



Syllabus

HRM 310: Employee and Labor Relations

Course Prerequisites

HRM 225

Course Description

In this course, students will analyze the role of employee and labor relations in supporting management in developing, maintaining, and improving employee relationships. Students will explore strategies used to maintain relationships including performance management, processing grievances, and interpreting and conveying policies. The application of techniques used in interviewing, negotiations, and conflict management will be covered.

Course Competencies

This course covers the following competencies, which represent the knowledge and skills relevant to your field:

- HRM-30740: Assess an organization's adherence to employee and labor relations laws and policies
- HRM-30741: Apply various techniques to address employee and labor relation challenges
- HRM-30742: Analyze the process of unionization and collective bargaining in an organization

Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through the [SNHU Online Bookstore](#) rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the IT Service Desk, your advisor, and the instructor can provide you with support if you have problems.

Labor Relations: Striking a Balance

John W. Budd

McGraw Hill

Sixth Edition

2021

ISBN: 978-1260260502

This course uses MindEdge as a supplemental eLearning resource. Please take the following steps to get started:

1. Ensure your browser has pop-ups enabled.
2. Visit this [Java webpage](#) to make sure your browser is using the most recent version of Java. This webpage will confirm that Java is up to date, or it will provide a link to update Java. If you have any problems with this process, please contact the IT Service Desk.

Diversity, Equity, and Inclusion

As indicated in our core values, SNHU is committed to “embrace diversity where we encourage and respect diverse identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life.”

This may or will be reflected in SNHU’s curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the [Office of Diversity and Inclusion](#).

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor’s answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU

email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours. Instructors will post grades and feedback (as applicable) within seven days of an assignment's due date, or within seven days of a late submission.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Self-Assessment	1	20	20
Activity	1	30	30
SmartBook Assignment	1	30	30
Discussions	3	35	105
HRCI Certificate	1	40	40
HR Inbox Assignments	2	50	100
Assignments	5	50	250
Milestone One	1	75	75
Project One	1	150	150
Project Two	1	200	200
			Total Course Points: 1,000

This course may also contain non-graded activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Undergraduate

Grade	Numerical Equivalent	Points
A	93–100	4
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2
C-	70–72	1.67
D+	67–69	1.33
D	60–66	1
F	0–59	0

Grade	Numerical Equivalent	Points
I	Incomplete	
IF	Incomplete/Failure *	
IP	In Progress (past end of term)	
W	Withdrawn	

* Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Information section of the course.

Weekly Assignment Schedule

All readings can be found within each module of the course, and assignment instructions can be found in the Assignment Information section of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

Module	Topics and Assignments
One	Reading: <i>Labor Relations: Striking a Balance</i> , Chapter 1 and sections of Chapter 6 1-1 Discussion: Ethical Union Practices 1-2 Assignment: Positive Employee Relations 1-3 Self-Assessment: Knowledge About Unions 1-4 Review Projects One and Two
Two	Reading: <i>Labor Relations: Striking a Balance</i> , sections of Chapters 7 and 9 2-1 Assignment: HR Inbox 2-2 Assignment: Collective Bargaining 2-3 Review Project One
Three	Reading: <i>Labor Relations: Striking a Balance</i> , sections of Chapter 5 3-1 Submit Project One 3-2 Activity: Materializing Motivation Through Strategic HR

Module	Topics and Assignments
Four	Reading: <i>Labor Relations: Striking a Balance</i> , sections of Chapters 1, 4, and 10, and sections of Appendices A and C 4-1 Assignment: HR Inbox 4-2 Assignment: FMLA Grievance 4-3 Assignment: SmartBook
Five	5-1 Milestone One 5-2 Assignment: HRCI Certificate – Negotiations: Resolving Disputes
Six	6-1 Discussion: HR Experiences 6-2 Assignment: Changing Work Environment 6-3 Assignment: Create a Workplace Policy 6-4 Review Project Two
Seven	7-1 Submit Project Two
Eight	Reading: <i>Labor Relations: Striking a Balance</i> , sections of Chapter 10 8-1 Discussion: Challenges and Trends 8-2 Activity: Self-Assessment: Active Listening Skills Inventory (Optional) 8-3 Next Steps (Non-graded)

Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a graded assignment/discussion during the first week of class, the student is **automatically dropped** from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University (SNHU) is dedicated to providing equal access to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and

with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

SNHU prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The university has adopted this policy to provide for prompt and equitable resolution of complaints regarding any action prohibited by Section 504, the ADA, or the ADAAA.

For questions about **support services, documentation guidelines, general disability issues, or pregnancy accommodations**, please visit the [Online Accessibility Center](#) (OAC).

As a student, you must complete an interactive intake process, with supporting documentation, in order to be granted accommodations. Once reasonable accommodations are approved by the OAC, you will receive an accommodations letter. You are then responsible for sharing the letter with your instructor. Accommodations are not retroactive.

If you feel you've been subject to discrimination on the basis of disability, by any party, you may file a complaint or grievance. For more information on the ADA/504 Grievance Policy, go to the [Disability and Accessibility Services](#) website.

Academic Integrity Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic integrity policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).