# Table of Content

Welcome To The Labor School .................................................. Pg. 3

Curriculum .................................................................................. Pg. 4

Participation ............................................................................... Pg. 5
  - Code of Conduct
  - Graduation

Attendance Policy ...................................................................... Pg. 6

Holidays and Bad Weather ....................................................... Pg. 7

Parking ..................................................................................... Pg. 7

WSU OneCard ........................................................................... Pg. 7

Educational Accessibility Services ........................................ Pg. 8

Tuition ..................................................................................... Pg. 9
  - Using your Company’s Tuition Assistance Program
  - Having Your Union Pay
  - Using a Labor School Scholarship
  - Sample TAP Application

Schedule of Classes ............................................................... Pg. 11

Map of Campus ......................................................................... Pg. 12
Welcome To The Labor School

This booklet will acquaint you with the policies and procedures of the Labor School. Please read it thoroughly. If you have any questions about classes, schedules, tuition or other matters, please contact the Labor Studies office at 313-577-2191, or e-mail labschool@wayne.edu.

The Labor Studies Center Staff

Gayle Hamilton • Director • 313-577-2191, ghamilton@wayne.edu
David Reynolds • Labor School Coordinator • 313-577-2197, aa2589@wayne.edu
Dennis Albers • Workshop Coordinator • 313-577-8174, ab8108@wayne.edu
Jill Pruitt • Administrative Assistant • 313-577-2191, ac6644@wayne.edu
Erica Johnson • Assistant • 313-577-2191, aw4147@wayne.edu

Labor Studies Center
3178 F/AB, 656 W. Kirby
Detroit, MI 48202
(313) 577-2191
Fax (313) 577-7726
Website: www.laborstudies.wayne.edu

The Labor School brings together workers who share a common concern for the future of their workplace, their union and their community. In an environment that stresses cooperative learning, students study the strategies and tactics required for leadership in today’s labor movement.

The Labor School is a certificate program for union leaders, members and workplace activists. While there are no entrance requirements or grades, students are expected to attend class regularly, complete all assignments, and participate in class discussions.

Participants attending class once a week during the fall and winter semesters can complete the program in two years. Students can also complete the program in one year by attending class twice a week.

Over 3800 workers have graduated from THE LABOR SCHOOL since 1965…
We invite you to join them.
The Labor School Curriculum

Union Views Classes
The historical, social, economic and political context that affect the labor movement and prospects.

Fall 2013
U.S. Labor History – 5 Weeks
Explore grass-roots history of how working people have shaped our society from the American Revolution to the present.

Labor in Crisis and Renewal – 5 Weeks
Examines the origins of the current crisis facing the modern labor movement.

Winter 2014
Economics for Workers – 5 Weeks
Examine the US economy and decisions that affect the lives of working people.

Power and Politics – 5 Weeks
Understand the power structure in America and how it shapes our social and political lives.

Leading a Diverse Union – 5 Weeks
Understand the use of workplace diversity as a source of union strength.

Union Strategies Courses
Strategies, tactics, organizational skills and legal insights required for leadership.

Fall 2013
What Unions Do – 5 Weeks
The role of unions in the workplace and society, and strategies for strengthening unions.

Your Rights in the Workplace – 5 Weeks
An overview of basic worker rights, including labor law, workplace discrimination and harassment, health and safety, FMLA, and wage and hour laws.

Winter 2014
Effective Leadership – 5 Weeks
Develop leadership skills to make an impact in your union. Also, understanding the role of leadership, strategic planning and how to resolve conflict.

Effective Planning – 5 Weeks
Examine how to design a plan that mobilizes union members for effective action at work. Skills include strategic planning, goal setting, and running effective meetings.

Effective Communication – 5 Weeks
Learn how to successfully give presentations, reach out to the media and communicate with your members. Also, skills for creating effective flyers, surveys and websites.
Participation

Students are expected to be on time and present for every class. Instructors will require that students read short articles or essays during the week to prepare for the next session. *In some classes students will be expected to turn in short assignments, from time to time, based on assigned readings.* In other classes, the student will be required to complete an assigned project by the end of the course. Again, there are no tests or grades, but students are required to complete assignments to the best of their ability.

Code of Conduct

- **Classroom Conduct:** Students and instructors are to treat all classroom participants with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, gender, sexual orientation, age, marital status, disability, or ideas that may differ from their own.

- **Cell Phones:** Phones and pagers **MUST** be turned off or set for “silent” or vibrate. Texting, suffering the web or otherwise using phones during class is disruptive and disrespectful. Students using their cell phones during class will be asked to leave.

- **Internal Union Operation:** It is the policy of the Labor Studies Center not to be involved in the internal operation of any union. Students are encouraged to learn from each other about how specific union’s function. Students are asked not to impose practices related to personal and political issues within their union on the rest of the class.

Textbooks

Textbooks are provided at the beginning of each course. Students must purchase replacements for lost, stolen or misplaced textbooks.

Graduation

Labor School graduation will be held on the third Saturday in May. The ceremony begins at 3pm and is followed by a catered reception. There is a modest graduation/reception fee. Students who complete the program in December will be invited to participate in the May graduation ceremony and will receive their completion certificate at that time. December graduates may, however, contact the Labor Studies Center office to arrange to receive their completion certificate prior to May.
Attendance Policy

Attendance

Successful completion of a class, requires students to attend every class session for the entire 2 1/2 hours. However, you are allowed only ONE absence per class. Attendance sheets—-one at the beginning of class and one during the last half hour of class. All classes meet in State Hall room 118. State Hall is located at 5143 Cass Ave, north of Warren.

Students caught signing-in for another student will be dropped from the program and paid tuition will not be refunded.

Half-Session Absence

A student who is unable to attend the full 2 1/2 hours of class will be recorded as a half-session absence. Two half-session absences equal a full absence.

If You Miss a Class You Have Two Options:

1. Attend the Same Class at a Different Time
   You can make-up a class by attending a different section of the same class during that same week. EXAMPLE: Normally, you attend the Tuesday morning section of US Labor History. You are absent from class. As a "make-up" you can attend the Wednesday evening US Labor History, but only during the same week. Refer to the schedule at the end of this handbook for information on when other Labor School sections run. Saturday absences must be made-up during the week prior to the Saturday absence.

2. Make-up Assignments
   If you are unable to attend at a different time during the week, you may still receive credit by completing a written "make-up" assignment. The make-up assignments are listed in the reader for each course.

   If you are absent more than one session, you may have to repeat the course the following year. You are allowed ONE make-up assignment per class.

Switching Between Sections of the Same Course

If changes in your work schedule or personal obligations make it impossible to attend your regular Labor School section, you may switch to another section that better suits your timetable. All you need to do is sign-in under the "Transfers" section at the bottom of the attendance sheet and let the instructor know that you are switching sections.
Holidays and Bad Weather

Holidays

- **Election Day**: Classes **will** be held on those Tuesdays.
- **Thanksgiving Holiday**: Classes **will NOT** be held the entire week of Thanksgiving.
- **Easter Holiday**: Classes **will** be held on the Saturday before Easter Sunday.
- **Wayne State’s Spring Break**: Classes **will NOT** be held during the University’s spring break week. (March 10-15, 2014)

Inclement Weather

Labor School classes will be canceled when Wayne State University closes due to severe weather. Listen to radio and television announcements or call the WSU Newsline at (313) 577-5345 to get up to date status on University closure.

Parking

Parking is available at parking structures and meters for a fee. For WSU parking structure information contact the parking office at (313) 577-3704 or www.parking.wayne.edu.

The closest parking structure to State Hall is parking structure #6.

WSU OneCard

The WSU OneCard is a credit-card sized photo ID that provides students with a multi-purpose key to campus services. Labor School students can obtain an OneCard at the WSU Welcome Center after the student has paid their current tuition and attended the first week of class. The **Welcome Center** is located at 42 W. Warren, the corner of Warren and Woodward Avenue. Hours are Monday through Friday 8:30 a.m. to 5 p.m. Call (313) 577-2273 if you have questions.

**The WSU OneCard gives you:**

- A discounted rate when using parking structures/lots on campus.
- Access to Wayne State’s shuttle buses and other services.
College Credit And Undergraduate Admission To Wayne State University

Labor School graduates wishing to continue their education may apply to Wayne State University for admission. For more information on continuing at Wayne State, contact Frank Koscielski at (313) 577-7846 or by email at ac2668@wayne.edu. Mr. Koscielski may periodically attend Labor School classes to talk about enrollment into our Labor Studies majors and to answer any questions you may have.

Educational Accessibility Services (EAS) For Students With Disabilities

The EAS office is located in the Undergraduate Library, room 1600. EAS is a resource for students with disabilities at Wayne State University. This office provides information, referrals, and direct services to the students, faculty, and staff of Wayne State University and works to educate and inform the University community about the needs and abilities of disabled students. For more information on EAS call 313 577-1851 · TTY 313 577-3365 · FAX 313 577-4898.

EAS Services:

- Pre-enrollment Consultation
- Alternative Testing
- Advocacy
- Counseling
- Sign Language Interpreters or Real Time Reporters
- Accessible Parking
- Information and Referral
- Study Rooms with Adaptive Equipment

If students have any concerns or need any accommodations, they should approach their instructor at the start of the class.
Tuition

Tuition Costs

Labor School tuition is $75.00 per class ($750.00 for the complete program). The Labor School consists of 10 classes divided into two tracks. Students attending once a week will take one track the first year and the other track the second year. Those attending twice a week will complete both tracks simultaneously to complete the program in one year.

Mail tuition payments to: Labor Studies Center
Wayne State University
656 W. Kirby, 3178 FAB
Detroit, MI 48202

Having Your Union Pay

Some unions pay to send specific members or staff to the Labor School. This option must be arranged between you and your union. Please notify the Labor Studies Center of the name, address, and phone number of the person to whom the tuition bill should be sent.

Using a Labor School Scholarship or Payment Plan

Successful fundraising efforts by Labor School students and alumni as well as contributions from area unions has created the Ethel Schwartz Memorial Scholarship for Labor Education fund for students unable to pay their full tuition. Due to this fund the Labor School has never turned away a student due to their inability to pay. Contract the Labor Studies Center office to obtain a scholarship application at (313) 577-2191.

Students may also contact the Labor Studies Center office to arrange a special payment arrangements or payment of their tuition in regular installments.

Using Your Company’s Tuition Assistance Program

Some union contracts offer employer-provided tuition assistance for the Labor School. Check with your union or employer. Students are responsible for paying any fees that is not covered by their tuition assistance plan.

Tuition vouchers can be mailed to the Labor Studies Center or handed to the Labor School staff. Students should apply for tuition assistance before each semester begins. Please note that UAW-Ford may require approval one month prior to the start of each semester.

See the next page for information on how to complete the application form.
Apply for Tuition Assistance Programs (TAP)

Contact Hours: For students using their union-negotiated Tuition Assistance Programs, please note there are no “credit hours” for the Labor School (Certificate Program). Therefore write N/A or not applicable where asked for credit hours. “Contact/Clock hours” are written below for each class. Please be sure to sign the tuition voucher before submitting it to WSU.

ETAP Application Information:
School: Wayne State University, Labor Studies Center
Website: www.laborstudies.wayne.edu
Telephone: 313-577-2191

Fall Classes

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Class Name</th>
<th>Cost</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WUD1</td>
<td>What Unions Do</td>
<td>$75.00</td>
<td>12.5</td>
</tr>
<tr>
<td>YRW1</td>
<td>Your Rights in the Workplace</td>
<td>$75.00</td>
<td>12.5</td>
</tr>
<tr>
<td>LH1</td>
<td>US Labor History</td>
<td>$75.00</td>
<td>12.5</td>
</tr>
<tr>
<td>LCR1</td>
<td>Labor in Crisis and Renewal</td>
<td>$75.00</td>
<td>12.5</td>
</tr>
</tbody>
</table>

Winter Classes

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Class Name</th>
<th>Cost</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL1</td>
<td>Effective Leadership</td>
<td>$75.00</td>
<td>12.5</td>
</tr>
<tr>
<td>EP1</td>
<td>Effective Planning</td>
<td>$75.00</td>
<td>12.5</td>
</tr>
<tr>
<td>EC1</td>
<td>Effective Communication</td>
<td>$75.00</td>
<td>12.5</td>
</tr>
<tr>
<td>EW1</td>
<td>Economics for Workers</td>
<td>$75.00</td>
<td>12.5</td>
</tr>
<tr>
<td>PP1</td>
<td>Power and Politics</td>
<td>$75.00</td>
<td>12.5</td>
</tr>
<tr>
<td>LDU1</td>
<td>Leading a Diverse Organization</td>
<td>$75.00</td>
<td>12.5</td>
</tr>
</tbody>
</table>

Total Program Cost: $750.00
Total Contact Hours: 125
# Labor School Handbook

## 2013-2014 Schedule

### Fall 2013

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Schedule</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U.S. Labor History</strong></td>
<td>5 Weeks</td>
<td>Tues. 6:30-9:00pm</td>
<td>9/24 – 10/22/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat. 9:30am-noon</td>
<td>9/28 – 10/26/2013</td>
</tr>
<tr>
<td><strong>Labor in Crisis and Renewal</strong></td>
<td>5 Weeks</td>
<td>Tues. 6:30-9:00pm</td>
<td>10/29 – 12/03/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat. 9:30am-noon</td>
<td>11/02 – 12/07/2013</td>
</tr>
<tr>
<td><strong>What Unions Do</strong></td>
<td>5 Weeks</td>
<td>Tues. 9:30am-noon</td>
<td>10/29 – 12/03/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wed. 6:30-9:00pm</td>
<td>10/30 – 12/04/2013</td>
</tr>
<tr>
<td><strong>Your Rights in the Workplace</strong></td>
<td>5 Weeks</td>
<td>Tues. 9:30am-noon</td>
<td>10/29 – 12/03/2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wed. 6:30-9:00pm</td>
<td>10/30 – 12/04/2013</td>
</tr>
<tr>
<td><strong>Economics for Workers</strong></td>
<td>5 Weeks</td>
<td>Tues. 6:30-9:00pm</td>
<td>1/14 – 2/11/2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat. 9:30am-noon</td>
<td>1/18 – 2/15/2014</td>
</tr>
<tr>
<td><strong>Power and Politics</strong></td>
<td>5 Weeks</td>
<td>Tues. 6:30-9:00pm</td>
<td>2/18 – 3/25/2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat. 9:30am-noon</td>
<td>2/22 – 3/29/2014</td>
</tr>
<tr>
<td><strong>Leading a Diverse Organization</strong></td>
<td>5 Weeks</td>
<td>Tues. 6:30-9:00pm</td>
<td>4/01 – 4/29/2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat. 9:30am-noon</td>
<td>4/05 – 5/03/2014</td>
</tr>
</tbody>
</table>

### Winter 2014

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Schedule</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Leadership</strong></td>
<td>5 Weeks</td>
<td>Tues. 9:30am-noon</td>
<td>1/14 – 2/11/2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wed. 6:30-9:00pm</td>
<td>1/15 – 2/12/2014</td>
</tr>
<tr>
<td><strong>Effective Planning</strong></td>
<td>5 Weeks</td>
<td>Tues. 9:30am-noon</td>
<td>2/18 – 3/25/2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wed. 6:30-9:00pm</td>
<td>2/19 – 3/26/2014</td>
</tr>
<tr>
<td><strong>Effective Communication</strong></td>
<td>5 Weeks</td>
<td>Tues. 9:30am-noon</td>
<td>4/01 – 4/29/2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wed. 6:30-9:00pm</td>
<td>4/02 – 4/30/2014</td>
</tr>
</tbody>
</table>

All classes are held in Room 118 State Hall, 5143 Cass Ave