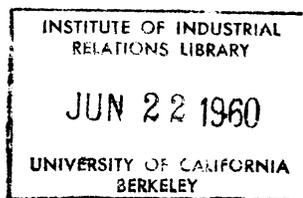


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INDUSTRIAL RELATIONS CURRICULUM
AT THE
UNIVERSITY OF CALIFORNIA, BERKELEY...

Institute of Industrial Relations
University of California
Berkeley 4, California
Academic year 1959-60



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INTRODUCTION

Course offerings in the broad field of industrial relations are available in six departments on the Berkeley campus of the University; and there are several undergraduate and graduate programs in which these courses may be taken. The interdisciplinary character of this field of study and the diversity of programs which are available have created a need for a single, comprehensive source of information and guidance to undergraduate and graduate students. This handbook has been prepared by the Institute of Industrial Relations (Berkeley) in an effort to meet this need.

General information regarding entrance requirements, fees, regulations, calendar, general curricula, and other University matters may be obtained by consulting the General Catalogue of the University of California. More specific information about degree requirements in particular fields is contained in the announcements of the various schools, colleges, and departments of the University.

Van Dusen Kennedy has written this handbook with the guidance of the Faculty Advisory Committee of the Institute of Industrial Relations.

Arthur M. Ross, Director
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Berkeley, California

EMPLOYMENT OPPORTUNITIES

Personnel and industrial relations is a field of work that is understandably attractive to many young people seeking a career, and every year it affords a certain number of interesting and challenging jobs to students completing their educational programs. It should be recognized, however, that in this field as in many other fields, it is the students with better qualifications and special experience who are particularly likely to find good jobs and to advance beyond the routine level to that of handling the more responsible problems of human relations. Experience has shown also that students with graduate degrees have an advantage in obtaining these jobs.

The following paragraphs summarize some of the main characteristics of employment and opportunities in four major sub-areas of the labor and personnel field.

Professional. Individuals with the M.A. and/or the Ph.D. degree may find openings as teachers specializing in labor. Furthermore, individuals who combine industrial relations training with degrees in law or in engineering often find it possible to specialize in some phase of industrial relations after they have established themselves in their primary professions. Both unions and private employers have made increasing use of lawyers with a knowledge of labor matters, and legislative trends indicate a continuing demand in this field for members of established law firms. In an extremely limited number of cases, individuals attached to consulting or industrial engineering firms which serve business or union organizations on a retainer basis, have special opportunities as personnel and industrial relations consultants. Labor arbitration is another specialization, sometimes permitting full-time employment, but normally offering temporary or part-time opportunity for experienced industrial relations personnel with an established place in teaching, government service, the legal profession, or industry.

Government Service. Many national, state, and local government agencies employ individuals with training in personnel and labor subjects. National agencies in this category include: The National Labor Relations Board, the Federal railroad labor agencies, the Federal Mediation and Conciliation Service, the Social Security Administration, and the Wages and Hours Division, the Division of Labor Standards, the Bureau of Employment Security, and the Bureau of Labor Statistics of the U. S. Department of Labor. In addition there are many state and local labor, conciliation, and social security agencies which provide employment opportunities. All government agencies, of course, have their own internal personnel functions and staffs.

Unions. The labor movement requires a sizable staff to service its approximately eighteen million members, and to carry on an increasingly complex program of contract negotiation and administration, organizing, education, political action and community participation. By tradition and inclination, unions follow a policy of recruiting from within their own ranks. But there is an increasing number of technical staff jobs which it must fill with college trained personnel.

Private Enterprise. Business and industry offer by far the largest number of opportunities for students of labor and personnel relations. Personnel and industrial relations is widely recognized as a separate managerial function needing direction by specially trained or experienced personnel. There is a tendency, however, for management, like unions, to recruit from within; strong emphasis is placed on familiarity with a business and its policies, knowledge of production operations, wide acquaintance with managerial supervisory personnel, and an "ability to get along with people."

Although employment opportunities in this field have been expanding in recent years, students may find job openings in the northern California area somewhat more limited than in certain other areas. Many firms in the area are subsidiaries or branch plants of large eastern or mid-western multi-plant corporations which operate under master agreements that are negotiated and signed elsewhere. The great majority of manufacturing plants in the area are relatively small, and do not maintain specialized industrial relations staffs. Multiemployer bargaining units are prevalent in all industries. This means that much of the responsibility for labor relations is delegated to employers' associations. These conditions result in fewer personnel openings than the total employment statistics for the area would seem to promise.

PROGRAMS OF STUDY

The industrial relations curriculum on the Berkeley campus has two principal characteristics. It consists in large part of non-vocational courses and it is interdepartmental. These characteristics result not so much from central design as from the prevailing viewpoints among the faculty members who teach in this field.

One viewpoint is that the pervasiveness of unionism and collective bargaining in our society and the increasing involvement of government in the affairs of labor and management make every citizen a party at interest. The individual can no longer take himself out of the picture by saying either "It doesn't concern me" or "It's a matter for the experts". In one or more capacities -- as an employee, as a union or management official, as a consumer, as a voter -- each one of us is forced to make decisions and judgments about unions, about management, and about public labor policy. And the more complex labor relations become the greater is the need of the ordinary citizen for understanding and information. From this point of view it is an encouraging sign that a far larger body of students takes labor and personnel courses than will ever make professional use of them. It is fitting, therefore, that most of the courses should be aimed at giving students a broad understanding of concepts, issues, and problems.

Another prevailing viewpoint is that no single discipline has any monopoly on wisdom and understanding in this field of study. Labor problems, unionism, and employer-employee relations are social phenomena in the most all-embracing sense and make full demands on all the social sciences. Thus the courses in this curriculum are offered by five different departments.

Students should refer to the regular course catalogue for general University degree requirements which are not covered in the following summaries. Students should bear in mind also that many of the industrial relations courses which they may wish to take outside of their own major departments have lower division and, in some cases, upper division course prerequisites. In every department course programs should be worked out in consultation with a major adviser.

Undergraduate Programs

Major in Business Administration. Students interested in the labor field can work for the Bachelor of Science degree offered by the School of Business Administration with industrial relations and personnel management as the field of emphasis. Students who elect this program must fulfill the standard requirements of the business administration major. One of the normal requirements, however, is that students specialize to the extent of 9 units of work beyond the introductory course in one phase of business. This means that students who choose industrial relations and personnel management as their field of emphasis take a minimum of four courses in the field. Additional courses may be taken as electives.

To be admitted to the School students must have junior standing and a C average. Requirements for the degree include the following lower division courses: Economics 1A-1B, Economics 2, Business Administration 1A-1B and 18, and the following upper division courses: Business Administration 105 or 109, 100, 101, 140, 160, 131, 150 and one course selected from Business Administration 135, 170, 180, Economics 135 and 190A.

The list of courses open to students who elect the industrial relations and personnel field of emphasis includes the main courses in the field offered on the campus. The list is as follows: Business Administration 151, 152, 153, 199, 256, Economics 152, 153, Political Science 160A, 183 (this course and Business Administration 151 may not both be offered for credit), Psychology 185, 187, Sociology 161.

For further details on the requirements of this program consult the Announcement of the School of Business Administration.

Major in Economics. Labor may be offered as a field of concentration by students who major in economics. Students who choose this course of study must meet all the regular departmental requirements for the major.

To be admitted to this major students must complete lower division courses, Economics 1A-1B and 2 with an average grade of C.

In the major itself students are required to complete 24 units of upper division economics (specified business administration courses may be substituted where necessary to complete a concentration). These 24 units must include Economics 100A-100B, and one course selected from Economics 112A, 112B or 113. Also included in the 24 units is a six-unit sequence of courses in one of the fields of concentration. Students who select labor economics as the concentration must take Economics 150 and 152 and one course selected from Business Administration 152 and 153.

For details on the requirements of programs in Political Science, Psychology, and Sociology and Social Institutions, please see information furnished by the departments in question.

Graduate Programs

The Berkeley curriculum does not provide for a graduate degree based solely on a program of work in industrial relations. Graduate students must relate the work they do in this field to their degree programs in the regular departmental disciplines. The departments in which industrial relations is most commonly chosen as a subject of graduate study are Business Administration and Economics. However, a certain amount of work in the field is also a possibility for graduate students in Political Science, Psychology and Sociology.

It is important for a student to remember that whatever his interest in labor subjects, if he intends to work for a graduate degree he must satisfy the standard graduate prerequisites and degree requirements of the department in which he chooses to study.

Students should consult the Announcement of the Graduate Division, Northern Section for detailed information on requirements for admission to the Graduate Division, requirements for full graduate standing, and general University regulations governing requirements for higher degrees. The basic formal requirements for the Ph.D. in all departments include: 1) reading knowledge of two foreign languages; 2) satisfactory performance on qualifying examinations; 3) satisfactory completion of, and examination on, a dissertation. The Graduate Division also requires a full year of residence after the oral qualifying examination and before examination on the dissertation.

In Business Administration. One of the fields of emphasis for graduate study in the Graduate School of Business Administration leading either to an MBA or Ph.D. degree is industrial relations and personnel management.

a) The MBA program. Students who have taken the equivalent of the undergraduate core program in Business Administration can ordinarily complete the requirements for the master's degree in two semesters. Those with no business administration background must spend a first year in a special core program of preparation for the second year of advanced work. Students with a partial background of business administration courses will have to satisfy those requirements in which they are deficient. This may require an extra summer session or semester in addition to the regular two semester advanced program.

There is no prescribed program of courses which must be completed for the MBA with an emphasis in personnel and industrial relations. However, each student's program must be approved by the Graduate Adviser and ordinarily will include the following courses or their equivalents:

Graduate courses

B.A. 255	Seminar in Industrial Relations
B.A. 256	Seminar in Collective Bargaining
B.A. 257	Managerial Policies and the Labor Factor
B.A. 298	Business Research Methods
B.A. 299	Research in Business Problems

Other courses taken may be in industrial relations or in other fields of business administration or in other departments.

b) The Ph.D. program. In addition to the general requirements of the department, the student interested in offering a field in industrial relations is advised to attend the following seminars as part of the preparation for the general examinations:

B.A. 257	Managerial Policies and the Labor Factor
B.A. 259	Wage Policies and Wage Behavior
Economics 252B	Seminar in Labor Economics

In Economics. Specialized work in the field of labor and industrial relations may be taken while a student is working toward either the Master's or the Ph.D. degree in Economics. In each case the student must satisfy the standard prerequisites and degree requirements established by the Department.

a) The M.A. program. There are two M.A. programs in Economics. The first option requires a dissertation -- the second does not. Both programs have as a prerequisite that the student have the equivalent of a Bachelor's degree in Economics at Berkeley, and the students are required to maintain a B average while in residence.

1. Under the first option the student must take a minimum of 20 units of work while in graduate residence, of which 12 units must be graduate level courses in Economics. Six of the graduate level units must be in the field of the M.A. thesis.

2. Under the second option, the student must take a minimum of 24 units of work while in graduate residence, of which 15 units must be graduate level courses in Economics, and pass qualifying examinations in two special fields.

b) The Ph.D. program. The Ph.D. program in Economics is described in a special circular put out by the Economics Department. Aside from preparing in Economic Theory and Economic History, a candidate for the Ph.D. must be prepared in two special fields. One of the special field options which is available is in Labor Economics and Industrial Relations.

In Political Science.

a) The M.A. program. Candidates for the Master's degree must have completed the requirements for the undergraduate major. While in graduate residence they must complete at least 20 units of course work, of which a minimum of 8 units must be in graduate political science courses and 4 units

must be in political science or in related courses approved by the Graduate Adviser. Candidates must also complete a thesis approved by the Department.

Under this program students are permitted to write theses on appropriate topics in the field of industrial relations. In addition, if their Adviser approves, they may do a considerable proportion of their course in this field.

b) The Ph.D. program. No specific course work is required for the Ph.D. Candidates are expected to show satisfactory attainment in at least five fields of political science: American government, political theory, and three chosen by the student from parties, pressure groups, and public opinion; public administration and public policy; public law and jurisprudence; international relations; and comparative government. These five fields are covered in the written departmental examinations. For the oral qualifying examination, students must offer at least three of the above political science fields and one outside field. Industrial relations may be offered as the outside field. The dissertation topic may also be chosen from this field. This program permits the interested student to give considerable emphasis to subjects within the area of industrial relations.

For further details on requirements for the Ph.D. in political science students should consult departmental announcements and the Graduate Adviser.

In Psychology. In order to be admitted to graduate standing with a major in psychology, students must have completed the undergraduate major or its equivalent and comply with departmental selection procedures.

a) The M.A. program. The candidate must prepare for and take an essay examination in general psychology -- with emphasis on experimental and statistical aspects. In the remainder of his program the student may take, if his Adviser approves, a certain number of industrial relations courses. The candidate must also complete a thesis.

b) The Ph.D. program. The candidate must take essay examinations covering three required areas and one elective area. The required areas are general psychology, statistical methods and measurement, and history and systems of psychology. Industrial psychology may be chosen as an elective. If the Adviser approves, the student will be able to take a certain amount of industrial relations work in his program.

For more detailed information the student should consult the Graduate Adviser for the Department.

In Sociology and Social Institutions. Industrial relations may be offered as one field of concentration in a program leading either to the M.A. or the Ph.D. degree in this Department.

Admission to full graduate status in the Department requires either the completion of an undergraduate major in the Department or, for transfer students, the completion of 15 upper division units in sociology at another university. The Department expects that normally it will take the student from one and a half to two and a half years to complete requirements for the Ph.D.

Students primarily interested in the labor field should note that the Department puts special emphasis upon social theory and method.

a) The M.A. program. The student may work toward the M.A. degree in accordance with either the thesis plan or the comprehensive examination plan. Under the thesis plan the student must complete at least 20 units of work and the writing of a thesis. At least 8 of the 20 units must be selected from among graduate courses in the Department; the other 12 units may be upper division or graduate courses in the Department or in allied departments. Under the second plan the student must complete at least 24 units of course work and must pass a comprehensive written examination in three major fields. At least 12 of the 24 units must be selected from graduate courses in the Department. The other 12 units may be upper division or graduate courses in the Department or allied departments.

Under each of the M.A. plans courses are to be chosen from three fields of concentration in consultation with faculty advisers. Among the fields from which students may choose are political and industrial sociology and industrial relations. The choice of courses which may be taken within these fields is up to the student and his faculty advisers.

b) The Ph.D. program. The essential requirements on the student in addition to the standard University Ph.D. requirements, are as follows: completion of at least the minimum amount of course work which is specified for the M.A. degree, the courses to be taken in at least five fields of work; and the passing of written and oral examinations covering five fields of work. Among the fields from which the student may choose are political and industrial sociology, and industrial relations. The choice of courses within these fields is up to the student and his faculty advisers.

Certificate in Industrial Relations

For those who desire educational work in industrial relations but who find it impossible to take up residence at the University, a special non-degree program has been worked out by University Extension in cooperation with the Institute of Industrial Relations. This program is open to all adults regardless of previous education and training. Completion of the program entitles the candidate to receive the Certificate in Industrial Relations. In order to qualify for the Certificate a person must complete satisfactorily a minimum of eight courses selected from a prescribed list. A number of these courses may be taken by correspondence. Announcements containing the details of this program may be obtained from University Extension or the Institute of Industrial Relations.

INSTITUTE OF INDUSTRIAL RELATIONS

The Institute was established at the University of California by action of the State Legislature in 1945. It began operations in 1946 with a Northern Section on the Berkeley campus and a Southern Section on the Los Angeles campus. The following discussion will deal with the Berkeley Institute only.

The Institute is a University enterprise which is independent of the teaching departments but which operates under the close policy guidance of a Faculty Advisory Committee whose members are drawn from seven different teaching departments and administrative divisions of the University. There is also a Community Advisory Committee consisting of industry, labor, and public representatives. The professional staff of the Institute is composed primarily of members of the University faculty who hold two-thirds time appointments as regular members of teaching departments and one-third time appointments with the Institute. There are faculty members from five different social science departments on the Institute staff.

The program of the Institute may be summarized under three major headings:

1. Research. The central function of the Institute is to investigate the facts and issues of industrial relations through an integrated program of basic research and to disseminate the results through various media of publication.

2. Community relations. A principal purpose of the Institute is to facilitate a better understanding between management and labor. This is achieved by a program worked out in cooperation with University Extension involving extension courses, conferences, week-end institutes, short courses and other methods of community education.

3. Campus activities. The Institute does not maintain an on-campus program of course instruction. All labor and industrial courses are taught in the regular University departments. In matters of curriculum the Institute confines itself to a coordinating, advisory function. In addition, it maintains a library; sponsors addresses on labor relations topics by leading spokesmen from labor, industry, and the public; and engages in various other student service activities.

A number of the off-campus institutes and conferences sponsored jointly by the Institute and union and management organizations are of interest to students and in most cases arrangements can be made for student admission. Announcement to students of these programs is made at classes, at student meetings and through bulletin board postings.

Graduate research assistantships. The Institute offers a basic training opportunity to a limited number of students by maintaining 10 assistantships for qualified graduate students interested in industrial relations. The assistantships are for the 9-month period September 15 to June 15; they pay a stipend of \$1,925 in the first step and \$2,025 for the second step; and the recipient is expected to devote half time to Institute work and may carry not more than 9 units of course work at a time. Appointments are made for only one academic year at a time and ordinarily no student may hold an assistantship for a total of more than two years. Graduate students in the fields of business administration, economics, political science, psychology, and sociology are eligible to apply but they must be engaged in a bona fide graduate degree program in order to hold an assistantship.

All graduate assistants are appointed to assist in the continuing research program of the Institute. Consequently, they work under the direction of staff members and not on independent projects of their own. In exceptional cases a student may be permitted to pursue independent research.

A wide variety of research projects is constantly under way at the Institute and providing occasion for the use of graduate assistants. This research is conducted by faculty members from at least five different departments and may be grouped into the following seven general categories:

1. The nature and operation of the labor market
2. Wage structures and wage analysis
3. Collective bargaining systems and processes
4. The internal government of private associations
5. Perspectives and perceptions in the industrial community
6. The aging population
7. Industrialization and comparative labor movements

Because of the broad scope of its research program, the Institute welcomes assistantship applications from some students whose primary interests are not in industrial relations as such but whose qualifications in their fields will contribute to phases of the research program.

Students who desire further information or who wish to obtain application forms for the assistantships should write to the Institute. February 20th is the final application date for appointments beginning the following September.

Library facilities. The Institute maintains a small, specialized library which is open to students. No attempt is made to duplicate the general industrial relations materials kept in the University library. Aside from a relatively few standard works, the Institute library confines itself to selected periodicals, government publications, the research output of special organizations in the field, certain union publications, arbitration proceedings and decisions, bibliographies, and other documentary materials

of a like nature. The library's main service to students is the provision of quick access in one location to the specialized materials described and the assistance which is available from librarians who are familiar with current reference materials.

Employment assistance. The Institute is not an employment bureau and does not propose to operate one. However, the experience and activities of staff members and the relationships which the Institute has with labor and management elements in the community do enable the Institute to cooperate with the University's Placement Center in giving students some help in finding jobs in the labor and personnel field. Staff members are available for counseling on employment opportunities and on job hunting. The Institute will endeavor to maintain a current file on all students who wish to provide this information for use in responding to inquiries which may come in from employers. The Institute also undertakes to keep available to students information regarding industrial training programs, civil service examinations, graduate scholarships, and other similar information.

Counseling. Students who are new to the campus or to industrial relations course work frequently need the kind of informal guidance obtainable only in direct conversation. Since the Institute staff is made up of instructors and graduate students drawn from several different departments, students often find staff members a helpful source of information and ideas about majors, courses, instructors, research, report writing, jobs, and other matters of concern to students. The Institute staff welcomes opportunities for this kind of informal and personal association with students.

SCHOLARSHIP AID

There are several forms of financial assistance for which students in the social sciences at the University of California are eligible to apply.

Undergraduates. Students who maintain an excellent scholarship standing are eligible to make application for undergraduate scholarships. A circular giving information about these scholarships may be obtained from the Committee on Undergraduate Scholarships, 2251 College Avenue, University of California, Berkeley. Application forms may be obtained from the same office. Students already in attendance must file applications by December 31 preceding the academic year and entering students must file by March 1.

Graduate students. Non-resident students who are in full graduate status, who have proved that they are distinguished scholars and who are carrying full programs toward the fulfillment of requirements for academic higher degrees may apply for remission of tuition fees. Their scholarship standing must have been excellent throughout a period of at least two years preceding the time of application. Only students from institutions of high scholarship standing will be considered. Students must make application for remission of tuition fees not later than two weeks after the opening of the semester in question.

Ten graduate research assistantships in the field of industrial relations are provided by the Institute of Industrial Relations. These assistantships are described in greater detail in the section on the Institute.

Teaching assistantships are available to qualified graduate students in most of the social science departments. These pay a stipend of \$2,005 per year. Appointees devote about one-half of their time to teaching duties and the rest of their time to graduate work. Application blanks and further information may be obtained from the chairman of the department in which the student wishes to teach.

Information about a variety of fellowships and scholarships for graduate students may be obtained from the Dean of the Graduate Division. Applications must be filed with the Dean's office not later than February 20 prior to the academic year in which the award is tenable.

COURSES IN INDUSTRIAL RELATIONS

For the information and guidance of students this section contains a comprehensive listing of all courses on the Berkeley campus which may be said to fall in the industrial relations field broadly defined. The course descriptions are those contained in the University General Catalogue.

For information and advice about departmental major programs of study it is advisable for students to consult the regular departmental advisers. Most departments also have written announcements or descriptions of departmental requirements and programs.

Upper Division Courses

For all courses listed in this group students should assume that junior standing is required as a minimum qualification. Generally, each department also requires students to complete certain standard lower division prerequisites in the department before taking its upper division courses. These are set forth in the General Catalogue. However, instructors in many of the courses listed below customarily waive some or all lower division prerequisites for students who are not majors in the departments offering the courses. Special prerequisites for individual courses are listed with the courses below.

Except where a different unit value is indicated, all courses listed have a value of three units of credit when taken in one of the semesters of the regular academic year. When offered in summer session all courses normally carry only two units of credit.

Agricultural Economics

112A-112B. Rural Sociology. (2 units each semester) Year course.

The forms of human association in rural environment, including their origins, development, structures, functions, and cultural products. Rural population, social organization and institutions, social psychology, ecology patterns, social change, social pathology. Rural community development in underdeveloped countries.

Business Administration

150. Industrial Relations. (3 units each semester) I and II.

Students will not receive credit for both Economics 150 and course 150. Designed to help beginning students understand labor-management issues through a study and interpretation of labor history, labor law, unionism, employer organization and policies, collective bargaining, wages, employment, social security, and problems of public policy.

151. Personnel Administration. (3 units each semester) I and II.

Prerequisite: course 150 or Economics 150, or consent of the instructor. Personnel policies and procedures, with special attention to the structure of personal relationships within the enterprise as it affects personnel management, and to the development and administration of the wage structure of a firm.

152. Collective Bargaining System. (3 units each semester) I and II.

Prerequisite: course 150 or Economics 150. The nature, instrumentalities, and structure of collective bargaining. Analysis of union agreement, provisions and their economic and political significance. Bargaining experience in major industries. Determinants of peace and conflict in industrial relations.

153. Labor Law (3 units each semester) I and II.

Prerequisite: course 150 or Economics 150. A study of federal and state laws and court decisions affecting hours, wages, strikes, boycotts, picketing, union recognition and operation, legality of collective agreements, etc. A discussion of the National Labor Relations Act, Fair Labor Standards Act, and other legislation.

Economics

- 106A-106B. Social Reform Movements. (3 units each semester) Year course.

106A. European and American movements for social reform prior to 1914.
106B. II. European and American movements for social reform since 1914.

150. Labor Economics. (3 units each semester) I and II.

Students will not receive credit for both course 150 and Business Administration 150. The social background of labor legislation and trade unionism.

152. Labor Economics. (3 units each semester) II.

Comparative survey of American and foreign labor movements.

153. Wage Theory and Policy. (3 units each semester) I.

Prerequisite: courses 150 and 152, or consent of the instructor. Theoretical analysis and empirical description of wage issues, both at the micro- and macro-economics level; national wage and employment policy.

180. Problems of Poverty. (3 units each semester) I.

Facts, conditions, and current explanations of poverty; public and private action to prevent destitution; theories concerning minimum standards of living.

185. Social Insurance. (3 units each semester) II.

An analysis of the theories underlying social insurance and social insurance legislation throughout the world.

Industrial Engineering

143. Motion and Time Study. (3 units each semester) I.

Prerequisite: Engineering 100 or 101, or consent of the instructor; Business Administration 140 (may be taken concurrently); Statistics 130 E recommended. Not open to students who have completed course 142. Principles of motion economy; study of hand motions and their simplification through the use of process charts, micromotion analysis, and workplace design; equipment layout; theory and practice of time study, rating of worker performance, and standard data theory.

146. Wage and Incentive Systems. (3 units each semester) I and II.

Prerequisite: course 142 or 143; Business Administration 140 (may be taken concurrently). Design and administration of wage and incentive systems for various industrial conditions; job-evaluation and analysis; motivation and morale; incentives for indirect workers; effects of automation, governmental regulations, and guaranteed annual wages; labor union attitudes; relationship to various industrial engineering activities.

Political Science

160A-160B. Pressure Groups and Political Power. (3 units each semester)
Year course.

160A: The Government of the Private Association. An examination of the internal government and politics of the private association. Materials will be drawn from trade unions, the church, agricultural, business, professional, and other organizations. Special attention will be paid to the concepts of majoritarianism, constitutionalism, oligarchy, and constituency.

160B: Private Power and Public Policy. The nature and sources, strategy and tactics of group power within the context of the American institutional setting. Business, agriculture, labor, religion, the professions as organized power. Ramifications for a democratic society.

183. Public Personnel Administration. (3 units each semester) II.

A survey of public personnel administration, including the history of civil service, the personnel agency, classification, recruitment, examination techniques, promotion, service ratings, training, discipline, employee organizations, and retirement.

Psychology

145. Social Psychology. (3 units each semester) I and II.

Sections to be arranged. Prerequisite: course 1A. Psychological nature of: society, its functions and instruments; social groups, their ways, sanctions, symbols, social controls; social status, prestige, and mobility; social interaction, including conflict; social change. The person's adjustment to these phenomena.

185. Personnel and Industrial Psychology. (3 units each semester) I and II.

Prerequisite: course 1A. A discussion of techniques for the selection and classification of employees, the psychological aspects of the study of work methods, conditions of work, training, employee motivation, and morale.

186. Theory of Mental Measurement. (3 units each semester) I.

Lectures and laboratory. Prerequisite: courses 1A, 1B, 5. Scaling of psychological measurement, determination of the reliability and validity of tests, concepts of dimensions of psychological traits.

187. Human Relations in Industry. (3 units each semester) I.

Prerequisite: course 185. The motivation of workers, psychological aspects of worker-management relationships, factors in employee morale, the maladjusted worker, leadership.

188. Attitudes and Perception in the Industrial Society. (3 units each semester) I.

Prerequisite: courses 1A, 1B, 5. Theoretical problems of perceptual and attitudinal organization in industrial situations, role perceptions in labor and management relations, genesis of attitudes, morale surveys, and similar problems.

Sociology and Social Institutions

120. Organizations and Institutions. (3 units each semester) II.

Not open to students who have received credit for course 102 or 111. Sociological analysis of administrative organizations and voluntary associations, with emphasis on the major social institutions in industry, government, religion, and education.

129. Sociology of Occupations and Professions. (3 units each semester) I.

An historical and comparative study of selected occupational and professional groups, with emphasis on the social significance of occupational ideologies and the sociological factors related to their development.

132. Social Stratification. (3 units each semester) I.

Analysis of recent occupational trends and of social problems of occupational stratification; social classes in local communities and the nation as related to interest organizations.

161. Community and Modern Industry. (3 units each semester) I.

Institutional and ideological setting of industry; effects of size and composition of the community on industry and trade unions; social groupings in the community and the factory.

Graduate Courses

The general condition for enrollment in a graduate course is that the student must submit to the instructor in charge satisfactory evidence of preparation for the work proposed. Normally, this means completion of at least 12 units of upper division work basic to the subject of the graduate course, irrespective of the department in which the basic work has been taken. In many of the courses listed below, therefore, instructors frequently admit qualified graduate students from neighboring departments. In addition, qualified undergraduate students may be admitted to a number of these courses. Only those courses are listed which are likely to be available in some degree to non-majors.

Except where a different unit value is indicated, all courses listed have a value of three units of credit when taken in one of the semesters of the regular academic year. When offered in summer session all courses normally carry only two units of credit.

Business Administration

255. Seminar in Industrial Relations. (3 units each semester) II.

Prerequisite: two industrial relations courses and consent of the instructor. Theoretical background for advanced study of collective bargaining and personnel administration. Wage determination; structure and operation of labor markets; origin and direction of labor movements; theory of industrial peace and conflict.

256. Seminar in Collective Bargaining. (3 units each semester) I and II.

Prerequisite: course 152 or the equivalent. Open to a limited number of senior students with consent of the instructor. Studies of the bargaining process; the legal and factual basis of collective bargaining; the provisions of collective agreements; administration of agreements, including negotiation and arbitration of grievances; processes of disputes settlement; influence of the larger environment, particularly mobilization and war.

257. Managerial Policies and the Labor Factor. (3 units each semester) I and II.

Sources and objectives of managerial policies. Analysis of specific problems in terms of general situations. Selection of tools of personnel administration, procedures and special policies which are most appropriate and effective. Unconscious changes in or departures from broad policy.

259. Wage Policies and Wage Behavior. (3 units each semester) I and II.

Economics

- 250A-250B. Advanced Labor Economics. (3 units each semester) Year course.

Prerequisite: two courses in labor, including some European labor history, and consent of the instructor. 250A is not prerequisite to 250B. An intensive reading course covering classic and current material.

- 252A-252B. Seminar in Labor Economics. (3 units each semester) Year course.

- 254A-254B. Seminar in Agricultural Labor in Advanced and in Underdeveloped Countries. (3 units each semester) Year course.

Prerequisite: consent of the instructor. Agricultural workers of wage and lower tenure status, in advanced and underdeveloped countries, including such aspects as status, collective bargaining, social legislation, land reform, productivity, impact of mechanization, and role in politics.

Political Science

273. Public Personnel Administration. (2 units each semester) II.

Techniques and problems in the field of public personnel administration, with special reference to federal, state, and local agencies.

275. Social Security Administration. (2 units each semester) II.

Unemployment, disability, old-age and survivors insurance, workmen's compensation, public assistance. Coordination of interrelated programs; administrative relations at three levels of government; interest group representation; jurisdictional disputes; intergovernmental relations; influence of administrative structure and procedure upon policy; comparative administrative evolution.

Social Welfare

209. The Theory of Group Development. (2 units each semester) I.

The scientific bases of group behavior with emphasis on understanding the universal properties of groups. Open to graduate students in other departments.

283. Group Process in Professional Practice. (2 units each semester) I and II.

Prerequisite: for social welfare students, course 280. Theory of group action and leadership essential in the development of competence to participate in professional groups. Open to graduate students in other departments.

Sociology and Social Institutions

202. Seminar in Social Problems in Large-Scale Organization. (2 units each semester) II.

240. Seminar in Leadership and Social Structure. (2 units each semester) II.

Theoretical and empirical analysis of the relationships between leaders and their followers in organized groups. Methods for measuring leadership and other aspects of group structure.

261. Seminar in Industrial Sociology. (2 units each semester) I.

Contributions of sociology to theory and research in industrial relations. There will be special emphasis on study of the situation of the worker and the employee in modern industry and on their involvement in various organizations and the community.

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