**Wayland Mission Statement**

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Contact Information**

**Course**

: MGMT 4303 VC01 – Conflict Management and Negotiation

**Campus**

: WBU online

**Term/Session**

**:** Fall II 2022

**Instructor**

**:** Christopher Lindsay

**Office Phone Number/Cell #**

**:** 830-426-0846

**WBU Email Address**

**:** Christopher.Lindsay@wayland.wbu.edu

**Office Hours, Building, and Location**

**:** I check email throughout the day and I can also be reached at 830-426-0846 in an emergency.

**Class Meeting Time and Location**

**:** Virtual

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| --- | --- | --- | --- | --- | --- |
| Resolving Conflicts at Work  | Cloke | 3rd | 2011 | John Wiley  | 9781-11801-0822 |

*The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Optional Materials**

**: None**

**Course Information**

**Catalog Description**

**:**

Theoretical foundation and practical methodology for managing conflict in organizations; emphasis on improving ability to select appropriate conflict management strategies; nature of conflict, conflict management design, and the core concepts of negotiation.

**Prerequisite:**MGMT 3304

**Course Outcome Competencies**

**:**

# Identify the classifications of conflict and conflict management styles.

# Recognize the functional and dysfunctional outcomes of organizational conflict.

# Identify and apply current theories in negotiation as a means of managing conflict.

# Design conflict management strategies for various conflict situations.

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Statement on Plagiarism and Academic Dishonesty**

**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement**

**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

**Student Grade Appeals**

**:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Course Requirements and Grading Criteria**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** |  **Points** | **Date Due** | **Remarks** |  |
| Discussion Questions | **3** points eachTotal of **21** points | On Weeks indicated - Per Syllabus | Post at least 2 **substantive** posts per week. 1 original and at least 1 response to other students |  |
| APA paper to instructor Midterm topic and research for Approval | 3 | 10/24 | Post assignment in proper folder in “assignments and exams” tab |  |
| Midterm  | 33 | 11/7 | Post assignment in proper folder in “assignments and exams” tab |  |
| APA paper to Instructor Final topic and research for approval | 3 | 11/21 | Post assignment in proper folder in “assignments and exams” tab |  |
| Final Research project | 40 | 12/11 | Post assignment in proper folder in “assignments and exams” tab |  |
| Total  | 100 points |  |  |  |

**90 to 100 points = A**

**80 to 89 points = B**

**70 to 79 points = C**

**60 to 69 points = D**

**59 points and below = F**

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Tentative Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week**  | **Date**  | **Assignments** | **Notes/Reading** | **Additional Information** |  |
| **1**  | **5/30-6/5** | **Post introduction****In DB** | **Strategies 1&2** | **A brief auto bio to get to know you** **(This is required for the attendance report before Wednesday first week)** |  |
| **2**  | **6/6-6/12** | **Post to DQ 2****written assignment due,1-page paper as noted*****Due Midnight 6/12*** | **Strategy 3&4** | **Prepare 1-page paper in APA requesting Midterm Topic. Students may select any topic as long as the topic deals with course subject matter.** | **1-page assignment with cover page and reference page****Request topic, explain on the topic and why this topic should be researched** |
| **3**  | **6/13-6/19** | **Post to DQ 3** | **Strategy 5&6** |  **I suggest you use this week to work on your Midterm power point. Only a suggestion**  |  |
| **Week**  | **Date**  | **Assignments** | **Notes/Reading** | **Additional Information** |  |
| **1**  | **10/11-10/17** | **Post introduction****In DB** | **Strategies 1&2** | **A brief auto bio to get to know you** **(This is required for the attendance report before Wednesday first week)** |  |
| **2**  | **10/18-10/24** | **Post to DQ 2****written assignment due,1-page paper as noted*****Due Midnight 10/24*** | **Strategy 3&4** | **Prepare 1-page paper in APA requesting Midterm Topic. Students may select any topic as long as the topic deals with course subject matter.** | **1-page assignment with cover page and reference page****Request topic, explain on the topic and why this topic should be researched** |
| **3**  | **10/25-10/31** | **Post to DQ 3** | **Strategy 5&6** |  **I suggest you use this week to work on your Midterm power point. Only a suggestion**  |  |
| **4**  | **11/1-11/7** | **Post to DQ 4****Power Point*****Due Midnight 11/7*** | **Strategy 7&8** | **Midterm is a****power point ,10-15 slides. Prepared in APA – Cover Slide, Abstract Slides and reference slide(s) and speaker notes** | **Topic that was previously approved by the instructor** |
| **5**  | **11/8-11/14** | **Post to DQ 5** | **Strategies 9&10** |  |  |
| **6** | **11/15-11/21** | **Post to DQ 6****written assignment due, 1-2 page paper as noted*****Due Midnight 11/21*** |  | **Prepare 1-2-page paper in APA with title page and reference page topic may be the same as Midterm – Information presented may not be repeated** | **Any Topic as long as it deals with course subject matter** |
|  **7** | **11/29-12/5** | **Post to DQ 7** |  |  |  |
| **8**  | **12/6 – 12/11** | **Final assignment Due*****Due Midnight 12/11*** |  | **Final Examination is a research paper 8-10**  **pages of Text – Times New Roman or Arial – Arial preferred student selects topic** |  |