

VICTORIA MANAGEMENT SCHOOL

HRIR 304 WORKPLACE INDUSTRIAL RELATIONS

Trimester Two 2011

COURSE OUTLINE

Contact Details

COURSE COORDINATOR:

Grant Herman

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ADMINISTRATOR

Tania Loughlin

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TUTORIAL COORDINATOR

Garry Tansley

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Teaching Period: Monday 11 July to Friday 14 October 2011

Study Period: Monday 17 October – Thursday 20 October 2011

Examination Period: 21 October to 12 November 2011 (inclusive)

Note: Students who enrol in courses with examinations should be able to attend an examination at the University at any time during the formal examination period.

Class Location And Time

Thursday 09.30 am – 11:20 am GB LT4

There will also be **seven tutorials**, you must attend **5 out of 7 tutorials**, starting in Week 3 – the days and times for these will be advised at the second lecture once we have definite number of students per tutorial.

Please sign-up to a tutorial group through S-cube. If you have been unable to sign up for a tutorial by Friday 23rd July contact the Tutorial Coordinator (Garry Tansley).

Withdrawal Dates

1. Your fees will be refunded if you withdraw from this course on or before **22 July 2011**.
2. The standard last date for withdrawal from this course is **23rd September 2011**. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an 'Application for Associate Dean's Permission to Withdraw Late' including supporting documentation.

The application form is available from either of the Faculty's Student Customer Service Desks.

Introduction

Contemporary industrial relations policies and practices, both in New Zealand and internationally, place an increasing emphasis on the importance of workplace industrial relations.

This course explores issues in workplace industrial relations and examines ways in which contemporary practice challenges traditional notions about the roles of employers, managers, employees and trade unions.

Key areas to be covered include the changing nature of the employment relationship, the role of unions at the workplace, the impact of the recession on workplaces and employment, working conditions in 21st century workplaces, and the future of workplace regulation.

Programme and Course Related Learning Objectives

Overall course objectives

The course has the following aims:

- To provide students with an understanding of why workplace industrial relations have become more important
- To consider how work, workplaces and the workforce have changed in the past 30 years
- To provide an overview of current issues being faced in New Zealand workplaces.

Course-related student learning objectives

By the end of this course, students should be able to:

- demonstrate an understanding of the political and economic imperatives that affect workplace industrial relations;
- show a critical appreciation of the issues that shape workplace industrial relations; and
- present a reasoned assessment and analysis of changes in workplace employment relationships. explain the political and economic imperatives that affect workplace industrial relations

The achievement of these Student Learning Objectives will be assessed through the course assessments: tutorials, assignments and the final examination.

Expected Workload

Students should spend approximately 8 hours per week on this course, including class attendance and tutorial attendance. Assignment and exam preparation will increase the weekly workload in some weeks.

Communication

All lecture notes will be available on Blackboard.

There is a forum on Blackboard for issues related to the course as a whole. If students have issues that are relevant to them individually, please raise these with the Course Coordinator, preferably during weekly office hours. Please note that the Course Co-ordinator is not a full-time University staff member – although emails will generally be responded to within 72 hours.

Class representatives

A class representative will be sought during the first two weeks of lectures, and their name will be available to VUWSA, the course coordinator and the class. The representatives will provide a communication channel to liaise with the coordinator on behalf of students – an excellent opportunity to practice theories covered in the course.

Assessment

Group study and discussion is encouraged, and is an important part of this course. Discussion and debate within lectures and tutorials will help you to think about the topics under discussion in greater depth.

Preparation and presentation of a group assignment will contribute to 15% of the final grade.

However, other elements of the assessment process are strictly individual. Collaboration on individual assignments is not allowed beyond general discussion about how one might interpret a particular assignment question. Please do not work together on your major essay – it is expected that these will be completed individually.

The assessment for HRIR 304 consists of **3** components. **All** items must be completed to pass the course.

Assessment	%	Due date
1. Group Presentation	15	tba
2. Essay assignment	35	30 September, Friday 12pm
3. Final Examination	50	21 October to 12 November 2011 (inclusive)

1. Group Presentation

Between weeks 4-11 inclusive, the Thursday lecture will involve students giving presentations on selected topics, in groups of 4-6 people. Organising the class into groups will be done in weeks 1 and 2 of the course.

The purpose of these presentations is to examine a range of perspectives on different issues. For example, the group should address “pros and cons” or think about an issue from the perspective of both unions and managers. For this reason, students may wish to present their discussion in a debate format. If so, please see the course lecturer before finalising your debate topic.

It is expected that group presentations will take around 40 minutes, and allow time for questions and comments from other students and the course co-ordinator.

The Group Presentation will count towards 15% of your final grade, and all members of the group will receive the same grade. A marking sheet setting out the criteria on which the presentations will be assessed will be available in Week 1 of the course.

2. Major Essay assignment

The assignment is due on 30 September, Friday, 12pm 2011. The word limit is 2000 words. The essay is to be written as an **individual**, not group, piece of work. It should provide a critical analysis of a selected issue relating to workplace industrial relations. The topics will be provided in the first week of the course. You should address:

- the significance of the issue for workplaces (or a particular workplace)
- the main implications it raises
- the range of perspectives on the issue, and
- the veracity or otherwise of those perspectives.

You should conclude with your own critical evaluation of the merits and significance of the arguments, and if relevant, make recommendations for future action.

The essay will count towards 35% of your final grade. A marking sheet setting out the criteria on which the presentations will be assessed will be available in Week 1 of the course.

Please see additional notes in this course outline on assignment preparation, referencing and penalties.

Handing in assignments

Completed assignments are to be submitted **on the due date** in **BOTH** of the following forms:

1. Hardcopy submitted to the **HRIR 304 assignment box number 14** (Mezzanine Floor of Rutherford House – Pipitea Campus), AND
2. Electronic copy to the **HRIR 304 Blackboard Digital dropbox**.

Both versions must have a cover sheet. A hardcopy cover sheet is at the end of this course outline and an electronic copy has been placed on blackboard in the 'Assignments' folder. Students must keep an electronic copy of their work archived in case the original assignment goes missing. Failure to do so will jeopardise any claim by you that your work was submitted in the rare cases where work goes astray.

3. Examination

21 October to 12 November 2011 (inclusive)

A two hour closed book final examination will be held during the University examination period. The examination will be based on the topics discussed during the course and will be in essay format. Discussion of the examination will take place in Week 12 of the course.

Lecture And Topic Schedule

Week (week commencing)	
1 (14 July)	Introduction - why study workplace industrial relations? <i>Organising group presentations</i>
3 (21 July)	The changing nature of the employment relationship <i>Organising group presentations</i> <i>Assignment to tutorials</i>
2 (28 July)	The workplace and productivity
	Group Presentations from Week Four
4 (4 August)	Workplace representation
5 (11 Aug)	Employment protection
6 (17 Aug)	Skills and the workplace
Mid-semester break	
7 (8 Sep)	Managing diversity
8 (15 Sep)	Quality of work life and work/life balance
9 (22 Sep)	Reward systems
10 (29 Sep)	The “Global Financial Crisis” and its effect on the workplace
Essay due 29 September	
11 (6 Sep)	The future for workplace regulation
12 (13 Oct)	Examination discussion

Course Readings

There is no prescribed text for the course, but there is a set of Course Readings. Students are expected to consult the readings provided in the course materials. It is also expected that students will refer to additional readings. These may be found:

- In the references provided by the authors of the articles/chapters/books in the course reading materials.
- In the recommended journals provided in this course outline.
- In a catalogue search of the library’s reading materials.

Students may also find the following books useful to refer to:

Rasmussen, E. (Ed). (2010). *Employment Relationships: Workers, Unions and Employers in New Zealand*. 2nd Edition. Auckland University Press.

Macky, K. (Ed). (2008). *Managing Human Resources: Contemporary Perspectives in New Zealand*. Australia: McGraw Hill. – Chapters 5 and 12

It will be assumed that students have undertaken any required reading prior to the Thursday class session, and lectures may include questions and opportunities for discussion based on the readings. Set readings will be given out each week.

Supplementary Reading

The following journals contain current research on issues concerning workplace industrial/employment relations:

- Journal of Industrial Relations
- Labour and Industry
- New Zealand Journal of Employment Relations
- Asia-Pacific Journal of HRM
- Work, Employment and Society
- Gender Work and Organisation
- British Journal of Industrial Relations
- Human Resource Management Journal
- International Journal of Human Resource Management

The following may be useful web sites to visit for current information and research:

- Department of Labour <http://www.dol.govt.nz/>
- NZ Council of Trade Unions <http://www.union.org.nz/>
- Business New Zealand <http://www.nzef.org.nz/>
- Industry Training Federation <http://www.itf.org.nz/>
- EEO Trust <http://www.eeotrust.org.nz/>
- Index of New Zealand Acts of Parliament <http://rangi.knowledge-basket.co.nz/gpacts/actlists.html>
- Glossary of industrial relations terms (NSW Dept of Industrial Relations) <http://www.dir.nsw.gov.au/action/restools/research/kitindex.html>
- International Labour Organization <http://www.ilo.org/>
- European Foundation for the Improvement of Living and Working Conditions <http://www.eurofound.europa.eu>
- The Work Foundation <http://www.theworkfoundation.com/>

Mandatory Course Requirements

To fulfil the mandatory course requirements for this course you must:

- Attend at least **5 out of 7 tutorials**
- Submit all assignments by their due dates.
- Obtain at least 40 per cent (i.e. 20 marks out of 50) of the final examination marks available.

GRADING GUIDELINES

The following broad indicative characterisations of grade will apply in grading assignments and the exam:

A+	excellent performance in all respects
A	excellent performance in almost all respects
A-	excellent performance in many respects
B+	very good, some aspects excellent
B, B-	good but not excellent performance
C+, C	work satisfactory overall but inadequate in some respects
D	poor performance overall, some aspects adequate
E	well below the required standard
K	Failure to achieve mandatory course requirements and have achieved at least an average "C" over all the assessment.

Guide To Assignment Preparation

Content

Assignments will be marked primarily on content. Marks will range according to whether and to what extent students successfully answer the question. When writing your assignment try to consider the following:

- IR issues are often charged with emotion and ideology. Consider a range (employee, employer, union, management, government) of perspectives to avoid bias.
- Avoid normative (what should be) statements and attempt to explain rather than offer personal suggestions/recommendations.

Style and Presentation

Students need to present their arguments in a clear and concise manner. Try to observe the following:

- The paper should have a clear introduction expressing the aim and methods of the paper and a conclusion that details the findings and provides a summary of the main points.
- Each new idea requires a new paragraph. Each paragraph needs a topic (first) sentence that links the current paragraph to the previous one and introduces the topic of the paragraph. Avoid one-sentence paragraphs.

Referencing

There are many different styles of referencing and the Faculty of Commerce & Administration at VUW has decided to make APA (American Psychological Association) referencing style the common standard across the Faculty. The Commerce and Central Libraries hold the APA Style Guide. You can also access the information from the online VUW library site:

<http://www.victoria.ac.nz/library/research/reference/referencingguides.aspx>

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Penalties - for Lateness & Excessive Length of Assignments

- (i) In fairness to other students, work submitted after any deadline will incur a penalty for lateness. **The penalty is 2 of the marks available (marks available means what the assignment is worth i.e. 20% or 20 marks) for an assignment submitted after the due time on the due date for each part day or day late.** (for example if an assignment is out of 20 and the assignment receives 50% then one day late means the mark will be out of 18 and the student will receive 50% of 18). **Saturdays, Sundays and public holidays** will be included when counting the number of days late. Assignments received **more than 7 days after the due date** will not be accepted and the student will **automatically fail the Mandatory Course Requirements**.
- (ii) Course Outlines provide a signal to students of forthcoming workload, dates of submission etc, and thus student study plans should take account of course requirements across all courses. Consequently, workload issues related to other courses and employment will not be accepted as reason for dispensation from mandatory requirements or waiver of penalties. **Extensions** to submission deadlines for any assigned work will only be granted in **exceptional circumstances**.
- (iii) Students who are unable to comply with any of the mandatory requirements should make a written application for an extension to the due date for submission of assigned work or for waiver of a penalty, **in advance**, to the **Course Coordinator**, providing documentary evidence of the reasons of their circumstances. All such applications must be made **before** the deadline and be accompanied by documentary evidence, e.g. a medical certificate, or counsellor's report clearly stating the degree of impairment, and the dates the illness or event prevented you from undertaking your academic studies. This can be applied retrospectively.
- (iv) In the event of unusual or unforeseeable circumstances (e.g. serious illness, family bereavement or other exceptional events), that precludes an application in advance, students should make contact with the **Course Coordinator** as soon as possible, and make application for waiver of a penalty as soon as practicable.
- (v) Word limits should be adhered to, especially so when they provide a guide to limiting the student's coverage of a topic.

Policy on Remarking

Every attempt is made to ensure that the marking is consistent across tutors and fair to students. Students may ask for their written work to be remarked. A different tutor will do the remarking and provide comments. The original marking sheet is removed to ensure the process is independent. If the mark differs by 10% or less the two marks are averaged. If it exceeds 10% then it is independently marked by a third marker and the average of the two closest marks is taken. Experience from previous years is that almost all remarks are within 10% and where there is a change in mark, half the assignments go up and half go down. Occasionally there is a significant shift in the mark.

Application for remarks must be made within 5 days after the marks are available. To apply for a remark, complete the request for re-examination of assessed work form (Annex B) stating which sections (criteria listed in the mark sheet) you wish re-examined. Write on why you think the mark does not, in your view, fairly reflect the quality of your work. Hand this with your assignment into the following place:-

- Pipitea Campus – the Reception Desk on Level 10 Rutherford House where your assignment will have the **time, date and signature** noted on the front cover by the person receiving it. Allow up to 5 days for remarks to be completed.

Communication

Information on course-related matters will be announced at class and posted on the **Blackboard** website at <http://blackboard.vuw.ac.nz/>. It will be crucial for you to regularly check Blackboard for messages, announcements and materials.

Email Contact

Students wishing to contact staff by email should adhere to the following instructions:

Include the **Course Code**, your **Name**, your **Student ID** and the **Topic** in the subject area of the email: e.g. HRIR300_Smith_Pauline_3000223344_Assignment 1 Query

All students must use their VUW SCS email account and ID. Otherwise, email will be classified as Spam and will be dumped without being read. All emails with attachments will be dumped, unless requested by staff.

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

<http://www.victoria.ac.nz/home/about/policy/academic.aspx>

Faculty of Commerce and Administration Offices

<http://www.victoria.ac.nz/fca/studenthelp/Contactus.aspx>

Manaaki Pihipihinga Programme

http://www.victoria.ac.nz/st_services/mentoring/



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Trimester 2 2011

Assignment Cover Sheet: Title

Name: _____

Student ID: _____

WORD COUNT: _____

Tutor's Name: _____

Tutorial Day: _____ **Tutorial Time:** _____

Date Due: _____ **Date Submitted:** _____

*I have read and understood the university policy on Academic Integrity and Plagiarism.
I declare this assignment is free from plagiarism.*

Signed: _____

Extension of the due date (if applicable)

Please attach a copy of the note authorising your extension.

Date extension applied for: _____

Extension granted until: _____

Extension granted by: _____