including web-based materials) borrowed from others must be acknowledged. The acknowledgment must include quotation marks around the material used, and a notation giving specific source information. **Please note that even unintentional plagiarism will be met with great seriousness.** The best way to avoid any problems is to be forewarned.

Students are advised to consult the following pamphlet, produced by UWO’s Ombuds Office, for advice on avoiding cheating, plagiarism and unauthorized collaboration:

<http://www.uwo.ca/ombuds/student/cheating.html>

••Procedures and Penalties:

- **Faculty Discretion:** Instructors have the discretion to distinguish between plagiarism and errors in citation that appear to be harmless and inadvertent. If academic dishonesty is not suspected, the instructor may choose to give a verbal warning, or suggest a rewrite, with penalty, regarding the mistake. However, the instructor may also choose to seek consultation with the Chair of the Department to determine if formal reporting is appropriate.
- **Formal Reporting:** If a faculty member believes that a student has engaged in plagiarism or related forms of academic dishonesty (such as submitting the same paper in two separate courses or submitting a paper completed in a previous course), the instructor will begin formal reporting procedures.
 - The instructor gathers the evidence of academic dishonesty.

- The instructor notifies the Chair of the Department and the student of the suspected offence and schedules a meeting for the three parties to discuss the issue.
- If the Chair finds that an offence has occurred, the Chair will write a recommendation outlining the case and the penalty to the Academic Dean.
- After the Dean's Office has reviewed the case with the student, and if the Dean concurs with the Department, the instructor and/or the college will institute the agreed upon penalties.
- **Penalties:** Penalties will reflect the severity of the offence. Penalties may range from receiving a zero on the assignment, to course failure (even in first-offence cases) where gross and substantial plagiarism has clearly occurred . Penalties may include consequences as severe as expulsion from the College. **See the UWO Academic Calendar under “Academic Rights and Responsibilities.”**

●●**Plagiarism Checking:** All required papers may be subject to submission in electronic form for textual similarity review to the commercial plagiarism detection software under license to the University of Western Ontario for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently in place between UWO and Turnitin.com (<http://www.turnitin.com>).

Schedule of Classes and Readings

Week 1: Sept. 13th

Introduction: Overview of the course.
Hand-out of instructions for case-study assignment.
Lecture: The Present Labour-Relations Environment

Week 2: Sept. 20st

Chapter 2: *The Environment and Management of Industrial Relations*
Lecture: Theories and Models of Labour-Relations

Week 3: Sept. 27th

Chapter 3: *The History of the Canadian Labour Movement*
Lecture: The Role of Labour in Progressive Social Legislation

Week 4: Oct. 4th

Chapter 4: *Union Membership and Structure*
Chapter 5: *Union Actions and Impacts*
Lecture: How Unions are structured and what they Do

Week 5: Oct. 11th

Chapter 6: *Employment Legislation*
Lecture: Legal Framework for non-unionized Workers

Week 6: Oct. 18th

Chapter 7: *Collective Bargaining Legislation*
Lecture: The Law's Role in Collective Bargaining

Week 7: Oct. 25th

Chapter 8: *Labour Relations and Collective Bargaining in the Public Sector*
Lecture: Differences in the Public and Private Sector

Week 8: Nov. 1st

Chapter 9: *Collective Bargaining Structures and Processes*
Lecture: What is Collective Bargaining and how does it Work?

Week 9: Nov. 8th

Chapter 10: *The Collective Agreement*
Lecture: What is a Collective Agreement and why is it Important?

Week 10: Nov. 15th

Chapter 11: *Strikes, Lockouts, and Dispute Resolution*
Lecture: The Good, the Bad and the Ugly

Week 11: Nov. 22nd

Chapter 12: *Grievances: Function, Resolution, and Prevention*
(in particular read the 'Iko Case' in its entirety and be prepared to discuss it.)
Lecture: The Importance of Grievances and their Resolution

Week 12: Nov. 29th

Chapter 13: *Industrial Relations around the World*
Lecture: The Brave New World of Globalization

Week 13: Dec. 6th

Chapter 14: *Key Themes and Issues and review*