This is a practical application of the collective bargaining process that will take place in class in the second half of the semester as a group with individual assignments to follow. Details will be provided.

**PARTICIPATION/ATTENDANCE** (100 points possible)
In order to gain the maximum benefit from an experiential course such as —Labor Relations in the Public Sector—I, you are expected to attend classes regularly and manage your schedule in order to meet the demands of this course and other activities.

I will randomly assign points to a pop quiz, homework assignment or class exercise in order to help determine your participation. I will take attendance where you will be allowed up to three (3) absences for any reason. Absences beyond three will result in a half grade deduction up to ten absences, which would result in a whole grade deduction. Absences that are university-sanctioned and documented will not be counted towards the absences If I believe that you have an attendance issue or observe a consistent lack of participation or engagement I will make you aware of my concerns in a timely manner. Texting, cell phone usage (except in cases of emergency), or other rude behavior in class, will not be tolerated. These disrespectful practices could also result in loss of participation points which I reserve the right to assess at my discretion.

If you will be missing classes due to your involvement in University-sanctioned activities, you are responsible for alerting me in advance of your absence. Similarly, you should report absences due to illness or other personal situations directly to me as soon as possible, hopefully at the beginning of the illness. You will be responsible for arranging makeup work, assignments, and tests to be completed prior to the absence or immediately upon return to class at my discretion.

**SUMMARY of GRADE COMPONENTS**
- Midterm Exam 100 points
- Final Exam 100 points
- Participation/Attendance 100 points
- Team Project 100 points
- Student Bargaining Act 50 points
- Bargaining Simulation 50 points
**TOTAL 500 points**
COURSE POLICIES
1. This course is devoted to your understanding of labor relations and all of its components, including some aspects that will hopefully develop your personal and professional skills necessary to your future in the working world. I expect that you will conduct yourself professionally at all times, as you assume responsibilities in the workplace, while in class and while working on out-of-class assignments.

2. PLAN AHEAD. All assignments are due at the start of class, unless otherwise indicated. Late work will be subject to a late penalty – 5% of points will be subtracted if submitted late on the due date and - 10% of points will be subtracted for everyday past the due date.

3. I expect all of your assignments to demonstrate your professional and businesslike writing skills. Unless otherwise noted, all assignments are expected to be typed in 12-point font, double spaced. I expect every assignment to be proofread and edited.

4. If you have questions about your grades on any of the class components, I will always be willing to review them with you.

5. Approved absences (those officially accepted by the University) will allow you to reschedule work, if appropriate documentation is provided.

6. If you have special needs, please contact me immediately, I will accommodate special needs of students to the best of my abilities, but please notify me in advance.

7. Violation of the University Honor Code during any portion of this course will result in penalty, up to and including a failing grade for the class.

ACADEMIC DISHONESTY
SPEA faculty do not tolerate cheating, plagiarism, or any other form of academic dishonesty. If you have not done so, you should read the IUB Code of Student Rights, Responsibilities, and Conduct, which can be accessed at http://dsa.indiana.edu/Code/ so you will be sure to understand what these terms mean and what penalties can be issued for academic dishonesty. Academic dishonesty can result in a grade of F for the class (an F for academic dishonesty cannot be removed from the transcript). Significant violations of the Code can result in expulsion from the University.

Plagiarism is using another person's words, ideas, artistic creations, or other intellectual property without giving proper credit. According to the Code of Student Rights, Responsibilities, and Conduct, a student must give credit to the work of another person when he does any of the following: a. Quotes another person's actual words, either oral or written; b. Paraphrases another person's words, either oral or written; c. Uses another person's idea, opinion, or theory; or d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.
**CIVILITY**

Civility is important in an academic community to ensure that all parties—students, staff, and faculty—are working in an environment that fosters achievement of the individual's and community's goals and objectives. Civility requires all parties to demonstrate personal integrity and conduct themselves in a manner that shows respect, courtesy and tolerance to others. Examples of discourteous behaviors during class include reading the newspaper, listening to headphones, talking or laughing with others, chronically arriving late, and so forth. These behaviors are distracting to the instructor and classmates, and SPEA faculty will address these problems as they arise. Maintaining and fostering civility inside and outside the classroom is especially important to SPEA, which is a professional school. Pursuant to the Indiana University Student Code of Conduct, disorderly conduct which interferes with teaching, research, administration, or other university or university-authorized activity will not be tolerated and will be immediately reported to the Office of the Dean of Students for appropriate disposition which may result in disciplinary action including possible suspension and/or expulsion from the university.