COURSE SYLLABUS

![Camosun College logo]

COURSE TITLE:	BUS 313 Employee and Labour Relations
CLASS SECTION:	D01
TERM:	Winter 2024
Classroom:	5:30 pm synchronous online (Zoom) - 14 Weeks

For COVID-19 information, please visit https://legacy.camosun.ca/covid19/index.html.

INSTRUCTOR DETAILS

NAME:	Sonja Kennedy (she/her)
EMAIL:	kennedys@camosun.ca
HOURS:	Please email me for an appointment well in advance of due dates for assignments

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them 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.

Prerequisites
All 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

A microphone, reliable internet, and video camera are required for this class. Suffield, L. & Gannon, G. (2020). *Labour relations, 5th 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, as deemed appropriate by the instructor.

WEEK of	Topic	Readings	Activity
Week 1 January 8	Intro to LR/ER History of Unions Framework for Labour Relations	Chapters 1 & 2	Welcome, expectations, overview, introductions
Week 2 Jan 15	Employers, Unions, Governments, LRB, & Other Parties	Chapters 3, 4, 5 Part 1 Labour Relations Code: Duties of the Code	Self-enrollment deadline for Bargaining Groups - Jan 19th 11:59 pm
Week 3 Jan 22	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 by 6 pm Jan 25
Week 4 Jan 29	Unfair Labour Practices	Chapter 6 BC Labour Relations Code Part 2	
Week 5 Feb 5	The Collective Agreement & Administration of the Collective Agreement (Up to & including Grievances)	Chapter 7 Chapter 10 (pages 215-231) BC Labour Relations Code, Part 3 - Division 1 to 3	Exam review. Bring draft proposal to online class
Week 6 Feb 12	Term Test 1 (Exam is on D2L no class today) Online	This test covers: Chapters 1,2,3,4,5,6,7, and 10 (pages 215-231)	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"
Week 7 Feb 19-23	Family Day and Reading Break		

Week 8 Feb 26	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 (pages 231-250) BC Labour Relations Code, Part 8	
Week 10 March 11	Administration of the Collective Agreement – Discipline & Arbitration Part 2.	Chapter 10 (pages 231-250) BC Labour Relations Code, Part 8	Bring Corrected Proposal to class prepared to discuss Exam Review
Week 11 March 18	Term Test #2 online Remote on D2L during classtime (Ch 8, 9, & 10 plus framework)	Online (D2L)	
Week 12 March 25	Bargaining Practice		All class – practice very important class to attend
Week 13 April 1 (Mar 29/Apr 1 is stat)	Bargaining Simulation all class Bargaining Simulation during class time		Assignment: Exchange of proposals and bargaining. Proposal pkg (one per team) to be emailed to opposing team AND SONJA by noon on Sunday March 31. Green sheet due by noon April 3rd.
Week 14 April 8	Debrief Bargaining Session. Review of Disciplinary letters		Assignment: Disciplinary letter assignment due noon on 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 noticed is required. Deadlines scan be reviewed on the CAL exams page. 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 (20% individual) and exchange (10% individual)	30
Disciplinary letter (individual)	20
Total	100

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE GUIDELINES & EXPECTATIONS

See the course D2L site for assignment instructions and grades, rubrics, course materials, and handouts for class. Important information will be posted in the course **News**; ensure you read each item. Due date reminders also appear on the course home page. If you have any questions or concerns, please ask!

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.

SCHOOL OR DEPARTMENTAL INFORMATION

School of Business Academic Honesty Guidelines

The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is the **student's responsibility** to become familiar with the guidelines, definition, and consequences of academic dishonesty.

School of Business Academic Honesty Guidelines

Acts of academic dishonesty include, but are not limited to:
- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.

- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

Assignments & Exams

Assignment Formatting
The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See https://camosun.libguides.com/apa7

- *Submit all assignments into the D2L drop box 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.**

a. Students must submit their assignments on the due date. A grade of zero will be assigned to late submissions. There are no additional assignments or make up exams of any kind if you performed poorly on an assignment, midterm or final exam.
b. EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances which must be submitted and then accepted by the instructor. Please advise your instructor **promptly**.
c. Students registered through the Centre for Accessible Learning (CfAL) should discuss timelines with their instructors **at the beginning of each semester.**
d. Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes from RNs, chiropractors, massage therapists, etc., will not be accepted. Electronic notes will not be accepted. Medical documentation must be received no later than 1 week after the student's absence.
e. 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 Student Conduct Policy.

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.

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 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 (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 Integrity

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

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 http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/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 250-3703841

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/camosun-college-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.