

Class Syllabus
Interpersonal Conflict Awareness
Fall 2014
Conf 399-006 and NCLC 395-008
Friday 10:30am – 1pm

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Office Hours: Scheduled upon request

Title of Course: Interpersonal Conflict Awareness

Introduction:

This highly experiential and engaging course focuses primarily on increasing your self-awareness to elements of your motivations and behavior, how you address conflict, and use language. Equally important, you will supplement the learning of self with a set of specific skills through a single model for improving dialogue. Specifically, you will learn to identify a situation where you are not getting the results you want, learn to spot the root causes of these and other problems, and effect change. Finally, you will be able to take these self-awareness principles and understanding of language and apply them in conflict situations.

Required Textbook:

The following REQUIRED materials are obtained from the professor: Each item is a licensed product and can only be purchased from a certified instructor. You will receive it "at cost" with no mark up.

Cost: \$33.00 - check or cash.

- *Strength Deployment Inventory, Premier Edition. Understanding Personal Strengths in Relating to Others.* Personal Strengths Publishing.

Cost: \$105.00 check or cash. .

- *Crucial Conversations, Tools for Talking When Stakes are High.* Kerry Patterson, Joseph Grenny, Ron McMillian, Al Switzer. McGraw Hill Publisher
- *Crucial Conversations Participant's Kit (Includes the textbook "Crucial Conversations" listed above).*

DO NOT PURCHASE THE "Crucial Conversations" BOOK. It is a part of the Participant's kit that you will receive from the instructor with the other licensed material.

E-Reserves:

- *Language and the Pursuit of Happiness*. Chalmers Brothers
- *Dialogue- Rediscover the Transforming Power of Conversation*. Linda Ellinor

Optional Readings:

- *What You Heard, What I Said*; Olin R. Jennings
- *Crucial Confrontations*: Kerry Patterson, Joseph Grenny, Ron McMillian, Al Switzer

E-reserve password = aware (Do Not Use Spaces or Caps)

Learning Objectives:

The course has two primary objectives:

- 1) Self-awareness and development as a reflective practitioner and
- 2) Language and dialogue skills as a conflict resolution practitioner.

1) Self-awareness and development as a reflective practitioner: You will gain self-awareness through Relationship Awareness Theory which addresses the motives that are behind everyday behavior when we are relating to others. Like Freudian theory, it assumes that there is meaning behind all behavior. By shifting our focus from only looking at behavior to looking at the motive behind the behavior, we can gain a clearer understanding of ourselves and others. Relationship Awareness Theory identifies seven general themes or clusters of motives. In looking at these clusters, students will learn the behaviors that are associated with each cluster. The behaviors, however, are not unique to any particular cluster. For example, one of the clusters has to do with a desire to be altruistic and nurturing. People who are motivated by this desire tend to exhibit behaviors that are seen by others as being helpful. Helpful behavior, though, can be exhibited by people who have other motive clusters. People who are motivated by a desire to be altruistic and nurturing are likely to behave more frequently in ways that are helpful to others than people who have other motive clusters. There is also more consistency over time in exhibiting helpful behaviors by those who are motivated by a desire to be altruistic and nurturing.

This section of the course is structured around the *Strength Deployment Inventory* and selected readings.

The learning objectives for this section of the course are:

- Identify the motivations behind the behaviors of yourself and others;
- Understand relating styles and potential sources of conflict;
- Learn how to choose behavior and communication that achieve your intended result and encourage positive relationships with others;
- Learn to identify the behaviors of others that might reveal they are in conflict;
- Learn to confront conflict with others in a way that achieves results satisfactory to all, and,
- Learn to identify the strength behind an apparent weakness in yourself and others.

2) Use of Language: You will link the understanding of self with the understanding of essential elements of language. You will gain understanding of the distinctions between

types of communications (speech acts, discussion, conversation, and dialogue, past-present-future conversations, advocacy and inquiry). Using and connecting communication theory with the use of the self-reflective tool, role-plays, and dialogue rehearsals, you will gain an understanding of specific models, skills and tools that are most effective. You will develop the skills to: learn how to create conditions where people speak with complete candor (no matter the topic) and with complete respect (no matter the person). Begin stepping up to tough issues and sharing opinions, feelings, and information safely and freely.

This section of the course is structured around *Crucial Conversations--Tools for Talking When Stakes are High*, and selective readings.

The learning objectives for this section of the course are to:

1. Provide you with an understanding of the essential elements of effective dialogue;
2. Provide you with an effective model for dealing with high stakes, opposing positions, and high emotions that interfere with interpersonal relationships, community, or organizational goals;
3. Provide you with a basic understanding of, and competency in, effective use of specific tools for effective dialogue that lead to organization alignment and addressing all areas of conflict;
4. Strengthen your ability to identify when dialogue fails and how to reestablish an environment that surfaces the best ideas, makes the highest-quality decisions, and then act on the decision with unity and commitment; and
5. Provide you with an awareness of your own communication style.

Learning Forum:

The goal of this class is to not only acquire a deeper awareness of self but apply these skills in interpersonal situations. The academic learning component of this course is intended to complement and reinforce the skill-building learning component. The classroom will provide the first opportunity to apply the sensibility of self-awareness and our use of language to areas of dialogue. At the center of such a sensibility is a profound respect for differences. In addition, to whatever substantive learning may take place, the course is designed so that you can learn to disagree, maintain mutual respect and share the mutual purpose of learning with others.

Part of each class will be devoted to lecture and discussion of conceptual issues, and the remainder of the class involves experiential exercises, group dynamics, working with a learning partner and practice of self-reflection. Also, exercises and activities with a learning partner should be expected in almost every class, so you should be ready to learn by doing. The exercises are not graded so you can have the confidence to experiment with and enhance your skill base and create self-reflective opportunities in a safe environment.

Office Hours:

I believe my role as your instructor is to be present and available to each of you as much as feasibly possible. I am committed to assist you in your learning and respond to any concerns you may have during the semester. I will make myself available to meet with you before or after class or schedule a time that works for each of us. I am typically available

by email and phone. My commitment is to ensure that you have every opportunity to excel in the class.

Participation:

Given the importance of active and engaged participation, regular and prompt attendance is expected. The class follows the university policy on attendance and you are expected to attend all class periods. In-class participation is important not only to you, but to the class as a whole. Class participation is defined as full engagement in class exercises; intelligent, thoughtful articulation of ideas in discussion; respectful listening to others' points of view; asking relevant questions; and neither too dominant nor too passive involvement in discussions. It is also defined as proactive preparation and active participation in class and class activities. Each student is expected to come fully prepared to engage in the discussions, raise questions, and participate fully in the class exercises.

This class includes multiple group exercises, learning groups, and working with a learning partner. Therefore, you are expected to attend and participate in all class discussions and activities. Because class participation will be a factor in grading, unexcused absence, tardiness, or early departure will be de facto evidence of nonparticipation with a 15 point deduction for each occurrence from an overall 100 points possible under "participation." Class participation is 25% of the total grade for this class.

Pop quizzes based on the readings will be considered in the overall class participation component of the total class grade. Given the nature of this course, and that certain skills are learned "by doing", you are expected to willingly and earnestly participate in all exercises and class discussion. Since these are "in-class" exercises, it will not be possible to make them up or compensate by doing supplementary readings or extra credit work.

Absences:

An absence is excused when due to serious illness, religious observance, participation in University activities at the request of University authorities, or compelling circumstances beyond your control. To claim an excused absence, you must discuss the matter directly with the instructor. It is your responsibility to provide notice in cases where you know you will be missing class. You are responsible for all announcements, assignments, and date changes made in class and for all material covered in class while you were absent. In addition, in cases of an absence, excused or unexcused, it remains your responsibility to ensure that the required assignments are turned in as identified by the syllabus as they will be considered late. Remember, being absent impacts your learning partner as well.

Schedule:

The instructor will try to closely follow the schedule as designated below. It may be modified in some cases because of emergency, illness, weather, etc. The instructor may announce changes to this schedule at any time. If you miss a class, you should check with a classmate to find out if the schedule or assignments for the following class have been revised. Each reading, homework and journal assignment is due at the beginning of the class unless otherwise noted. If classes are cancelled for whatever reason, you are expected to complete that day's assignment as if class was held.

<u>Class Date</u>	<u>Class Location</u>	<u>Agenda</u>	<u>Reading</u>	<u>Assignment</u>
<u>8/29</u>		<p>Review class expectations, classroom norms, and syllabus</p> <p>Honor code, and “learning partners”</p> <p>Lecture: Introduction to Relationship Awareness</p> <ul style="list-style-type: none"> ▪ Overview of Theory ▪ Understanding the 4 Premises 	No reading for the first class.	<p>Have check or cash (\$33.00) for Strength Deployment Inventory instrument</p> <p>Required for full participation in class next week!</p>
<u>9/5</u>		<p>The Evolution of Relationship Awareness Theory</p> <p>Relationship Awareness Concepts. Understanding Motivational</p> <p>Self-Administer SDI Premier Edition. <u>Complete in Class!!</u></p>	<p>Relationship Awareness Theory – An Overview (Provided by the instructor)</p> <p>Pages 12-13 of SDI Premier Edition</p> <p>On-line articles:</p> <p>Relationship Awareness terminology</p> <p>http://www.strengthdeploymentinventory.com/relationship-awareness-terminology/</p> <p>Dr. Elias Porter</p> <p>http://en.wikipedia.org/wiki/Elias_Porter</p> <p>The ‘Ahah!’ Experience of Relationship Awareness Theory</p> <p>http://www.strengthdeploymentinventory.com/the-ahah-experience-of-relationship-awareness-theory/</p>	Journal #1 due at the beginning of class.

9/12

<http://www.clomedia.com/articles/how-to-listen-for-values>

Relationship Awareness Terminology” and “Masking and Motivation: A Perspective from Relationship Awareness Theory”
On-Line article:

Journal # 2 due at the beginning of class.

Portrait of Personal Strengths, Overdone Strengths, and Managing One’s strengths
Conflict Sequence

The “Annoy Me” Button: How to Avoid Pushing Conflict Triggers

<http://www.strengthdeploymentinventory.com/the-annoy-me-button-how-to-avoid-pushing-conflict-triggers/>

Communication During Conflict and Using Language Effectively

Have a Nice Conflict: The 5 keys to turn conflict pain Into productivity

Identify your Conflict Sequence, Portrait of Personal Strengths

<http://www.personalstrengths.ca/have-a-nice-conflict-the-5-keys-to-turn-conflict-pain-into-productivity/>

Thoughts on Conflict: How I Spent My Summer Vacation

Value Systems, Value Relating Styles, Borrowing, Masking

<http://www.strengthdeploymentinventory.com/how-i-spent-my-summer-vacation-thoughts-on-conflict/>

Masking and Motivation: A Perspective from Relationship Awareness Theory

<http://www.strengthdeploymentinventory.com/masking-and-motivation-a-perspective-from-relationship-awareness-theory/>

<u>9/19</u>	Dialogue exercises	E-reserve: Dialogue: What is Dialogue? Page 19-27; The Current Practice of Dialogue, Page 35-54	Bring check or cash (\$105) for Crucial Conversations Materials Journal #3 due at the beginning of class Midterm – take home exam due Due at the beginning of class - September 26, 2014
<u>9/26</u>	Module 1 Participants Kit	Chapter 1 and 2 <i>Crucial Conversations</i>	Journal #4 due at the beginning of class. Midterm due at the beginning of Class
<u>10/3</u>	Modules 2, Participant's kit	Chapter 3, <i>Crucial Conversations</i>	Journal # 5 due at the beginning of class. Crucial Conversation proposal due in class. One page submission describing the conversation you chose.
<u>10/10</u>	Modules 3-4, Participant's Kit	Chapter 4 and 7, <i>Crucial Conversations</i>	Journal #6 due at the beginning of class.
<u>10/17</u>	Module 5, Participant's Kit	Chapter 5, <i>Crucial Conversations</i> . <i>E-reserve Language and the Pursuit of Happiness, Chalmers Brothers, Chapter 5, Observer, Action-Result,</i>	Journal #7 due at the beginning of class.

<u>10/24</u>	Model 6-7, Participant's Kit	Chapter 5, <i>Crucial Conversations</i>	Journal #8 due at the beginning of class.
<u>10/31</u>	Module 9, Participant's kit	Chapter 8 <i>Crucial Conversations</i>	Journal #9 due at the beginning of class
<u>11/7</u>	Module 9, Participant's Kit	Chapter 9-12, <i>Crucial Conversations</i>	Journal #10 due at the beginning of class.– Final Journal
<u>11/14</u>	Individual Presentations		
<u>11/21</u>	Individual Presentations		
<u>11/26</u>	Thanksgiving – No class		
<u>12/6</u>	Guest Speaker – Julia Morelli		
<u>12/12</u>	Final Exam/Paper Due:	December 12, 2014, (5:00 pm) via email to dwest1@gmu.edu and mwestassoc@gmail.com	

You should receive a response stating “Received”. It is your responsibility to follow up if you do not receive an acknowledgement.

Teaching Methodologies:

This class will be taught primarily in a dynamic workshop/seminar format. The teaching/learning methods will include lecture, dialogue/discussion, experiential exercises, course readings, student presentations, and written assignments.

Grading and Student Assessment:

The grading model is based on a Learning Journal (20%), Mid-term exam (20%), Final Exam (30%), Student Presentation (5%), and Class Participation (25%).

Grading Scale:

A = 100-90
B = 80-89
C = 70-79
D = 60-69
F = 68 below

Assignments & Requirements:

Readings: You are expected to read the assigned material prior to the class. Class time will be used to reinforce and apply an understanding of the material by engaging in class discussions. Pop quizzes and short exercises based on the class lectures and reading(s) will be included in the class participation grade.

Learning Journal (20%): You will keep a weekly journal for the duration of the course. They are due at the beginning of each class. The intent is to be “reflective” in nature focusing on the application of the topics that are covered in class. Your journal entries are to demonstrate you are making an application of the class topics to your personal life. Your journals might relate to a reaction to class discussions, to the readings, or to an experience which relates to the subject matter of the course. In addition, you can elect to respond to my comments to previous journals. This work does not need to be shared with the class. The journals should be two to three pages in length.

Journals are to be typed, double spaced, and are due at the beginning of each class. Email submissions are appropriate only if you are unable to attend, but must be submitted by 10:30 am the day of the class and should be attached as a “word document.” It is your requirement to submit your journal on the day that it is due if you are expecting to miss class. The “Final Journal” summarizes the learning and reflections from the journals throughout the semester. This journal is expected to be 3-4 pages in length.

Each weekly journal is awarded 110 points when turned in at the beginning of each class. A total of 1100 points may be earned. A deduction of 50 points is assessed for a journal that is turned in late. Late is defined as submitting the journal after the beginning of class. A deduction of 110 points is assessed for a journal that is not submitted.

Exams: There are two exams during the semester, a short answer, short essay, midterm exam due at the beginning of class on September 26, 2014 and the final examined is due on December 12, 2014 via email to the instructor at dwest1@gmu.edu. These exams fulfill GMU's Writing-Intensive Requirements.

Mid Term Exam – This exam will cover the material on self-awareness and an understanding of the principals of Relationship Awareness Theory; your “motivational value system”; your personal strengths; and your approach to conflict to an ongoing interpersonal conflict. This exam will be short answer and short essay format.

Final Exam --The second exam is a 7-10 page paper where you will demonstrate your learning by applying the principles and skills applied to a real “crucial conversation.” For example: You will start with identifying a “crucial conversation” where the three elements exist (high stakes, opposing opinions and strong emotions) and then apply all the skills to this conversation. Such skills will include: how to identify and hold the right conversations; focusing on what you want to achieve and avoid; and how to develop mutual purpose and mutual respect.

Crucial Conversation Selection -- Each student will submit a short one page description of their “crucial conversation” they intend to use for their final paper. This submission is due **October 3, 2014**.

You may also expect short answer quizzes during the semester as well.

Presentation –You will make a 10-15 minute presentation of a topic assigned by the instructor. Your presentation will demonstrate three keys points on the assigned topic.

Turning in Late Assignments:

All assignments are due on the date identified in the syllabus. Ten (10) points are deducted for each 24 hours that the midterm or final that is turned in late. 110 points are deducted if the weekly journal or final journal is not turned in. Fifty points are deducted if the journal is turned in late. Assignments are not considered after five days. Because of the nature and format of the class, extra credit assignments are rarely provided.

Significant dates to remember

Last Day to drop with no tuition penalty – **September 2, 2014**

Last Day to Add – **September 2, 2014**

Last day to drop with a 33% tuition penalty – **September 16, 2014**

Last day to drop with 67% tuition penalty – **September 26, 2014**

Once the add and drop deadlines have passed, instructors do not have the authority to approve requests from students to add or drop/withdraw late. Late adds (up until the last day of classes are reviewed and approved by the department chair of the course being offered. These should generally be approved only in the case of a documented university error (such as a problem

with financial aid being processed). Requests for non-elective withdrawals and retroactive adds (adds after the last day of classes) must be approved by the student's academic dean. In the case of students whose major is in the College of Liberal Arts and Human Sciences, this is the office of Undergraduate Academic Affairs (Enterprise 316; 703.993.8725; lahsdean@gmu.edu).

Student Support & Resources

Disability Support Services: Your instructors comply with the American Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you believe that you have a disability, you should make an appointment to discuss your needs. This also includes learning differences. If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 703.993.2474. All academic accommodations must be arranged through that office.

The need for accommodations should be identified at the beginning of the semester and that the specific accommodation has to be arranged through the Disability Resource Center. Faculty cannot provide accommodations to students on their own (e.g. allowing a student extra time to complete an exam because the student reports having a disability).

Honor Code and Academic Integrity: As with all GMU courses, this course is governed by the GMU Honor Code. In this course, **all** assignments, exams, and project submissions carry with them an implicit statement that it is the student's own work.

When making individual choices regarding academic integrity, there are three fundamental and rather simple principles to follow at all times: (1) all work submitted shall be your own; (2) when using the work or ideas of others, including fellow students, give full credit through accurate citations; and (3) if you are uncertain about the ground rules on a particular assignment, ask for clarification. No grade is important enough to justify academic misconduct.

Any deviation from this is considered an Honor Code violation. Lying, stealing and/or cheating are violations of the Code that can result in sanctioning. Plagiarism is an issue that is especially devastating to the academic community and learning environment. We expect that all work submitted will be original and all sources will be cited appropriately. The bookstore has manuals providing grammar and sourcing guidance. We are most familiar with and would prefer the APA method, although will accept Chicago and MLA.

The Honor Code is available in the University Catalogue and online at www.gmu.edu/facstaff/handbook/aD.html

If you feel unusual pressure or anxiety about your grade in this or any course, please talk with me or to a trusted friend or counselor to help get your situation in perspective. The University provides a range of services to help with test anxiety, writing skills, study skills and other related concerns.

Commitment to Diversity: New Century College is an *intentionally* inclusive community that celebrates diversity and strives to have faculty staff and students who reflect the diversity of our plural society. We do not discriminate on the basis of race, class, linguistic background, religion, gender identity, sex, sexual orientation, ethnicity, age or physical ability.

New Century College's Home page www.ncc.gmu.edu

Writing Center: writingcenter.gmu.edu

On-line Writing Guide for students is located at: classweb.gmu.edu/nccwg or www.ncc.gmu.edu and click on Student Resources, then Writing Guide.

Counseling Center: The Counseling Center provides a wide range of services to faculty, staff and students. Services are provided by a staff of professional counseling and clinical psychologists and professional counselors. The Center provides individual counseling, group counseling, workshops and outreach programs -- experiences to enhance a student's academic performance. For more information contact: Counseling Center, MSN 2A2 4400 University Drive, Fairfax, Virginia, 22030-4444. Call (703) 993-2380, fax (703) 993-2378, or come by the office in Student Union I, Room 364