# "WBUlogo"

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, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 4303-VC 01, Conflict Management and Negotiation

# **4. TERM**:

Summer, 2018

# **5. INSTRUCTOR**:

Kasandra Lane, MAM

# **6. CONTACT INFORMATION**:

Office phone: (806)291-1023

WBU Email: kassie.lane@wbu.edu

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

 By email only

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

This is an online course, new weeks begin every Monday and end every Saturday at 11:59 P.M.

# **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**:

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| **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

# **13. COURSE OUTCOMES AND COMPETENCIES**:

Specific requirements of the course including the criteria utilized to assess student achievement of outcome competencies, and the weight of each. A variety of means to evaluate student performance should be used and grading criteria should conform to the grading system contained in the latest WBU Academic Catalog.

# 14. ATTENDANCE REQUIREMENTS:

This is an online course; however, attendance means everything. In order to be successful, you need to login every day to check up on discussion posts by your classmates, announcements posted to update you coursework, and to ensure you have completed all required assignments. Class attendance for Virtual Campus is accounted for by students reading class requirements, actively posting class homework requirements and replying to responses submitted by other students.  This course room activity occurs in the Discussion Board for each class week.  If you must be absent for any legitimate reason; i.e., you are providentially hindered due to work requirements, illness, or emergency—you must contact the instructor and advise or explain.  The instructor will determine a makeup plan for missed class work.  Three absences (25% of the 11-week period) will constitute course failure.  If you anticipate excessive absences, you should consider withdrawal according to WBU’s policy.  An unexcused absence reduces grade average.

# **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**:

1. **Weekly Discussion Posts:** You will be required be required to complete three (3) discussion questions using the Blackboard as assigned in accordance with the syllabus.  Discussion questions are required to be posted no later than midnight (Central Standard Time (CST)) on Wednesday of the assigned week.  Additionally, each student is required to reply to the responses of at least two other students no later than midnight (CST) on Saturday of the assigned week to engage and influence forward thinking, class involvement, and academic discussion.
	1. **Initial Discussion Posts:** These posts must be a minimum of 5-7 sentences in length. You must use textual evidence to support your response.
	2. **Response to Peers:** These posts must be a minimum of 3-5 sentences to receive credit.
2. **Homework Assignments**: At the completion of each strategy there will be an assignment that requires the student to show their relationship to the material.
	1. The students response must be a minimum of 10 sentences in length with textual evidence to back up their response.
3. **Exams:** There will be two exams, a mid-term and a final covering the course material. Students may use the textbook for the exams. These dates will be posted in the tentative schedule below.
4. **Research Paper:**  You will prepare a research paper (including a cover page and reference page) on an instructor-approved topic from the text.  The paper will be prepared in APA format and must have a minimum of five (5) references.  This will be a **1,200 Word Paper**, on your topic consider a topic that defines your skills with matching job types and career goals (APA style required). More detail will be given before assignment is due.

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| **Requirement** | **Percent of Grade** |
| Discussions  | 20% |
| Strategy Assignments | 20% |
| Exams | 30% |
| Research Paper | 30% |

**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

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| 1WeekMay 28 – Jun 2 | **Introduction to MGMT 4320 VC02**Welcome to Organizational Behavior!Assignments:1. Reading Assignments:
	1. Strategy 1- Understand the Culture and Dynamics of Conflict
2. Homework:
	1. Respond to Discussion Question(s) PLUS Respond to Peers Posts
	2. Strategy 1 Assignment
 |
| 2WeekJune 4 - June 9 | Assignments:Assignments:1. Reading Assignments:
	1. Strategy 2- Listen Empathetically and Responsively
2. Homework:
	1. Respond to Discussion Question(s) PLUS Respond to Peers Posts
3. Strategy 2 Assignment
4. Submit Research Topic Via Email to Professor
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| 3 Week June 11 – June 16 | Assignments:1. Reading Assignments:
	1. Strategy 3- Search Beneath the Surface for Hidden Meanings
2. Homework:
	1. Respond to Discussion Question(s) PLUS Respond to Peers Posts
3. Strategy 3 Assignment
 |
| 4WeekJune 18 – June 23 | Assignments:1. Reading Assignments:
	1. Strategy 4- Acknowledge and Reframe Emotions
2. Homework:
	1. Respond to Discussion Question(s) PLUS Respond to Peers Posts
3. Strategy 4 Assignment
4. Submit References for Research Paper via SafeAssign in blackboard must be in APA Format
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| 5WeekJune 25 – June 30 | Assignments:1. Reading Assignments:
	1. Strategy 5- Separate What Matters from What Gets in the Way
2. Homework:
	1. Respond to Discussion Question(s) PLUS Respond to Peers Posts
3. Strategy 5 Assignment
 |
| 6 July 2 – July 7 | **Assignments:****Mid-Term Exam** |
| 7WeekJuly 9 – July 14 | Assignments:1. Reading Assignments:
	1. Strategy 6- Solve Problems Paradoxically and Creatively
2. Homework:
	1. Respond to Discussion Question(s) PLUS Respond to Peers Posts
3. Strategy 6 Assignment
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| 8Week 7July 16 – July 21 | Assignments:1. Reading Assignments:
	1. Strategy 7- Learn from Difficult Behaviors
2. Homework:
	1. Respond to Discussion Question(s) PLUS Respond to Peers Posts
3. Strategy 7 Assignment
4. Make Sure You Are Working on Your Research Paper
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| 9WeekJuly 23 – July 28 | Assignments:1. Reading Assignments:
	1. Strategy 8- Lead and Coach for Transformation
2. Homework:
	1. Respond to Discussion Question(s) PLUS Respond to Peers Posts
3. Strategy 8 Assignment
4. Continue Working on Research Paper Draft
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| 10WeekJuly 30 – Aug 4 | Assignments:1. Reading Assignments:
	1. Strategy 9 – Explore Resistance and Negotiate Collaboratively
2. Homework:
	1. Respond to Discussion Question(s) PLUS Respond to Peers Posts
3. Strategy 9 Assignment

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| 11Week Aug 6 – Aug 11 | Assignments:1. Reading Assignments:
	1. Strategy 10- Mediate and Design Systems for Prevention
2. Homework:
	1. Respond to Discussion Question(s) PLUS Respond to Peers Posts
3. Strategy 10 Assignment
4. Research Paper DUE

ALL ASSIGNMENTS DUE BY FRIDAY AT 10 PM |

# 19. ADDITIONAL INFORMATION

* Students are responsible for reading, understanding, obeying, and respecting all academic policies.
* There is no opportunity for extra credit.
* No late assignments will be accepted, unless approved by instructor prior to deadline, approval must be given 72 hours before deadline.
* The instructor holds the right to make adjustments to this syllabus and its contents in the best interest of the class and course objectives.