COMM 3356: Negotiation and Conflict Management
Instructor: Dr. Leslie Y. Rodriguez
Fall 2017

Instructor Information
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Office: Library B314
Office Hours: MW: 12 noon-1:00 pm, 2:15pm-3:00pm; TR 12 noon-3:30 pm, And by appointment

Readings

Course Description
COMM 3356 is a course that examines the importance of working through conflict, providing strategies in three contexts: relationships, groups, and organizations. The course will also examine the role that negotiation plays in the conflict management process with a focus on principled negotiation. The course will examine the differences between competitive and cooperative negotiation focusing on foundations of effective negotiation.

Course Requirements: (total = 1000 points)

-Conflict Journal = 150 points
  Students are required to keep a conflict journal. Entries from the journal will be analyzed in a paper format.

-Conflict Analysis Paper = 200 points
  A 4-6 page paper analyzing the contents of the entries contained in the students’ conflict journal.

-Chapter Activities/Quizzes/Case Studies = 150 points

-Conflict Journal and Individual Presentation=50 points
  Students are to prepare a 5 minute presentation highlighting the findings discussed in their conflict paper based on their conflict journal entries.

-Exam 1 (chapters 1-4)= 100 points
-Exam 2 (chapters 4-8)=150 points
-Final Exam = 200 points
  Final Exam will be a comprehensive exam that covers chapters in the textbook.

General Course Requirements

- Each student is required to take three exams over material covered in class and in the text. These tests may include multiple-choice, true-false, short answer, and essay questions.
- Each student is required to keep a conflict journal. HO will be provided to indicate the format and content needed for each entry.
- Each student is required to write and present a 4-6 page paper analyzing their conflict journal. HO will be provided with specifics.
- Each student is required to prepare and present to the class a 5 minute presentation discussing their conflict journal and conflict paper.
You are expected to keep up with your assignments and to be prepared to discuss the material in class, and take chapter quizzes on assigned material.

**Course Grading Based on the Following Point System**

The following grading scale will be used:  
A=1000-900  B=899-800  C=799-700  D=699-600  F<600

**Course Policies**

1. **Attendance**

   Regular attendance is required in this course. Attendance will be taken and counted beginning the first day of class. The student is allowed to miss 4 days without penalty to the final grade. However, a student’s absence will result in a zero for all work/assignments completed on that day. Once a student misses FOUR classes, two (2) points will be deducted from the student’s FINAL average for each additional absence. This number includes both EXCUSED and UNEXCUSED absences. You will be counted absent if you are not present for the entire class. Three tardies will result in an absence. To be considered excused for a class absence, the student must be excused through the school or provide the instructor proper documentation for the absence.

2. **Missed Presentation**

   If you are not present when scheduled to present and you do not have a legitimate reason for being absent (i.e., hospitalization, funeral of close family member), YOU WILL RECEIVE A ZERO for that presentation. Only if an absence is excused through the school or the instructor will a student be allowed to make up the presentation. If you have a legitimate reason for missing, YOU ARE REQUIRED TO MAKE UP YOUR PRESENTATION THE DAY THAT YOU RETURN. This means that you must have your documentation legitimizing your absence and your material ready. You will be FIRST to present on the day that you return. However, if you do not have a legitimate reason, remember course policy states: YOU WILL RECEIVE A “0” AS YOUR PRESENTATION GRADE.

3. **Late Tests**

   If you miss a test due to an excused absence (i.e., hospitalization, funeral of close family member), you must make the test up within a reasonable length (no more than one week, desirably less.) All arrangements for making up work should be made prior to the absence, if possible, and is the student’s responsibility. A typed, signed and dated explanation must be given to the instructor upon returning to class. If the instructor notes that the absence as unexcused, the student will NOT have an opportunity to take the missed exam; as such, the student will receive a zero for the missed exam.

4. **Academic Misconduct**

   ****Cheating on an exam or plagiarism on any assignment will result in an F in the course regardless of a student’s numerical average. ****
5. **Class Etiquette**

Please be a courteous student and peer. **TEXTING IN CLASS IS NOT ALLOWED.** You will be counted absent and will receive a zero for any work for that day is caught texting in class. I will not announce this in class, I will only note my records accordingly.

6. **Dress Requirement**

Appropriate dress is required for presentations. Specific requirements will be announced by the instructor prior to your chapter presentation.

7. **Honor Code Policy**

Violations of academic integrity are very serious matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the student's own work and must be work completed for that particular class and assignment. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be very clear about attribution of sources and you must know how to cite sources in a paper. Please see full Honor Code Policy at http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf

****Cheating on an exam or plagiarism on any assignment will result in an F in the course regardless of a student’s numerical average.****

8. **Disability Statement**

The Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting

Mrs. Dallas Swafford, Director of Student Development 325-942-2047 office or 325-942-2211 Fax
dallas.swafford@angelo.edu University Center, Suite 112B

9. **Religious Holiday Observance**

A. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code 11.20.

B. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

C. A student who is excused under section 2 may not be penalized for the absence, however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.
August 28: Overview of syllabus, discussion of course requirements
August 30: Lecture on Definition of Communication
September 4: HOLIDAY
September 6: Chapter 1: The Nature of Conflict
September 11: Chapter 2: Perspectives on Conflict
September 13: Case Studies and Activities
September 18: Chapter 3: Interests and Goals
September 20: Case Studies and Activities
September 25: Chapter 4: Power: The Structure of Conflict
September 27: Case Studies and Activities
October 2: Case Studies and Activities
October 4: Exam 1 - Chapters 1-4
October 9: Chapter 5: Conflict Styles
October 11: Case Studies and Activities
October 16: Chapter 6: Emotions in Conflict
October 18: Case Studies and Activities
October 23: Chapter 7: Analyzing Your Conflicts
October 25: Case Studies and Activities
October 30: Chapter 8: Interpersonal Negotiation
November 1: Case Studies and Activities (NOV 3: Last Day to Drop a Class or Withdraw from University)
November 6: Exam 2 - Chapters 5-8
November 8: Chapter 9: Third-Party Intervention
November 13: Case Studies and Activities
November 15: Chapter 10: The Practice of Forgiveness and Reconciliation (Conflict Journal & Papers Due)
November 20: Case Studies and Activities
November 22: HOLIDAY
November 27: Journal and Paper Presentations
November 29: Journal and Paper Presentations
December 4: Journal and Paper Presentations

December 6: Journal and Paper Presentations

Wednesday, December 13: Final Exam – 3:30 pm-5:30 pm