

LSC Use Only Proposal No:
LSC Action-Date:

UWUCC Use Only Proposal No: 1449

UWUCC Action-Date: AP-9/16/14

Senate Action Date: App 10/7/14

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person(s) Michael Korn	Email Address mkorns@iup.edu
Proposing Department/Unit Employment and Labor Relations	Phone 7-4424

Check all appropriate lines and complete all information. Use a separate cover sheet for each course proposal and/or program proposal.

1. Course Proposals (check all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> Course Prefix Change | <input type="checkbox"/> Course Deletion |
| <input checked="" type="checkbox"/> Course Revision | <input checked="" type="checkbox"/> Course Number and/or Title Change | <input type="checkbox"/> Catalog Description Change |

Current course prefix, number and full title: ELR480 Practices and Procedures of Collective Bargaining

Proposed course prefix, number and full title, if changing: ELR480 Introduction to Negotiations and Conflict Resolution

2. Liberal Studies Course Designations, as appropriate

This course is also proposed as a Liberal Studies Course (please mark the appropriate categories below)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Learning Skills | <input type="checkbox"/> Knowledge Area | <input type="checkbox"/> Global and Multicultural Awareness | <input type="checkbox"/> Writing Across the Curriculum (W Course) |
| <input type="checkbox"/> Liberal Studies Elective (please mark the designation(s) that applies – must meet at least one) | | | |
| <input type="checkbox"/> Global Citizenship | <input type="checkbox"/> Information Literacy | <input type="checkbox"/> Oral Communication | |
| <input type="checkbox"/> Quantitative Reasoning | <input type="checkbox"/> Scientific Literacy | <input type="checkbox"/> Technological Literacy | |

3. Other Designations, as appropriate


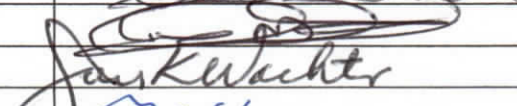
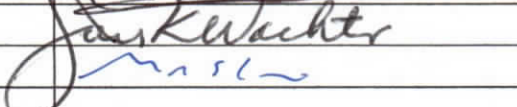
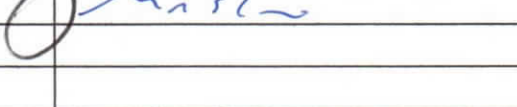
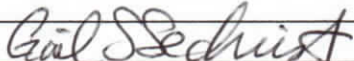
- | | |
|--|---|
| <input type="checkbox"/> Honors College Course | <input type="checkbox"/> Other: (e.g. Women's Studies, Pan African) |
|--|---|

4. Program Proposals

- | | | | |
|---|--|--|------------------------------------|
| <input type="checkbox"/> Catalog Description Change | <input type="checkbox"/> Program Revision | <input type="checkbox"/> Program Title Change | <input type="checkbox"/> New Track |
| <input type="checkbox"/> New Degree Program | <input type="checkbox"/> New Minor Program | <input type="checkbox"/> Liberal Studies Requirement Changes | <input type="checkbox"/> Other |

Current program name: _____

Proposed program name, if changing: _____

5. Approvals	Signature	Date
Department Curriculum Committee Chair(s)		5/9/14
Department Chairperson(s)		5/19/14
College Curriculum Committee Chair		5/29/2014
College Dean		5.14.14
Director of Liberal Studies (as needed)		
Director of Honors College (as needed)		
Provost (as needed)		
Additional signature (with title) as appropriate		
UWUCC Co-Chairs		9/23/14

Received

SEP 23 2014

Liberal Studies

Received

MAY 30 2014

Liberal Studies

Summary of Proposed Revisions

- Change course title from Practices and Procedures of Collective Bargaining to Introduction to Negotiations and Conflict Resolution.
- Shift primary objective of the course from a focus on collective bargaining in a unionized environment to a more general approach on negotiations and conflict resolution in various workplace settings.
- Update texts and resource material to reflect current approaches to negotiations and conflict resolution.
- Include a negotiation simulation.

Justification/Rationale of Proposed Revisions

ELR480 Practices and Procedures of Collective Bargaining was the undergraduate offering of the course ELR613 Fundamentals of Employment and Labor Relations. The course focused entirely on negotiations from a unionized collective bargaining perspective. It has not been taught in over ten years and the department does not see a need for this course as currently described since undergraduate students can take ELR613 as an undergraduate course. Given the early admissions program this is the likely scenario for students who will be taking the course as an undergraduate. However, the department has identified a need for an introductory course in negotiations and conflict resolution for undergraduate programs that require a course in this area.

I. Course Description

Prerequisites - None

Deals with negotiations and conflict resolution techniques. Introduces students to current concepts and theories of negotiations and resolving conflict and their application generally to everyday issues. Prepares students to engage in these techniques in workplace issues such as collective bargaining, negotiating contracts and agreements internally as well as externally.

II. Course Objectives

Students completing this course will be able to:

1. Develop skills in communication including active listening and providing effective feedback necessary to engage in successful negotiations and conflict resolution.
2. Problem-solve and generate alternatives to successfully negotiate and resolve conflict practical settings.
3. Differentiate between integrative and distributive negotiation techniques.
4. Recognize conflict in a workplace setting and apply techniques in an effective manner that resolves the conflict without harming the relationship.
5. Analyze the negotiating process with reference to goals, relative strength, effective tactics, objective outcomes, and the resulting impact on the ongoing relationship of the parties as a result of a negotiation.
6. Reach an agreement in a simulated workplace setting involving negotiations such as for a collective bargaining agreement, a commercial contract, a landowner negotiation agreement, etc.

III. Required Books and Readings

Lewicki, R. T., Saunders, D. M. & Barry, B. (2011). *Essentials of negotiation* (5th ed.). New York: McGraw-Hill Irwin.

Fisher, R., & Ury, W. (2011). *Getting To Yes*. Boston: Houghton Mifflin.

Other readings as assigned.

IV. Evaluation Methods

Evaluation will be defined as follows:

Class participation	10%
Negotiation Exercises	10%
Quizzes from Assigned Readings	20%
Midterm Exam	20%
Case Analysis	20%
<u>Final Exam</u>	<u>20%</u>
Total	100%

Class participation - Students will be evaluated for their participation during class. While attendance is not mandatory students can't participate if they are not present. If a student has to miss class and notifies the instructor prior to the absence, the student may obtain 1/2 of the participation grade for that day by submitting a one page summary report of the topics discussed during the missed class. The due date for summary reports is the next regularly scheduled class period. Class participation will be based on the preparedness of each student, not only with regards to the assigned material, but also to the observation and application of current negotiations and conflict resolution issues.

During each class session, students will be required to apply what they have learned in an exercise that will be given during class. These exercises will provide the student with a hands-on experience that will reinforce the subject material. A graded formal negotiation exercise will be conducted in which students will role-play in a simulated workplace setting.

Students will be assigned a case dealing with an issue in negotiations and conflict resolution in a work setting and asked to prepare a paper identifying all of the stakeholders, their strategies, positions and interests, the importance of relationship to all parties and a likely settlement of the issue in question. Students will be expected to apply the concepts and theories developed in class and through assigned readings in their work.

Deadlines - The deadline for submitting course requirements is the due date specified on the syllabus. Assignments submitted after the deadline will be accepted but will be penalized one letter grade (10%) except in cases of serious personal illness or injury or other unusual

circumstances discussed with the instructor in advance. Except for bona fide emergencies or unusual circumstances requiring arrangements mutually agreed upon between the student and instructor in advance of the due date, no assignment will be accepted for evaluation once graded assignments have been returned to the class.

V. Grade Breakdown

90 – 100% = A
80 – 89% = B
70 – 79% = C
60 – 69% = D
Below 60% = F

VI. Detailed Course Outline

Week 1	Introduction review syllabus	Introductory Negotiation Exercise
Week 2	The Nature of Negotiations and Conflict Resolution	Negotiations: 1-26 GTY : pp. 1-16
Week 3	Strategy and Tactics of Distributive Bargaining	Negotiations: 27-55 GTY : pp. 17-41
Week 4	Strategy and Tactics of Integrative Bargaining	Negotiations: 58-83 GTY : pp. 42-57
Week 5	Negotiation Strategy and Planning	Negotiations: 85-110 GTY: pp. 58-81
Week 6	Perception, Cognition, and Communication	Negotiations: 111-118 GTY: pp. 82-96
Week 7	Communication, Perception and Emotions	Negotiations: 119-132
Week 8	Mid-Term	In-Class Negotiation Exercise
Week 9	Finding and Using Negotiation Power	Negotiations: 135-166 GTY: pp. 97-108
Week 10	Ethics in Negotiations	Negotiations: 167-189 GTY: pp. 109-146
Week 11	Relationships in Negotiations	Negotiations: 190-205

		Negotiation Exercises
Week 12	Multiple Parties and Teams	Negotiations: 208-228 Negotiation Exercises
Week 13	International and Cross-Cultural	Negotiations: 229-252 Case Study Assignment Due
Week 14	Best Practices in Negotiations	Negotiations: 256-264 Negotiation Exercises
Week 15	Final Exam Week	Final Exam

VI. SPECIAL RESOURCE REQUIREMENT

The use of cell phones, text messaging and other digital communication or entertainment devices is prohibited during class times. After a gentle reminder to discontinue their use, students violating this requirement will be asked to leave class. Also, while technology such as laptops, tablets and smartphones can add to the classroom experience, their misuse for non-class related activities will not be tolerated.

VIII. ACADEMIC INTEGRITY

IUP students are expected to maintain the highest standards of honesty and integrity. You are responsible for knowing and abiding by the IUP Academic Integrity Policy, (website:<http://www.iup.edu/teachingexcellence/nfo/acadintegrity.shtm>) including the definitions of cheating, plagiarism, and other violations of academic integrity. Plagiarism involves using the works, facts, or ideas of another person or source as if they were your own. It is illegal and violates both university policy and the principles of scholarship. To avoid plagiarism, you must properly cite other people's words, facts, and ideas that you incorporate into your work. If you paraphrase (put into your own words) or quote (use the author's exact words) from any source (including material from the Internet), the paraphrase or quote must be cited properly. Plagiarism, cheating, and other forms of academic dishonesty are grounds for receiving an F for an assignment or exam, an F for a course, and referral to the University Judicial Review and potential sanctions including suspension or expulsion from the university.

IX. Bibliography

- Carrell, M.R. & Heavrin, C. (2010). *Labor Relations and Collective Bargaining: Cases, practice, and law*. Upper Saddle River, New Jersey: Prentice Hall Pearson
- Fisher, R., & Ury, W. (2011). *Getting to yes: Negotiating agreement without giving in*. Boston: Houghton Mifflin.

Lewicki, R.J. (2003). *Negotiation: Readings, exercises, and cases*. Boston: McGraw-Hill/Irwin.

Lewicki, R. T., Saunders, D. M. & Barry, B. (2011). *Essentials of negotiation* (5th ed.). New York: McGraw-Hill Irwin.

Lewicki, R. T., Saunders, D. M. & Barry, B. (2010). *Negotiation* (6th ed.). New York: McGraw-Hill Irwin.

Loughran, C. (2004). *Negotiating a labor contract - A management handbook*. Washington, DC: BNA Books

Thompson, L.L. (2009). *The Mind and Heart of the Negotiator*. Upper Saddle River, New Jersey: Prentice Hall Pearson

LR 480
Practices and Procedures of Collective Bargaining

Dr. Robert L. Gaylor
Spring, 1999

Office: 4D Keith

Phone: x4423

Hours: M 11:00 a.m. - 12 noon; 4:30 - 5:30 p.m.
T 4:30 - 5:30 p.m.
R 1:15 - 3:15 p.m.

Text: Labor Relations: Structure and Process, by Sauer & Voelker, Merrill, Second edition, 1993.

General Information:

The course will consist of lectures, class discussion, and films. Each student is expected to do the reading in the text prior to class. Because collective bargaining has two sides (at least) to every issue or question, you are encouraged to challenge the statements and opinions of both students and your instructor. Discussion is encouraged!

You will find that there is a strong relationship between coming to class and understanding what you need to know. My lectures will be aimed at amplifying your reading, but will not negate the necessity to read the text.

Goals and Objectives:

1. Acquaint the student with the historical, legal and functional parameters of collective bargaining.
2. Familiarize the student with collective bargaining processes.
3. Permit students to understand the "jargon" of collective bargaining.

Basis of Final Grade:

Grading Scale

Exam 1	26%	91 and Above = A
Exam 2	27%	81 - 90.9 = B
Exam 3	27%	71 - 80.9 = C
10 Unannounced Quizzes @ 2 points each	=20%	61 - 70.9 = D
		Below 61 = F

SPRING, 1999
Tentative Class Schedule

<u>Date</u>	<u>Topic</u>	<u>Reading</u>
January	19	Who Cares?
	21	How It All Happened (Who Did What to Whom!)
	26	The Inheritance
February	28	Violence & Sex!!
	2	20th Century Stories
	4	The Basics
	9	The Basics Continued
	11	Other Laws
	16	The Bureaucrats
March		Review
	18	Strike #1 (exam)
	23	A Union Is...
	25	6 Steps to Having a Union
	2	Intro to Bargaining
	4	Money, Money, Money!
	16	The Other Stuff
	18	The Law Rearns Its Ugly Head!
	23	A Smoke Filled Room
	25	Blowing Away the Smoke
April		Waldenville I
		Review
	30	Strike #2? (exam)
	1	It Didn't Work--Impasse
	6	HELP! Waldenville II
	8	Let's Hit the Bricks
	13	Now We've Got to Live With Each Other--CBA
	15	Someone Screwed Up!
	20	Putting the Pieces Back Together
	22	A Menage a Trois?
27	Review	
29	Strike #3? (exam)	

FINAL PERIOD FRIDAY, MAY 7 12:30 P.M. - 2:30 P.M.

Students who have conflicts with the above exam dates must make alternate arrangements with me before the exam. If you are ill the day of an exam, you must have a statement from the Medical Center or your physician. If it is an extended illness, please give me the courtesy of a phone call prior to the exam. Quizzes may only be made up for reasons of illness unless prior arrangements have been made with me.

Tutorials--The day before an exam (1 on 1 review questions).