

Seminar in Labor Studies: Connecting the Labor Studies Major to the Workplace

Rutgers University

37:575:450:90 online

SYLLABUS - Spring 2012

Instructor: Norah Kerr-McCurry,

Course Objectives:

This course offers students the opportunity to:

- Examine the world of work: where we were, where we are, and where we are going in the American workplace.
- Assess personal knowledge, skills and abilities as related to career choices.
- Explore labor/management issues and the relevance of collective bargaining opportunities.
- Explore the possibilities and limitations of technological change in the workplace

Students Should Purchase the Following Book:

Richard N. Bolles, What Color Is Your Parachute? (2012 Edition). If you purchase a later (or older) edition, please note that some of my references to page numbers may be different.

The following readings will be made available to students within the course shell in Doc Sharing; additional readings may be added throughout the term:

Michael H. Schuster, "Organizational Change in Union Settings Labor-Management Partnerships: The Past and the Future," Human Resource Planning, Vol. 29, Issue 1, (2006), pp. 45-51.

Adrienne Eaton and Saul Rubenstein, "Tracking Local Unions Involved in Managerial Decision Making". Labor Studies Journal 31.2 (2006): 1-29.

[Georgetown University Help Wanted Report](#)

Dennis R. Laker, "The Career Wheel: An Exercise for Exploring and Validating One's Career Choices". Journal of Employment Counseling. Vol. 39, June 2002, pp. 61-72.

Todd Hunt, "Reputation Management: Communication Tools and Techniques for Taking Charge Of Your Career.

<http://comminfo.rutgers.edu/publications/reputation-management/contents.htm>

(Additional newspaper articles and podcasts will be made available within the course shell)

Course Competencies:

At the conclusion of the course it is expected that students will demonstrate knowledge and skills in several core areas. Specifically, students should be able to:

- Communicate more effectively in written form.
- Collaborate more effectively with others to achieve goals.
- Identify economic, legal, and political events that have effects on the world of work.
- Develop a professional resume.
- Develop interviewing and salary negotiation skills.

IMPORTANT NOTICE

Your course login information (password and user ID) as well as the initial correspondence from the instructor will be sent to your official Rutgers University email address. If you do not know your Rutgers email address, or if your mailbox is full or not working - please take immediate action so that you can be reached prior to the first week of the semester.

Requirements: The course includes:

- **Assigned Readings** – Students read textbook chapters, journal articles and newspaper articles, most available within the course shell.
- **Expert Interviews on the Internet** - Students listen to experts in various aspects of career development, available within the course shell.
- **Power Point Lectures** – Students see and hear lectures on the subject matter.

Unit Assignments:

- **Writing assignments** focus on personal and professional growth. The professor reads all material, focusing on whether or not the student has:
 1. completed required reading and listening assignments
 2. gained new information
 3. engaged in a thorough examination of their own thoughts and experiences as related to the topic area
 4. identified areas of professional growth as related to the topic areaWriting assignments include the “Flower Exercise” from the Bolles book and will include 7 stories, flower cover page, skills assessment, and prioritizing grid.
- **Threaded Discussion Forums.** Of great importance in an online learning environment is the opportunity for students to discuss course topics with each other. Students are required to communicate their insights and thoughts pertaining to a particular topic, while learning from one another in the process. Threaded discussions are also a means for the professor to identify whether or not the student comprehends required reading assignments.

It is expected that students engage in Forums several times a week. Forums include instructor-generated questions and student-to-student interaction. In several instances, the instructor offers the opportunity for an open forum, where students decide upon the discussion questions, given the section’s topical focus. Forums are asynchronous. This means that within a given time frame – usually 2 weeks - students can respond to the Forum question at anytime during the day or night. Forum close dates vary throughout the semester, with most Forums closing the last day of the unit.

A missed Forum discussion cannot be “made up.” Students should think of this requirement as class attendance and participation.

Students cannot pass the course without a passing grade in the discussion forums.

Course Project: Students are required to undertake an Interview Project, culminating in a professional resume and a final paper incorporating three interviews of people who hold jobs you

think you would like to hold one day, and what you have learned from the readings and the “Flower Exercise”.

Quizzes: Students are required to complete quizzes for each unit.

Final Exam: There will be a final exam encompassing the material in the Bolles text as well as selected readings/concepts.

Grading: A final grade is based on the point system below. Number of points for each grade is detailed in the following chart.

1000 – 900 Points	A
899 – 850 Points	B+
849 – 800 Points	B
799 – 750 Points	C+
749 – 700 Points	C

Item	Specifics	% of Total Grade
Unit Assignments	<p>Writing Assignments “Flower Exercise”: 7 stories, flower cover page, skills assessment, and prioritizing grid. Check calendar for due dates.</p>	20%
	<p>Unit Forums It is expected that each student will post <u>at least</u> three times per week within a Forum. Points available for successfully engaging in a Forum vary. Possible points available for a Forum are posted in the Forum area as well as in gradebook. Due dates of Unit Forums vary - see calendar</p>	30%
Quizzes and Final Exam	<p>Students are required to complete quizzes as assigned. Check calendar for due dates.</p>	20%

Course Project	Interview Project Resume Check calendar for due dates.	20% 10%
Total		100%

Class Sessions

- Several days before the beginning of the semester, students are emailed personalized course log in and password information. This information is sent through Rutgers University (not the professor) to each student's official Rutgers email address. A student's first step in beginning the course is to use the log in and password provided to enter the course.
- We begin each new unit (or topic area within a unit) on **Sundays**. Any new information or announcements about the unit or topic area will be available on Sunday mornings – CHECK YOUR EMAIL.

Due Dates – Weekly Assignments

All assignments must be completed by **Saturday, 9:00 pm ET**. Assignment due dates vary – check calendar.

Tech FAQs

Students may have questions about content or technical aspects of the course. It is the responsibility of the student to read Tech FAQs at the beginning of the semester and use contact information in this document to solve technical problems. The professor cannot assist students with a technical problem – but RutgersOnline helpdesk can... and will 24/7.

Print Out and Refer to the Course Calendar

A calendar is provided through shared documents and on the home page of the course shell. It's highly recommended that students print out and post the course calendar where it can serve as a reminder of due dates. **It is the student's responsibility to remember due dates.**

Email

- **Professor's Email Checking Policy**

Unless students receive advance notification, I check my email by 10:00 a.m. Eastern Time on most workdays. This excludes Saturday/Sunday and holidays. If you send a comment or question, I will answer you within 48 hours. Please make sure to place the phrase Senior Seminar in the subject of the email to ensure that I receive it and can answer as quickly as possible.

- **Student's Email Checking Policy**

It is the responsibility of the student to check for incoming course related messages AT LEAST 2 times a week. Students receive messages from the professor regarding a variety

of topics throughout the semester. Students will receive a weekly email on Sundays. Don't forget to check your email as indicated!

Carefully Review Course Rules and Information Handout

Access the Course Rules and Information handout on the home page of the course. This document provides valuable information about basic course procedures, assignment grading and student performance expectations. It is imperative that students utilize the procedures and understand the criteria for assignment grading.

Help to Build an Online Community

This may or may not be the first time you've enrolled in an online course. For those who have experience in online learning, please help other classmates become acclimated to this change in learning venue. Proper etiquette and demeanor when communicating with classmates in Unit Forums is required. Choosing to understand a classmate is requested, flaming another classmate is not tolerated. The professor determines the number of points deducted as a result of insulting or demeaning comments.

Academic Integrity

Students are expected to observe the University regulations on academic integrity. Proper source citation is required: Plagiarism will not be tolerated.

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All assignments must be completed by **Saturday, 9:00 pm ET**. Assignment due dates vary – check calendar.