Instructor Information
Email: leslie.rodriguez@angelo.edu
Telephone: 325/486-6089
Office: Library B306M
Office Hours: Mon/Wed: 11:00 am-12:00 noon; Tues/Thur: 11:00 am -1:00 pm; virtually 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 = 100 points
    Students are required to keep a conflict journal. Entries from the journal will be analyzed in a paper format.

-Conflict Analysis Paper = 150 points
    A 4-6 page paper analyzing the contents of the entries contained in the students’ conflict journal.

-Chapter Activities/Quizzes/Case Studies = 300 points

-Conflict Journal Presentation=100 points
    Students are to prepare a 5 minute presentation highlighting the findings discussed in their conflict paper based on their conflict journal entries.

-Exam I (chapters 1-4)= 100 points
-Exam 2 (chapters 4-8)=100 points
-Final Exam = 150 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 5-6 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 2 in-class sessions without penalty to the final grade. However, a student’s absence will result in a zero for all work/assignments completed on that day if not for an excused reason, which is verified by the instructor. Once a student misses TWO 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.

10. **Title IX at Angelo State University**

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.
Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:
Michelle Boone, J.D.
**Director of Title IX Compliance/Title IX Coordinator**
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu
You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form).
If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.
For more information about Title IX in general you may visit [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

11. **Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class at Angelo State University:**

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.
*Tentative Schedule – COMM 3356 Negotiation and Conflict Management, Fall 2020

Quizzes due the Tuesday it is noted on the schedule for that particular chapter. You have until 11:59 pm to complete it on that day.

August 18: Overview of syllabus, discussion of course requirements

August 20: Case Studies and Activities (In Class)

August 25: Chapter 1: The Nature of Conflict & Quiz (Online)

August 27: Case Studies and Activities (In Class)

September 1: Chapter 2: Perspectives on Conflict & Quiz (Online)

September 3: Case Studies and Activities (In Class)

September 8: Chapter 3: Interests and Goals & Quiz (Online)

September 10: Case Studies and Activities (In Class)

September 15: Chapter 4: Power - The Structure of Conflict & Quiz (Online)

September 17: Case Studies and Activities (In Class)

September 22: Exam 1 – Chapters 1-4 (In Class)

September 24: Catch-Up Date

September 29: Chapter 5: Conflict Styles & Quiz (Online)

October 1: Case Studies and Activities (In Class)

October 6: Chapter 6: Emotions in Conflict & Quiz (Online)

October 8: Case Studies and Activities (In Class)

October 13: Chapter 7: Analyzing Conflicts & Quiz (Online)

October 15: Case Studies and Activities (In Class)

October 20: Chapter 8: Interpersonal Negotiation & Quiz (Online)
October 22: Case Studies and Activities (In Class)

October 27: Exam 2- Chapters 5-8 (In Class)

October 29: Catch Up

November 3: Chapter 9: Third-Party Intervention & Quiz (Online)

November 5: Chapter 10: The Practice of Forgiveness and Reconciliation & Quiz (Online) (Conflict Journal & Papers Due)

November 10: Discussion of Paper Presentations (*Last Day to Drop/Withdraw from Class or University)

November 12: Journal and Paper Presentations (Group A Only Attends Class)

November 17: Journal and Paper Presentations (Group B Only Attends Class)

November 19: Journal and Paper Presentations (Group C Only Attends Class)

**Tuesday, November 24th: Final Exam – 8:00 am-10:00 am** (In Class)