

UCLA Labor and Workplace Studies

Course Syllabi Preparation and Development

Teacher's Guide – UCLA Office of Instructional Development

The UCLA Office of Instructional Development created a [Teacher's Guide](#), which is especially useful for those new to our campus. Pertaining to syllabus preparation and development - Section B: Teaching Practice, Course and Curriculum planning, starting on page 25, will help set the framework for your syllabus.

The [OID Resources Weblink](#) is also a great place to find additional resources. It includes an assessment matrix which is very helpful in visualizing the steps towards the learning outcomes you would want students to achieve through the class.

Labor Studies Learning Outcomes and Related Courses

Below are our proposed learning outcomes for our labor studies courses per focus area. Would be great to think about these learning outcomes and include those that apply to each course in syllabus.

Focus Area	Learning Outcomes	Related Courses
Theoretical Approaches to Labor Research	<ul style="list-style-type: none"> · Familiarity with widely used theories in at least two traditional social science disciplines (broadly defined) · Critical perspective on intersectional nature of social identities such as race, gender, sexuality, and class · Ability to link developments in global economy with local experiences · Ability to describe how policy interacts with economic and social conditions 	<ul style="list-style-type: none"> · LS 101 · LS M128 · LS M180 · LS 181 · LS 182A/B
Perspectives on Work and Society	<ul style="list-style-type: none"> · Familiarity with historical and contemporary issues facing working people and working-class communities (broadly defined) · Understanding of the institutional and cultural context of labor unions and industrial relations in the U.S. context · Deep engagement with at least two case studies, including familiarity with original sources and data 	<ul style="list-style-type: none"> · LS 126 · LS M136 · LS M144 · LS M165 · LS M166A · LS 174 · LS M180
Focus Area	Learning Outcomes	Related Courses
Social Movement Leadership	<ul style="list-style-type: none"> · Experience of direct contact with diverse individuals outside of the university context · Familiarity with the terrain of social movements in contemporary society 	<ul style="list-style-type: none"> · LS M117 · LS M173 · LS M166B · LS M167 · LS M175

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	<ul style="list-style-type: none"> · Ability to identify strategies for moving social groups to action · Ability to articulate justification for action based in a moral perspective · Ability to communicate research-based knowledge to non-expert audiences · Knowledge of strategies for nurturing a sustainable career 	<ul style="list-style-type: none"> · LS M176 · LS M177 · LS 195A/B
Applied Research and Scholarly Communication	<ul style="list-style-type: none"> · Ability to identify and correctly describe methods appropriate to a variety of research challenges · Commitment to, and familiarity with best practices for ethical research · Demonstrated ability to carry out independent research with qualitative and quantitative methods · Demonstrated ability to communicate research findings 	<ul style="list-style-type: none"> · LS M166C · LS 191 · LS 194A/B · LS 199

Sample UCLA Labor Studies Syllabi (attached)

- LBR&WS 101: Intro to Labor and Social Mvmts in LA - Our labor studies introduction class for transfer students provides you with an idea of our labor studies framework, concepts and the issues we focus on. Strengths in this syllabus include reflection questions for each lecture, which also serve as learning objectives for the course.
- LBR&WS 181: LA Labor and Social Science Research Principles, Methods and Practices - Strengths in this syllabus include a rubric for participation, a list of research skills students are expected to master by the end of the course, and a small paragraph on email etiquette (how will students communicate with you)
- LBR&WS 188: Women in the Labor Force - Strengths in this syllabus include using images and quotes to introduce subject matter and themes, providing recommended readings along with required readings, and setting expectations for students' optimum learning and approach to course content (how can students succeed in this course as well as conduct themselves in class)
- LBR&WS 188: Diversity at Work - Strengths in this syllabus include clear learning objectives, a list of the course assignments organized by date, as well as information on late and missed assignments, incompletes, and extra credit

Cut and paste the information below onto your labor studies syllabus. It includes important resources as well as policies that would be beneficial for students to know.

Student Support Services & Resources

Accommodations

Students needing academic accommodations based on a disability should contact the [Center for Accessible Education](#) (CAE) at (310)825-1501 or in person at Murphy Hall A255. When possible, students should contact the CAE within the first two weeks of the term as reasonable notice is needed to coordinate accommodations. For more information visit www.cae.ucla.edu.

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Students in Financial Distress

The Economic Crisis Response Team (ECR TEAM) provides support and guidance to students who have self-identified, or are identified by UCLA faculty or staff, as experiencing a financial crisis that impacts their academic success at UCLA. If you are in financial distress, please contact the Economic Crisis Response Team (ECRT) at: ecr@saonet.ucla.edu, 310-206-1189

Please see [Resource Guide](#) for options (meal vouchers, food and career closet, parking/texbook/academic scholarships, employment opportunities, emergency loans, payment plan assistance, living frugal tips, etc.): <http://www.studentincrisis.ucla.edu/Portals/36/Documents/On-Campus%20Financial%20Resources%202015-2016.pdf>

Writing Assistance - Free UCLA resources to support you with your writing assignments.

The [Writing Success Program](#) believes in the power of words to transform and inspire. Collaborating with students in each step of the writing process, we assist them in developing the tools required for critical thinking and writing, thus contributing to their holistic growth as agents of social change. By supporting a more compassionate and confident approach to writing, students engage their voices with more power and joy. Schedule your appt. or drop-in: <https://wspucla.wordpress.com/about/>

The [Undergraduate Writing Center](#) offers UCLA undergraduates one-on-one sessions on their writing. The Center is staff by peer learning facilitators (PLFs), undergraduates who are trained to help at any stage in the writing process and with writing assignments from across the curriculum. PLFs tailor appointments to the concerns of each writer. Sessions can focus on how to approach an assignment, feedback, or on tackling grammar or sentence structure problems. In-person, walk-in, and online writing facilitation appointments available: <http://wp.ucla.edu/wc/>

University and Class policies

Nondiscrimination and Harassment

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services). The University prohibits sexual harassment, which includes sexual violence. (see [UC Policy on Sexual Violence and Sexual Harassment](#)). This nondiscrimination policy covers admission, access, and treatment in University programs and activities. <http://www.deanofstudents.ucla.edu/Official-Notices>

Academic Dishonesty - Plagiarism

Plagiarism includes, but is not limited to, the use of another person's work (including words, ideas, designs, or data) without giving appropriate attribution or citation. This includes, but is not limited to, representing, with or without the intent to deceive, part or all of an entire work obtained by purchase or otherwise, as the student's original work; the omission of or failure to acknowledge the true source of the work; or representing an altered but identifiable work of another person or the student's own previous work as if it were the student's original or new work.

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Unless otherwise specified by the faculty member, all submissions, whether in draft or final form, to meet course requirements (including a paper, project, exam, computer program, oral presentation, or other work) must either be the Student's own work, or must clearly acknowledge the source. (UCLA Student Conduct Code, Section 102.01c)

Instructors are permitted to use one or more plagiarism-detection services to assist in confirming that the academic work submitted by a student is original work and has not been duplicated from an existing work. <http://www.registrar.ucla.edu/Registration-Classes/Enrollment-Policies/Class-Policies/Plagiarism-and-Student-Copyright>

Other Forms of Dishonesty

Other forms of dishonesty, including, but not limited to, fabricating information or knowingly furnishing false information or reporting a false emergency to the University. (UCLA Student Conduct Code, Section 102.02)

Use of Mobile Devices

Any disruption of a class due to the audible beeping or use of mobile devices is treated as a violation of Section 102.13 of the [UCLA Student Conduct Code](http://www.registrar.ucla.edu/Registration-Classes/Enrollment-Policies/Class-Policies/Use-of-Mobile-Devices). <http://www.registrar.ucla.edu/Registration-Classes/Enrollment-Policies/Class-Policies/Use-of-Mobile-Devices>

Questions? Additional support in developing syllabus?

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