# Wayland Logo

VIRTUAL CAMPUS

School of Business

# 2. UNIVERSITY 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.

# 3. COURSE NUMBER & NAME:

MGMT 4303-VC-01, Conflict Management and Negotiation

# **4. TERM**:

Fall II 2021

# **5. INSTRUCTOR**:

Mr. Christopher Lindsay

# **6. CONTACT INFORMATION**:

Office Phone Number and WBU Email Address: (830) 426-0846; Christopher.lindsay@wayland.wbu.edu

# **7. OFFICE HOURS, BUILDING & LOCATION**:

Virtual Campus, Phone 8am to 5pm CST Mon-Sat, and 1pm to 6pm on Sundays, If No answer, leave a message I will respond within 24 hours. Email 24X7.

# **8. COURSE MEETING TIME & LOCATION**:

Virtual Campus

# **9. 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.

# 10. PREREQUISITE:

MGMT 3304

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **REVIEW** |
| --- | --- | --- | --- | --- | --- | --- |
| Resolving Conflicts at Work | Cloke | 3rd | 2011 | John Wiley | 9780-47092-2248 | 4/9/15 |

# 12. OPTIONAL MATERIALS

# **none**

# **13. COURSE OUTCOMES AND 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.

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **15. STATEMENT ON PLAGIARISM & 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.

# **16. 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 Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Points** | **Date Due** | **Remarks** |  |
| Discussion Questions | **3** points each  Total 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**

**17.1 Include Grade Appeal Statement:** “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/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.”

# 18. TENTATIVE SCHEDULE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |  |

# 19. ADDITIONAL INFORMATION

I want your experience to be both challenging and rewarding. This course is designed to help you become familiar with resolving conflict. A subject we can all associate with. Through our discussion boards I want to see active engagement. It is okay to disagree with other students but remember to be respectful. I expect our sessions to be highly interactive and students to demonstrate self-motivation and initiative. Reading, analysis of chapter readings, and careful preparation, along with a concerted attempt to provide complete presentations will net the learners maximum value. **Relax and enjoy - this course will be a lot of fun!!**