

COURSE SYLLABUS



COURSE TITLE: BUS 313 Employee and Labour Relations

CLASS SECTION: 02

TERM: Winter 2025

COURSE CREDITS: 3

DELIVERY METHOD(S): Face to Face

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̓SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

Camosun College requires **mandatory attendance for the first-class meeting** of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space will be offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Sonja Kennedy (pronounced Son-yah)

EMAIL: KennedyS@Camosun.ca

OFFICE: Virtual and face to face appointments available by appointment (before class)

HOURS: By appointment – book early!

*I am committed to provide an **inclusive learning environment**. If you experience barriers to learning in this course, please discuss this with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

CALENDAR DESCRIPTION

This course provides learners will an in-depth view of the traditions, issues, and future trends in employee and labour relations in Canada. Students will learn the legal frameworks and systemic processes including an analysis of pertinent sections of the BC Labour Code. Emphasis will be placed on how employers and trade unions can effectively manage their legal duties and obligations while maintaining productive union-management relationships. In large simulations, students will practice collective bargaining, contract interpretation and analysis of the arbitration process.

PREREQUISITE(S): Letter grade of C in [BUS 210](#)

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- Develop and articulate an informed perspective on current on labour relations issues by analyzing them through the LR framework

- Analyze and apply the BC Labour Code to labour relation processes such as unfair labour practices, arbitration, and employee relations
- Interpret and practice the fundamentals of collective bargaining used in the complex negotiation processes to break impasse such as strikes, lockouts, mediation and interest arbitration.
- Evaluate the influence of organizational culture on union-management relationships within a work context and identify future strategies to increase collaboration between parties
- Apply the principles of progressive discipline in analyzing grievance arbitration processes to determine appropriate discipline.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Suffield, L. & Gannon, G. (2023). *Labour relations*, 6th edition. Toronto, Ontario: Pearson Education.
[British Columbia: Labour Relations Board](#)
[Labour Relations Code](#)

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice.

NEED to UPDATE TABLE BASED ON NEW CHAPTERS – Class dates have been updated

WEEK of	Topic	Readings	Activity
Week 1 January 7	Intro to LR/ER Unions & their History Framework for Labour Relations	Chapters 1 & 2	Welcome, expectations, overview, introductions
Week 2 Jan 14	Employers, Governments, LRB, Other Parties, and the External Environment	Chapters 3, 4, 5 Part 1 Labour Relations Code: Duties of the Code	Email instructor with names of 3 people you would like to work with by 17 th 5pm
Week 3 Jan 21	Union Organizing Drive Certification	Chapter 6 BC Labour Relations Code, Part 3 - Division 1 to 3	Assigned bargaining teams on D2L. In bargaining groups, choose articles. Identify whom is bargaining which articles. Email Instructor with this information by 5 pm Jan 24
Week 4 Jan 28	Unfair Labour Practices	Chapter 6 BC Labour Relations Code, Part 2	
Week 5 Feb 4	The Collective Agreement & Administration of the Collective Agreement	Chapter 7 BC Labour Relations Code, Part 3 - Division 1 to 3	Exam review. Bring draft proposal to online class
Week 6 Feb 11	Term Test 1 (Exam is held during class time- in-person only)	This test covers: Chapters 1,2,3,4,5,6,7	After the test, please read Chapter 8 of your text, as well as BC Labour Relations Code Part 4 – Division 1 to 3 and watch the Video Lecture “Negotiating the Collective Agreement” prior to next class

Week 7 Feb 18	Reading Break		
Week 8 Feb 25	Contract Dispute Resolution (Strikes/Lockouts)	Chapter 9 BC Labour Relations Code, Part 5 & 6, Strikes, Lockouts and Picketing & Essential Services	Assignment: Bargaining Proposal due by noon on Feb 28.
Week 9 March 4	Administration of the Collective Agreement – Discipline & Arbitration Part 1. Disciplinary Letter Assigned	Chapter 10 BC Labour Relations Code, Part 8	
Week 10 March 11	Administration of the Collective Agreement – Discipline & Arbitration Part 2.	Chapter 10 BC Labour Relations Code, Part 8	Bring Corrected Proposal to class prepared to discuss Exam Review
Week 11 March 18	Term Test #2 during class-time (Ch 8, 9, & 10 plus framework)	<u>In-person exam</u>	
Week 12 March 25	Bargaining Practice		All class – practice very important class to attend
Week 13 April 1	Bargaining Simulation all class <u>Bargaining Simulation during class time</u>		Assignment: Exchange of proposals and bargaining. Proposal pkg (one per team) to be emailed to opposing team AND YOUR INSTRUCTOR by noon on Sunday March 30. After Bargaining - Green sheet due by noon Thursday, April 3rd.
Week 14 April 8	<u>Debrief Bargaining Session. Review of Disciplinary letters</u>		Assignment: Disciplinary letter assignment due 9am on the day of class

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Term Test 1	25
Term Test 2 (with Framework questions)	25
Bargaining Proposal- writing (15% individual) and exchange (15% individual)	30
Disciplinary letter (individual)	20
<u>Total</u>	100

COURSE GUIDELINES & EXPECTATIONS

Attendance

To get the most out of this course, students are expected to attend all classes and be on time. It is your responsibility to acquire all information given during a class missed, including notes, hand-outs, changed exam dates etc.

Due Dates and Late Assignments

The due dates are established in accordance with the course and term duration. The purpose of the due dates is to help both you and I to get the assignments done so that they can be assessed in a timely manner. Just as you need time to complete the assignments, I need enough time to grade them. As such, the due dates are fixed (unless you have an approved academic accommodation through CAL) and it is expected that students will hand in assignments on time.

Assignment marks, comments, and feedback will be returned to students in a timely manner, usually within 1-3 weeks, depending on the length of the assignment. All assignments must be handed in by the time indicated (on the assignment, or on D2L). **Late assignments will result in a zero grade. Late assignments will not be accepted.**

Assignment Formatting & Academic Integrity

The School of Business uses APA 7 style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College citation guides:

<http://camosun.ca/libguides.com/apa7>

- Submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor. Not doing so will result in **academic misconduct**.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College's Academic Integrity Policy. See Camosun's (2021) policy at: <https://legacy.camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf>.
- **If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.**

Exam Procedures

All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be offered at the discretion of the instructor, **only if** the following is provided by the student:

- a) Notifies the instructor in advance of the exam **(not after the exam has begun)**.
- b) Provides documented evidence of the circumstance (e.g. medical certificate).

Study Habits

Good and regular study habits are essential to do well in this course. You should plan on a weekly minimum of 6 hours outside of scheduled class time for the completion of readings, assignments and for general studying. Joining a study group can help make this more achievable. Read chapters in advance of class, as lectures provide an overview of what is assigned for reading but will not cover all chapter materials. Lectures supplement your reading of the textbook. Lecture presentations will be uploaded to the course website. These should be used as a study guide, not as your sole source of information. You will need to write down additional key words for examples and explanations given during lecture and review text and videos to support your understanding. It is also recommended practice to transform lecture notes into a study-friendly format after each lecture, incorporating additional information from your textbook. Study these notes before the next class to prepare yourself for new material, which will often build on previously covered material. Please take advantage of office hours if you need extra clarification and help.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

USE OF AI-BASED WRITING TOOLS

This is specifically about ChatGPT but applies to using any artificial intelligence technology in this class. ChatGPT is an AI-based language model that can generate human-like text and is available to students in this course. However, its use is limited to idea generation only. The purpose of this section is to outline the guidelines for using ChatGPT in this course and to specify the restrictions on its use.

- Students may use ChatGPT or other AI-based language models to assist with generating ideas or writing prompts, but the final product must be their own original work. It is essential that students recognize the importance of generating their ideas and thoughts to enhance their critical thinking, problem-solving, and decision-making skills. Therefore, the use of ChatGPT should be seen as a supportive tool, rather than a replacement for students' ideas and efforts.
- Students are not permitted to use ChatGPT or other AI-based language models to complete assignments or exams. Any use of ChatGPT or other AI-based language models for such purposes will be considered academic dishonesty and will result in appropriate action being taken, in line with the College's academic integrity policies.
- If using ChatGPT or other AI-based language models to generate ideas, students must cite the use of ChatGPT or other AI-based language models in their work, following the style guidelines for the course.
- Students are responsible for understanding the limitations and potential biases of ChatGPT and other AI-based language models and for critically evaluating their output.
- The use of ChatGPT or other AI-based language models is not a substitute for participating in class discussions or completing course readings.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>. Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](http://camosun.ca/services/accessible-learning/) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <http://camosun.ca/services/accessible-learning/>

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841.

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosuncollege-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.
