

COURSE UNIT INFORMATION SHEET (SYLLABUS)

2020/2021

Name Labour Relations and Employment Relationship
Teaching staff Maria Eduarda Duarte (Full Professor) Isabel Paredes (Invited Professor) (Professor in charge)
ECTS 6 ECTS
Functioning In-person or online classes and schedule defined on a case-by-case basis in accordance with the Contingency Plan in force.
Learning goals - Recognising the complexity involved in the relationships between people and organisation; - Identifying techniques to analyse and improve inter-group relations; - Obtaining and building knowledge about negotiation and conflict management; - Identifying allocation and design of jobs that are as motivating and satisfying as possible.
Skills to be developed - Knowledge of Work and Organisational Psychology concepts, theories and techniques to analyse and enhance inter-group relations, and their application to conflict management and resolution, to negotiation, and to work and job design; - Critical sense and skills to advise and choose from several relationship management options; - Capacity to answer to various and constant requests; - Written and oral communication skills to make structured and compelling presentations.
Prerequisites (precedence) Not applicable

Contents

1. Relations management in the organisations: relationships between employees; relationships between employees and employer; relationships of employees and employers with their representatives, Trade Unions, Employers' Associations, and National, European and International Bodies.
2. Brief history of work, work regulation, and working conditions.
3. Collective bargaining, strikes and grievances. Individual and organizational consequences of labour relations.
4. Conflict management. Grievance settlement.
5. Negotiation: types, strategies, and tactics.
6. Justice in organisations: theories, methods, and applications. The importance of perceived justice and fairness.
7. Employee participation in organisations. Links between employee participation, motivation, and commitment.
8. Cooperation, power and ethical behaviour in organisations.
9. Labour relations and motivation.
10. Work and job design and motivation.

Bibliography

- Aylott, E. (2014). *Employee Relations*. London: Kogan Page.
- Correia, A. D. (2016). *Manual de Relações Laborais*. Lisboa: Lidel.
- Goldman, B. M., & Shapiro, D. L. (2012). *The Psychology of Negotiations in the 21st Century Workplace*. New York: Routledge.
- Shore, L. M., Coyle-Shapiro, J. A-M., & Tetrick, L. E. (Eds.) (2012). *The Employee-Organization Relationship, Applications for the 21st Century*. New York: Routledge.
- Simões, E. (2008). *Negociação nas Organizações, Contextos Sociais e Processos Psicológicos*. Lisboa: Editora RH.

Teaching methods

Lecture, analysis and oral presentation of articles and book chapters, case studies, individual and group work.

Evaluation Regimes (General and/or Alternative) and Elements

General Regime Ongoing evaluation with three main evaluation elements throughout the semester: Oral Presentation in class or online – 40% (Minimum score of 10 out of 20 to pass), Group Work – 20% (Minimum score of 10 out of 20 to pass), End-of-semester Open Book Exam in class or online – 40% (Minimum score of 10 out of 20 to pass).

The End-of-semester Open Book Exam consists in a Case Study. Students can search and consult any source of information. At the end of the time allowed, students must submit their written work on Moodle. Automatic submission to URKUND (anti-plagiarism system) is enabled.

Alternative Regime – End-of-semester Open Book Exam in class or online – 70% (Minimum score of 10 out of 20 to pass), and Written Essay (10 pages maximum) about one of the topics addressed during the semester – 30% (Minimum score of 10 out of 20 to pass), according exam scheduling. The End-of-semester Open Book Exam consists in a Case Study. Students can search and consult any source of information. At the end of the time allowed, students must submit their written work on Moodle. Automatic submission to URKUND (anti-plagiarism system) is enabled.

Rules for grade improvement

General Regime Repetition of End-of-semester Open Book Exam – 70% (Minimum score of 10 out of 20 to pass), and Written Essay (10 pages maximum) about one of the topics addressed during the semester – 30% (Minimum score of 10 out of 20 to pass), according exam scheduling.

Alternative Regime Repetition of End-of-semester Open Book Exam – 70% (Minimum score of 10 out of 20 to pass), and/or repetition of Written Essay (10 pages maximum) about one of the topics addressed during the semester – 30% (Minimum score of 10 out of 20 to pass) according exam scheduling.

Rules for students having previously failed the course unit *

End-of-semester Open Book Exam – 70% (Minimum score of 10 out of 20 to pass), and Written Essay (10 pages maximum) about one of the topics addressed during the semester – 30% (Minimum score of 10 out of 20 to pass), according exam scheduling.

If the student had obtained the minimum score in one of the evaluation elements in the previous school year, just need to repeat or complete the missing evaluation elements.

Requirements on attendance and punctuality

Attendance record but without absence limit. The attendance has a positive impact on the final grade.

Rules for special students

(workers, elite athletes, student body leaders, military, fathers/mothers, with special needs) *

There is a general evaluation scheme available for all students and an alternative evaluation scheme only available for special students. The special students that want to choose the alternative evaluation regime must inform the teacher until the end of March 2021.

Language of instruction

Portuguese. Bibliography mostly in English. Erasmus students can give their presentations in English or Spanish, and present their written works in English, French or Spanish.

Disciplinary violations and penalties

According to the Evaluation of Learning Regulation of the Faculty of Psychology of the University of Lisbon, the following behaviors are considered as disciplinary offenses subject to disciplinary action:

- a) To use or attempt to use materials, information, notes, study resources or other objects and equipment not authorized in academic exercises;
- b) To help or try to help a colleague in committing a disciplinary offense;
- c) To submit the same written work for evaluation in different course units without permission from the instructors, even if with minor changes;
- d) To present someone else's work as one's own;
- e) To forge, or change without permission from the author, any information or citation in an academic work;
- f) To interfere, change or attempt to change grades;
- g) To try to prevent or interfere with the proper functioning of classes, research or other academic activities;
- h) To make false accusations regarding instructors, governance bodies, other students or non-teaching staff of the FPUL;
- i) To falsify signatures in attendance sheets, documents relating to evaluation elements or in any official document relating to an academic process or status.

Disciplinary offenses committed in any assessment element can lead to its annulment, and must be reported to the Pedagogical Council or, considering their gravity and repetition, may lead to other penalties, to be determined by the Rector of the University of Lisbon.