

1999

Department of Dispute Resolution M.S. Program Student Handbook

Nova Southeastern University

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M.S.

School of
Social &
Systemic
Studies

NOVA SOUTHEASTERN UNIVERSITY

School of Social and
Systemic Studies

Department of
Dispute Resolution
M.S. Program
Student
Handbook

Practicum

Master of Science

*Comprehensive
Examination*



Evaluations

Degree Plans

Residency

NSU

Mission Statement: Nova Southeastern University

Nova Southeastern University provides educational programs of distinction from prekindergarten through the doctoral level at times and in locations convenient to students, prepares students for leadership roles in business and the professions, encourages research and community service, and fosters an atmosphere of creativity and innovation utilizing technology where appropriate.

Approved by the Board of Trustees, June 22, 1992

Mission Statement: The School of Social and Systemic Studies

The School of Social and Systemic Studies focuses on academic excellence and leadership in the education of professionals who provide effective intervention in difficult and problematic human relationships. The school offers innovative and creative programs in professional training, clinical and community service, and applied research.

The School develops curriculum and teaching methods for undergraduate, graduate, post-graduate, and continuing education. The cornerstone of academic education in the School is the teaching and learning of professional ethics and social responsibility. Students and faculty together integrate theory and practice through the free exchange of ideas in class and seminar discussion, applied research projects, and community service activities.

Department of Dispute Resolution Student Handbook - M.S. Program

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All admissions are conditional for the first semester. You must complete all course work for which you register in the first semester with a grade of B or higher. Your progress will be reviewed by the Department of Dispute Resolution at the end of your first semester for full admission to the program. Criteria for acceptance will include both excellence in academic work and professionalism. You will also have to demonstrate interest and ability in understanding society's need for collaborative problem-solving and the application of ADR approaches to the settlement of conflict.

Transfer of Credit

Up to nine credit hours may be accepted for transfer into the M.S. and Graduate Certificate programs in Dispute Resolution. These must be graduate courses taken at regionally accredited colleges or universities. All courses to be transferred must be substantially equivalent to courses taught at Nova Southeastern University. To apply for transfer of credit, submit official course descriptions and syllabi that document the content of the course(s) you wish to transfer. The course descriptions should be copied from the original catalog and pasted into the application; the respective syllabi should each be clearly labeled and appended to the back of the application. No more than two courses may be used to establish equivalence with a Nova Southeastern course.

To be considered for transfer, courses must have been completed prior to admission to the graduate program and less than seven years prior to the beginning of the student's first fall semester. Also, course grades must be "B" or higher. The completed request for transfer of credit must be submitted to the program office no later than August 1st, for admission to the fall semester, or December 1st, for admission to the winter semester. Transfer requests are considered by the faculty as a whole. Courses which are approved will be recorded on your Nova Southeastern transcript.

About the Schedule

Classes will usually be scheduled for week nights from 6:00 p.m. to 9:00 p.m., Monday through Thursday. Classes may be occasionally scheduled during the day on Saturday as well. Fall and winter semesters are fourteen weeks long, with classes meeting once a week for three hours. Summer semesters are offered in evenings, Saturday and occasional compressed formats for greater flexibility.

Degree Plans

Two sample degree plans are offered below. The first sets out a suggested sequence of classes for those who enter the master's program as full-time students with no transfer-of-credit courses; the second offers a sequence for those who enter the Graduate Certificate Program as full-time students with no transfer-of-credit. Degree-plan forms are available from the program office. After completion of your first semester, the Program Coordinator will review your degree plan with you, and give you a copy.

Degree Plan A: Full-time master's program, no transfer-of-credit

Year 1

Fall: 9 credits

Introduction to ADR (ADRM 5000)
Legal Concepts for Non-Attorneys (ADRM 5010)
Communication Dynamics in ADR: The Human Factor (ADRM 5040)

Winter: 9 credits

Family Mediation or Civil & Commercial Mediation (ADRM 5100/5110)
Culture & Conflict: Cross Cultural Perspectives (ADRM 6120)
Research Design and Program Evaluation (ADRM 5200)

Summer: 6 credits

Ethics & Professional Issues (ADRM 5210)
Practicum I: Lab Simulation (ADRM 5130)

Year 2

Fall: 9 credits

Practicum II: Supervised Observation & Practice (ADRM 6130)
Negotiation Theory & Practice (ADRM 5140)
ADR Applications (ADRM 5120)

Winter: 9 credits

Violence Prevention & Intervention (ADRM 6170)
ADR Practicum III (ADRM 6160)

Summer: 3 credits

Consultation (ADRM 6000)
Collaborative Problem Solving (ADRM 6140)
****Comprehensive Exam**

Total Credits: 45

Degree Plan C: Full-time graduate certificate program, no transfer-of-credit

Year 1

Fall: 9 credits

Intro to ADR (ADRM 5000)

Legal Concepts for Non-Attorneys (ADRM 5010)

Communication Dynamics: The Human Factor (ADRM 5040)

Winter: 9 credits

Family Mediation or Civil & Commercial Mediation (ADRM 5100/5110)

Culture & Conflict: Cross Cultural Perspectives (ADRM 6120)

Violence Prevention & Intervention (ADRM 6170)

Summer: 6 credits

Practicum I: Lab Simulation (ADRM 5130)

Ethics & Professional Issues (ADRM 5210)

Total Credits: 24

Student Advisors

Each new student is notified of the name of their faculty advisor in the acceptance letter admitting them to the program. Students may ask to change their advisor during the course of their studies based on personality or areas of interest and those requests are routinely granted by the Program Coordinator. If a student has any program with their faculty advisor, they should immediately bring this to the attention of the Director.

Student Evaluation of Classes

At the end of each semester, you are given the opportunity to provide the program with your responses to the courses you took. This is a serious responsibility which enables the faculty to supplement their peer evaluation and review process, monitor the impact of the curriculum, and incorporate student opinions into future classroom activity. Your anonymity is protected in the following ways: a) you are asked not to sign your evaluation; b) all evaluations are completed and sealed in an envelop while the faculty member remains outside of the room; c) the envelop is delivered directly to the staff by a student volunteer, and the handwritten comments are typed into the computer; d) the original, handwritten sheets are shredded; e) faculty members do not receive typed copies of the evaluations until after all grades have been submitted to the registrar.

Faculty and Student Collaboration

Collaboration between faculty and students in the presentation of academic materials at national and regional conferences, training, co-authorship of journal articles and book chapters, and mediation experience is encouraged. There are, however, guidelines for the protection of students ideas, work and course evaluations; for more detailed information, see the Department of Dispute Resoluitions Training, Research and Conference Policy. Such collaborations should be undertaken with the full knowledge and approval of the faculty and Director to ensure the ethical protection of students' rights.

Practicum Sequence

To complete the M.S. degree in Dispute Resolution, you must complete a total of 150 hours of agency and client contact (60 for the Graduate Certificate). You are responsible for documenting your practicum hours, and must have these hours verified and signed by your on-site supervisor. The practicum experience is designed to provide you with a dynamic experiential opportunity to utilize conflict resolution methodology and theory within a diversity of professional settings. You will have the opportunity to apply theoretical concepts within a practical framework. Practicum placements have been established in an array of settings, such as schools, prisons, court systems, communities and corporations.

Practicum I provides the student a laboratory-simulation setting and Practicum II and III provide a community placement for the student to develop and refine practitioner skills. Using the practicum experience, students have the opportunity to apply theoretical concepts within a practical framework under the supervision of an on-site supervisor and a member of the Dispute Resolution Faculty.

The practicum sequence is designed to offer the student a dynamic experiential opportunity to utilize conflict resolution methodology and theory in a variety of professional settings. Practicum placements have been established in an array of settings, such as schools, prisons, court systems, community organizations and corporations. Additionally, the student is encouraged to explore and initiate a practicum setting specific to their own individual interests. However, the endorsement and pre-approval of the Practicum Faculty instructor is required for approval of the student's proposed practicum site.

During Practicum II, the student is responsible for no less than 60 hours of agency contact time for the 14 weeks of the fall semester. Practicum hours may include evenings, weekends, and weekdays. Additionally, the student will attend a practicum class for faculty coursework and supervision. The Practicum agency must sign and return a written contract with the Department Dispute Resolution outlining the mutual obligations of the practicum partnership. Subsequently, the student must receive a signed student training agreement from the on-site supervisor before beginning the required practicum hours. The student is responsible for documenting practicum

hours and receiving supervisor approval. During the summer prior to Practicum II (refer to Practicum handbook), the student will receive detailed instructions pertaining to the practicum procedures and responsibilities. Be sure to attend to the approval and submission deadlines in the Practicum handbook.

During Practicum III, the student is responsible for no less than 90 agency contact hours during the fourteen week semester. Additionally, the student is responsible for attending the practicum class and fulfilling all requirements and assignments made in the class.

All academic and Practicum I requirements must be successfully completed before the student may enroll for Practicum II, except for exceptional circumstances. Should exceptional circumstances delay the successful completion of Practicum II, the student **must** advise the Program Director and Practicum Faculty member three weeks prior to the last scheduled class or risk a failing grade and postponement of Practicum III. Appropriate procedures for applying for an incomplete grade must be followed. All incompletes for Practicum II must be completed by the first Practicum III class meeting or the student will be moved to a new practicum setting or administratively withdrawn from Practicum III. **There will be no exceptions.**

Students are strongly encouraged to complete both Practicum II & III at the same site over two consecutive semesters; the agency contract requires that opportunities be available to students during the two semester sequence. This allows for continuity of training and practice opportunities, and gives the practicum site a chance to fully develop and utilize students' potential. Special cases will be considered by the Practicum Instructor on an individual basis. The practice component of the student's practicum is evaluated by the on-site supervisor each semester; this evaluation is combined with the classroom performance and course requirements and converted into a final overall grade by the Practicum Instructor.

Although employment and opportunities may develop from practicum placements, students may not be paid for practicum hours or placement activities until the required number of hours are completed and grades assigned for the practicum courses.

Comprehensive Examination

In addition to successfully completing all course work, and obtaining the 150 practicum hours discussed above, you must pass a comprehensive examination in order to be awarded the M.S. degree. When you are enrolled in your final semester, have maintained a "B" average in all classes with no "incompletes", and will have accrued a minimum of 150 practicum hours by the end of the semester, you will be invited to take the comprehensive examination.

The comprehensive examination is an assessment of your ability to integrate the knowledge and skills gained through course work and the practicum experience. The examination tests your written ability to critically analyze and apply dispute assessment and research methodology and theory to hypothetical conflict situations. The comprehensive examination also tests your knowledge of material specific to the academic curriculum.

The comprehensive examination is offered twice a year. The exam will have ten questions; you must answer eight. A score of seven out of eight correct is passing. Passing six of eight means you will have to retake the failed part of the exam at the next scheduled exam date, taking only those questions related to the content area that was failed. Passing fewer than six questions is a failing score, and means you must retake the exam in its entirety. A student may take the exam, or failed portions, only once following a six month waiting period between exams. After that time, failure will be final and students will be terminated from the degree program.

Each examination answer is reviewed independently and anonymously by a committee of faculty members. A majority of the faculty reviewers [two out of three] must independently conclude that the answer has been failed for the failure to go forward. Students may appeal their comprehensive exam grade to the Program Director; the guidelines given in the catalog for grievance and appeal procedures will be followed.

Graduation Requirements

Students must have completed all coursework with a grade average of 3.0 or better in order to be eligible for confirmation of the M.S. degree.

Residency

Students must reside locally and attend all classes on a regular, on-going basis. Students may transfer a maximum of 9 credits for studies completed at other universities (see Transfer of Credit, page 2). All other course work must be taken at Nova Southeastern University.

Time Limits

You have five calendar years from the beginning of your first fall semester in the masters program to complete your degree requirements. If, after five years you have not yet graduated, you will need to retake all courses for which you received transfer of credit. Each semester thereafter you will be responsible for the M.S. courses taken more than five years before that point in time. A one-year extension may be granted under extenuating circumstances. Leaves of absence taken during the course of the program do not extend the five year deadline.

Plagiarism

The word *plagiarize* comes from the Latin *plagiarius*, kidnapper. Plagiarism is literary thievery and as such is tolerated by neither the program nor the university (see the catalog under **Student Rights and Responsibilities**). In class assignments, your qualifying exam, your dissertation, and any articles you write for publication, sources for your ideas must be acknowledged. Quotations from, and paraphrases and summaries of, the work of others must be referenced in APA format.

Human Subjects Research Committee

All research projects undertaken at NSU, whether within the doctoral dissertation process or under the auspices of a grant, must, prior to commencement, be approved by the program's Human Subjects Committee. A proposal must be submitted that includes a detailed description of:

1. Where and with whom the research will be conducted.
2. Your (and your colleagues') role in the project.
3. The research participant's role in the project.
4. How the research participants will understand your role--that is, how you will be identifying yourself to them.
5. What recording materials you will be using.
6. How you intend to ensure the confidentiality of research participants--that is, use of pseudonyms, plans for erasing tapes, etc.
7. The research agreement form you will be giving to the research participants to sign prior to their involvement.
8. How you intend to analyze and use the data--that is, publication and/or presentation plans.

Short term research exercises within the context of a course will be will the consent and review of the instructor.

Further Questions

If you have questions that are not addressed in this handbook, you may wish to refer to the school catalog. If your query remains unanswered, or if you require clarification, please contact the program coordinator or the Director of Graduate Programs.

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M.S. Curriculum

Theoretical Foundations:	Introduction to Alternative Dispute Resolution (ADRM 5000) Legal Concepts for Non-Attorneys (ADRM 5010) Communication Dynamics in Dispute Resolution: Understanding the Human Factor (ADRM 5040) Culture and Conflict: Cross-Cultural Perspectives (ADRM 6120)
ADR Practice and Applications:	Family Mediation (ADRM 5100) <i>or</i> Civil and Commercial Mediation (ADRM 5110) ADR Applications (ADRM 5120) Negotiation Theory and Practice (ADRM 5140) Consultation (ADRM 6000) Violence Prevention and Intervention (ADRM 6170) Collaborative Problem Solving and Group Facilitation (ADRM 6140)
Research:	Research Design and Program Evaluation (ADRM 5200)
Ethics:	Ethical and Professional Issues in ADR (ADRM 5210)
Supervised Practice:	ADR Practicum I: Laboratory Simulations (ADRM 5130) ADR Practicum II: Supervised Observation and Practice (ADRM 6130) ADR Practicum III: Supervised Practice Internship (ADRM 7130)

Course Descriptions

(All courses are 3 credit hours unless otherwise specified)

ADRM 5000 - Introduction to Alternative Dispute Resolution Methods

A survey of the history of, and philosophical basis for, dispute resolution. Students will also gain a basic understanding of ADR specific skills and techniques applicable to problem solving in organizational, community, and personal environments. Offered in fall and winter.

ADRM 5010 - Legal Concepts for Non-Attorneys

An introduction to law and legal processes, as they relate to ADR, through the examination of legal philosophies, practices, language, and systems. Offered in fall.

ADRM 5040 - Communication Dynamics in Dispute Resolution: Understanding The Human Factor

An in-depth study of communication skills and techniques used in dispute resolution sessions. Students are introduced to a variety of interpersonal communication and interviewing models. Attention will be focused on guiding students to understanding the range of human emotions encountered in these sessions, and the effect of these emotions on reaching accord. Offered in fall.



School of Social and Systemic Studies
Department of Dispute Resolution
M.S. Program
Student Handbook Acceptance Letter

Initial Registration Date:

_____, 199__

I have read and understood the Dispute Resolution Student Handbook for the M.S. program which applies to the registration date noted above and agree to abide by the policies and procedures outlined in this version of the handbook.

PRINT NAME

SIGNATURE

