



Syllabus – MDK 200

2020

PART A: Course Syllabus

Course: Ship Business and Labor Relations

Semester and Year: Fall 2020 - CRN 1414-1801
Online

Name of Instructor(s): TBD

Instructor Contact Information

- GL XX
- Office Hours: To be determined by Instructor
- 231 995 XXXX
- E-mail:

Course Description

This course provides instruction in the organization, administrative functions and management of a merchant vessel as well as the systems of operation of ship's business. It includes the study of union contracts, grievance procedures and labor management relations.

Credit Hours: 3

Contact Hours: 3

Required Course Material

- Masters Handbook on Ships Business, 3rd Edition, Messer, T.

Suggested Supplemental Materials

- None Specified

Learning Outcomes

Knowledge	Application	Integration
Identify vocabulary across a variety of ship's business topics.	Complete ship's business forms across a variety of topics. Analyze the duties of a senior officer in accordance with applicable law and international treaties.	Compose a leadership philosophy in accordance with senior officer administrative duties.
Human Dimension	Caring – Civic Learning	Learning How to Learn
Practice effective communication and collaboration skills as a team member.	Recognize the importance of ethical behavior aboard a ship.	Examine course content utilizing strategies to prepare for standardized comprehensive testing.

General Education Outcomes

None Specified

Prerequisite Courses/Placement

All prerequisites for all GLMA courses are satisfied by following the approved curriculum guide and any deviation for the curriculum guide needs to be approved by the department head.

Co-requisites: None

Additional Required Skills

Netiquette

- Do not dominate any discussion. Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as J or L can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an open-mind and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the Send button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable but be careful that it is not misinterpreted. For example, are you being humorous or sarcastic?

Class Policies

For any questions on policy please refer to Your Cadet Rules and Regulations which can be found at: <https://www.nmc.edu/maritime/cadet-life/rules-and-regulations.pdf>

Student Attendance Policy:

GLMA policy requires 90 percent attendance to classes, if you miss more than 10 percent you will be dismissed from the class with a failing grade. For online courses, the attendance requirement is met through the completion of over 80% of the course assignments.

- If you miss a class, you must fill out an absence report and submit it to the instructor.
- If you know you will miss class, talk to the instructor ahead of time.
- Failure to wear your uniform to class is counted as an absence.
- Failure to show up on time is considered an absence. Again, if you know you will be late talk to the instructor ahead of time.

Course Itinerary

Week	Topic	Assignments	STCW
1	Introduction The Master Part 1 Syllabus Quiz	Chapter 1 Communications Email	
2	The Master Part 2 United States Laws	Chapter 2	
3	International Codes and Conventions Vessel Accidents and Incidents Part 1	Chapter 3 & 4 Marine Insurance HW Vessel Casualty HW Research Report Discussion	
4	Vessel Accidents and Incidents Part 2 Vessel Security & Communications	Chapter 5 & 6 Accident Reporting HW	
5	Shipping Articles Test 1	Chapter 7 & Appx A Test 1 HW	

Week	Topic	Assignments	STCW
6	Log Books Documents & Certificates Crew Lists	Chapter 8, 9, & 10 Chapter 9 HW Government and Regulatory HW Research Report Discussion	
7	Customs Entry & Exit Immigration Entry & Exit Vessel Accounting	Chapter 11, 12, & 13 Chapter 11 HW Chapter 12 HW	
8	Vessel Accounting Test 2 Bill of Lading	Chapter 14 Chapter 13 HW	
9	Charter Parties Foreign Ports & Etiquette Terms & Laws affecting Unions	Chapter 15, 18 & 19 Handout Research Paper Status Update	
10	Terms & Laws affecting Unions Unlicensed Contracts	Handout Research Paper Discussion Forum	
11	Unlicensed Contracts Grievances Test 3	Handout	
12	Research Paper Due: XXXXX, XX, 2020		

Week	Topic	Assignments	STCW
13	Grievance Procedures Supervision (Leadership)	Handout Leadership Philosophy Paper	
14	Fatigue Management Marine Insurance and U. S. Tort Law Leadership Philosophy Paper Peer Review Test 4	Handout Marine Insurance HW	
15	Test 4 Leadership Philosophy Due: XXXXX,XX, 2020	Final HW	
16	Final Exam		

Grade Determination

Homework	10%
Research Report	20%
Leadership Philosophy	10%
Discussion Posts and Peer Reviews	20%
Tests	20%
Final Exam	20%

Other Items You May Want to Include

None specified

Assignment Make Up Procedure

Make up of a missed scheduled exam (quiz) must be completed before the next scheduled class. Only under extreme conditions will a make up exam be given after it has been reviewed in class.

College Syllabus Location

Visit the [College Syllabus PART B](#) available in the main menu of Moodle to view college policies and Learning Services information.

Syllabus Changes

The instructor reserves the right to make changes to the syllabus and will inform the class of any changes.