



Welcome

At the National Labor College, you can take classes to enable you to be an integral part of building your union; those same union-building classes can start you on the path to finishing the bachelor's degree that you've always yearned for.

The National Labor College (NLC) offers a format that makes it easy for workers pursuing a college degree. Students begin their courses online via e-mail with weekly assignments and contact with faculty and fellow students. Then they come to our fully unionized campus to continue their classes for six days, and return home to complete coursework online with support from and weekly contact with the faculty. The academic year consists of three semesters, each lasting 16 weeks. Students may take as many as three classes per semester.

Specifically, NLC offers the following:

- A Bachelor of Arts degree with majors in various areas of labor studies;
- A Bachelor of Technical/Professional Studies degree;
- And more than 70 week-long Union Skills courses (USC) in areas such as arbitration, organizing, negotiations, safety & health, union building, leadership development, and much more. Specialized certificates are also available.

In the pages that follow, we'll explain the steps to make your future brighter for yourself, your family, your workplace, and, indeed, your world.

The National Labor College is regionally accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000.

Departmental Telephone Directory

National Labor College
10000 New Hampshire Avenue
Silver Spring, Maryland 20903

Main Telephone Numbers

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1-800-462-4237

Fax Number

301-431-5411

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www.nlc.edu

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Admissions/Registration

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Archives/Library

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Communications

301-431-5453

The Center for Advanced Instructional Technology (CAIT)

301-628-4862

Front Desk

301-431-6400

Hazmat

301-439-2440

Human Resources

301-431-5403

Information Technology

301-431-5405

Institutional Advancement

301-628-4861

National Resource Center

301-431-5457

Registrar

301-431-5410

Security & Facilities

301-431-5361

Student Accounts

301-431-5404

Student Services

301-431-5417

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National Labor College Academic Calendar

2006

June 24	National Labor College Graduation and Commencement
July 3-4	College Closed for Holiday—Independence Day
July 22-29	UB/NLC Graduate Summer Semester In Residence
Aug 4	Undergraduate Spring Semester Ends
Aug 25	Last Day to Register for Undergraduate Fall Semester
Aug 25	UB/NLC Graduate Fall Semester Last Day for New Applications
Sept 4	College Closed for Holiday—Labor Day
Sept 5	Undergraduate Fall Semester Begins Online
Sept 6	UB/NLC Graduate Fall Semester Last Day to Register
Sept 9	UB/NLC Graduate Fall Semester Begins Online
Oct 7-13	Undergraduate Fall Semester In Residence
Oct 9	Some Departments Closed for Holiday—Columbus Day
Oct 14-21	UB/NLC Graduate Fall Semester In Residence
Nov 10	College Closed for Holiday—Veteran’s Day
Nov 23 & 24	College Closed for Holiday—Thanksgiving
Dec 11	UB/NLC Graduate Fall Semester Ends
Dec 22	Undergraduate Fall Semester Ends
Dec 22	NLC Graduation
Dec 25-Jan 1	College Closed for Holiday
Jan 3	Grades Due

2007

Jan 3	UB/NLC Graduate Fall Semester Grades Due
Jan 8	Undergraduate Winter Semester Starts
Jan 16	UB/NLC Graduate Spring Semester Last Day for New Applications
Jan 15	College Closed for Holiday—Martin Luther King Jr. Birthday
Jan 24	UB/NLC Graduate Spring Semester Last Day to Register
Feb 3-9	Undergraduate Winter Semester In Residence
Feb 19	College Closed for Holiday President's Day
Mar 3-10	UB/NLC Graduate Spring Semester In Residence
April 21	UB/NLC Graduate Spring Semester Ends
April 27	Undergraduate Winter Semester End/Grades Due
April 30	UB/NLC Graduate Spring Grades Due
April 30	Undergraduate Spring Semester Starts
May 28	College Closed for Holiday—Memorial Day
June 2-8	Undergraduate Spring Semester In Residence
June 23	National Labor College Graduation & Commencement
August 18	Undergraduate Spring Semester Ends/Grades Due

Bachelor of Arts

Hundreds of working men and women just like you have earned a Bachelor of Arts Degree from the National Labor College. The program is flexible and enables students to pursue their education while continuing their trade union work.

The NLC offers a simplified classroom schedule. Bachelor of Arts students do a portion of their work online, with intensive, on-campus instruction required for one week during every semester. Semesters last 16 weeks. During the non-residential portion of the semester, students must complete assignments and receive additional instruction from faculty via e-mail and phone at least once per week.

A key aspect of the NLC Bachelor of Arts program is its recognition of experiential learning—that is, education received outside the traditional classroom. Students can earn college credits for prior experiential learning that is documented and evaluated through the NLC Educational Planning course and portfolio process.

The following explains how you can get started earning a college degree from one of the world's premier labor education institutions.

Admissions Information

Admission to NLC is determined without regard to race, color, religion, national origin, sex, age, status as a qualified person with a disability or handicap, marital status, or sexual orientation.

Applicants may be admitted to the College in one of three ways—with full admission, provisionally, or as special students.

Application Procedure for Bachelor of Arts Program

A complete application includes:

- Application fee \$50 (non-refundable)
- Completed application form
- Official transcripts from all accredited colleges and universities attended
- Proof of union membership*

* Students applying for the Bachelor of Technical/Professional Studies can be admitted under certain additional criteria, please see the Program section on page 29 and 30.

The Registrar reviews the applications for completeness and accuracy and verifies all transcripts and supporting documentation. The NLC will determine whether a student may be fully or provisionally admitted. All decisions on admissions are subject to space availability.

At the time of application, students should submit to the NLC registrar all official high school/GED and college transcripts (sent directly from the college and sealed) and records from military service (see below for more detailed information on how to request military records)/proof of home schooling. Students should also include a 250 word Statement of Purpose.

Applications can be completed online at www.nlc.edu or mailed to:

Eve Dauer, Registrar and Director of Admissions
National Labor College
10000 New Hampshire Avenue
Silver Spring, MD 20903

Or faxed: 301-431-5411

The Bachelor of Arts program requires the applicant have at least 56 credit hours to be granted full admission. The Bachelor of Technical/Professional Studies (BTPS) program requires the applicant to have at least 45 credit hours to be granted full admission.

Credits may be earned in the following ways:

- Through a regional, national, professional, or specialized accredited two- or four-year college; and/or
- Through an approved military or technical training program assessed for credit by the American Council on Education or other recognized agency; and/or
- By successfully completing an apprenticeship training program recognized by the American Council on Education or the National Program on Non-Collegiate Sponsored Instruction; and/or
- Through prior learning documented through NLC's Educational Planning class and portfolio process and/or the College Level Examination Program or other approved test-for-credit program.

Students who do not meet these minimum requirements, but hold a high school diploma or General Equivalency Diploma (GED) may be admitted provisionally. Provisionally admitted students will be advised by College administrators as to the appropriate steps needed to achieve full admission to the program.

Provisional Admittance

The NLC is an upper-division, degree completion institution and students are expected to perform academically at the level of a college junior or senior. While students may be able to earn credit for their prior learning through the NLC, many students find it helpful to begin at least some of their general education coursework (i.e., English, Math, Science, Humanities, and Social Science) at their local community college. This helps students adjust to college-level work prior to beginning the NLC's upper-level classes which require a great deal of writing and analysis. If you have questions about whether NLC's upper-level degree completion program is the best first step for you, call our Student Services Department to speak with a pre-admissions advisor.

There are various ways to reach the 56-credit threshold. NLC accepts credits from accredited colleges and universities (grades must be a "C" or above) and training classes, apprenticeships and military training that have been formally assessed by accredited colleges or by independent organizations such as the American Council on Education (ACE). If you already have some of these credits (26 or more would be ideal), you can apply to NLC as a provisional student. You can then take the NLC Educational Planning class, which introduces you to the College and helps you begin the process of documenting your prior learning. You may earn a maximum of 30 credits through your prior learning portfolio.

Pre-admissions Advising

Pre-admissions advising is available to all interested applicants. Whether in-person or over the phone, a NLC representative will be pleased to talk to you about issues related to returning to school, transferring college credits, or any other area of concern. There is no fee for these sessions and all potential students are urged to make use of this service. Contact the Student Services Department for more details.

Transferring Credit

Credits with a grade of "C" or above from an accredited institution of higher education can be applied toward the degree program. Students may transfer up to 70 lower division semester credits from an accredited institution and a maximum of 90 semester credits in total. Students with transfer credit must still meet all of the requirements of the degree program in order to graduate, even if this requires them to attain more than 120 credit-hours of instruction.▶

An official transcript must accompany transfer credits and the allocation of credits to degree requirements will be at the discretion of the Registrar. You must obtain a separate transcript from each institution you have attended and have it sent directly from the institution to the NLC Registrar. The NLC does not accept developmental level courses for credit.

International Transcripts

The National Labor College does accept credits earned at internationally recognized institutions outside the United States. Applicants who have attended a college or university outside of the United States must arrange, at their own expense to have their academic records evaluated on a course-by-course basis by Educational Credential Evaluators (ECE), a non-profit public service organization, located at P.O. Box 514070, Milwaukee, WI 53203-3470. Request forms can be obtained from the Registrar's Office at the National Labor College or by printing the form at www.ECE.org. An official copy of the report should be sent by ECE directly to the Registrar's Office at the National Labor College.

English Language Proficiency

All instruction in the degree programs at the National Labor College is conducted in English, so all students are required to have a high degree of proficiency in written and oral use of the language. Students from countries whose native language is not English may be required to take a TOEFL examination and submit results to establish English fluency.

Military Training Records Request

You may receive college credit for training you received in any of the military services. The American Council on Education has evaluated military training for college credit. Each service has a method for obtaining a personal copy of your transcript and having an official copy sent to the Registrar's Office. The military often refers to official copies of transcripts that are sent to college registrars as "institutional copies."

Army: To receive your Army, National Guard, or Reserve transcript, go to the Army/American Council on Education Registry Transcript Service (AARTS) website, <http://aarts.army.mil/>. There are links for personal copies and official copies on the site.

Navy/Marines: For Navy or Marine transcripts, use the Sailor/Marine American Council on Education Registry Transcript (SMART) website, <https://www.navycollege.navy.mil/transcript.html>.

Air Force: The Community College of the Air Force issues Air Force transcripts. Visit their transcript website for directions on requesting your transcript, http://www.au.af.mil/au/ccaf/active_transc.html.

Coast Guard: To get the form to receive your Coast Guard transcript, go to the U.S. Coast Guard Institute website at <http://www.uscg.mil/hq/cgi/forms.html> and click on the U.S. Coast Guard Transcript Request link. The request form must be submitted via regular mail.

If the military cannot provide you with a transcript of your training, you will need to submit a DD214 to the NLC Registrar. The National Archives and Records Administration (NARA) is the official repository for records of military personnel who have been discharged from the U.S. Air Force, Army, Marines, Navy, and Coast Guard. You can request your DD214 via regular mail. To expedite this process, use the online eVetRecs system website: http://www.archives.gov/research_room/vetrecs/index.html.

Note that not all military training has been assessed for credit. If you have military training that has not been formally assessed, it is still possible for this training to be assessed as part of your portfolio of experiential learning.

Re-Admittance Policy

Any student who previously attend NLC and who has not had registration activity for more than a year must submit a re-admit form to the Registrar's office. This form can be obtained from the Registrar's office or conveniently online at www.nlc.edu under "Registrar." There is no fee. Catalog eligibility will be determined at the time of re-admission.

Non-degree seeking (special) students

Students wishing to add new skills or master a particular subject do not need to meet the credit hour requirements for admission. Special student status is granted on a semester to semester basis and admission to certain courses is at the discretion of the Registrar.

College Level Examination Program (CLEP)

Students may transfer up to 30 semester hours of credit earned through CLEP testing. To send your CLEP transcript to the NLC Registrar, visit www.collegeboard.com to download a Transcript Request Form or call (800) 257-9558.

Credit for Experiential Learning

Students may be awarded up to 30 semester hours of credit for experiential learning—knowledge gained from union activism, community involvement, political action, and other endeavors. To receive these credits, students must prepare a comprehensive portfolio and provide significant documentation. Students obtain these credits by taking the portfolio preparation course, LBST2990 Educational Planning. Until this course is completed, a provisionally admitted student is permitted to take no more than two additional courses. Contact the Student Services Department for more information.

Registration

1. All students admitted to NLC will receive course registration materials approximately six weeks before the classes begin online for the semester. Students may then register for courses by filling out the course registration form and mailing or faxing it in or by going online and registering at www.nlc.edu.
2. Students registered for courses will receive a registration confirmation and information on how to begin their courses on Blackboard, our online learning platform, one to two weeks prior to the time the course begins online.
3. Students must meet all deadlines and requirements in the registration material in order to be fully registered in the program.

Note: While the intensive week-in-residence constitutes the core of NLC courses, the online component of each course is also mandatory. Therefore, all students taking NLC degree week courses must have access to a working e-mail address and to the Internet.

Tuition and Financial Policies

Tuition

Tuition is payable in full prior to the beginning of the online portion of the course. Students may pay by cash, personal check, American Express, MasterCard, or Visa. Payment plans are available and are described in the Financial Assistance section.

\$150.00	per credit hour for AFL-CIO affiliated union members
\$200.00	per credit hour for non-AFL-CIO affiliated union members*
\$200.00	per credit hour for members of Working America and union member families <i>entering the BTPS program only</i>
\$982.00	per credit hour for non-union members*

Fees

\$50.00	Application fee
\$25.00	Student activity fee (each semester that includes a residential component)
\$10.00	Transcript fee
\$10.00	Technology fee for fully online courses (per credit)
\$5.00	Technology fee for partially online courses (per credit)
\$200.00	Portfolio assessment fee
\$150.00	Specialty portfolio assessment fee (applicable to all BTPS students)
\$50.00	Partnership/Joint enrollment fee (per credit)
\$90.00	Arbitrator fee (Arbitration classes only)
\$150.00	Lawyer fee (Street Law class only)
\$250.00	Graduation fee

Books and Materials

The cost of books and materials varies depending on the course, but averages about \$60.00--\$125.00 per course. Books are ordered via our online bookstore partner, MBS, which can be reached through the following link: <http://direct.mbsbooks.com/nlc.htm>

* The AFL-CIO provides a substantial subsidy to the College. Students who are not active (dues paying) members of AFL-CIO affiliated unions are required to pay differential tuition to account for the subsidy. Visit our website for additional information regarding our tuition policy. (www.nlc.edu)

Housing and Meals

- \$107.50 per night/double occupancy, includes three meals
- \$170.00 per night/single occupancy, includes three meals
- \$ 20.00 per day commuter fee (for persons not staying overnight, includes lunch and coffee service).

There are a limited number of single occupancy rooms available at \$152.50 per night (including three meals).

Students must contact the Front Desk at 301-431-6400 or 800-462-4237 to make room reservations.

Individual Guest Meals:

- \$12.00 breakfast—tickets available at the front desk
- \$15.00 lunch—tickets available at the front desk
- \$18.00 dinner—tickets available at the front desk

The National Labor College reserves the right to change prices as necessary and without notice.

Add/Drop/Refund Policy

Students in the Bachelor of Arts program are permitted to drop a course before their second class during the week-in-residence period without financial penalty and without any indication on the transcript. Students must notify the Registrar's Office in writing if they intend to drop a class.

Deadline for adding a class

Union Skills Course: Can add up until the beginning of the residential class, but not after.

BTPS: Can add through the Friday of the second week of class, with the requirement that the student complete all missed assignments by the following Wednesday and keep up with all other work throughout the rest of the course.

B.A.: Can add through the Friday of the second week of class, with the requirement that the student complete all missed assignments by the following Wednesday and keep up with all other work throughout the rest of the course.

Deadlines for Dropping a Class:

Union Skills Course: Anytime, there is no refund after the second day of class and a withdrawn "W" will appear on the transcript.

BTPS: Can drop, with full refund, through the Friday of the second week of class. After that time, a W appears on the transcript and there is no refund.

B.A.: Can drop, with a full refund, up until the beginning of their second class during the week-in-residence. After that time, a W appears on the transcript and there is no refund.

Withdrawal from the institution

If a student wants to withdraw from the College he or she must notify the Registrar in writing. A student will be considered withdrawn if there is no registration activity in a year's time. The College will then place the student in a "Withdrawn" status. Students will need to reapply (no fee) to the College in order to enroll in additional courses.▶

Online Participation Policy

It is required that all students participate in the online portion of a course by the Friday of the second week. Participation will vary per course and may be determined by each instructor.

Failure to comply with the Online Participation Policy will result in a student receiving an “AW”—Administrative Withdrawal on their transcript and no refund will be issued.

If a student is unable to continue the course and would like to drop, please complete the add/drop form located on the NLC website under “Registrar,” and return the form prior to the Friday of the second week of class. A full refund will be issued and the course will not appear on the transcript.

Release of Transcript or Diploma

Students requesting the release of transcripts must submit a Transcript Request Form which can be found conveniently on the NLC website at www.nlc.edu under “Registrar,” or by calling Student Services at 301-431-5417. Each official transcript costs \$10 and will not be processed until payment is received.

The NLC will not release a transcript or diploma if a student has any outstanding financial obligations. If there is a discrepancy between the NLC’s records and the student’s the burden of proof of payment is on the student.

Financial Assistance

The National Labor College recognizes the impact that the cost of higher education can have on a student and his/her family, and endeavors to minimize financial barriers to students who seek to continue their education. Below are some of the types of assistance available.

Scholarships

A number of scholarships are available to students. All of these scholarships are awarded on the basis of financial need. Some, however, are specific union scholarships available only to students of that union. A complete list of these scholarships is available from the Student Services Department, or on our website. Students may apply for these scholarships by filling out the Scholarship Request Form, which can be obtained from the Student Services Department by calling 301-431-5404 or on the website.

Deferred Billing and Payment Plans

The College offers deferred billing and payment plans to assist students in financing their education. Deferred billing is available on a limited basis. It is available only to students who are members of a union that has entered an agreement with NLC to pay costs upon completion of coursework. Students are responsible for all payments should third-party payment not be forthcoming. Interested students should call the Student Services Department at 301-431-5404. Residential students taking at least two courses may be eligible for payment plans. Students are required to make a down payment of 60 percent prior to start of the semester and establish a payment schedule with Student Accounts that ensures all monies are paid prior to the next enrollment period. Students who fail to meet their financial obligations may be denied continuous registration, scholarship, transcripts, or graduation.

Veterans’ Benefits

The College is pleased to participate in the Veterans’ Benefits program. Interested students should contact the Veterans Administration for more information at www.gibill.va.gov/education/benefits.html.

Grades

Prior to January 2005, NLC used a Pass/No Credit—narrative evaluation system. A “Pass” grade for a course indicates a performance level deemed to be at least a “C” in a graded system. A student may request that narrative evaluations accompany the transcript. A letter grade or a pass/no credit option are available for most courses at the National Labor College. However, letter grades will not be an option for developmental courses or internship courses.▶

Description of Grades

Grade	Grades Affecting the GPA	Quality Points
A+	Extraordinary Achievement	4.00
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Poor	1.00
D-		0.67
F	Failing	0.00
Grade	Grades Not Affecting the GPA	Quality Points
P	Pass (equivalent to a C grade or better)	0.00
NC	No Credit (equivalent to less than a C grade)	0.00
IN	Incomplete	0.00
W	Withdrawal	0.00
AW	Administrative Withdrawal	0.00
AH	Administrative Hold	0.00
MH	Military Hold	0.00
TC	Transfer Credit	0.00
CR	Credit (utilized for apprenticeship and partnership courses)	0.00
AU	Audit	0.00
NG	No Grade (grade not submitted)	0.00

Incomplete

Incomplete grades are assigned when a student is temporarily prevented from completing the required course work by the end of the term. A student who receives an “IN” grade in a course must complete the work before the end of the following semester. If the work is not completed, the “IN” will be converted to an “F” grade or a “NC” depending on which method of grading the student has requested. A grade of “IN” is not awarded quality points and is not included in the student’s grade point average. When the student completes the final course requirements, the grade will be changed to the appropriate letter grade (or Pass) and will be awarded the corresponding quality points.

Students may initiate a request for an additional semester to complete the work for the grade. The extension is granted upon the approval of the instructor.

Withdrawals

A student may withdraw from a course after the drop period by completing a withdrawal form and submitting the form to the registrar’s office. A grade of “W” will be issued on the student’s transcript and will not have an effect the student’s grade point average. No refund will be issued.

Administrative Withdrawal

If a student fails to notify the College of his or her withdrawal from a course or fails to participate in a course after the drop period, the instructor will issue a “AW” grade. An “AW”: grade is not initiated by the student, it will appear on the student’s transcript, and will not have an effect on the student’s grade point average. No refund will be issued.

Military Holds

A grade of “MH” is assigned to a course during which a student has been called to active military duty and serves as a placeholder for the student until they return to the course. The course will not be converted to a “F”. Notification and documentation are necessary for this grade to be issued.

Transfer Credit

“TC” is assigned to courses that are transferred into the National Labor College from an accredited college or university and will not have an effect on the student’s grade point average. The National Labor College only accepts courses that are the equivalent to a “C” or better and are not remedial or development level courses.

Credit

“CR” is assigned to courses that are taken with a National Labor College partner or through a third party assessed apprenticeship and will not have an effect on the student’s grade point average.

Administrative Hold

Under extenuating circumstances the College administration may place an “AH” on a student’s record in the case of a crisis, such as a medical emergency or natural disaster. The College will require proof in writing.

Audit

A notation of “AU” appears on the student’s record when he/she registers in a course for audit. AU is not a grade and no credit is granted. An auditor is not required to complete assignments, nor is the instructor required to grade any of the student’s work in the course. The student must declare this option by the Friday the second week of class. A student auditing a 3 credit course will pay the equivalent of two credits.

No Grade

“NG” indicates that a grade has not been submitted by the instructor.

Repeated Courses

Under certain conditions, a student may petition the Provost to retake a course. If approved, the student may repeat a course only once. The higher of the two grades will be utilized in the credit and grade point average calculations. However, both grades will appear on the transcript but the lower grade will appear with an asterisk to designate that the course has been repeated and the value is not used in the cumulative grade point average.

Courses must be repeated with the National Labor College; grades will not be changed on the basis of work taken at another institution. The repeated course must be the original course; a substitution course will not be acceptable for a grade change. There is no time limit as to when a course can be repeated.

GPA at Graduation

To obtain a degree, the student must have earned the required number of cumulative credit hours, taken the required courses and earned a cumulative grade point average of at least a 2.0. Students may graduate with a NLC grade not less than a D in an individual class, if the overall cumulative GPA is a 2.0 or above. GPA is calculated from the courses taken at the NLC, grades earned through partnerships or from other accredited institutions are not used when calculating the GPA.

Pass/No Credit Grade Options

- Students taking semester length completely on-line courses are required to indicate a preference for a Pass/No Credit grade by completing a “Pass/No Credit Option Form” by the end of the second Friday of the term. This form is located on the NLC website at www.nlc.edu under “Registrar.”
- Students taking a semester-long courses with a residential component will have until the end of the second full day of class during the week-in-residence to indicate grading preference.
- Students enrolled in a Union Skills course may obtain a letter grade if they elect to complete an assignment for the third semester credit. The exception to this is the Arbitration courses held on the NLC campus which are three semester credit classes, due to the extensive writing requirements. The Pass/No Credit option form will need to be completed at the time that assignment is submitted to the instructor.

Once a Pass/No Credit Option Form has been submitted, students will not be permitted to change this designation. Students who do not complete the Pass/No Credit Option Form, will automatically be assigned the letter grade. A letter grade will have a cumulative effect on students' overall grade point average. The pass/no credit designation will have no effect on the cumulative grade point average.

Academic Standing

Satisfactory academic progress is defined as successful completion of all course work in a timely fashion. Students will not be allowed to register for additional classes if they have more than two incompletes.

Graduation Procedures

The National Labor College will graduate students who have completed their degree requirements twice during each academic year. One commencement ceremony will be held for all graduates.

December graduation date is: December 22, 2006.

Commencement will be held on Saturday, June 23rd 2007. All students who have completed their requirements by the deadlines noted below may participate in the commencement ceremony.▶

Filing for Graduation:

1. A student must complete an “Intent to Graduate” form which can be obtained from the Student Services Department or from the NLC website under “Registrar.” Students must fill out the “Intent to Graduate” form in order to have his or her transcript reviewed for graduation eligibility. A student must have a minimum of 120 semester credits, of which at least 30 must have been earned through NLC. Students must also fulfill the five general education requirements.
2. Students are allowed to participate in the commencement ceremony if they have no more than two incompletes. The incompletes cannot include Educational Planning or Senior Project.
3. Upon filing an “Intent to Graduate” form, students will be billed a required \$250 graduation fee due 30 days prior to the graduation date. All financial obligations to the College must be met in order to obtain a transcript and diploma.

For June Graduates the deadlines are:

- The “Intent to Graduate” form must be submitted no later than February 1.
- Portfolios must be completed satisfactorily no later than February 1st for June graduates.
- The last semester a student can take Senior block (senior seminar, senior project and comparative research methods) and plan on graduating the following June is the Fall semester proceeding the June graduation. A student must successfully complete and submit the Senior Project by April 1st for June graduates.
- For students with incompletes, all course work must be completed by May 1.
- The \$250 graduation fee is due 30 days prior to graduation date.

For December graduates the deadlines are:

- The “Intent to Graduate” form must be submitted no later than August 1.
- Portfolios must be completed satisfactorily no later than August 1.
- The last semester a student can take Senior block (senior seminar, senior project and comparative research methods) and plan on graduating in December is the Winter semester proceeding the December graduation. A student must successfully complete and submit the Senior Project by October 1st for December graduates.
- For students with incompletes, all course work must be completed by November 1.
- The \$250 graduation fee is due 30 days prior to graduation date.

The Path to a Degree

The Academic Requirements for the Bachelor of Arts program

1. To receive a Bachelor of Arts degree, a student must complete a total of 120 semester credits. That requirement may be met in several ways:
 - a. Students may transfer credits from an accredited institution of higher education, from formally assessed union apprenticeships or training programs, and/or from credits accumulated through military training and service.
 - b. No more than 30 semester credits may be awarded for experiential learning through the portfolio process.
 - c. Students with fewer than 90 semester credits may take a range of elective courses with the NLC or any other accredited higher education institution of their choice.
 - d. The final 30 semester credits toward a NLC Bachelor of Arts degree must be taken at NLC.
 - i. 12 credits must be taken in the student's major, either at NLC or through an approved partnership (see "Partnerships" section of catalog for more information).
 - ii. 15 credits must be the five core NLC classes, noted in "3" below.
 - iii. The remaining 3 credits are taken as an elective NLC course.

Students should note that NLC week-long Union Skills courses are assessed for credit, and can be used as electives and to fulfill students' requirements in their major. Students may discuss these course offerings with the Student Services Department.

2. In order to fulfill the general education requirements, a student must successfully complete at least 3 semester credits in each of the following disciplines:

- English Composition
- Arts and Humanities
- Mathematics
- Biological and Physical Sciences
- Social and Behavioral Science

3. Five core courses are required of all Bachelor of Arts degree candidates:

- Introduction to Labor Studies
- Educational Planning
- Comparative Research Methods
- Senior Seminar
- Senior Project

How and where the courses are taken is what makes NLC's degree programs unique and successful. Under NLC's low-residency format, students are required to begin and complete courses online and to attend the entire, scheduled, residential session on campus for a one-week period each semester. During each semester, students may take as many as three classes; however, it is strongly recommended that students take only two classes per semester, especially if this is their first time attending college, or the first time returning to college. The format is intensive, but the results are worth it. All remaining course assignments are completed either in writing or via electronic means. To see what a typical semester may look like, refer to the "Degree Timeline" on page 28.►

Majors

A student must select a major and successfully complete the minimum number and type of required courses for that major in order to receive a degree. For the Bachelor of Arts degree, the majors are as follows:

- Labor Studies
- Labor Education
- Labor Safety and Health
- Labor History
- Political Economy of Labor
- Union Leadership and Administration

There are several common requirements for all majors:

- All students must take the five core courses
 - LBST 2990 Educational Planning
 - LBST 2000 Introduction to Labor Studies
 - LBST 2210 Comparative Research Methods
 - LBST 3200 Senior Seminar
 - LBST 3300 Senior Project
- Students must take 12 credits in their major area. The Labor Studies major requires a particular distribution of courses—see the Labor Studies section below.
- Students must take one, three-credit elective, which can be in or out of your major area.
- One of the major courses may be chosen from the College's Union Skills offerings. For a course to be counted toward the major, it must either be one of the three-credit classes, such as Arbitration, or the student must choose the three-credit option for a two-credit course, which requires the student to submit additional work as agreed upon with the instructor. A student may use only one Union Skills course toward major requirements, including the elective.
- Students must complete their Senior Project in their major area. Each student's NLC Senior Project advisor or the NLC faculty member identified by the Senior Project advisor will work with students to ensure that the topic area chosen is in a student's major area.

A student who enters the College with significant experience, training and/or prior coursework in their major area must consult closely with a NLC faculty advisor with expertise in the major to ensure that their course choices do not duplicate previous work and that these choices are appropriate to his/her level of expertise. *Note that training and coursework not taken at NLC or as part of a formal NLC partnership cannot be counted towards a student's major.*

For a full description of Bachelor of Arts courses, see page 36.

Double Majors

For a student to graduate with more than one major, the student needs to fulfill, independently, the requirements for each major. For example, if a student wants a double major in Labor Studies and Labor Education, the student must take 12 credits from the Labor Education offerings and then take 12 separate credits to meet the Labor Studies requirements. The elective course can be the same for, or overlap, the two majors. In addition, the NLC Senior Project advisor must certify that the Senior Project sufficiently spans both Senior Project areas.

In choosing a major, consider not only your present interests, but also the areas that intrigue and inspire you. Read through the following program requirements, along with the appropriate course descriptions, to help you determine your area of study. Please note that these are the current requirements and are subject to change.

Labor Studies

The Labor Studies program provides a general overview of issues and theories of interest and concern to working women and men. Students who wish to pursue a graduate degree in labor studies, or who are seeking a broad range of knowledge are encouraged to select this program.

Requirements:

Choose any five (5) three-credit courses offered at the College, including but not limited to the courses listed below. In order to successfully complete a Labor Studies major, at least two of the courses you choose must be required courses from two other major areas (e.g., Labor History and Labor Safety and Health.)

LBHU 2110	History of Labor Theater
LBHU 2170	Ethics in Decision Making
LBOR 2151	Union Structure and Governance
LBOR 2180	Organizing and Representing the New Work Force
LBST 2030	Labor and the American Political System
LBST 2070	Employment Rights
LBST 2080	Strategic Grievance Handling
LBST 2988	Labor in the Global Economy (International)
LBHU 2160	Images of Labor in Film



Labor Education

The Labor Education program is designed for students who are interested in labor movement training and education programs. This course of study introduces students to a variety of adult and labor education concepts and theories and provides students with a broad range of skills related to teaching and training in a union context.

Requirements:

Four (4) of the following three-credit courses must be completed successfully:

LBED 2004	History of Labor Education
LBED 2400	Instructional Methods
LBED 2410	Distance Learning for Education
LBED 2430	Theories of Adult Learning
LBED 2450	Instructional Systems Design

In addition, each student must take one (1) elective.

Students may fulfill part of the major requirement by taking **one three-credit** class from the following categories of Union Skills courses:

- Teaching Techniques
- Train-the-Trainer in Workplace Safety and Health (permission of instructor required)
- Hazardous Materials Training

Labor History

The Labor History program exposes students to the development and evolution of the American labor movement and its impact on society and culture. Courses are designed to provide students with a thorough knowledge of the modern labor movement by examining its origins and growth.

Requirements:

Four (4) of the following three-credit courses must be completed successfully:

LBED 2004	History of Labor Education
LBHT 2000	History of the Labor Movement—Part I
LBHT 2001	History of the Labor Movement—Part II
LBHT 2002	History of Labor and the Law
LBHT 2003	Gender and Identity in Labor History
LBHT 2989	Where the Local Meets the Global (Domestic)
LBHU 2110	History of Labor Theater

In addition, each student must take one (1) three-credit elective.



Political Economy of Labor

Standard economics programs assume there are universal laws governing economies and usually examine how economies function as a whole without examining how workers in particular are affected. The NLC Political Economy of Labor program is designed to provide students with a critical understanding of the economic and political structures, systems, and choices that affect the livelihood and organizational strength of workers and labor movements, both in the United States and the world. Courses in the major include reviews of research techniques, critical examination of basic economic concepts, history of economic systems and institutions, and strategic choices that have been and can be made to affect the fundamental fairness of domestic and global economies.

Requirements:

Four (4) of the following three-credit courses must be completed successfully:

LBDR 3000	Organizing the Global Workforce
LBPE 3050	International Labor Campaigns in the Global Political Economy
LBPE 3000	Bargaining in the Global Economy
LBST 2989	Where the Local Meets the Global (Domestic) (3 semester credits)
LBST 2988	Labor in the Global Economy (International) (3 semester credits)

In addition, each student must take one (1) three-credit elective.

Union Leadership and Administration

The Union Leadership and Administration program is designed to explore the theoretical and practical aspects of labor movement leadership. Courses are designed to provide students with a thorough understanding of the organizational dynamics of unions and the complex processes involved in organizational change and innovation. A range of courses also strengthen leadership skills in the areas of bargaining, arbitration, financial, and general management issues. Students who are local union officers or hold the leadership positions are ideal candidates for this course of study.

Requirements:

Four (4) of the following three-credit courses must be completed successfully:

LBPE 3000	Bargaining in the Global Economy
LBPE 3050	International Labor Campaigns in the Global Political Economy
LBHU 2170	Ethics in Decision Making
LBOR 2155	Union Structure and Governance
LBOR 3000	Organizing the Global Workforce
LBST 2020	Labor Law
LBST 2080	Strategic Grievance Handling
LBST 2220	Strategic Planning in Labor
LBUA 2900	Union Administration
LBUA 3500	Leadership (special topics)
LBUA 3040	Active Ownership and Corporate Governance
LBUA 3030	Fiduciary Duties
LBUA 3060	Capital Stewardship
LBST 2041	Effective Communication Skills for Trade Unionists
COMP3010	
or	
COMP 3011	Computer Skills for Trade Unionists Level I or Level II

In addition, each student must take one (1) three-credit elective.

Students may fulfill part of the major requirement by taking **one three-credit** class from the following categories of Union Skills courses:

- Arbitration
- Contract Negotiations and Contract Writing
- Computer Skills
- Staff Training
- Organizing
- Strategic Planning, Research, Grievance Handling, Organizing, or Bargaining
- Certified Employee Benefit Specialist courses



Labor Safety and Health

This program focuses on issues and concerns relating to workplace safety and health. Students who choose this area of concentration will study policy and union strategies and will learn technical skills to improve worker safety and health.

Requirements:

Students must successfully complete a total of 12 credits from the following two categories as explained below.

Category 1: Complete at least one (1), but no more than three (3) from this category.

LBSH 2610	Occupational Safety and Health Law
LBSH 2601	Workplace Hazards and the Law
LBSH 2620	Industrial Hygiene
LBSH 2630	Ergonomics
LBSH 3500	Foundations in Occupational Safety and Health

Category 2: Complete at least one (1) but no more than three (3) from Category 2.

LBST 2927	Train-the-Trainer Program on Workplace Health and Safety (this is a Union Skills course)
LBSH 2600	Hazardous Materials Transportation (online)*
LBSH 2605	Hazardous Materials Transportation/Chemical Emergency Response*
OSHA 500	Trainer Course (Construction Industry)**
OSHA 501	Trainer Course (General Industry)**
OSHA 6000	Collateral Duty Course for Federal Workers**
OSHA 5600	Disaster Site Worker Train-the-Trainer Course**
-----	NRC Specialty Courses (Ergonomics, Electrical Standards, Machine Guarding, or other NRC courses listed in this catalogue)**

In addition, each student must take one (1), three-credit elective.

* Only one of these Hazmat courses may be taken.

** To qualify as a course used for the major, a 500, 501, 6000, 5600 or a NRC Specialty course must be taken through the National Resource Center (NRC), or through the NLC partnership with the Center to Protect Workers' Rights. To earn three semester credits for the OSHA 6000 course, an additional assignment must be completed with an NLC or NRC instructor.

Partnerships

Although NLC is the only institution of higher learning that focuses exclusively on the higher education needs of labor union leaders and members, there are a number of other colleges that offer outstanding programs in labor studies. NLC has formed partnerships with a number of these institutions in order to permit students to jointly enroll in these programs while accumulating credits toward a Bachelor of Arts degree from NLC.

Joint Enrollment Agreements with other Colleges and Universities

- Cipriani College of Labor and Cooperative Studies, Trinidad and Tobago
- Cornell University
- Florida International University
- Harvard Trade Union Program
- Michigan State University
- University of Illinois
- University of Kentucky
- University of Wisconsin, School for Workers

In most cases, students who are jointly enrolled can transfer up to 15 credits from these partnership programs toward the requirements in their major for a Bachelor of Arts degree from NLC. Students must successfully complete NLC's core curriculum and meet all other requirements in order to obtain their degree.

For more information about joint enrollment in one of these programs, please contact the Student Services Department.

In addition, many unions affiliated with the AFL-CIO have established their own training programs that have been assessed for college credit. NLC has established partnerships with a number of these unions, thereby allowing participating members to complete credits toward the requirements in their major for a Bachelor of Arts degree at the NLC. Students must successfully complete NLC's core curriculum and meet all other requirements in order to obtain their degree.

To find out if your union has an established partnership with NLC and how to participate in such an arrangement, please contact the Student Services Department.

Bachelor of Technical/Professional Studies— Online Degree Program

The Bachelor of Technical/Professional Studies (BTPS) online degree program is the web-based virtual campus of the National Labor College located in Silver Spring, Maryland.

The BTPS mission is to provide union members, their immediate family members and members of Working America who have participated in challenging apprenticeships and technical and specialized education and training programs with online access to the courses needed to earn a college degree. This program offers an opportunity to continue your education and advance your career without disrupting your current lifestyles and schedules.

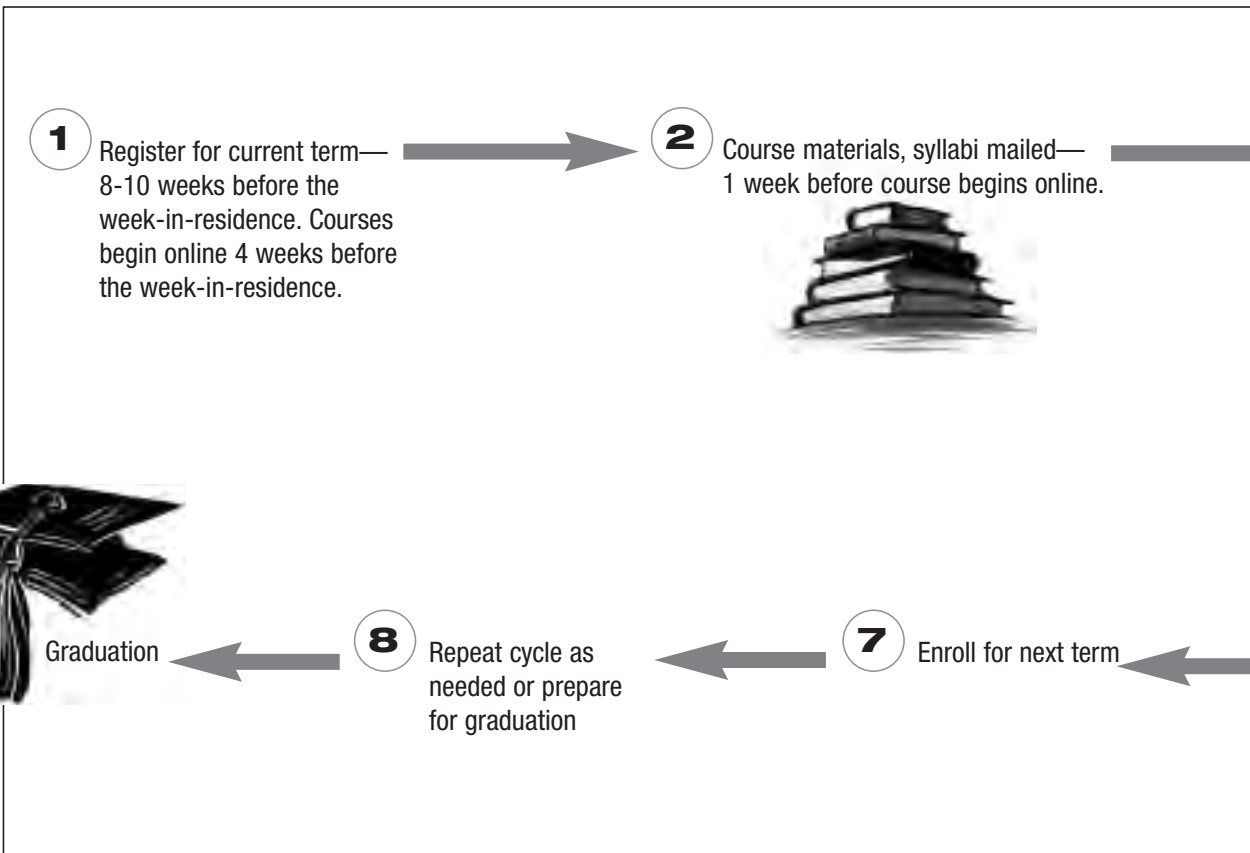
We are dedicated to accomplishing this goal by making a world-class online education available and affordable to union members with a passion for learning or a motivation to make their career aspirations come true.

Expert Instructors

Our online degree is taught by practicing professionals. Because they work in the field they teach, you're sure to acquire the most current knowledge and skills.

Bachelor's Degree Timeline

Here's what a typical timeline for the degree program coursework might look like:



Innovative Teaching

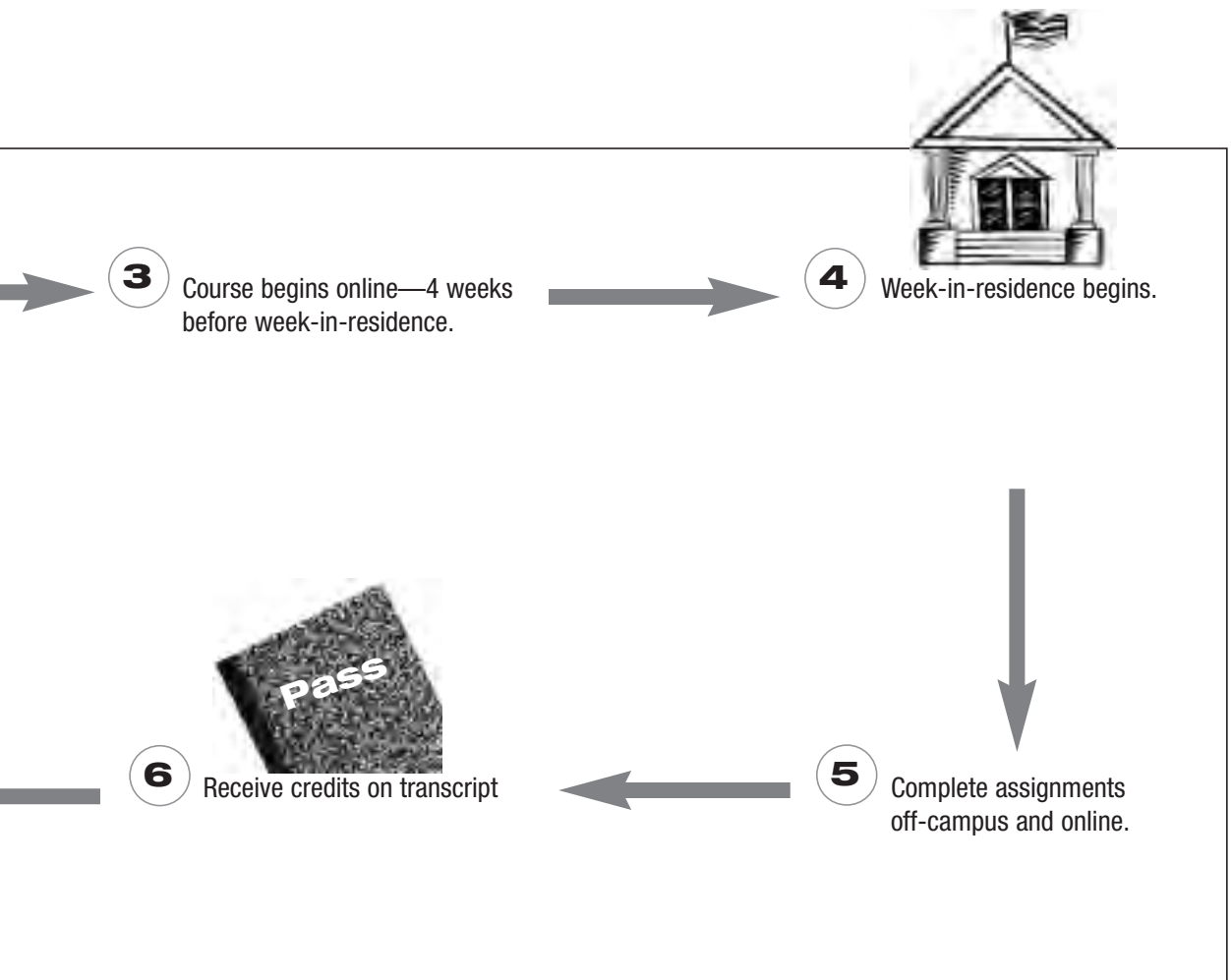
We focus on providing a human touch in addition to high technology. We are committed to providing personal attention and academic support when you need it. The flexibility and dynamic interaction of online education at the NLC also allows for innovative learning opportunities.

We are a Premier Education Provider for Union Members

If you are looking to gain the skills you require to achieve your career and educational goals, you'll find the program you need at NLC. Building on a long and distinguished history as both academic pioneers and professional development educators in the field, we have become one of the world's top providers of online education for union members.

How the BTPS Program Works

Like the NLC Bachelor of Arts degree program, the BTPS program offers a high degree of flexibility and recognition of experiential learning—education received on the job and/or in specialized training or internships. Unlike the B.A. program, most, if not all coursework is done online or at a distance—with easy-to-follow, easy-to-navigate instruction. BTPS courses run on the same schedule as the NLC Bachelor of Arts program. Interested in learning more about BTPS and our online offerings? E-mail us at btps@nlc.edu to explore whether the BTPS program is right for you.▶



Eligibility

Union members may be admitted to the BTPS program if they:

- have a high school diploma or equivalency, AND
- have completed a union apprenticeship training program, which has been credit assessed to the equivalent of a minimum of 45 semester hours, OR
- have completed an associate's degree program and that has been assessed to the equivalent of a minimum of 45 semester hours.

Admission is determined without regard to race, color, religion, national origin, sex, age, status as a qualified person with a disability or handicap, marital status, or sexual orientation.

Credit

The NLC will accept up to 69 semester credits of independently assessed apprenticeship training.

In addition to credit earned through an apprenticeship program or associate's degree program, an integral component of the BTPS degree program is the Service Internship Course. The NLC works with students and unions to develop internships that will maximize both the academic and professional benefits to students.

A comprehensive list of online courses can be found on page 54.

Opportunities for Graduate Study

Earning a bachelor's degree often fuels a desire for more knowledge and academic achievement. The National Labor College recognizes the importance of providing its graduates with information regarding appropriate opportunities to earn master's degrees.

University of Baltimore Master's Degree Programs at NLC

The NLC has arranged for two master's degree programs to be delivered by the University of Baltimore at the NLC campus: a Master of Arts in Legal and Ethical Studies and a Master of Public Administration.

The Master of Arts Degree in Legal and Ethical Studies (LEST), with a concentration in Negotiations and Conflict Management, is designed for union leaders interested in obtaining a strong understanding of law, ethics, and conflict management. For more information about the LEST degree, contact Dr. Jeffrey Sawyer, Program Director, University of Baltimore, 410-837-5327; jsawyer@ubalt.edu.

The Master's Degree in Public Administration (MPA) is ranked as one of the top fifteen programs in the nation. The MPA is the non-profit (union) equivalent of the MBA. The course work stresses responsibility to workers and society, rather than to corporations and stockholders. The program is designed for trade unionists who are currently holding or preparing for managerial or leadership positions. For more information about the MPA degree, contact Dr. Dan Martin, Program Director, University of Baltimore, 410-837-6118; dmartin@ubalt.edu.

The University of Baltimore has adapted its master's degree curricula to serve the needs of trade unionists. Registration is open to trade unionists who have earned a bachelor's degree from the NLC or other regionally accredited university or college and meet the admissions criteria of the University of Baltimore. Students enrolled in the University of Baltimore's master's degree program are required to spend time in-residence each semester and complete the remainder of their coursework online.

Residential sessions are held at the NLC campus three times throughout the year: Summer term July 22-29, 2006; Fall term October 14-21, 2006 and Spring 2007 term, March 3-10, 2007

Applying to the University of Baltimore Graduate Degree

All applicants should submit a completed application form and verification of union membership to the NLC. The NLC will forward applications to the University of Baltimore for review and approval. An application form may be obtained from the Student Services Department at the NLC, or downloaded from the University of Baltimore's website. Students may also access the University of Baltimore's handbook with important course, application, and registration information at www.ubalt.edu/records/pdf/meanycenter.pdf.

Registration

Students cannot register for classes until they have been formally admitted by the program director at University of Baltimore. After learning of their acceptance into the program, students may register for classes by sending an e-mail to records@ubalt.edu. The e-mail should include the student's name, social security number, contact information, and the courses for which you wish to register. *Students must identify themselves as National Labor College students.*

Tuition and Fees

Tuition and fees are determined by and paid directly to the University of Baltimore. Up-to-date tuition rates and fees can be obtained from the University of Baltimore website:

<http://www.ubalt.edu/business/tuition.html> Full payment is required at the start of the in-residence▶

session at NLC. Cash, personal check, American Express, MasterCard, and Visa are accepted. No refunds are available once classes begin during the in-residence session. Students may receive a refund for books within 24 hours after the week-in-residence has begun. *The University of Baltimore reserves the right to change tuition and fees as necessary without notice. Please consult the University of Baltimore's website at www.ubalt.edu/business.*
Note: The NLC requires a \$250 graduation fee to be paid 30 days prior to commencement.

Each student is responsible for making the necessary arrangements for housing, meals, etc., for the in-residence session at NLC. Charges for the in-residence stay at NLC are not included in charges from the University of Baltimore.

Note: The National Labor College may change the housing and meal costs associated with the master's degree programs without prior notice. Housing arrangements can be made by calling 301-431-6400.

Financial Assistance

Students may be eligible to participate in financial assistance programs through the University of Baltimore. Interested students should check out <http://www.ubalt.edu/financialaid>.

American University Master of Science Degree in Organization Development

The American University School of Public Affairs offers at the NLC campus on a limited enrollment basis advanced certificate programs leading to a M.S. degree in Organization Development. For information about the American University certificate and master's programs, please contact the President's Office at the NLC at 301-431-5400. The next cohort is scheduled to start in November 2006.

University of Massachusetts Master's Degree in Union Leadership and Administration

The University of Massachusetts offers a Master's Degree in Union Leadership and Administration (ULA) at its Labor Relations and Research Center in Amherst. This part-time, low-residency program is for union officers, staff, and activists and provides opportunities to explore the labor movement. The ULA program provides the technical skills necessary for today's union leaders to confront the changing world and to help the labor movement grow. For more information, call or write: Union Leadership and Administration Program, Labor Relations and Research Center, 125 Draper Hall, Box 32020, University of Massachusetts, Amherst, MA 01003-2020; phone: 413-545-4875; fax: 413-545-1010; or visit: www.umass.edu/lrcc.

Argosy University Master of Arts in Education in Instructional Leadership

First Cohort Begins Online September 21, Week-in-Residence: October 21-29, 2006

Argosy University, in collaboration with the NLC, offers a Masters degree that focuses on graduate work in the areas of curriculum and instruction with an adult education and training focus. Courses will include research in education, strategies for teaching adult learners, instructional technology and distance learning, management of curriculum, cultural diversity, best practices in adult education and training programs, and a capstone project.

For more information on this program contact Argosy Program Chair, Counseling and Education Programs Colleen Logan at clogan@argosyu.edu. For application information, contact Argosy Dean of Admissions Emily Peck at epeck@argosyu.edu. For NLC-related questions, contact Deputy Provost Chuck Hodell at chodell@nlc.edu.

Union Skills Courses (USC)

The National Labor College is now in its fourth decade of providing the highest quality education and training programs available for union members. This success is attributable to our excellent faculty, fully-unionized facilities, and the enthusiastic participation of union activists. Each year, hundreds of members attend one or more of our courses. Most weeklong Union Skills courses have been assessed for two credits. Students interested in receiving a third credit may do so by arranging additional assignments with the faculty member and notifying Academic Affairs for appropriate paperwork and cost.

Certificates

Specialized certificates are available to students completing a series of related courses. All certificates require 12 semester credits of NLC coursework. All NLC courses listed below are either three-credit courses (most of which are taught during the NLC's degree week) or two-credit courses with a third credit option after additional work is completed. Classes taken through partnership with NLC academic and union partners do not qualify for NLC certificate credit. Certificates are available to all NLC students, whether or not they are pursuing a B.A. or BTPS degree.

Certificate in Union Administration

Students must take **one** of the following classes:

- Managing Local Unions
- New Union Staff
- Union Structure and Governance

And **one** class from each of **three** of the following areas of NLC course offerings:

- Arbitration
- Collective Bargaining
- Dispute Resolution and Grievance Handling
- Organizing
- Law
- Ethics
- Capital Stewardship

Certificate in Labor Safety and Health

Students must take **at least one** of the following classes:

- Representing Injured Workers
- Industrial Hygiene
- Train-the-Trainer on Workplace Health and Safety (instructor permission required)
- Additional health and safety course offered during one of the B.A. semesters

And **at least one** of the following classes:

- Hazardous Materials Transportation Online
- Rail Workers Hazardous Materials Training Program
- Workplace Hazards and the Law

And **at least one** OSHA class taken through the National Labor College's National Resource Center program.



Certificate in Organizing

Students must take 12 semester credits of coursework from the NLC's Organizing offerings and the Strategic Grievance Handling class.

Certificate in Labor Education

Students must take 12 semester credits of coursework chosen from the following set of offerings:

- Teaching Techniques I
- Teaching Techniques II
- Theories of Adult Learning
- Instructional Systems Design
- Distance Education
- History of Labor Education
- Effective Communications

Certificate in Capital Stewardship

Students must take the following courses:

- Investment Strategies
- Fiduciary Duties
- Capital Stewardship and Fund Governance
- Active Ownership and Corporate Governance

One of the above-noted classes can be replaced by a Certified Employee Benefit Specialist class offered at or through the National Labor College.

Building Trades Certificates

Certificate in Building Trades Union Leadership and Administration

- Contract Negotiations in the Construction Industry
- Labor Law in the Construction Industry
- Organizing in the Construction Industry—Level I

Plus one class from each of **two** of the following areas of NLC course offerings:

- Managing Local Unions
- New Union Staff
- Union Structure and Governance

Certificate in Building Trades Organizational Dynamics and Growth

- Organizing in the Construction Industry—Level I
- Strategic Planning for Construction Organizing—Level II

Plus one class from each of **three** of the following National Labor College course areas:

- Strategic Research
- Communications (including Spanish Immersion)
- Union Structure and Governance
- Labor Education
- Collective Bargaining

Note that NLC courses can be either two- or three-credit courses. In order to qualify for either certificate, students must have taken a total of twelve credits worth of classes.

For Union Skills course descriptions, see page 45.

The NLC is an open enrollment institution. Members of all AFL-CIO affiliated unions, other eligible unions, state federations, central labor councils, and AFL-CIO staff, Working America and union families are entitled to take advantage of AFL-CIO-subsidized tuition rates. Just complete the application and register for the course/s of your choosing and mail it along with your payment to the Registrar's Office, National Labor College, 10000 New Hampshire Avenue, Silver Spring, Maryland 20903, or fax to 301-431-5411. You can also register for courses and make payment conveniently online at www.nlc.edu. Questions? Call Karen Banks at 301-431-5422.

For a complete list of courses and dates please log on to the NLC website at www.nlc.edu.

NLC Course Descriptions

Bachelor of Arts

It is expected that the following courses will be offered during at least one of the semesters for the current academic year. The College reserves the right to schedule courses according to availability of instructors, demand, and other circumstances that may arise. Check out the NLC website at www.nlc.edu for a current list of all classes.

Active Ownership and Corporate Governance

LBUA3040

Trustees enrolled in this course will gain a thorough understanding of the benefits of active ownership through proxy voting and monitoring corporate governance. Trustees and plan professionals will develop a personal philosophy about maximizing long-term value through corporate governance. Topics include: appropriate topics of shareholder proposals, the fiduciary duty to vote proxies, execute compensation and other proposals that affect stock value, the duty of loyalty as applied to mergers and acquisitions, and case studies of shareholder activism. (3 semester credits)

Bargaining in the Global Economy

LBPE 3000

This is a sectoral bargaining class that focuses on problems posed by international trade. The sectors and industries on which the class focuses will rotate. Depending on the industry, issues addressed will include outsourcing and plant-relocations, wage competition, job training, local and regional economic development and industrial strategies, and special issues regarding trade in services. Whatever sector is addressed, the class will cover basic concepts related to international trade treaties, principles of comparative advantage (and its exceptions), and the question of whether workers in high wage countries can work to avoid a “race to the bottom” in ways that benefit not only themselves, but workers in the developing countries as well. (3 semester credits)

Bio-Terrorism Agents and Emergency Response

LBSH 3590

This course provides students, especially health and safety majors and students with first response/emergency response, with a detailed understanding of the dangers of key agents of bio-terrorism and emergency response terrorism. The course offers students a choice of 4 out of 6 modules: Emergency Response to Terrorism, Anthrax Threat and Response, Botulism/Foodborne Threat and Response, Smallpox Threat and Response, Tularemia/Plague Threat and Response. (3 semester credits)

Capital Stewardship

LBUA3060

What is capital stewardship? Why is pension fund investment important? This course introduces trustees and union leaders to the importance of capital stewardship and pension activism. Case studies will spotlight pension funds investments that create union jobs and high performance workplaces. Trustees will also learn how they can monitor corporations to encourage responsible corporate governance and to promote ethical corporate citizenship. Additional topics will include the role of the trustee and the plan professional in collective bargaining and funding issues. (3 semester credits)

Case Studies in Occupational Health and Safety

LBSH 3555

This course is for Health and Safety majors and other interested students. The course introduces students to occupational health and safety tragedies through case studies of the events. Students will analyze information and determine the root cause of the incidents. (1 semester credit)

Prerequisite—LBSH 3500 Foundations in Occupational Safety and Health.

Comparative Research Methods

LBST2210

The emphasis in this course is on learning to prepare a professional and well-researched paper, including proper footnote and bibliographical citations, paraphrasing, and the use of long and short quotes. Students will be given the opportunity through exercises to apply rules of grammar and punctuation, while also learning how to structure and develop paragraphs and themes, write concisely using detail, and choose and develop a topic effectively. Must be taken during same semester with Senior Seminar. (3 semester credits)

Computer Skills for Trade Unionists Level I

COMP3010

The class covers how to use word processing, presentation and spreadsheet applications to prepare labor union proposals, contracts, presentations, and budgets. Participants will learn how to search the Internet and effectively communicate with e-mail and web conferencing tools. Class discussions revolve around how labor unions can best use computer technology. (3 semester credits)

Computer Skills for Trade Unionists Level II

COMP3011

This class is a continuation of COMP 3010 and assumes a familiarity with the use of Windows and Microsoft applications (word processing, presentation, and spreadsheet applications). It covers how to use advanced features of Windows and Microsoft Office (word processing, presentation, and spreadsheet) applications. In addition, students are introduced to the creation of database applications. (3 semester credits)

Current Issues in Labor

LBST2929

Each of the six days of class, a major national or international leader of the labor movement will join the class in a roundtable discussion on a key issue facing unions and working people. There will be readings to prepare for each guest and the ensuing discussing. After the week-in-residence, students will write an interpretive paper based on readings and class discussion. (3 semester credits).

Distance Learning for Labor Educators

LBED2410

This class offers an in-depth look at distance learning methods and applications that labor educators can use. This course covers both the basic principles of designing and evaluating courseware for distance learning and the impact of technology on education and pedagogy. Each participant will be required to design a course using a popular course development software program. (3 semester credits)

Educational Planning

LBST2990

This course is designed to help students identify and clarify their educational goals. By preparing a portfolio, students will be able to identify and categorize prior college-level learning. This process will enable students to earn appropriate college credit as well as identify a major course of study. A written, individualized plan will be drafted, along with a personal mission statement. These documents will justify how the course of study will help the student reach his/her educational goals. Students will also learn basic study skills tailored to adult students returning to school. (3 semester credits)

Effective Writing

ENGL 1200

How do effective writers transform their messages from ideas in their heads into writing that works? How can writing shape the thinking process and enhance critical thinking skills? Through analysis and application of the writing process, students in this course learn to approach writing with more confidence, read more effectively, work towards developing individual styles and gain skills in writing essays. This course addresses the writing needs of students returning to college or just starting school. This class will fulfill the English general education requirement. NOTE: Students who have taken Reading and Writing Critically or Effective Writing may not enroll in this course (3 semester credits.)▶

Employment Law

LBST2021

Statutes, cases, and governmental agencies that affect organizing and collective bargaining will be explored in this class. The areas of study will include the development of public policy, employee rights, employee representation, duty to bargain, arbitration, economic pressure, and the duty of fair representation. (3 semester credits)

Ergonomics

LBSH2630

This course reviews strategies for protecting workers' health and well-being through the better adaptations of machinery and production processes to the human being, and ensuring worker safety. (3 semester credits)

Ethics in Decision Making

LBHU2170

This course examines choices through an ethical lens and the study of ethical theories as applied to a series of moral problems. Issues from the workplace will be examined to see which principles of right conduct, if any, clarify, guide, or determine their decisions. Labor case problems will be included. (3 semester credits)

Fiduciary Duties

LBUA3030

This course will outline the legal duties of trustees regarding pension fund management. Trustees will develop a full understanding of the fiduciary requirements imposed by ERISA and how ERISA affects the investment decision-making process. The class will analyze relationships between fiduciary responsibility and capital stewardship. Topics covered will include: the exclusive benefit rule, the duty of loyalty, procedural prudence, diversification, prohibited transactions, and role of Qualified Professional Asset Managers. (3 semester credits)

Foundations in Occupational Safety and Health

LBSH 3500

This course is intended for health and safety majors and other students who may be interested in labor safety and health. This online course will provide students with core competencies required for a basic understanding of the field of labor safety and health, and includes a 2-credit core module concentrating on health and safety and the government, how to find and use resources, introduction to science/engineering, hazard recognition and abatement, and issues update. In addition to the 2-credit core, the modular course design will offer 1-credit in-depth, specialized modules to be selected by the student. Modules include: health and safety and organizing; disaster response and hazmat; incident command/incident management; and case studies. (2 semester credits)

Gender and Identity in Labor History

LBHT2003

This course examines the central role of culturally constructed notions of gender, race, and ethnicity in shaping labor's past. Materials produced by the Knights of Labor, AFL, and CIO will be examined, including: posters, murals, and photographs, pamphlets, speeches, and other work. The course will focus on constructions of working class femininity and masculinity and "whiteness" and "blackness" from the Victorian era to World War II and the post-war era. (3 semester credits)

Hazardous Materials Transportation

LBSH2600

Students will be trained in recognizing and researching hazards, including the nature and causes of occupational diseases; relating OSHA standards to unsafe or unhealthy conditions; protecting workers and union rights under OSHA and NLRA; and using involvement techniques for safety and health purposes. (3 semester credits)

Hazardous Materials Transportation/

Chemical Emergency Response

LBSH2605

This five-day course addresses OSHA and DOT-required procedures, different levels of response, and worker protection in the event of a hazardous materials emergency or release. Training includes advanced classroom instruction, intensive hands-on drills, a simulated hazmat response in full safety gear, and provides participants an additional training opportunity for completing an OSHA 10-Hour Outreach Course. Training is funded through a worker training cooperative agreement with the National Institute of Environmental Health Sciences (NIEHS). (3 semester credits)

Hazardous Recognition and Abatement

LBSH2640

A survey of methods used to protect workers from job hazards will be presented in this course. Workplace design and engineering controls, worker training, and personal protective equipment issues will be explored. (3 semester credits)

Hazardous Waste Site Worker Training

LBSH 3610

This is a course intended for health and safety majors and other interested students and designed to promote a broad awareness and firm foundation of knowledge concerning hazards and means of on-site protection. (This course may not be taken for credit if student already has credit for HAZWOPER.) (2 semester credits)

History of Labor and the Law

LBHT2002

This course examines the historical interaction of labor and the law from the post-Revolutionary era to the New Deal. Topics include: the 19th century emergence of the common law legal order, the post Civil War expansion of judicial power and laissez-faire doctrine, the law's impact on labor's organizational and political strategies, and the role of worker resistance in reshaping the dominant legal regime. (3 semester credits)

History of Labor Education

LBED2004

Recreating the worker classroom experience in 1900, 1937, 1950, and 1974, students will explore the political, economic, and social factors that impacted on the education of trade unionists. Study will be made of the need for a unique curriculum and the necessity to be open to innovation in order to achieve diverse educational goals. (3 semester credits)

History of Labor Theater

LBHU2110

This course will explore the rich legacy of labor theater. Students will be required to read three plays by American playwrights, write a term paper on essay questions developed from the class discussion, and develop a working script based on their own experiences as trade unionists. In addition, students will be required to attend a live theater performance and provide a critical analysis of the play as it relates to class discussion. (3 semester credits)

History of the Labor Movement—Part I (1790-1929)

LBHT2000

This class will examine the evolution of the American labor movement—from the 1790s Industrial Revolution to the 1920s employers' "Open Shop" offensive. Major emphasis will be placed on understanding how the modern labor movement was formed. Specifically, class participants will examine the transition from the 19th century "producers" organizations (such as pre-Civil War working men's political parties, National Labor Union, Knights of Labor, etc.) to the trade unions of the early American Federation of Labor. (3 semester credits)▶

History of the Labor Movement—Part II (1930—Present)

LBHT2001

Course participants will examine the American labor movement from the Great Depression of the 1930s to recent times. Major emphasis is placed on the rise of the Congress of Industrial Organizations, the impact of World War II, and the subsequent social, economic, and political transformations experienced in the post-war era. (3 semester credits)

Images of Labor in Film

LBHU2160

Working people, their unions, labor issues, in general, and political movements involving the working class have not been a major presence in films. But when images of labor do appear, they are rarely presented in a favorable light. It is, therefore, very important to see and to understand those images that have appeared because we live in a culture that receives so much of its information (and ultimately many of its opinions) from visual media. The course will survey a number of important films that have strong images of labor, both positive and negative. Students will be expected to see four or five films during class hours. (3 semester credits)

Industrial Hygiene

LBSH2620

This is an applied course. Students are encouraged to use this class to collaboratively develop solutions to their industrial hygiene problems on the job. Industrial hygiene principles will be critiqued. Controversy regarding the use of permissible limits for exposure to hazards will be discussed. Students will learn to use the Internet and other resources to research workplace exposure issues. Solutions to problems on the job and/or case studies will be explored. (3 semester credits)

Instructional Methods

LBED2400

This course will provide an in-depth look at instructional methods that can benefit labor educators. It covers the basic principles of instructional methods and explores the relationship between learners and cognitive learning styles and includes a discussion of “multiple intelligence.” (3 semester credits)

Instructional Systems Design

LBED2450

Students will receive an introduction to the resources and technologies available for developing and updating instructional material. The course will review relationships between curricula and instructional aids, as well as new educational delivery systems, such as distance learning. (3 semester credits)

International Labor Campaigns in the Global Political Economy

LBPE 3050

Labor parties around the world are in crisis, and so are labor movements. Along with *Organizing the Global Workforce*, *International Labor Campaigns in the Global Economy* explores the question of how labor and other grassroots groups are working to affect the shape of the global economy and rebuild labor movements around the world. This course focuses on the role of international campaigns—whether by unions, human rights activists, or environmental and consumer groups—around issues affecting work and workers lives. In the case of international campaigns by the labor movement, the course examines the role of international labor organizations and secretariats, as well as activities and structures at all levels of the U.S. labor movement—from international unions down to locals and central labor councils—at which activists mobilize and contribute to these campaigns. (3 semester credits)

Introduction to Labor Studies

LBST2000

This course introduces participants to the required writing and analytical standards of the College. Through course discussions and essays, students critically evaluate recent scholarship in the field of labor studies. Subject areas include: labor and the economy, comparative union structure and gover-

nance, membership attitudes and behavior, labor movement theories, changing member demographics, labor law and legislation, labor history, organizing strategies, globalization, and other contemporary labor issues. (3 semester credits)

Labor and the American Political System

LBST2030

“When you’re born they give you a birth certificate. When you die they give you a death certificate. Everything in between is politics.” This course covers the basics of political theory, campaign management, and government operations. Learn why union members vote the way they do, how to run a winning campaign, and how to make the legislative process work for you. Explore what messages motivate members and why. Discover what Machiavelli has to do with the Declaration of Independence, the Constitution, and modern American politics. (3 semester credits)

Labor in the Global Economy (International)

LBST 2988

This class is the foundation class in the political economy curriculum. It traces the historical development of the global economy as it is currently structured; examines how workers in the U.S. and abroad are affected by trade and the global economy; looks at how policies of the U.S. government, World Bank, and International Monetary Fund shape the course of trade and globalization; and details how globalization affects not only trade in goods but how public services are delivered. Students will explore case studies involving Wal-Mart, NAFTA, and privatization of public services at home and abroad. Finally, they will discuss alternatives for reshaping the rules under which globalization is taking place and what actions they can take at home and with their local unions to affect these rules. This class also includes several train-the-trainer modules that can be used by participants to share information when they return home. (3 semester credits).

Labor Law

LBST 2020

Statutes, cases, and governmental agencies that affect organizing and collective bargaining will be explored in this class. The areas of study will include the development of public policy, employee rights, employee representation, duty to bargain, arbitration, economic pressure, and the duty of fair representation. (3 semester credits)

Negotiations and Mediation

LBST2200

Students will study strategic and practical aspects of negotiation by exploring case studies. Topics include: access to information, establishing priorities, impasse and impasse avoidance, protected and unprotected activities, preparation, strategies and tactics, and pressure tactics. The mediation process will also be examined and distinguished from negotiation. (3 semester credits)

Occupational Safety and Health Law

LBSH2610

The course examines the key laws affecting job safety and health such as the Occupational Safety & Health Act, the National Labor Relations Act, and the Toxic Substances Act. Course participants will also learn about the enforcing government agencies. The current issues and challenges underlying these laws and related cases will be used as the basis for discussion. (3 semester credits)

Organizing and Representing the New Work Force

LBOR2180

This course will explore the complex relationship between minorities—including women—and the labor movement. Students will look at the various responses of organized labor to various minority groups. The course will also examine the phenomenon of minority caucuses within the labor movement as well as the issue of minority leadership. (3 semester credits)▶

Organizing the Global Workforce

LBOR 3000

Along with International Labor Campaigns in the Global Economy, this class explores the question of how labor and other grassroots groups are working to affect the shape of the global economy and rebuild labor movements around the world. As in the 1930s, organizing today depends on a combination of building solidarity amongst workers and dealing with current economic problems. This class first traces the international division of labor by looking at emerging forms of work across the globe and the problems they pose for workers, unions, communities, and economies. It then examines new forms of organizing—in the U.S. and abroad—that are emerging to deal with the problems. The class also addresses the role of race, gender, and migration, and the barriers and opportunities they present for activists trying to build local and international solidarity. (3 semester credits)

Physics for Unionists

SCIE2030

This course is designed for people who like to use their minds and develop their ability to understand and interpret what they see in the work around them. Physics is an area of study that is beautiful, exciting, logical, philosophical, literal, historical, relevant, mathematical, and fun. (3 semester credits)

Pollution Control

LBSH 3570

This is a course intended for health and safety majors and other interested students. The course, offered in an online format, provides an overview of pollution control, with a focus on water. Among the units included are: filtration, disinfection and chlorination, fluoridation, pond systems, primary treatment, and sedimentation. (3 semester credits)

Reading & Writing Critically

ENGL3001

Whether you're a brand new NLC student just returning to college after a long break or one already familiar with the challenges of the program, you're probably looking for academic skills to help you learn more. Have you ever struggled through a reading assignment only to reach the end and wonder what it was about? Have you ever organized your thoughts into a paper just to realize it was clear only to you? Don't worry, you're not alone. These are two of the biggest challenges college students face. Reading & Writing Critically offers solutions to these challenges by helping you learn how to interact with your readings and get more out of them and by teaching you how to craft clear, strong essays that reflect your personal style. Additionally the class covers basic research techniques and argument theories to prepare you for writing papers for your other classes. (3 semester credits)

Safety and Health for Union Organizers

LBSH 3560

This is a course intended for health and safety majors and other students interested in using workplace health and safety issues as an organizing tool. This course provides students with facts about worker safety and health, workers' legal rights, effective use of resources, and provides case studies and strategic uses of safety and health in organizing campaigns. (1 semester credit) **Prerequisite**—LBSH 3500 Foundations in Occupational Safety and Health.

Self-Directed Study in Occupational Health and Safety

LBSH 3550

This course is for Health and Safety majors and other students interested in pursuing a self-directed study (reading and writing) of importance to them in the area of occupational safety and health. Students will work with faculty to determine scope of work and design of work product. (1 semester credit) **Prerequisite**—LBSH 3500 Foundations in Occupational Safety and Health.

Senior Project**LBST3300**

Students are required to complete a Senior Project in conjunction with the Senior Seminar. The project should emphasize the student's role in the labor movement in conjunction with their classroom experience. Students use the Senior Seminar to select a topic and faculty advisor. Both oral and written presentation of the work is presented in the Senior Seminar. (3 semester credits)

Senior Seminar**LBST3200**

This course provides an opportunity for students to integrate their cognitive skills by bringing them to bear on a specific topic relevant to their major field of study and work experience. Each student will choose an aspect of the seminar topics for extensive independent research (Senior Project). Students will present their results in both written and oral form. Students will be introduced to types of research papers, methodology, and citation forms. Students will be grouped by area of interest and faculty advisor. Must be taken during same semester with Comparative Research Methods. (3 semester credits)

Special Topics in Labor Safety and Health**STSHXXXX**

Each time this course is offered, it will provide an intensive exploration of a topic of interest to students. Offerings may include courses on subjects such as "The Politics of Occupational Safety and Health," "Collective Bargaining and Safety and Health," "Organizing and Safety and Health," and "Strategic Union Approaches to Occupational Safety and Health." (3 semester credits)

Strategic Grievance Handling**LBST2080**

This class focuses on the concrete skills needed to handle grievances effectively while also building the local union. Participants will explore one or more grievance problems. Specifically, the grievance(s) will be analyzed for contract and legal violations; subsequently, participants review the possible opportunities for member organizing and involvement. The final phase of strategic grievance handling will involve practicing skills for effectively reaching out to members. (3 semester credits)

Structure of Union Organizations**LBOR2330**

This introductory course takes a look at the history, structure, institutional arrangements, and philosophy of labor organizations at various stages of industrialization and formation. The contrast between union structures of the early and late 20th Century will be examined. (3 semester credits)

Theories of Adult Learning**LBED2430**

This course examines adult learning theories and practices, knowledge of which is essential for use in labor education and labor communications. Participants in the class will apply theories in the areas of participation, intelligence and cognition, memory, learning process, and ethics and influences. (3 semester credits)

Union Administration**LBUA2900**

This course will provide a comprehensive understanding of virtually all aspects of the administration of unions. Students will be exposed to a wide variety of situations and problems encountered by union officials in carrying out their duties. (3 semester credits)

Union Structure and Governance**LBOR2151**

This course examines union governing and administrative structures and functions at the local union, district or regional, and national levels within the framework of the local central body, the state labor council, and the national federation (AFL-CIO). (3 semester credits)▶

Where the Local Meets the Global (Domestic)

LBST 2989

This is the companion course to Labor in the Global Economy: Good Jobs, Bad Jobs, Many or Few Jobs (International) and may be taken before it or after it. While Labor in the Global Economy gives students the foundation to understand the forces shaping corporate-led globalization and their effects on workers, Where the Local Meets the Global gives students the foundation needed for critical understanding of the U.S. domestic economy and how it functions in the larger world economy. Discussions during degree week will cover basic economic concepts and terms needed to understand current economic debates and issues. More fundamentally, class discussion will also tackle questions related to equality and inequality, jobs and growth, the role of government in providing public services and benefits, and the effect of that spending on the economy—all in the broader context of the questions of competition, growth, and economic justice in the global economy. This class also includes several train-the-trainer modules that can be used by participants to share information when they return home. (3 semester credits).

Workplace Hazards and the Law

LBSH2601

This course provides an introduction to the Occupational Safety and Health Administration (OSHA), including OSHA standards, enforcement procedures, and workers' rights and responsibilities under OSHA, and examines techniques for health and safety hazards recognition and abatement. (3 semester credits)

Writing about Labor and Literature

ENGL3100

Take this course to find out more about how work, unions, and the history of the labor movement have been portrayed in American literature. By analyzing the ideas about work presented in literature, you will enhance your knowledge of the history and experience of the labor movement, while learning about the forms of literature and improving critical thinking and writing skills. Readings include novels and excerpts from novels, short stories, poetry, songs, and essays. (3 semester credits)

NLC Course Descriptions

Union Skills Courses

It is expected that the following courses will be offered during at least one of the semesters for the current academic year. The College reserves the right to schedule courses according to availability of instructors, demand, and other circumstance that may arise. Check out the NLC website for a current list of all classes. Most Union Skills courses are worth two semester credits; students interested in receiving a third credit may do so by arranging additional assignments with the faculty member and notifying the Registrar's Office.

Arbitration Preparation & Presentation - Level I (Just Cause) LBST2901

Any union advocate knows how vital it is to analyze cases from both sides prior to trying them, and to possess sharp skills during an arbitration hearing. Suitable for all levels, this demanding class will help develop the skills of the novice and hone the skills of the experienced advocate. Students will analyze a sample disciplinary case involving "Just Cause" and will practice direct and cross-examination, as well as opening statements in a workshop setting; students will also discuss closing arguments. At the end of the week, students will participate in full-scale mock arbitrations before certified arbitrators, and will receive additional constructive critiques from the arbitrators. Discussions include the relationship of arbitration to the grievance procedure, as well as strategies to avoid arbitration. **MINIMUM REQUIREMENTS:** Participants with less than three years of grievance handling experience must talk to the instructor prior to registering. **RELATED CLASSES:** Arbitration Preparation & Presentation - Level II and Arbitration Brief Writing Levels I and II, Strategic Grievance Handling. (3 semester credits)

Arbitration Preparation & Presentation - Level II (Past Practice or Contract Interpretation) LBST2902

A continuation of Arbitration Level I, this course will challenge participants to analyze either a contract interpretation case or a case involving "Past Practice" (Check course dates to see which type of case is being taught). As in Level I, students will prepare the case in a workshop setting where they receive detailed critiques, and the week culminates with a mock arbitration and additional feedback from a certified arbitrator. Discussions include the role of member organization, documentary evidence, information requests, and bargaining unit surveys in establishing and proving past practices. **MINIMUM REQUIREMENTS:** Level I or permission of the instructor. **NOTE:** Only two students who have not completed the Level I course will be granted permission to take Level II. Students exempt from the Level I course must possess extensive hearing experience. **RELATED CLASSES:** Arbitration Preparation & Presentation - Level I and Arbitration Brief Writing Levels I and II; Strategic Grievance Handling. (3 semester credits)

Arbitration Brief Writing Level I LBST2904

More and more union advocates find themselves having to write briefs, even when they would prefer to do closing arguments. This class provides an introduction for advocates who need basic practice in learning how to write arguments, and how to read, analyze and apply cases in an arbitration brief. The class will consist of discussion and analysis of a basic case problem, followed by a series of writing exercises based on that problem. By repeated practice combined with constructive instructor critique, advocates hone the fundamental skills needed to write a brief. **MINIMUM REQUIREMENTS:** Arbitration Level I, or hearing experience that includes case preparation, examination of witnesses, and opening statements. **RELATED CLASSES:** Arbitration Preparation & Presentation - Levels I and II; Arbitration Brief Writing Level II; Strategic Grievance Handling. (3 semester credits)▶

Arbitration Brief Writing Level II

LBST2903

From the opening paragraph of an arbitration brief to the concluding sentences, words and analysis matter. This class will take more advanced students through well-defined steps in analyzing an advanced arbitration case and writing a full-scale post-hearing brief. After a week of instruction and practice writing and rewriting, students will produce and deliver a final brief, which will be critiqued by the instructor. The class also covers reading and researching arbitration awards, and the requirements of closing arguments. **MINIMUM REQUIREMENTS:** Arbitration Brief Writing Level I, or hearing experience that includes case preparation, examination of witnesses, and opening statements. Students interested in examination of witnesses and opening statements, should take Level I or Level II. **RELATED CLASSES:** Arbitration Preparation & Presentation - Levels I and II; Arbitration Brief Writing Level I; Strategic Grievance Handling. (3 semester credits)

How to do Arbitrations & Hearings

LBST2900

Students will learn the skills necessary to analyze, prepare, and present arbitration cases, with a mock arbitration on the last day. These advocacy skills can also be used in other types of hearings (2 semester credits)

Contract Negotiations in the Airline Industry

LBST2905

Anyone who conducts contract negotiations with the airline industry will benefit from this comprehensive, tailor-made course. This course explores the role of the chief negotiator at different parts of the bargaining process, including preparing and designing initial proposals, developing committee work and record-keeping procedures, the use of economic data in bargaining, the design of a bargaining campaign, and preparing for and directing the ratification process. A widely praised and highly effective exercise involves walking students through a tough bargaining exercise specifically designed to weigh negotiating strategies and tactics. Special attention will be given to the Railway Labor Act and the procedures under the National Mediation Board. (2 semester credits)

Contract Negotiations in the Construction Industry

LBST2907

This course is tailor-made for union officers and staff members who negotiate labor agreements with construction management. As is the case for courses designed for the airline industry and the private sector, this course covers a wide spectrum of activities related to hammering out a winning contract—from drafting initial proposals to gaining support during the ratification process (and various steps in between). Attention will be given to the unique problems associated with employer association bargaining. A full review of legal developments as they apply to and affect bargaining in the construction industry will also be presented and discussed. The session will culminate with students participating in a mock bargaining session. (2 semester credits)

Contract Negotiations in the Private Sector

LBST2906

The unique challenges posed by private sector contract negotiations will be explored fully in this course. This course explores the role of the chief negotiator, from preparing initial proposals to ratifying a contract. Developing committee work and record-keeping procedures; the use of economic data in bargaining; the design of a bargaining campaign; and preparing for and directing the ratification process will also be covered. A highly effective part of the course is a tough bargaining exercise designed to help participants effectively weigh negotiating strategies and tactics. (2 semester credits)

Effective Communication Skills for Trade Unionists

LBST2041

This workshop will give union activists the opportunity to develop, reflect upon, and brainstorm strategies for improving communications between leaders, members, and the community. The workshop provides ample opportunity to practice and receive feedback on individual and group presenta-

tions. The emphasis is on removing blocks to effective communication and strengthening internal and external mobilization and solidarity. (2 semester credits)

Grievance Handling and Internal Organizing

LBST2080

For unionists who want to use grievance handling as a tool for internal organizing. Students will learn how to use the grievance process to address specific workplace problems, while building member participation in the union and reaching out to community allies. (2 semester credits)

Grievance Mediation

LBST2998

Grievance mediation provides an opportunity for the parties to resolve a grievance using interest-based skills with the assistance of a mediator. This three and a half day workshop aims at giving union members, officers, and staff an understanding of the principles of grievance mediation as well as hands on training in the skills needed to make the best use of a mediator. The skills taught - including listening, identifying issues, and exploring shared interests - can also be used to improve day to day grievance handling, employer union relations, and even problem solving within the union. RELATED CLASSES: Strategic Grievance Handling; Arbitration Preparation & Presentation: Level I - Arbitration Brief Writing & Closing Arguments. (3 semester credits)

Healthcare Bargaining

LBST2928

As everyone knows, healthcare bargaining critically impacts union members' economic stability in all industries. This course is intended for experienced bargainers who want to explore new strategies and for those new bargainers who are grappling with basic benefits bargaining. The course will explore alternative bargaining strategies, including analysis of healthcare plans and cost utilization. (2 semester credits)

Introduction to Labor Assistance Professionals: Programs to Approach Workplace Problems

LBST3973

This course covers information for unionists who want to assist union brothers and sisters in the workplace who are suffering from personal problems. Course topics include an introduction to member assistance programs including their history and structure; addiction, its treatment and prevention; the use of benefits; legal issues; and bargaining and administering collective bargaining agreements that support members with substance abuse and other mental health issues. Labor Assistance Professionals (LAP), along with the National Labor College, designed this course, which is the beginning step of a process that culminates with Labor Assistance Professional—Certification. LAP is dedicated to obtaining comprehensive alcohol and drug treatment, and all other mental health services for members at a reasonable and fair price. They advocate for member assistance program development within labor and for recognition of the key role labor plays from the field's professional organizations and by its treatment providers. (2 semester credits)

Labor Law in the Construction Industry

LBST2909

For the construction industry, federal labor laws include special provisions. To manage risk effectively, union leaders and staff in the construction industry must be familiar with the legal framework. This course will enable participants to identify union action that can be taken independently; that require legal assistance; or that should be avoided entirely. Topics that will be covered include paths to recognition, including salting, trigger agreements and other innovations; bargaining, including pre-hire and project agreements, multi-employer units and corporate change; traditional and non-traditional pressures, from strikes to corporate campaigns; and preventive maintenance and pro-active planning. (2 semester credits)▶

Labor Relations in the Federal Sector

LBST2910

Union leaders and staff who work with the federal sector face unique challenges and situations. This course, taught by labor professionals, will provide an overview of issues related to the representation of federal sector workers, including federal labor history, collective bargaining, contract enforcement, worker's compensation, and building solidarity. (2 semester credits)

Managing Local Unions

LBUA2910

This course is aimed at strengthening the skills involved in local union management. Students will explore staff structure, day-to-day supervision, organization of work and program budgeting. The course will focus on tools such as job descriptions and workplans, as well as motivation, accountability, and communication strategies and techniques. (2 semester credits)

Media and Communications Skills for Union Activists:

Getting Our Message Out

ENGL3200

This course is a "must" for union leaders and communicators who need to mobilize support for union campaigns. Participants will learn how to craft positive campaign messages that resonate with union members, community groups and the media and how to pitch stories, talk to reporters and stage dynamic and effective press events. Students will also learn how to strengthen their unions internally by communicating more effectively with union staff, leaders and members. Basic skills for producing clear, consistent and persuasive union materials will be covered. (2 semester credits)

Multi-Trade Organizing Volunteer Education (MOVE)

LBST2996

This course is designed to teach participants to deliver the Multi-Trade Organizing Volunteer Education (MOVE) program. The MOVE program, developed by Cornell University and the National Labor College for the AFL-CIO Building and Construction Trades Department, emphasizes membership awareness and the importance of enlisting broad multi-trade support for organizing campaigns. Participants will prepare a teaching outline and then practice their plan by teaching parts of the curriculum with others. A skilled labor educator will oversee and offer guidance, advice, and constructive feedback. There will also be discussion of various parts of the MOVE program, as well as time devoted to various teaching techniques. (2 semester credits)

Negotiating and Writing Contract Language

LBST2912

Participants in this course will learn how to develop effective bargaining strategy and how to write contract language. Participants will learn the "how-to's" of writing contract language: defining and analyzing issues, developing proposals, and writing the actual language. In addition, particular kinds of contract language will be examined. Throughout the week, participants will work on a number of case studies. NOTE: Prior to enrolling in this course, it is strongly recommended that participants have experience as a member of a union negotiating committee. (2 semester credits)

Negotiating Contracts with State and Local Governments

LBST2913

Union officers and staff who negotiate labor agreements with the state, county, and local governments will benefit from this course, which explores the role of a chief negotiator at different parts of the bargaining process. Specifically, participants will scrutinize the preparation and design of initial proposals; the development of committee work and record-keeping procedures; the structure and function of opening statements; economic bargaining; and preparation and directions of the ratification process. A highly experienced union negotiator will walk participants through a tough municipal bargaining exercise aimed at encouraging the students to weigh negotiating strategies and tactics. NOTE: Federal sector negotiations will not be addressed in this course. (2 semester credits)

Negotiations Strategy and Tactics

LBST2860

Students develop collective bargaining strategy and improve their skills in conducting face-to-face negotiations. The course will assist negotiators in establishing an effective bargaining team and using membership pressure to impact the negotiations process. (2 semester credits)

New Union Staff

LBST2914

This course is designed for those who have recently been appointed or elected to a full-time union staff position. The course will focus on developing personal skills and critical thinking needed to function effectively in the many different roles of a union staff member. The course will also help to improve planning skills needed to manage contract negotiations, organize campaigns, and run a local union. For a better overall understanding of the new staff member's role, the basic structure, operation, and goals of the U.S. labor movement will be presented. Staff members from a number of different unions in attendance will enrich the discussions, presentations, exercises, class participation, and feedback. (2 semester credits)

Organizing I

LBST2915

Through role-play and discussion, participants will refine their skills and expand their knowledge about organizing. This is an ideal course for staff new to organizing, as well as those who want to learn more about the latest strategies to grow their union. Participants will examine a typical local union campaign in the private sector from start to finish. Students will learn about one-on-one communications, develop a workplace committee, and explore campaign strategies. Employer anti-union campaigns, legal strategies, and planning skills will also be emphasized. (2 semester credits)

Organizing II

LBST2916

This course, focusing on the private sector, is designed for those who have completed Organizing I, who have comparable organizing experience, or who will assume (or have assumed) greater organizing responsibilities. Specific elements include recruiting and training of union members in the organizing process; leader development; corporate campaign research; legal strategies; database/reporting procedures; campaign issues and theme development; community involvement; campaign planning; and progress analysis. (2 semester credits)

Organizing III

LBST2917

The most advanced organizing course available at the NLC, this course is designed for those who have completed Organizing II, who possess extensive organizing experience, or those with management responsibility for a large campaign or organizing program. With an emphasis on strengthening strategic thinking, the course will also sharpen the skills needed to win organizing campaigns and first contracts. Using actual case studies from recent campaigns, participants will analyze and discuss the decisions that need to be made by organizers daily. Sessions on strategic research, staff development and management, communications strategy, and management of large campaigns will be featured. (2 semester credits)

Organizing in the Construction Industry Level 1

LBST2918

This course offers a comprehensive overview of organizing issues related to the construction industry, and offers concrete strategies aimed at promoting organizing throughout the industry. In addition to concentrating on issues related to workforce organizing—identifying, contacting, and communicating directly with unrepresented workers—participants will also review the evolution of construction organizing, the use of top-down and bottom-up tactics, and basic labor law. Specifically, participants▶

will learn how to identify leaders and build both employer-based and industry-wide worker committees. One-on-one skills, overall communications strategies, framing issues, and motivating workers will also be addressed in this program. (2 semesters credits)

Representing Injured Workers

LBST2930

This course will provide union representatives with the practical knowledge and tools to represent workers with job-related injuries and illnesses. Participants will examine legal rights and responsibilities under various laws, including the Occupational Safety and Health Act, the Americans with Disabilities Act, the Family and Medical Leave Act, and state workers' compensation laws. Contract language and collective bargaining around issues concerning the rights of injured workers will also be covered. Case problems and examples will be used to develop strategies for using these laws effectively. (2 semester credits)

Secretary-Treasurer's—Need Help with the New LM-2

LBUA 2501

If you are the Secretary-Treasurer of a local that has an income of \$250,000 or more, the rules for collecting, analyzing and filing your union's LM-2 Labor Department Annual Report are drastically more complex than ever before. Remember, the new rules aren't just related to new information on the form itself; you must also file your new LMN-2 electronically. This four (4) day workshop is designed to provide you with the effective tools to accomplish this filing. The class is hands-on, in the computer lab, designed to assist you in developing proficiency with Quick Books as it relates to the new LM-2 "Informational Requirements." The workshop material will provide you with an excellent understanding of all the new requirements and will help you to successfully complete the LM-2 Form for your local. (2 Semester Credits)

The Secretary-Treasurer's Total Solution

LBUA 2500

Secretary-Treasurers manage hundreds of thousands of dollars of the membership's and local's money. They have the responsibility to ensure the prudent handling of funds and compliance with all regulatory requirements dictated by the IRS and DOL. This five (5) day workshop is designed to provide the Secretary-Treasurer with the tools to effectively manage their responsibilities. The class is hands-on, in the computer lab and designed to assist the student in developing proficiency with Quick Books as it relates to the union environment. (2 semester credits)

Spanish Immersion

LBST2920

Organizing Spanish-speaking workers and providing services to Spanish-speaking members is vital in today's multi-cultural workplaces. This course offers a unique and great opportunity to learn Spanish through immersion—75 hours of classroom instruction in Spanish. In fact, participants will begin speaking Spanish on the first day of class! Participants will learn from native speakers and will practice conversations that are related to organizing, union administration, health and safety, and more. No previous Spanish language experience is necessary, as students will be grouped according to ability. Daily lectures on cross-cultural communication will be given, and cultural events and activities will be scheduled in the evenings. NOTE: due to the specialized subject matter, a special fee applies. Please contact the Registrar's Office for details. (6 semester credits)

Spreadsheets for Contract Costing

LBST2999

This three-day class will teach union reps how to use off-the-shelf spreadsheet programs for contract costing purposes. Participants will create a template for their PC spreadsheet program based on standard contract costing formulas. These include a template for calculating average straight-time wage rates, costs of overtime and other premium payments, pay for time not worked such as holidays, vacations and other leaves, and fringe benefits such as health, life, and disability insurance. Methods for

evaluating various wage proposals will also be covered. Basic familiarity with a PC and with a spreadsheet program is recommended. (2 semester credits)

Strategic Bargaining and Organizing Campaigns

LBST2921

How does a union negotiate a contract with a company that has just hired a union-buster? How do you persuade a newly organized company to negotiate a first contract? What are the alternatives to an economic strike? These questions and more are answered in this course, which was specifically designed to build bargaining and organizing power. Emphasis will be on what the union can do to maximize its strength away from the bargaining table and the National Labor Relations Board (NLRB). Specific points of discussion will include: expanding member participation in the bargaining process; enlisting public support; developing innovative campaign strategies; and devising tactics to negotiate a collective bargaining agreement even with powerful global corporations. (2 semester credits)

Strategic Grievance Handling

LBST2080

Most grievance handling is done in “servicing” mode without involving members or contributing to the organizational strength of the union. This class, which is suitable for beginning stewards as well as experienced union representatives, focuses on using grievances to build the union. Its goal is for students to leave with revitalized organizing plans and skills to address current issues and to involve members in the daily life of the union. Working with the actual problems students bring to class, students will analyze both relevant contract and legal rights, and the strategic and organizational issues presented. Students will then explore how the problems can be used to build member involvement and union power by applying listening skills, surveying, mapping, charting, and campaign strategies. Particular emphasis is placed on developing member participation through concerted activities in the workplace. Optional evening sessions are provided for those who need information about the basic legal rights of stewards. NOTE: Related courses include Arbitration Preparation & Presentation Levels I and II; Arbitration Brief Writing & Closing Arguments. (2 semester credits)

Strategic Planning for Construction Organizing Level II

LBST2923

Intended to help union locals and building trades councils maximize the effectiveness of their organizing activities and to promote the efficient use of union resources, this course offers a step-by-step plan for developing and applying a comprehensive strategy. Specifically, participants will review basic concepts of planning, strategic targeting, conducting a power analysis, and strategic research for construction organizing. Participants will take part in a series of interactive, small-group exercises centered on a realistic case study. This course is designed for building trades union officers, agents, experienced organizers, or those who have attended Organizing in the Construction Industry Level I. (2 semester credits)

Strategic Political Campaigns to Move Labor’s Agenda Forward

LBST2925

Learn about the best political practices and how they could apply to your local and your central labor bodies. The course will be taught by labor people from all over the west who have been doing good political work for several years. (2 semester credits)

Strategic Research for Organizers and Bargainers

LBST2924

Good information leads to good strategy in organizing and bargaining campaigns. Obtaining good information by improving research capabilities and strategic skills is the focus of this course. Among the topics to be explored are: targeting criteria (asking the right questions); obtaining information from a variety of sources, including workers and the employer; analyzing a broad range of information, including examining trends and finding employer vulnerabilities; and using this infor-▶

mation to develop strategic organizing and bargaining campaigns. Participants will learn how to use Internet databases, to master effective library techniques, and to conduct searches of courthouse records. (2 semester credits)

Street Law for Negotiators

LBST2997

This three-day class covers bargaining law and is suitable for union reps from any industry covered by the NLRA. It provides guidance in both strategic and practical application of union legal rights and responsibilities throughout bargaining. Topics cover access to employer information, subjects of bargaining, good and bad faith bargaining, impasse and impasse avoidance, contract expiration, protected and unprotected concerted activities, picketing rights and restrictions, secondary activities, access to private property, strikes, and picketing. Participants will learn the strategic and practical application of bargaining law by working through a comprehensive case problem. (1 semester credit, with an optional 1-credit paper)

Teaching Techniques I

LBST2925

With an ever-present need for renewed activism and broader involvement among the rank-and-file, membership education is a top priority of today's unions. This introductory course—ideal for union staff members who teach at conferences, workshops, or other educational settings—covers a broad range of education skills, from planning a time-sensitive teaching outline to conducting an effective class. Since most adults learn better when actively involved, this class will stress participation techniques. Practice teaching is a key component of the course, and during these sessions, guidance and feedback by a skilled labor educator will be offered. (2 semester credits)

Teaching Techniques II

LBST2926

A follow-up to the basic Teaching Techniques I course, this advanced course offers participants the opportunity to upgrade their teaching skills and allows them a forum to exchange ideas with other experienced labor educators. Participants will learn methods for designing effective teaching outlines. In addition, participants will expand the range of techniques they use and will learn how to write their own teaching materials. Leading a discussion—a complex, but critical component of teaching—will be emphasized. Practice teaching, with critique, is also an important part of this program. NOTE: permission of the instructor is required for admission to this course. (2 semester credits)

Tough Bargaining: Planning a Campaign

LBST2012

Bring problem employers at any stage of the bargaining process and emerge with workable plans for winning campaigns. Develop clear campaign goals and objectives, a unifying campaign theme, strategy, a timeline for the campaign, and a worker communication system. (2 semester credits)

Trainer Course in Occupational Safety & Health Standards for the Construction Industry

OSHA0500

This course is designed for trainers interested in teaching the OSHA 10- and 30-hour construction safety and health hazard awareness outreach program. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. Upon completion, students will be authorized to teach the 10- and 30-hour construction courses and can obtain completion cards for their students from OSHA. Students must have completed OSHA course #510, or have equivalent training, and five years of construction experience to take this course. (2.5 CEU's; 3 semester credits)

Trainer Course in Occupational Safety & Health Standards for General Industry

OSHA0501

This is a trainer course for personnel from all types of industry. It is designed to present detailed information on how the provisions of the OSH Act may be implemented in the workplace. Rights and responsibilities under the OSH Act, the appeals process, and record keeping are covered. The course also includes an introduction to OSHA's general industry standards and an overview of the requirements of the more frequently referenced standards. Upon completion of this course, students will be authorized to teach the 10- and 30-hour outreach "voluntary compliance" programs and issue cards to their students from OSHA. Students must have completed OSHA course #511, or have equivalent training, and five years of work experience to take this course. (2.5 CEU's; 3 semester credits)

"Train-the-Trainer" on Workplace Health and Safety

LBST2927

This six-day "train-the-trainer" program focuses on workplace health and safety. Participants—union activists, staff, and local health and safety representatives—will learn the fundamentals of workplace health and safety, with a focus on the following topics: identifying hazards in the workplace, legal rights of workers and unions, employer record-keeping requirements, introduction to ergonomics, and effective health and safety committees. NOTE: permission of the instructor is required. Participants must be sponsored by their union and must agree to facilitate safety and health training in their union. The sponsoring union must make a commitment to support the participants in conducting health and safety training for its members. (3 semester credits)

Union Leadership in the 21st Century

LBST2904

For locals interested in motivating members to get involved and avoid burn out. Students will also explore finding and developing more leaders within their existing steward system. (2 semester credits)

Workers' Rights—Building Power in the Workplace

LBST2060

Students research employment laws, including discrimination, sexual harassment, Family and Medical Leave Act, Fair Labor Standards Act, and OSHA. Learn to think strategically about the best ways to resolve legal problems, including using your union contract and involving your members and community allies. (2 semester credits)

Working with the Media

LBST2040

Students will learn how to develop good relations with the media, focus a message, work with reporters, and present union issues in a favorable light through working people and their stories. (2 semester credits)

NLC Course Descriptions

Online Courses

The Adult Learner

LBED2432

This course covers adult learning theories and practices essential for use by adult learners and by those who develop and implement adult learning, and for those who communicate with adults for organizing and political campaigns. There are fourteen sessions, with assignments given to apply the theories and practices of adult learning presented and discussed. Assignments are posted on the discussion board. Textbook, online presentations, article readings and website browsing are also required as part of the course. NOTE: Students who have taken Theories in Adult Learning in the B.A. program may not take this course (3 semester credits)

Advanced Computer Skills for the Industrial Professionals

COMP3200

This class covers advanced features of Windows and Microsoft Office (word processing, multimedia presentation, and spreadsheet) applications. This includes designing complex spreadsheets, learning to embellish multimedia presentations. Students are also introduced to the creation of database applications. NOTE: Students who have taken Computer Skills for the Trade Unionist Level II may not enroll in this course (3 semester credits)

Bibliography and Research

LBHU3000

This course is designed to provide students with the basic information literacy skills necessary to conduct research in both the print and online environment. Upon completing this course, students will be able to accurately cite sources, identify primary and secondary sources, distinguish the difference between scholarly and popular articles, conduct bibliographic research, and more. (3 semester credits)

Bio-Terrorism Agents and Emergency Response

LBSH 3590

This course provides students, especially health and safety majors and students with first response/emergency response, with a detailed understanding of the dangers of key agents of bio-terrorism and emergency response terrorism. The course offers students a choice of 4 out of 6 modules: Emergency Response to Terrorism, Anthrax Threat and Response, Botulism/Foodborne Threat and Response, Smallpox Threat and Response, Tularemia/Plague Threat and Response. (3 semester credits)

BTPS Education Planning

BTPS3100

This course is open to BTPS online students only. Students will define and clarify their educational goals, identify and categorize prior college level learning, and develop a “portfolio” to receive credit for prior learning and experience. NOTE: This course is only open to students in the BTPS program. (3 semester credits)

Case Studies in Occupational Health and Safety

LBSH 3555

This course is for Health and Safety majors and other interested students. The course introduces students to occupational health and safety tragedies through case studies of the events. Students will analyze information and determine the root cause of the incidents. (1 semester credit) **Prerequisite**–LBSH 3500 Foundations in Occupational Safety and Health.

Computers and Industrial Society

COMP3250

As computers have become increasingly important in our everyday lives, their potential to strip away our privacy and autonomy increases exponentially. This course offers a comprehensive, interdisciplinary set of readings on the ethical and social implications of computer technology. Taking into account technical, social, and philosophical issues, the contributors consider topics such as the work-related ramifications of automation, the ethical obligations of computer specialists, and the threats to privacy that come with increased computerization. (3 semester credits)

Effective Writing

ENGL1200

How do effective writers transform their messages from ideas in their heads into writing that works? How can writing shape the thinking process and enhance critical thinking skills? Through analysis and application of the writing process, students in this course learn to approach writing with more confidence, read more effectively, work towards developing individual styles, and gain skills in writing essays. This course addresses the writing needs of students returning to college or just starting school. NOTE: Students who have taken Reading and Writing Critically or Effective Writing may not enroll in this course. (3 semester credits)

Film and Globalization

LBHU3100

This course involves an intensive and extensive study of the images of labor in the media at the global level. Because filmed and televised images dominate the visual consciousness of virtually every corner of the world, it is imperative that students recognize and differentiate the positive and negative images and analyze the complexity of labor issues in films. (3 semester credits)

Foundations in Occupational Safety and Health

LBSH 3500

This course is intended for health and safety majors and other students who may be interested in labor safety and health. This online course will provide students with core competencies required for a basic understanding of the field of labor safety and health, and includes a 2-credit core module concentrating on health and safety and the government, how to find and use resources, introduction to science/engineering, hazard recognition and abatement, and issues update. In addition to the 2-credit core, the modular course design will offer 1-credit in-depth, specialized modules to be selected by the student. Modules include: health and safety and organizing; disaster response and hazmat; incident command/incident management; and case studies. (2 semester credits)

Grassroots Leadership for Working America I

LBUA3550

This is a grassroots leadership course designed to develop critical leadership skills for union activists. The first five weeks of the course will provide students with an economic and historical analysis of the present U.S. situation. It includes descriptive and analytical readings of the present day situation for U.S. workers. Each student will conduct research and then become politically active in a local issue they are concerned about—both online and in their community. Students who participate in the first five weeks will receive one credit. (1 semester credit)

Grassroots Leadership for Working America II

LBUA3551

During the final nine weeks, for two additional credits, students will carry out a detailed analysis of local issue(s) of concern to them and their community. They will then select one issue to focus a mini-campaign around. The mini-campaign will be comprised of a series of activities that will influence the outcome of the selected issue. Students will learn about and be exposed to many grassroots campaign skills that will be used during their campaign. (2 semester credits)▶

Hazardous Waste Site Worker Training

LBSH3610

This is a course intended for health and safety majors and other interested students and designed to promote a broad awareness and firm foundation of knowledge concerning hazards and means of on-site protection. (This course may not be taken for credit if student already has credit for HAZWOPER.) (2 semester credits)

History of Communications, Culture and Technology

LBSS3000

This course is an overview of history of communications, culture and technology. The course explores how we have used media and technology to communicate from social, economic, political, and cultural perspectives. Topics include: definitions, models and theories of information processing, history of media change, cross-cultural communication, interpersonal communication, and the uses and effects of mass media. NOTE: This course will satisfy a social science general education requirement, not a humanities course. (3 semester credits)

Introduction to Literature in American Labor

ENGL1102

How does literature connect to real-life experiences? How can studying poetry and short stories teach us about ourselves, our work, and our involvement in the labor movement? What does literature have to say about work and the labor movement? What role does the new working-class literary movement have within the larger context of labor relations? In this course, we will examine short stories, essays, memoirs, and poetry to seek answers to these questions and explore the connections between creative expression and historical and individual experiences. NOTE: Students who have taken Labor and Literature in the B.A. program may not enroll in this course (3 semester credits)

Leadership and Landmark Events in 20th Century Labor History

LBHT3000

This course is designed for the individual with little or no knowledge of history—labor or otherwise. The objective is for students to acquire a basic understanding of late nineteenth and twentieth century organized labor history by using the lives of various leaders as the framework upon which broad themes, events, and concepts are woven. There is no text book to purchase. Reading assignments are from existing web sites or from published sources, documents, and artifacts of the George Meany Memorial Archives/National Labor College, available online exclusively for the course. A portion of the class time is devoted to “Dig Where You Stand,” where individuals learn about their local union history and/or their city, town, or county’s labor history. NOTE: This course is restricted to students who have not taken any B.A. History classes; some exceptions may be granted by permission of instructor and Provost. (3 semester credits)

Learning in the Digital World

BTPS3050

This course is required for all new BTPS degree program students. The course explores the world of online learning and the advantages and challenges of being an online student. The course covers topics on using the Blackboard learning system, time management, internet research and information about the Service Internship opportunities available to BTPS students. NOTE: This course is required for all new BTPS degree program students. (2 semester credits)

Images of Labor in Art

LBHU2180

Visual Arts and Labor offers students a unique opportunity to complete their general studies requirement in the humanities. Unlike typical academic Art History or Appreciation courses that are taught from a Euro-centric perspective, Images of Labor in Art focuses on the arts as they are reflected in the American Labor Movement from 1900 to the present day. (3 semester credits)

Impact of Science and Technology in Our World

LBSH3000

Science and technology touch our lives in many ways and at many levels. This course offers the understanding of the basic principles of science to explain the world around you. The course will take two directions: (1) to discuss the impact of some very important environmental and quality of life issues; and (2) to provide the basics facts, concepts, and principles of science that will provide the student with a basic understanding of the phenomena discussed. (3 semester credits)

Introduction to Digital Music

COMP3400

The course uses the computer as a generative tool for music construction tool in the Windows platform. The course introduces a number of music composition applications and music design techniques. Selection of software used in the course may vary from term to term (e.g., Band-in a – Box Pro, Dance 5 E-Jay, ACID Music Studio). NOTE: This course will not satisfy a general education humanities requirement. (3 semester credits)

Instructional Design for Technical and Professionals

LBED3450

This course examines implications of theories and principles of instructional design for fostering productive thinking and development. The course also covers evaluating developed curriculum or instructional materials using formative and summative evaluation method. (3 semester credits)

Instructional Technology and Distance Learning

LBED3410

This course provides participants with a basic understanding of the instructional applications of modern technology. Participants will gain an understanding of the philosophy and purposes behind instructional technology as well as strategies for its integration into the online / onsite classroom. Major topics include the synthesis of concepts, knowledge and skills of the instructional technologist and distance educator, future trends in the field, strategic planning for the professional, refining roles, and responsibilities of the leader in the field. NOTE: Students who have taken Distance Learning in the B.A. program may not take this course (3 semester credits)

Multimedia Technology and Tools for Technical and Professionals

COMP3020

This course provides a comprehensive background for working with digital sound, images, and video for multimedia projects ranging from CD-ROM title production to website design. This course will help the student become familiar with current major software packages used in multimedia production. (3 semester credits)

Music Appreciation

LBHU3000

This course provides a historical overview of the way music has developed in Western culture. It is designed for non-music majors and there is no need to have previous musical training to take this course. The course will cover the elements and principles of music including, rhythm, melody, harmony, color, texture and form. Learning about these elements will help you to develop a deeper appreciation for and greater understanding of music of all styles. The class also covers developing listening skills. This will be accomplished by listening to selected pieces of music from a variety of different periods in history and learning how they relate to the culture in which they were created. (3 semester credits)

Pollution Control

LBSH3570

This is a course intended for health and safety majors and other interested students. The course, offered in an online format, provides an overview of pollution control, with a focus on water. Among the units included are: filtration, disinfection and chlorination, fluoridation, pond systems, primary treatment, and sedimentation. (3 semester credits)▶

Safety and Health for Union Organizers

LBSH3560

This is a course intended for health and safety majors and other students interested in using workplace health and safety issues as an organizing tool. This course provides students with facts about worker safety and health, workers' legal rights, effective use of resources, and provides case studies and strategic uses of safety and health in organizing campaigns. (1 semester credit) **Prerequisite**–LBSH 3500 Foundations in Occupational Safety and Health.

Self-Directed Study in Occupational Health and Safety

LBSH3550

This course is for Health and Safety majors and other students interested in pursuing a self-directed study (reading and writing) of importance to them in the area of occupational safety and health. Students will work with faculty to determine scope of work and design of work product. (1 semester credit)

Prerequisite–LBSH3500 Foundations in Occupational Safety and Health.

Strategies for Teaching Adult Learners I

LBED3432

This course considers the instructional theories and motivational techniques that may be employed to enhance education for adult students. The role of the teacher as a diagnostician, planner and facilitator is also considered. NOTE: Students who have taken Theories in Adult Learning in the B.A. program may not take this course (3 semester credits)

World Music

LBHU3050

World Music in context is a wide-ranging survey of music of the world, in their historical and social contexts, from ancient times to the present day. The course will examine a selection of the world's music including Africa, the Americas, and the Near and Far East, serving as an introduction to the field of ethnomusicology. Through listening and discussion, students will become familiar with some of the main sounds, concepts, and behavior of people making music in various parts of the world. (3 semester credits)

Special Programs

The National Labor College has classes that fit the needs, ambitions, and desires of labor union members and activists from every sector and every union. The NLC is committed to responding to the changing needs of the labor movement and the circumstances of individual union members with special programs. Some of these special programs are outlined below.

Special Programs in Safety and Health

Certified Employee Benefit Specialist

The Certified Employee Benefit Specialist Program (CEBS)[®], co-sponsored by the Wharton School of the University of Pennsylvania and the International Foundation of Employee Benefit Plans, prepares students to earn a professional designation widely recognized and respected in the employee benefits field.

Flexibility is Key

The eight-course series will be offered at times determined to be most convenient for prospective students.

The program is divided into eight one-week sessions to allow information to be learned in a more focused manner. After each week of intensive study, students take an exam. Students can determine the order in which they would like to take the courses and the subsequent exams. Students who pass all eight exams will receive the full CEBS[®] designation.

Specialty Designations

Can you get recognition for the work you do if you don't complete all eight courses/exams? Yes. Three new specialty designations—the Group Benefits Associate (GBA), the Retirement Plans Associate (RPA), and the Compensation Management Specialist (CMS)—are now available and can be earned by passing three (CMS) or four (RPA and GBA) required courses/exams successfully. Should they wish, recipients of these specialty designations can pursue the full CEBS[®] designation.

National and regional union research specialists in the employee benefits field, lead negotiators, fund staff, and others whose primary responsibility includes the employee benefits field should consider earning the CEBS[®], or begin the process by successfully completing one of the specialty designations.

*CEBS[®] is a registered trademark

Rail Workers Hazardous Materials Training Program

LBSH 2600:

Hazardous Materials Transportation - Online Course

The Rail Workers Hazardous Materials Training program provides online hazardous materials awareness level training for rail and other transportation workers. Participants of the online course gain an understanding of the roles, rights, and responsibilities of working with hazardous materials. The course meets Occupational Safety and Health Administration (OSHA) and U.S. Department of Transportation (DOT) training requirements for first responders at the awareness level.

Topics covered in this online course include: an introduction to hazardous materials and the role of the first responder; federal regulatory agencies; DOT's Hazardous Materials Regulations; recognition and►

identification of hazardous materials in transportation; how to use the Emergency Response Guidebook; chemical properties; how to use online resources: NIOSH Pocket Guide, New Jersey Hazardous Substances Fact Sheets, and Materials Safety Data Sheets; introduction to toxicology; and union strategies. (3 semester credits)

Rail Workers may register for the online course at www.hazmatgmc.org. NLC students should contact the Registrar's Office at 301-431-5422

LBSH2605:

Hazardous Materials Transportation/Chemical Emergency Response

The Rail Workers Hazardous Materials Training Program offers five-day Hazardous Materials Transportation/Chemical Emergency Response training courses on the NLC campus and in regional locations. Check the Rail Workers Website—<http://www.hazmatgmc.org>—for updates on the regional program schedule and locations.

Five-day courses are eligible for three semester credits from the NLC, address OSHA and DOT-required procedures, different levels of response, and worker protection in the event of a hazardous materials emergency or release. Training includes advanced classroom instruction, intensive hands-on drills, a simulated hazmat response in full safety gear, and provides participants an additional training opportunity for completing an OSHA 10-Hour Outreach Course. Training is funded through a worker training cooperative agreement with the National Institute of Environmental Health Sciences (NIEHS). (3 semester credits)

Rail workers may register at www.hazmatgmc.org. NLC students should contact the Registrar's Office at 301-431-5422.

For more information about the Rail Workers Hazardous Materials Training Program, call: 301-439-2440; fax: 301-628-0165; or e-mail crodgers@nlc.edu.

National Resource Center for OSHA Training (OSHA Region III Education Center)

The National Resource Center (NRC) for OSHA Training is an OSHA Education Center—one of 19 in the country. It is a consortium of the National Labor College; The Center to Protect Workers' Rights/Building and Construction Trades Department, AFL-CIO; and West Virginia University. For more information about courses, locations, fees or to register, contact the NRC at 1-800-367-6724 or e-mail: nrcosha@nlc.edu

OSHA Course #500

Trainer Course in Occupational Safety and Health Standards for the Construction Industry

July 17-20, 2006 College Park, MD

August 15-18, 2006 Morgantown, WV

September 11-14, 2006 College Park, MD

September 19-22, 2006 Martinsburg, WV

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a train-

er in the Outreach Program and to conduct both a 10- and 30-hour construction safety and health course and to issue cards to participants verifying course completion. Prerequisites: five years of construction safety experience and completion of Course #510, Occupational Safety and Health Standards for the Construction Industry, or equivalent construction training. NOTE: Students who wish to participate as authorized trainers in the Outreach Program must successfully pass a written exam at the end of the course. Outreach trainers are required to attend Course #502 at least once every four years to maintain their trainer status. (2.5 CEU's; 3 semester credits)

OSHA Course #501

Trainer Course in Occupational Safety and Health Standards for General Industry

July 24-27, 2006 College Park, MD

August 29- September 1, 2006 Morgantown, WV

September 19-22, 2006 Martinsburg, WV

September 25-28, 2006 LaPlata, MD

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour general industry safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10- and 30-hour general industry safety and health course and to issue cards to participants verifying course completion. Prerequisites: five years of general industry safety experience and completion of Course #511, Occupational Safety and Health Standards for General Industry, or equivalent industry training. NOTE: Students who wish to participate as authorized trainers in the Outreach Program must successfully pass a written exam at the end of the course. Outreach trainers are required to attend Course #503 at least once every four years to maintain their trainer status. (2.5 CEU's; 3 semester credits)

OSHA Course #502

Update for Construction Industry Outreach Trainers

July 10-12, 2006 College Park, MD

August 8-10, 2006 Pittsburgh, PA

Required every four years for personnel in the private sector who have completed #500 Trainer Course in Occupational Safety and Health Standards for the Construction Industry and who are active trainers in the outreach program. It provides an update on such topics as OSHA construction standards, policies, and regulations. (1.7 CEU's; 2 semester credits)

OSHA Course #503

Update for General Industry Outreach Trainers

August 1-3, 2006 Pittsburgh, PA

August 21-23, 2006 College Park, MD

Required every four years for personnel in the private sector who have completed #501 Trainer Course in Occupational Safety and Health Standards for General Industry and who are active trainers in the outreach program. It provides an update on such topics as OSHA general industry standards, policies, and regulations. (1.7 CEU's; 2 semester credits)▶

OSHA Course #510

Occupational Safety and Health Standards for the Construction Industry

August 14-17, 2006 College Park, MD

September 26-29, 2006 Morgantown, WV

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA construction safety and health 30-hour course completion card. This course is for personnel who will not be conducting training sessions or who need to complete the prerequisite for OSHA Course #500. (2.5 CEU's; 2 semester credits)

OSHA Course #511

Occupational Safety and Health Standards for General Industry

September 5-8, 2006 Morgantown, WV

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA general industry safety and health 30-hour course completion card. This course is for personnel who will not be conducting training sessions or who need to complete the prerequisite for OSHA Course #501. (2.5 CEU's; 2 semester credits)

OSHA Course #521

OSHA Guide to Industrial Hygiene

August 22-25, 2006 Morgantown, WV

This course is designed for personnel who are interested in increasing their knowledge of industrial hygiene practices and procedures, as well as applicable OSHA standards. Topics of discussion will include permissible exposure limits, OSHA health standards, respirator protection, engineering controls, hazard communication, sampling, instrumentation, and many other related topics. Course highlights include workshops in health hazard recognition, the use of OSHA health standards, and a safety and health program workshop. Students must have completed course #501 or the equivalent prior to taking this course. (2.5 CEU's; 3 semester credits)

OSHA Course #2015

Hazardous Materials

Check website for schedule updates

This shortened version of #2010 covers OSHA general industry standards and integrates materials from other consensus standards that relate to hazardous materials. Included are flammable and combustible liquids, compressed gases, LP-gases, and cryogenic liquids. Related processes such as spraying and dipping are covered, as well as electrical equipment. (2.5 CEU's; 2 semester credits)

OSHA Course #2045

Machinery and Machine Guarding

Check website for schedule updates

This shortened version of #2040 familiarizes the student with various types of common machinery and the related safety standards. Guidance is provided with respect to the hazards associated with various kinds of machinery and the control of hazardous energy sources (lockout/tagout). The course presents an approach to

machinery inspection that enables participants to recognize hazards such as those created by points of operation, rotating parts, and flying chips and provides options to achieve abatement. Also included is hands-on training in the laboratory. (2.5 CEU's; 2 semester credits)

OSHA Course #2225

Respiratory Protection

August 14-17, 2006 Centerville, MD

This shortened version of #222 covers the requirements for the establishment, maintenance, and monitoring of a respirator program. Topics include terminology, OSHA and ANSI standards, NIOSH certifications, and medical evaluation recommendation. Course highlights include laboratories on respirator selection, qualitative-fit testing, and the use of a large array of respiratory and support equipment for hands-on training. Note: participation in the qualitative fit testing laboratory requires a medical approval to wear a half-mask air-purifying respirator. This course is available to non-compliance personnel only. (1.9 CEU's; 2 semester credits)

OSHA Course #2250

Principles of Ergonomics Applied to Work-Related Musculoskeletal and Nerve Disorders

September 5-8, 2006 Morgantown, WV

This course covers the use of ergonomic principles to recognize, evaluate, and control work place conditions that cause or contribute to musculoskeletal and nerve disorders. Topics include work physiology, anthropometry, musculoskeletal disorders, use of video display terminals, and risk factors such as vibration, temperature, manual handling, repetition, and lifting and transfers in health care. Course emphasis is on industrial case studies covering analysis and design of workstations and equipment, laboratory sessions in manual lifting, and coverage of current OSHA compliance policies. (1.9 CEU's; 2 semester credits)

OSHA Course #2264

Permit-Required Confined Space Entry

Check website for schedule updates

This course is designed to enable students to recognize, evaluate, prevent, and abate safety and health hazards associated with confined space entry. Technical topics include the recognition of confined space hazards, basic information about instrumentation used to evaluate atmospheric hazards, and ventilation techniques. This course features workshops on permit entry classification and program evaluation. Students are required to bring a personal calculator to this course. (1.9 CEU's; 1 semester credit)

OSHA Course #3010

Excavation, Trenching, and Soil Mechanics

September 18-21, 2006 College Park, MD

This course focuses on OSHA standards and on the safety aspects of excavation and trenching. Students are introduced to practical soil mechanics and its relationship to the stability of shored and unshored slopes and walls of excavations. Various types of shoring (wood timbers and hydraulic) are covered. Testing methods are demonstrated and a one-half-day field exercise is conducted, allowing students to use instruments such as▶

**Online Courses will be offered throughout the year.
Check our website for further information.**

as penetrometers, torvane shears, and engineering rods. Students must have completed course #200, #510, or have equivalent construction training or experience. Personal Protective Equipment: Safety shoes, safety glasses, and appropriate clothing for field exercise. (1.9 CEU's; 1 semester credit)

OSHA Course #3095

Electrical Standards

July 11-14, 2006 Morgantown, WV

This shortened version of Course #3090 is designed to provide the student with a survey of OSHA's electrical standards and the hazards associated with electrical installations and equipment. Topics include single- and three-phase systems, cord and plug connected and fixed equipment, grounding, ground fault circuit interrupters, hazardous locations, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA inspection procedures. Hands-on training is provided using various types of electrical test equipment. (2.5 CEU's; 2 semester credits)

OSHA Course #3110

Fall Arrest Systems

August 7-10, 2006 Salisbury, MD

This course provides an overview of state-of-the-art technology for all protection and current OSHA requirements. Topics covered include the principles of fall protection, the components of fall arrest systems, the limitations of fall arrest equipment, and OSHA policies regarding fall protection. Course features a one-day field exercise demonstrating fall protection equipment. Students must have completed course #200, #510, or have equivalent construction training or experience. Personal Protective Equipment: Safety shoes, safety glasses, and appropriate clothing for field exercise. (1.9 CEU's; 2 semester credits)

OSHA Course #5600

Disaster Site Worker Train-the-Trainer Course

August 7-10, 2006 College Park, MD

The goal of this course is to prepare experienced trainers to present OTI Course #7600 – Disaster Site Worker Course. The trainer will be able to apply elements of successful adult training programs; acquire new knowledge, skills, and attitudes with regard to disaster site work; and demonstrate the ability to properly don, doff and inspect air-purifying respirators in order to accomplish successful delivery of the Disaster Site Worker Course. Trainers are given the opportunity to practice knowledge, skills, and attitudes through discussion, planned exercises, demonstrations, and presentations. Participants receive lesson plans and training materials for the Disaster Site Worker Course as well as information on training techniques and resources. Trainers will be expected to present a selected portion of the Disaster Site Worker Course and to use a "presentation evaluation" sheet to evaluate other presenters. The audience for this course is authorized OSHA Construction Outreach Trainers (OTI #500 Course) who have a minimum of three years experience as an occupational safety and health trainer. Requires at least one of the following:

- Have completed a 40 hour (minimum) HAZWOPER training course, or
- Possess journey level credentials in a building trades union, or
- Possess understanding of technical skills of construction work that is equivalent to the journey level.

(2 semester credits)

OSHA Course #6000

Collateral Duty Course for Other Federal Agencies

July 24-27, 2006 Silver Spring, MD

This course introduces Federal agency collateral duty (part-time) safety and health personnel to the Occupational Safety and Health Act, Executive Order 12196, 29 CFR 1960 and 29 CFR 1910. Students will be able to recognize basic safety and health hazards in their own workplaces and to effectively assist agency safety and health officers with inspection and abatement efforts. (2.2 CEU's; 2 semester credits)

OSHA Course #7000

OSHA's Ergonomics Guidelines Training for Nursing Homes

Check website for schedule updates

The focus of this one-day course is to use OSHA's Ergonomics Guidelines for Nursing Homes to develop a process to protect workers in nursing homes. The course focuses on analyzing and identifying ergonomic problem jobs and practical solutions to address these problems. Featured topics include (1) developing an ergonomics process and (2) risk factors in the nursing home guidelines: identifying problem jobs including protocols for resident assessment and implementing solutions including work practices and engineering solutions. The target audience is the nursing home administrator and/or human resource personnel designated with the responsibility to develop an ergonomics process. Course Length: 1 day

OSHA Course #7005

Public Warehousing and Storage

September 25, 2006 Morgantown, WV

This one-day course is designed as a training course for warehouse workers and will focus on many hazards and injuries that are likely to be encountered in warehouse operations. It has been shown that warehousing has become an increasingly hazardous area to work in. OSHA has identified Public Storage and Warehousing as one of seven industries with a high lost time claims rate. Injuries may occur from forklifts; material handling and lifting; exposure to hazardous substances; and slips, trips, and falls. The course will discuss: powered industrial trucks; material handling/lifting/ergonomics; hazard communication; walking and working surfaces; and exit routes and fire protection. Course Length: 1 day

OSHA Course #7100

Introduction to Machinery and Machine Safeguarding

Check website for schedule updates

The main focus of this course is to increase the participant's knowledge and skill in proper machine safeguarding techniques and to highlight the benefits of guarding various types of machinery. It is the employer's responsibility to identify and select the safeguard necessary to protect employees and others in the work area, as well as provide appropriate training in safe work practices. Knowing when and how to properly safeguard machinery can reduce or eliminate the potential for accidents and injuries. Two versions of the course are available. Course Length: 4-8 hours

OSHA Course #7105

Evacuation and Emergency Planning

September 18, 2006 Morgantown, WV

Evacuation and Emergency Planning focuses on OSHA requirements for emergency action plans and fire protection plans. Preparing for emergencies is a basic principle of workplace safety and health. Participants▶

will learn: (1) reasons for emergency action plans and fire prevention plans and when they are required for a workplace; (2) elements of a good evacuation plan; and (3) features of design and maintenance of good exit routes. The optional session for this course will focus on assessment of risk for terrorist attack and how to utilize OSHA's two matrices, evacuation planning and fire and explosion, as tools in planning for emergencies. Course Length: 1 day

OSHA Course #7200

Bloodborne Pathogens Exposure Control for Healthcare Facilities

September 6, 2006 College Park, MD

The purpose of this one-day course is to develop a Bloodborne Pathogens Exposure Plan for healthcare facilities using a step-by-step approach. Featured topics include an Introduction to the Bloodborne Pathogens Standard; the Exposure Control Plan; Exposure Determination; Methods of Control; Vaccinations and Evaluations; Training and Information; and Recordkeeping. The target audience is the program administrator, manager, or other personnel designated with the responsibility of developing a Bloodborne Pathogens Exposure Control Plan for a small healthcare facility. Course Length: 1 day

OSHA Course #7205

Health Hazard Awareness

September 7, 2006 College Park, MD

September 28, 2006 Morgantown, WV

This course provides an introduction to common health hazards that are encountered in the workplace. These health hazards will include exposure to asbestos, silica, and lead. The course will feature these topics: identification of hazard; sources of exposure; health hazard information; evaluation of exposure; and engineering and work practice controls. The course materials will include an instructor and student manual; workshops and group activities; and PowerPoint presentations. The course is a one-day awareness course for employers and employees. Course Length: 1 day

OSHA Course #7300

Understanding OSHA's Permit-Required Confined Space Standard

September 29, 2006 Morgantown, WV

This one-day course discusses the requirements of OSHA's permit-required confined space standard, 29 CFR 1910.146. It is designed for small employers or a designated representative (line supervisor or manager) with the responsibility to develop a permit space program. It covers OSHA's requirements but does not feature hands-on sections (instrumentation and control methods and testing), which are included in OSHA course #2260. Topics include: scope and definitions; general requirements; permit space program; training requirements; and employee roles and resUSC. Course Length: 1 day

OSHA Course #7400

Trainer Course in Construction Noise

Check website for schedule updates

The primary objective of this one-day course is to increase the participant's knowledge and skill in construction noise. Classroom demonstrations of noise instrumentation and hearing protection devices are featured. Topics include: properties of sound; noise-induced hearing loss; OSHA's construction industry noise standards; sound level meters and noise dosimeters; and construction noise exposure control. The target audience is the small employer or a representative (e.g., line supervisor or manager) designated with the responsibility to develop a construction noise program. Course Length: 1 day

OSHA Course #7500

Introduction to Safety and Health Management

Check website for schedule updates

The focus of this one-day course is the effective implementation of a company's safety and health management system. It addresses the four core elements of an effective safety and health system and those central issues that are critical to each element's proper management. This course has been set up as a facilitated, interactive training session. Participants are given small "chunks" of information, and then are able to test their understanding of the subject matter via participant activities and workshops. Several practice sessions included are designed to increase participant awareness and enable them to apply what they have learned when they return to their workplace. The target audience is the small employer, business owner, or manager designated with the responsibility to develop and manage a firm's safety and health programs or system. The training is also suitable for employees and employee representatives interested in improving safety and health in the workplace. Course Length: 1 day

OSHA Course #7505

Introduction to Accident Investigation

Check website for schedule updates

Introduction to accident investigation provides an introduction to basic accident investigation procedures and describes accident analysis techniques. The goal of this two-day course is to help participants gain the basic skills necessary to conduct an effective accident investigation at their workplace. The target audience is the small employer, manager, employee, or employee representative who, as part of a firm's safety and health system, would be involved in conducting accident and/or near-miss investigations. Topics include the primary reasons for conducting an accident investigation, employer responsibilities related to workplace accident investigations, and a six-step accident investigation procedure. The course is set up as a facilitated, interactive training session focusing on class discussion and group activities. Course Length: 2 days

OSHA Course #7600

Disaster Site Worker Course

July 13-14, 2006 College Park, MD

The goal of this 16-hour course is to increase the participant's awareness of the safety and health hazards, including CBRNE agents, that may be encountered at a natural or man-made disaster site. The importance of respiratory and other personal protective equipment and proper decontamination procedures that may be used to mitigate the hazards will be emphasized. Participants will support the use of an Incident Command System through the safe performance of their job responsibilities. They will be able to show awareness of effects of traumatic incident stress that can result from working conditions and measures to reduce this stress. In addition, participants will be able to perform the following specific tasks correctly: (1) inspection of an air-purifying respirator, (2) donning and doffing an air-purifying respirator, and (3) respirator user seal check. The audience for this course is Disaster Site Workers who provide skilled support services (e.g., utility, demolition, debris removal, or heavy equipment operation) or site clean-up services in response to a disaster. Prerequisite: Completion of the OSHA Construction Outreach Training Course (10-hour)

OSHA Course #7845

Recordkeeping Rule Seminar

Check website for schedule updates

This four-hour course is designed to assist employers in identifying and fulfilling their responsibilities for posting certain records, maintaining records of illnesses and injuries, and reporting specific cases to▶

OSHA. Several practice sessions are included. Students who successfully complete this course will be able to identify OSHA requirements for recordkeeping, posting, and reporting and to complete OSHA forms 300, 300A, and 301. Course Length: 4 hours

The Southwest Organizing School

The Southwest Organizing School (SWO) is a project of the National Labor College. Unionists who live in or near the Southwest come to the school to learn skills and gather ideas to help build a stronger labor movement. Some students attend the Southwest Organizing School to take part in Union Skills courses, others to begin to earn a bachelor's degree. Whatever the reason, the Southwest Organizing School is a great resource for sharpening skills and gaining valuable knowledge. For more information contact Morty Simon or Carol Oppenheimer at 505-992-8477 or simon@santafe-newmexico.com. To register for courses, you can fill out the form at the back of the catalog and fax it to Karen Banks at 301-431-5411, or register conveniently online at www.nlc.edu.

Courses taught at Southwest Organizing School:

Introduction to Labor Studies LBST2000

Students examine the role of labor in the economy, a brief history of American unions, internal union structure and management, labor legislation, collective bargaining, the changing labor force, safety and health theories of the labor movement, and current labor issues. (3 semester credits)

Educational Planning LBST2990

This course is for unionists interested in earning a college degree from the National Labor College. Students will define and clarify their educational goals, identify and categorize prior college level learning, and develop a "portfolio" to receive credit for prior learning and experience. (3 semester credits)

Tough Bargaining: Planning a Campaign LBST2012

Bring problem employers at any stage of the bargaining process and emerge with workable plans for winning campaigns. Develop clear campaign goals and objectives, a unifying campaign theme, strategy, a timeline for the campaign, and a worker communication system. (2 semester credits)

Workers' Rights—Building Power in the Workplace LBST2060

Students research employment laws, including discrimination, sexual harassment, Family and Medical Leave Act, Fair Labor Standards Act, and OSHA. Learn to think strategically about the best ways to resolve legal problems, including using your union contract and involving your members and community allies. (2 semester credits)

Working with the Media LBST2040

Students will learn how to develop good relations with the media, focus a message, work with reporters, and present union issues in a favorable light through working people and their stories. (2 semester credits)

Organizing LBST2915

Learn how to develop an organizing campaign plan, including one-on-one communications, building an organizing committee, research, legal strategies, understanding the employer campaign, and gaining support from community and other allies. For new units and strengthening existing units. (2 semester credits)

Advanced Arbitration and Brief Writing LBST2902

Students analyze an actual case and learn about what goes into writing a persuasive brief in the case. Students will also practice direct and cross examinations, opening statements, and closing arguments and produce a finished brief. (2 semester credits)

Union Leadership in the 21st Century LBST2904

For locals interested in motivating members to get involved and avoid burn out. Students will also explore finding and developing more leaders within their existing steward system. (2 semester credits)

Organizing in the Construction Trades LBST2918

Reviews the evolution of top-down and bottom-up tactics in the construction industry. The course will focus on one-on-one communications with non-union workers, members as organizers, employer-based and industry-wide worker committees, and an overall communications strategy. Co-sponsored with the AFL-CIO Building and Construction Trades Department. (2 semester credits)

Negotiations Strategy and Tactics LBST2860

Students develop collective bargaining strategy and improve their skills in conducting face-to-face negotiations. The course will assist negotiators in establishing an effective bargaining team and using membership pressure to impact the negotiations process. (2 semester credits)

Strategic Political Campaigns to Move Labor's Agenda Forward LBST2925

Learn about the best political practices and how they could apply to your local and your central labor bodies. The course will be taught by labor people from all over the west who have been doing good political work for several years. (2 semester credits)

Grievance Handling and Internal Organizing LBST2080

For unionists who want to use grievance handling as a tool for internal organizing. Students will learn how to use the grievance process to address specific workplace problems, while building member participation in the union and reaching out to community allies. (2 semester credits)

OSHA 500 & 501 Training

Students will learn how and be certified to "train-the-trainer" in these specific areas of Occupational Safety and Health. (3 semester credits each)

How to do Arbitrations & Hearings LBST2900

Students will learn the skills necessary to analyze, prepare, and present arbitration cases, with a mock arbitration on the last day. These advocacy skills can also be used in other types of hearings (2 semester credits)

An up-to-date schedule for Southwest courses and locations can be found online at www.nlc.edu

For more information on courses, call Morty Simon, Carol Oppenheimer, or Robin Gould at 505-992-8477 or email: sworganizing@nlc.edu. For a printable registration form, go to www.nlc.edu and click on Southwest School. For registration questions, contact Karen Banks at 301-431-5422 or kbanks@nlc.edu.

Administration and Faculty

Administration

President

Susan J. Schurman, Ph.D.

Dr. Schurman has served as president of NLC since January 1997. Under her leadership, the College has been established as an independent post-secondary institution and acquired Middle States accreditation. Prior to becoming president of NLC, she was Director of the Labor Studies Center at the University of Michigan and served as the Director of the Labor Extension Program at Rutgers, the State University of New Jersey. Dr. Schurman has published extensively in the fields of occupational safety and health, organizational change, and labor/adult worker education. She received a bachelor's and master's degree from Michigan State University and completed a doctorate at the University of Michigan. She has held numerous elected union positions including shop steward and local union president. She has also served on a number of non-profit boards. In 2001 Maryland Governor Parris Glendening appointed her to serve on the newly created State Higher Education Labor Relations Board which oversees collective bargaining in Maryland's public higher education system.

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Executive Vice President

John Welsh

John Welsh is on an extended assignment to the College from the AFL-CIO, where he serves as Assistant to the President. Before his work with the AFL-CIO, Welsh served as Assistant to the Secretary-Treasurer of SEIU. He holds a B.A. from Josephinum College.

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Vice President for Academic Affairs and Provost

Patricia A. Greenfield, Ph.D.

Patricia Greenfield is the former Graduate Program Director of the Labor Relations and Research Center at the University of Massachusetts Amherst. She holds a Ph.D. in Industrial Relations from Cornell University, a J.D. from the Washington University School of Law, and a B.A. degree in political science from the University of Rochester. She has published and presented in the areas of labor and employment rights, and has been a local union president, executive board member, steward, and an international union staff member.

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Vice President for Government Relations and General Counsel

Karen Johnson Shaheed

Prior to serving in her current position, Karen Johnson Shaheed was Secretary of Higher Education for the State of Maryland. She has also served as Deputy Chief of Staff to the Governor of Maryland, Assistant Secretary for Regulatory Policy and Programs, and Assistant Attorney General for the Maryland Department of Labor, Licensing & Regulation, after having practiced law for several years in Baltimore. She holds a B.A. in political science from the University of Maryland, Baltimore County and a J.D. from the University of Maryland School of Law and is a member of the Maryland Bar. She has served on numerous public and private, non-profit boards and commissions focusing on legal and educational issues.

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Assistant to the President for Institutional Advancement

Henry M. Smith, Ed.D.

Dr. Smith previously served as U.S. Assistant Secretary of Education and has worked for many years in higher education, development, education policy, international education, and government relations, including several years at Tufts University and as an independent consultant. Dr. Smith has also served as Mayor and City Councilman of Dover, New Hampshire. He holds a Bachelor's in American Government from Boston University; a Master's in Public Administration from Harvard University; and a Doctor of Education in Higher Education Administration from The George Washington University.

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Deputy Provost

Charles Hodell, Ph.D.

Charles Hodell holds a B.A. in Labor Studies from Antioch University, an M.A. and a Ph.D. in Language, Literacy, and Culture from the University of Maryland, Baltimore County (UMBC). He is an Adjunct Faculty Member at UMBC in their graduate program in Instructional Systems Development. Hodell has also authored several publications in the area of instructional systems development. He is a past officer, organizer, and life member of the Communications Workers of America and has also been a member of the American Federation of Musicians, United Food and Commercial Workers, and International Alliance of Theatrical Stage Employees.

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Deputy Provost for Online Learning

Yoon-il Auh, Ed.D.

Dr. Auh previously served as Director of Distance Learning & the Center for Instructional Design at Central Michigan University and Associate Director of Distance Education at New York University. He also worked as Senior Manager of Academic Technology and Learning at Touro College. Dr. Auh's areas of expertise include distance education, adult education, administrative technology, instructional technology and design, and music education. Auh has also authored several publications in the area of Computer Programming, Multiple Intelligence, and Music Instruction. He holds bachelor's and master's degrees from the Julliard School along with a M.A. in Computing and Education, a M.Ed. and Ed.D. from Columbia University.

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Deputy Executive Vice President for Student Services

Beth Shannon

Beth Shannon has been with NLC since December 2002. Prior to joining NLC, she worked for the AFL-CIO International Affairs Department, including two years working on education and training programs in Asia. She holds a B.S. in Architecture from The Catholic University of America and is pursuing a M.S. in Organization Development through American University.

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Director of Human Resources and Associate General Counsel

James Gentile

James Gentile has taught classes for the University of Baltimore, Montgomery College, and NLC. He holds a B.A. in Philosophy and Government from Georgetown University and a J.D. from Catholic University.

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Director of Communications

Matt Losak

Matt Losak has served as Director of Public Affairs at the U.S. Department of Labor, Employment Standards Administration and as a press advance officer at the White House Office of Scheduling and Advance in the Administration of President William Jefferson Clinton. Matt served as a Peace Corps Volunteer English Teacher in Lesotho, southern African from 1985-1988. He holds a B.A. in English from Southern Connecticut State University, where he began his union career as a member and activist for UNITE-HERE, Local 217.

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Director of Conference Services

Lisa Hughes

Lisa Hughes has been with the NLC since 1985. She holds a B.A. in Labor Education from NLC.

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Registrar

Eve Dauer

Eve Dauer served as Registrar at the University of Toledo College of Law, Compliance Officer at Bowling Green State University, and as Registrar at Capella University. She holds a B.S. in Interdisciplinary Studies and a Master's in Public Administration from the University of Toledo, Ohio.

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Controller

Antonio DeNicolis

Antonio DeNicolis joined the College in 2004 after having served as Controller for University Physicians Medical Group, and as Director of Finance for the Department of Psychiatry, both at the University of Maryland School of Medicine. He is a Certified Public Accountant and holds a B.A. in Business Administration from Towson University.

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Assistant Controller

Cheryl Leid

Cheryl Leid has served in her current position since 1999. A Certified Public Accountant, Leid holds an M.S. in Management and a B.S. in Business and Management from the University of Maryland.

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Faculty

David G. Alexander

David Alexander is a part-time faculty member after many years of teaching at the College. He holds a B.A. in Political Science and an M.S. in Public Policy from Rutgers, the State University of New Jersey.

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Elise Bryant

Prior to joining the College, Elise Bryant was the program associate for the Union Minorities/Women's Leadership Training Program at the University of Michigan's Labor Studies Center. She has received numerous awards and honors for her work with community organizations and for her artistic endeavors. She holds a B.A. in Fine Arts from the University of Michigan and is pursuing a M.S. in Organization Development through American University.

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Brenda Cantrell

Brenda Cantrell is the Director of NLC's nationally recognized Rail Workers' Hazardous Materials Training Program. She is also a full-time faculty member with many years experience in worker health and safety. She holds a B.A. in Labor Studies from NLC.

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Jannie Cobb

Jannie Cobb is the Librarian as well as a full-time faculty member. She holds a B.A. in Political Science from Howard University and an M.S. in Library Science from The Catholic University of America.

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Regina (Jean) M. Dearden

Jean Dearden is the Assistant Director of The Center for Advance Instructional Technology, as well as a full-time faculty member. She holds a B.A. in Communications and Journalism from Shippensburg State University and an M.A. in Instructional Systems Design from the University of Maryland, Baltimore County.

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Lynda DeLoach

Lynda DeLoach is an Archivist with the George Meany Memorial Archives. She holds a B.A. in English from Carleton College and an M.A. in History from New York University.

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Peter Hoefer

Peter Hoefer teaches labor studies and history courses at the College. He holds a B.A. in History and a M.A. in American History and is completing his doctorate in Twentieth Century U.S. History at the University of Maryland.

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Bonnie Ladin

Bonnie Ladin has worked for over 25 years as a union organizer, holding various positions of responsibility with SEIU. She holds a B.A. in History from the University of California at Santa Cruz.

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Julie Ann Mendez-de Leon

Julie Ann Mendez-de Leon teaches Educational Planning, Instructional Methods and Distance Learning. She also coordinates the Spanish Immersion program and specializes in English as a second language for unions. She holds a B.A. in Interdisciplinary Studies and a M.A. in Education from the University of Maryland, Baltimore County.

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Robert Morriss

Robert Morriss is the administrator for the Blackboard learning system and web master for the College. He teaches Distance Learning and Computer Skills courses. He holds a B.A. in History and Psychology from Drury University, a B.S. in Mathematics/Computer Science from Towson University and a M.A. in Instructional Systems Development from the University of Maryland, Baltimore County.

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Since 1989, Robert Reynolds has served on the staff of the George Meany Memorial Archives and has taught courses that covered archives, history, and labor education. He has published in various history and labor journals and contributed articles to several books. He holds a Master's and Doctorate in history from the University of South Carolina. He also earned a Master's of Library Science from the University of Maryland.

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Prior to joining NLC, Katherine Sciacchitano worked as an organizer, a staff representative, a staff attorney, and taught at the School for Workers, University of Wisconsin. She has published articles on organizing, the global economy, welfare reform, and health care reform. She graduated from the Columbus School of Law of The Catholic University of America in 1979 and is a member of the District of Columbia Bar.

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Yvonne Scruggs-Leftwich has authored numerous publications based upon her research on political power and urban diversity; women in the political process; equity and justice issues; and national urban policy. She consults frequently and has been a faculty member since 2003. She holds a B.A. in political science from North Carolina Central University, a M.P.A. from the Humphrey School of the University of Minnesota, and a Ph.D. in City Planning and Urban Policy from the University of Pennsylvania at Philadelphia.

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In addition to being a full-time faculty member, Sharon Simon is the Director of NLC's Labor Safety and Health Training Project. She has worked for more than 25 years as a labor educator. Prior to joining NLC, she taught at the Labor Studies Center, Wayne State University and at the School for Workers, University of Wisconsin. She holds a B.A. in Social Policy and Community Planning and a J.D. from Faculty of Law and Jurisprudence, State University of New York at Buffalo.

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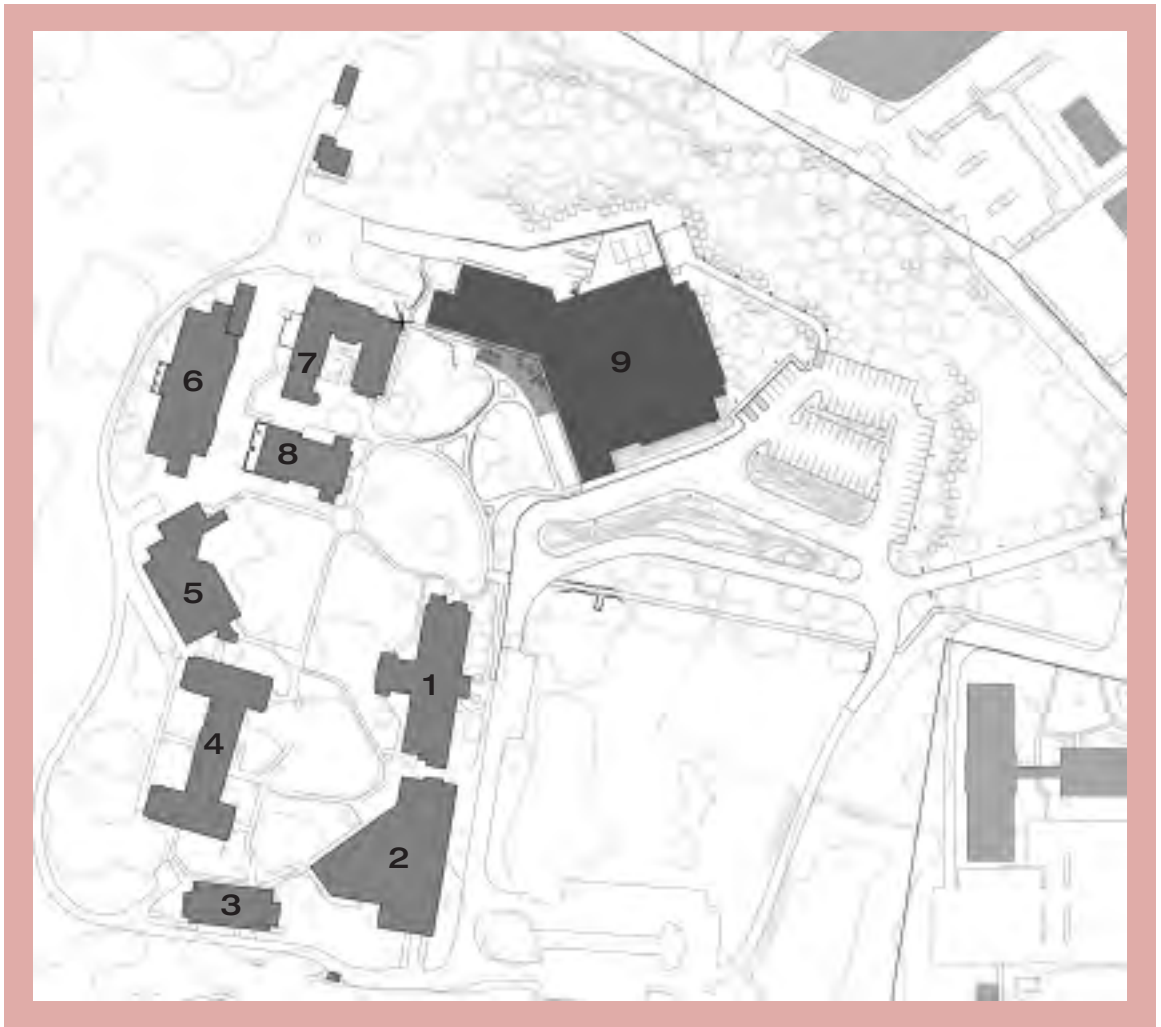
Sandra Tillett

Sandra Tillett is the Director of the National Resource Center for OSHA Training (an OSHA Region III Education Center). She joined NLC in September of 2002. She has 25 years experience working in the labor movement that includes serving as the Executive Director of the Occupational Health Foundation, Director of Safety and Health for the Building and Construction Trades Department, AFL-CIO, and Senior Scientist with the Workplace Health Fund. Ms. Tillett was also previously engaged in research at the University of Cincinnati and has published extensively in the field of public health. She holds a B.A. in Labor Safety and Health from the NLC and an M.A. in Legal & Ethical Studies from the University of Baltimore.

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Campus Map



Legend

- 1 Administrative Building
- 2 Archives/Library
- 3 Barrett Hall
- 4 Guest Quarters South
- 5 Hoehler Hall (Guest Quarters North)
- 6 Residence Hall
- 7 Dining Hall
- 8 Auditorium
- 9 Lane Kirkland Center

Application Form

Please check one: Degree Program: Bachelor of Arts Primary Major _____ Secondary Major _____
 Bachelor of Technical and Professional Studies (Online)
 Union Skills Course (not seeking degree)

1. Identification Information (Please Print Clearly)

Legal Name: _____
 Last Name: _____ First: _____ Middle Name: _____
 Former Name: _____ Nickname: _____
 Social Security Number: _____ - _____ - _____ Date of Birth: _____ - _____ - _____
 Mr. Mrs. Ms. _____
 Gender: _____
 Ethnic Origin: _____ Disenfranch: _____

Information on student's ethnic background, date of birth and sex is utilized for statistical purposes only.

Specify Starting Term/Month: Winter/January Spring/April Fall/September Other _____

2. Home or Personal Contact Information

Street Address: _____
 City: _____ State: _____ Zip: _____
 Street: _____ Call: _____ - _____ - _____ Fax: _____ - _____ - _____
 Email Address: _____

3. Union and Work Information (Union information is subject to verification.)

Union: _____ Local Number: _____
 Position: _____
 Work Street Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Call: _____ - _____ - _____ Fax: _____ - _____ - _____

4. Education Information

High School/G.E.D. _____ High School Graduation Date: Mo: _____ Yr: _____
 Out of Country High School _____ Native Language: _____
 College Attended (list all) _____
 Did you ever complete an apprenticeship? Yes No Were you in the military? Yes No

DEGREE APPLICANTS ONLY

*Required Statement of Purpose: Describe in approximately 250 words (one typed page, double-spaced) your short- and long-term educational goals and how attending NLC will help you meet those goals.

*Arrange to have official transcripts of all previous college work sent directly to the Registrar's Office at the National Labor College.

*Fill out the application (print or type) and return with a \$50.00 application fee payable to the National Labor College or utilize a VISA/MasterCard/American Express card by providing the number and expiration date.

Card Type/Number: _____ Exp Date: _____

Apply online at www.nlc.edu or fax/mail this completed form to Karen Banks, Assistant Registrar

Office Use Only: Union Verified High School Verified Check _____ Visa MC AmExp
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Registration Form

10000 New Hampshire Avenue
Silver Spring, MD 20903
www.nlc.edu
PHONE (301) 431-6400 FAX (301) 431-5411

Apply online at www.nlc.edu or fax/mail completed form to Karen Banks, Asst. Registrar.

Identification Information (please print clearly)

Legal Name: Mr./Ms. _____
 Nickname _____ Former Name _____
 Social Security Number _____ Gender* _____
 Date of Birth* _____ Ethnic Origin* _____
 Citizenship _____ Starting Term _____
 Not Seeking Degree Primary Degree Major _____ Secondary Degree Major _____

**Information on student's ethnic background, date of birth, and sex is utilized for statistical purposes only.*

Home or Personal Contact Information

Street Address _____
 City, State, Zip _____
 Phone _____ Cell _____ Fax _____
 E-mail Address _____

Union and Work Information (Union information is subject to verification)

Union _____
 Position _____ Local Union Number _____
 Work Street Address _____
 City, State, Zip _____
 Phone _____ Fax _____

Education Information

High School/G.E.D. _____ High School Graduation Date _____
 Colleges Attended (list all) _____
 Did you ever complete an apprenticeship? Yes No Were you in the military? Yes No

Course Registration

Enter the title, date, and credit hours for each class. Credits are listed in course descriptions.

Class 1 No. & Title _____ Date of Class _____ Credit Hours _____
 Class 2 No. & Title _____ Date of Class _____ Credit Hours _____
 Class 3 No. & Title _____ Date of Class _____ Credit Hours _____
 Total Credit Hours _____

Fees

\$150 per credit-hour for union members

\$982 per credit-hour for non-union members

*An additional fee of \$90 for Arbitration classes and \$150 for Street Law for Negotiators. Consult fee schedule on page 43.

Payment Information

Make checks payable to NLC. To charge your payment, complete the following:

Visa MasterCard American Express

Card Type/Number _____ Exp Date _____ Amount \$ _____

Signature _____ Date _____

Office Use Only: RIAS _____ Union Verified High School Verified
 Check _____ VISA MC AmerExp



