Conflict Resolution and Negotiations  
CTPS 6117  

Instructor  
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Course Description  
This course is designed to prepare postdocs and advanced graduate students with the basic knowledge of conflict processes in organizations and scientific project teams, conflict resolution techniques and methods, as well as negotiation principles, processes, and strategies.  

Objectives  
- To be able to diagnose personal conflict management styles and negotiation strengths and weaknesses  
- To understand the causes and consequences of individual, group, intergroup and organizational conflict  
- To be able to use, interpersonal, structural and administrative techniques to resolve forms of conflict  
- To be able to understand and apply various forms of individual, didactic, and multi-party forms of negotiation  
- To understand the needed behavioral skills associated with resolving conflict, building trust, and successful negotiation  
- To understand and apply negotiation techniques and tactics  
- To be able to analyze and prepare for pre and post negotiation activities  

Pre-Requisites  
None
Required Text

None

Course Overview

This is a completely online class, and is structured to be asynchronous. The structure of the course revolves around a fifteen (15) week schedule, with five (5) sections, each three (3) weeks in duration. These five sections involve:

- Section 1 – Overview to Course, Overview to Conflict Management
- Section 2 – The Conflict Process
- Section 3 – Conflict Resolution Methods
- Section 4 – Negotiation Basics
- Section 5 – Effective Negotiation Tactics and Strategies

In addition to the above five (5) sections, the course also has resources and materials involving team diagnosis as well as planning documents and tools to implement the skills and concepts.

Assignments

Students will be required to complete the following:

1. Pre-course attitudes and expectations inventory (must be completed prior to beginning coursework)
2. Submission and posting of five (5) 1-page journal article briefs – which are assigned by the instructor
3. Completion of a 50-item objective online quiz (multiple choice) drawn from PowerPoint presentations and assigned journal article linked readings
4. Submission of course action planner and diagnostic profile
5. Post-course attitudes and expectations inventory
6. Course evaluation

Grading Policy

1. No late work will be accepted unless there is a case of medical emergency
2. The course is offered on a satisfactory/unsatisfactory basis. Satisfactory is achieved by:
   a) Completion of all assignments and evaluations
   b) A minimum of 80% correct on final online quiz
   c) On-time submission and posting of required five (5) journal article briefs, following the suggested guidelines and template
Course Final Quiz

The course final quiz will consist of fifty (50) multiple choice items drawn from the PowerPoint modules as well as the assigned readings. The quiz will be timed, and will provide one hour for completion. The window for administration of the quiz will be three (3) days.

Journal Article Briefs

A repository of journal article links are nested in the content module for each section of this course. These articles are a mixture of empirical studies, review articles, and applied essays. For each of the five (5) sections, each student will be assigned one (1) article to review, write-up, and post. Please see “Guidelines and Templates for Article Reviews” on your course menu. It is important that you follow these guidelines and requirements to ensure credit. To maximize learning for all, students will post their reviews by the given deadline on a discussion board for each course section. Students should be aware that the honesty policy for UTMB applies to these products and should therefore pay attention to issues of proper citation and plagiarism!

Supplemental Materials

There are two forms of supplemental materials for this course, and these can be found on the tabs of the course menu. These are:

1. Diagnostic Links and Materials – involving assessment inventories, surveys, and diagnostic instruments
2. Action Planning Documents and Planners – involving documents to plan and track use of skills and knowledge acquired from the course that can be applied to personal situations

Absences/Participation

This course is a self-paced course that is completely online. Each student is responsible for fulfilling the course requirements by the deadlines noted.

Course Evaluation

As part of the overall course grade, students also are required to complete an evaluation form at the end of each term. If the evaluation form is not received, an “I” or incomplete grade will be reported to the Office of Enrollment Services.

The Evaluation is designed to monitor the effectiveness of the course materials and other course activities. The results will be used to make any needed modifications for the following year of the course. This information also will be relayed to a separate committee that
oversees the course. ALL STUDENTS are required to complete the evaluation forms.  
**Anonymity will be preserved with this online survey.**

**Disability/Special Accommodations Statement**

It is the policy of the University of Texas Medical Branch (UTMB) at Galveston to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs, and activities of UTMB-Galveston solely on the basis of the disability.

The University of Texas Medical Branch is committed to equal opportunity for students with disabilities. If you have a documented disability or would like to obtain information regarding services for students with disabilities, a complete copy of the “Student with Disabilities: Guidelines for Compliance” may be obtained from the Office of Equal Opportunity and Diversity.

**UTMB Honor Pledge**

On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

**Student Conduct and Discipline**

*Student Conduct and Discipline* policy in the Institutional Handbook of Policies and Procedures (IHOP), Section 7.1.3 ([http://www.utmb.edu/policy/ihop/search/07-01-03.pdf](http://www.utmb.edu/policy/ihop/search/07-01-03.pdf)).

“General Responsibilities: It is the responsibility of every student, faculty member and administrative official to initiate a disciplinary complaint when scholastic dishonesty or other misconduct is involved” UTMB IHOP Section 7.1.3. *Student Conduct and Discipline: General Responsibilities.*
Course Schedule

Weeks 1-3
- Review course site and syllabus
- Post questions on course discussion board
- Complete pre-course attitudes and expectations inventory
- Review PowerPoint presentation for Section 1: Overview to Course, Overview to Conflict Management
- Complete diagnostic inventories as assigned
- Read and post assigned journal article on discussion board thread

Weeks 4-6
- Review PowerPoint presentation for Section 2: The Conflict Process
- Complete diagnostic inventories as assigned
- Read and post assigned journal article on discussion board thread

Weeks 7-9
- Review PowerPoint presentation for Section 3: Conflict Resolution Methods
- Complete diagnostic inventories as assigned
- Read and post assigned journal article on discussion board thread

Weeks 10-12
- Review PowerPoint presentation for Section 4: Negotiation Basics
- Complete diagnostic inventories as assigned
- Read and post assigned journal article on discussion board thread

Weeks 13-15
- Review PowerPoint presentation for Section 5: Effective Negotiation Tactics and Strategies
- Complete diagnostic inventories as assigned
- Read and post assigned journal article on discussion board thread
- Submit Action Planner
- Complete course final quiz
- Complete post-course attitudes and expectations inventory
- Complete course evaluation