

Department of Labor and Employment Relations

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Objectives

This course offers students the opportunity to study and synthesize material on contemporary topics and perspectives. Upon successfully completing this course, students will be able to:

- Identify Web 2.0 Technologies
- Explain Social Media Ideology
- Describe the concepts and issues surrounding Social Media in the workplace
- Identify the risks and rewards for employees and employers in the use of Social Media in the workplace
- Evaluate the use of Social Media in collective bargaining environments
- Formulate strategies to protect professional credibility in the workplace
- Apply ethical use of Social Media tools

Association with LSER Objectives

This course relates to specific Department of Labor and Employment Relations overall educational objectives. A Rutgers University SAS graduate will be able to:

Demonstrate an understanding of the perspectives, theories, and concepts in the field of labor and employment relations.

Make an argument about a matter in this field using contemporary and/or historical evidence.

Analyze and synthesize information and ideas from multiple sources to generate new insights.

Work productively in teams, in social networks, and on an individual basis.

Getting Technical Help: *this course uses the eCollege platform, NOT Sakai*

- **Using Pearson Learning Studio (eCollege) platform:**
Using course tools or addressing exam issues.
Call toll free 24 hours a day, 7 days a week: 877- 7RUTGER (877-778-8437)
Email: help@ecollege.rutgers.edu
Staff members are waiting to assist you
- **NetID or Rutgers email problems:** Call 732-445-HELP (4357)
- **Problems logging into the course:** Call Monday through Friday 9 am – 5 pm: 732-932-4702

Course Policies

Class Sessions

1. The course is scheduled for SIX WEEKS. See course and assignment calendar within course shell for semester-specific dates.

2. A weekly message will be sent to each student as well as uploaded into the announcements section of the course shell. Comments from your instructor and additional information about content or assignment procedures are available within the weekly message.
3. **Each course week is 7 days in length.** Students may enter the course and engage in coursework at any time 24 hours a day, 7 days a week.

Grading

A final grade is based on a 330- point system. Each assignment is worth a specific number of points. Total points accumulated determines final course grade.

Outstanding	Good	Satisfactory
330 - 297 Points = A	296 – 288 Points = B+	263 - 254 Points = C+
	287 - 264 Points = B	253 - 231 Points = C

Poor

230 – 198 Points = D 197 points and below = F

Item % of Grade	Assignment and Associated Points
Writing Assignment	Topic Investigation Writing Assignment Worth: 125 points
Learning Community Comments	Discussion Forum Participation Worth: 60 points
Assessments	Exam 1 Worth: 45 points Exam 2 Worth 100 points
TOTAL	330 points

Extra Credit

1. Participate in the Introductions Discussion Forum to earn 5 extra credit points.

Course Requirements

Reading, Audio/Video Assignments

Students read text chapter excerpts, journal articles and material on the Internet. Students are also required to watch videos and listen to audio presentations. All required reading/audio/video is already uploaded into the course or an Internet link is provided.

Discussion Forums

Points are accrued by getting into the Forum area early enough to maximize the amount of exposure a student’s comments have to others, and the amount of actual back-and-forth dialogue a student experiences. Consult the grading rubric within the course for full details.

Online Etiquette

Review and follow the Guidelines on Online Etiquette available within the course. (Courtesy of University Of Maryland : <http://www.experienceumuc.com/2012/06/five-online-etiquette-tips.html>) Attending school online takes classroom correspondence to a whole new level. It's important to follow the guidelines of proper online etiquette to ensure good communication between you, your classmates and your instructors.

Respect. Whether the class is online or on-site, respect is essential. It allows all involved parties to focus on the objective and prevents distracting disagreements. Be sure to use a polite tone, read before responding and be constructive with your criticism. It's important to treat all online interactions the same as face-to-face interactions.

Use Proper Formatting, Punctuation and Grammar. Though online communication is relatively new, the same rules of English apply in a classroom setting. Capitalize letters when necessary, use appropriate punctuation and avoid using slang and abbreviations. You'll not only make your posts easier to read; you'll demonstrate your professionalism and personal value.

Be Honest. Because tone is difficult to convey online, sarcasm or humor can easily be misinterpreted. Though you may be tempted to joke around with your classmates, something written for a laugh may offend others. If you are unsure whether your message will be misconstrued, consider using an emoticon to lighten the tone.

Go to Your Instructor First. If you have a disagreement or issue with a classmate, go to your instructor before the situation escalates. It's best to make your instructor aware of the situation before it affects the classroom dynamics or the way you engage with your peers.

Stay on Topic. Online classes require a lot of reading, and when responding, it may be difficult to decide where to start. Focus your comments into short topics to keep the conversation flowing. Avoid being too wordy, and instead say what you need to say without veering off topic.

Although using a more formal tone online might seem unusual at first, by keeping your online conversations respectful and direct, you'll clear the way for easy communication.

Exams on Required Material

There are two exams on required material (reading/audio/video). Exam questions involve true/false, and/or matching, and/or multiple choice answers.

Once a student begins an exam he/she must complete the assessment in the allotted time. Once the allotted time period passes, the student is locked out of the exam.

Writing Assignment

Students write an analysis paper which evaluates the use of Social Media in collective bargaining environments. The specific topic assigned changes each term, and will be available within the course.

Grading for Writing Assignment:

Students are graded on:

Clarity in communicating; reflection and critical thinking on topic/material selected to review; relevancy and accuracy of content; and acknowledgement of original concept sources (must be at least two sources used). Knowledge of subject matter must be evident, not simply a student's opinion on a topic. Point deductions are associated when best practices criteria are not met.

Criteria for context and mechanics – writing assignments:

Students are required to pay attention to grammar, spelling, and sentence structure as well as the manner in which ideas/thoughts are expressed and presented. Content must be appropriate for an academic assignment.

Checking Email

Instructor's Email Checking Policy Unless students receive advance notification, your instructor will check her email Monday - Friday. If a student sends a comment or question, the student will receive a response within 48 hours.

Students Email Checking Policy It is the responsibility of the student to check for incoming course related messages AT LEAST twice a week. Remember: Each student will receive a weekly message from his/her instructor.

"Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.