

1996

# Department of Dispute Resolution M.S. Program Student Handbook 1996-1997

Nova Southeastern University

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**Nova Southeastern University**

**School of  
Social and Systemic Studies**

**Department of Dispute Resolution  
M.S. Program Student Handbook  
1996-97**



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Department of Dispute Resolution

M.S. Program

Student Handbook

1996-97



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### **Mission Statement: Nova Southeastern University**

Nova Southeastern University provides educational programs of distinction from pre-kindergarten 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 & Systemic Studies**

In the School of Social and Systemic Studies, we focus on academic excellence and leadership in the education of ethical, diverse, and reflective professionals who provide effective services to individuals, families, and larger complex systems. To this end, we constantly work to expand and improve the School's efforts in the areas of alternative programming, flexible degree planning, technological innovation, and student-centered service.

**Approved: October 24, 1995**

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

## **Introduction**

This handbook provides information specific to the Master's and Certificate programs in Dispute Resolution. You will find details about the policies and procedures of the program, as well as suggested degree plans. Rules and regulations that are school-wide, as well as course descriptions and curricula of each of the school's programs, can be found in the school catalog.

The Department reserves the right to amend, modify, add to, or delete its rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the University, the department, and the student. Such right includes modification to academic requirements, course sequencing, time scheduling, curriculum, tuition, and/or fees, when, in the judgment of the administration, such changes are required in the exercise of its educational and pedagogical responsibility. The only exception to this rule is that you will remain bound by the total number of credit hours required for the completion of the master's degree for the year in which you entered.

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **The Program**

The **Master's in Dispute Resolution** is a 45 credit hour program designed to provide both the philosophical basis for the practice of alternative dispute resolution and the practical, specific tools of the profession. To accomplish this, you will participate in a series of structured experiential opportunities.

Full-time students may complete the master's program in 19 months. Full-time study is considered to be a minimum of nine credit hours per fall and winter semester, and nine credit hours for the summer semester. Part-time students take six semester hours per semester including the summer, and may finish the program in an additional 12 months. Admission to the program is in the fall semester only.

The **Graduate Certificate** is made up of eight courses (24 credits) that offer you the fundamentals of conflict resolution. It is intended to meet the needs of those individuals who seek introductory graduate training in alternative dispute resolution (ADR). It may also be appropriate for professionals who have already earned a graduate degree in their professional field, but who would benefit from an academic study of the application of ADR to their profession.

The Graduate Certificate in Dispute Resolution can be completed in one year of full-time work. If you decide to continue your studies in ADR, you may apply these credit hours, if completed with a grade of "B" or better, toward the M.S. in Dispute Resolution.

## **Student Review and Evaluation**

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 faculty at **the end of your first semester for full admission to the program**; academic, behavioral, and psychological criteria will be considered, since they are all essential parts of a complete professional practitioner. Students with visual, auditory, or other types of medically documented learning disabilities should inform the Program Coordinator at the first registration, so that faculty may be informed and make individual accommodations, where appropriate, during class and examination periods.

You are reviewed for a second time prior to practicum placement, and again at the end of classwork, **to determine your eligibility for the comprehensive examination**. You must demonstrate the personal ability to understand and practice collaborative problem-solving both within the classroom and outside the University setting, and pass your skill-based courses [Practicum I, II, III, Human Factor, Introduction to ADR, and Ethical Practice] with a grade of "B" or better to be eligible to move forward in the program. Failure to meet these standards may result in consultation with you in an informal discussion with the faculty, if deemed necessary. [See "Student Conduct" for further possible measures to be taken.]

## **Transfer of Credit**

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. Each applicant will be reviewed on an individual basis. There are no transfer credits given for electives.

You must apply in writing for transfer of credit. Write a short memo to the department director, with specific requests for the courses you wish to waive, accompanied by official course descriptions and syllabi that document the content of the course(s) you wish to transfer. 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. Courses which are approved will be recorded on your Nova Southeastern transcript.

## 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

<b>Fall:</b>	9 credits
*	Introduction to ADR and Ethical Practice (ADRM 5000)
	Legal Concepts (ADRM 5010)
*	Communication Dynamics in ADR: The Human Factor (ADRM 5040)
<b>Winter:</b>	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)
<b>Summer:</b>	9 credits
	Elective
*	Practicum I: Lab Simulation (ADRM 5130)
	Collaborative Problem-solving (ADRM 6140)

## **Year 2**

- Fall:** 9 credits
- \* ADR Practicum II: Supervised Observation & Practice (ADRM 6130)
  - Negotiation Theory & Practice (ADRM 5140)
  - Elective
- Winter:** 9 credits
- Violence Prevention & Intervention (ADRM 6170)
  - \* ADR Practicum III: Supervised Practice Internship (ADRM 6160)
  - Consultation (ADRM 6000)
  - Comprehensive Exam**

**Total Credits: 45**

## ***Degree Plan B: Full-time graduate certificate program, no transfer-of-credit***

### **Year 1**

- Fall:** 9 credits
- \* Intro to ADR and Ethical Practice (ADRM 5000)
  - Legal Concepts (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)
  - Elective

**Total Credits: 24**

- \* Must be passed with a grade of "B" or better

## Master's Thesis Option: 6 credits

The student may write a research thesis, using their two elective slots in the curriculum; instead of the electives offered in summer and fall, thesis students will register for thesis research. Entrance into the Thesis Track is not automatic and can be made only after consultation with and approval of the first and second reader [see below]. Students accepted to the Thesis Track need to complete a Master's Thesis Approval Form containing approval signatures of both readers, prior to registration for Master's Thesis credit; these forms may be obtained from the Program Coordinator, and must be brought with you to registration. The master's thesis is optional and does not change the student's graduation date, the required comprehensive examination, or total number of required credits.

### Developing the Topic

The thesis option will be done during the first Summer and second Fall semesters. The thesis topic, methodology, significance should be presented to the thesis advisor in outline proposal form as soon as possible during the first year, but no later than registration for Summer Semester; for continuing students this needs to happen early in the Fall, 1996 semester.

The first reader is a source of ideas, help and direction, but **the project must be taken beyond the conceptual stage by the student.** The topic must then be approved by the faculty member who will serve as first reader, and by the second reader; the thesis proposal will be accepted only after being read and approved by both faculty readers.

Expand the proposal and start library work during the summer. Begin your work in the library reviewing the current literature to determine how the problems relates to previous work and assessing its feasibility and significance to the field. The thesis itself can be structured as an extended literature review of an approved subject or independent research, or a combination thereof.

For a literature review, the student should obtain an idea of the quantity of information available (breadth of topic) and any previous review of the subject. If independent research such as interviews, observations, or textual analysis is planned, these plans and the form of analysis should be outlined, developed, and approved before the first semester of thesis work is completed.

### Thesis Content Requirements

The proposal should minimally consist of the following elements:

1. Title of the proposed thesis
2. Statement of the problem, hypothesis to be tested, or topic to be reviewed

3. Statement of the significant of the work
4. A description of the methodologies to be used. Literature should be cited where applicable with enough detail that the methodology can be understood without going to the original literature
5. Expected results, data comparisons, both qualitative and quantitative should be discussed, and any required facilities and funding should be listed, with their availability
6. References or Bibliography

### **Report of Progress**

This report is an **ABSOLUTELY REQUIREMENT** for each student registered for Thesis Credits at the end of each semester. The report will included the following information:

1. A brief narrative statement of progress since the last report
2. Estimated percentage completion
3. Estimate of time spend on this term research and writing
4. For research thesis: details of all experiments conducted, interviews, and/or literature reviewed; include all data collected in graphic, textual or tabular form. This may be discussed orally with the first reader, but should also should be reported in writing. A copy becomes a part of your permanent student file.
5. Attach a current bibliography of all pertinent literature and other references consulted
6. List or discuss any problems experienced (if any, or anticipated)

The report must be submitted to the first reader by the last week of class; once the report is accepted, the student will receive an "In Progress" grade from the University.

### **Thesis Content**

The thesis should contain the following sections:

1. Title page
2. Approval page (obtained from Program Coordinator)
3. Abstract
4. Acknowledgments
5. Preface (Optional)
6. Table of contents (detailed)
7. Body of Thesis
  - Introduction
  - Statement of Purpose or Objectives
  - Methods and Materials
  - Results or Findings

Analysis and Discussion  
Summary and Conclusions  
References

Appendices (Optional; required if tests, measures or other schedules were used)

## **Style**

The student may use APA or any other academic and referencing style, as long as any exceptions to APA are approved in advanced by the two faculty readers. A left-hand margin is essential for binding purposes. Final copies of theses with a left-hand margin less than 1.5 inches will be rejected. All other margins should be 1 inch. Word processing should be neat and clean and laser printed. Dot matrix print is unacceptable. For the final copies, paper must be good quality bond, acid free, 20% cotton (rag) bond. Erasable bond and heat sensitive paper for thermal printers are absolutely forbidden. Right margins should be even, not ragged.

## **Time Guidelines**

First and second readers must be identified and approve the thesis project in writing prior to registration for summer semester. They should review a proposal outline before discussing and approving the topic.

**Within four weeks after the start of the first semester of thesis work:** Submit an abstract (summary), a draft introduction, a detailed, expanded outline, and a representative bibliography. This should be word processed, laser printed, and as clearly written as possible. Great care should be taken by the student to use appropriate style, syntax, grammar and spelling. A draft in poor form will be returned unread to the student for revisions.

**Before the end of the semester (Summer):** submit a draft of the paper and present it to your first readers. The reader will return the draft with detailed comment and suggestions and discuss the need for and direction of needed changes in the final product. Students should allow at least two weeks for review of the submitted draft.

**During the second semester (Fall):** Complete the revisions, talk with your first reader as necessary, and submit the final version of the thesis to both the first and second readers before January 31st. You must defend your thesis prior to being registered for the comprehensive exam.

## **Defense**

The student should consult frequently with the readers during all phases of thesis work for continuity and in order to avoid problems during the formal defense.

The defense consists of a one hour oral presentation before the University community at large, (with slides/visual aides). The two readers then question the candidate on the thesis work and related aspects; this session is closed and limited to the candidate, the two readers, and interested faculty members. A vote is then taken in closed session; a consensus must be reached between the two readers, although they may ask for faculty opinion.

If the paper is not acceptable, the student receives the grade of F for the final semester of thesis work. If the paper and the defense are acceptable, the student receives a grade of P. If the paper is acceptable, but requires only **minor** corrections, the student may receive a grade of P when the corrected paper is re-submitted. In this case, **the revised paper must be received within one week of the defense**. The student will be informed of the readers' decision following the closed defense.

### **Final Submission**

At least three (3) signed copies of the successfully defended Master's Thesis, including all revisions specified during the defense, must be submitted in correct form to the department director, who will make arrangements for University binding. The cost of binding is the student's responsibility. One bound copy will be placed in the library, one is for the student's first reader, and one is for the departmental office. The student may submit any number of additional personal copies for binding.

### **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, however, at 4:00 to 7:00 p.m., 7:00 to 10:00 p.m., on Saturdays, or other times as deemed appropriate. Fall and winter semesters are fourteen weeks long, with classes meeting once a week for three hours. Summer semesters are 12 weeks in duration and classes meet for 3.5 hours once a week .

### **Faculty Advisors**

At the first registration, each new student is notified of the name of their faculty advisor. 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 problem with their faculty advisor, they should immediately discuss this with their advisor. If a student is not satisfied or does not feel comfortable discussing the problem with the advisor, the student should then bring her/his concerns to the attention of the Director. All such discussions are private and confidential, unless the student requests the Director to speak informally to the advisor.

The faculty advisor is a valuable resource, and you should meet with your advisor at least once a semester. If you have questions, frustrations, or constructive concerns regarding a classroom experience or the program in general, talk with your advisor. The advisor will protect your anonymity if you prefer, but will bring your concerns to a general meeting of the faculty as a whole. The faculty meets twice monthly and is always interested in student concerns. If student representatives wish to attend portions of a particular faculty meeting either to participate in certain planning discussions or vocalize concerns with solution options, they are welcome to contact the Department Director to arrange a place on the agenda.

## Privacy of Student Records

Nova Southeastern University maintains a system of records that includes application forms, letter of recommendations, admission test scores, and transcripts of student's previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the Program Coordinator. However, the Coordinator will not release transcripts of students' academic records until all their accounts have been paid; the Department considers each student's file confidential, and will release only those documents specifically requested in writing by the student. If you have waived your right to see your letters of recommendation, those cannot be released, even at your request.

## Student Evaluation of Classes

At the end of each semester, you are given the opportunity to provide the program with your feedback on 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 book selection, and incorporate student opinions into future classroom planning and activity.

**Your anonymity is protected in the following ways:** a) forms are distributed by the Program Coordinator while the instructor is not present in the class b;) you fill in **both** the quantitative and qualitative part of this evaluation, and return it **unsigned** to the manila envelope; c) the unmarked evaluations are taken directly to the Program Coordinator's office. The Assistant to the Director compiles and analyze the responses. These forms are kept in a locked drawer. No one, including the Director, may see the originals before they are processed and destroyed; d) the typed evaluation are returned to the Program Coordinator in course related envelopes; e) faculty members do not receive typed analyses of their course evaluations from the Program Coordinator until they have submitted all grades for the semester.

## 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 Resolution Training and Consulting Policy which is available from the Department Director. The policy is found in the Faculty and Staff Administrative Handbook. Such collaborations must 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. You are responsible for documenting your practicum hours, and must have these hours verified and signed by your on-site supervisor. All three practicum courses must be passed with a grade of "B" or better.

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, parks, human service agencies, communities, and corporations. The Practicum Coordinator will work with you during Practicum I to establish a placement best suited to your interests.

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. Additionally, the student is encouraged to explore and initiate a practicum setting specific to their own individual interests; if they are working with a faculty member on a particular idea, they should engage the Practicum Coordinator in their planning early in the discussions. A separate agreement form and the pre-approval of the Practicum Coordinator is required for approval of the student's individually 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. During Practicum III, the student is responsible for no less than 90 agency contact hours during the 14 week winter semester, preferably at the same site. The Practicum Coordinator works with each student to find an appropriate placement setting, and assists with any problems that may arise during the two semester period.

Students are strongly encouraged to complete both Practicum II & III at the same site over two consecutive semesters. This allows for continuity of training and practice opportunities, and gives the practicum site a chance to fully develop and utilize the student's potential. Special cases will be considered by the Practicum Coordinator 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 faculty.

Although employment and opportunities may develop from practicum placements, students may not be paid for practicum hours until the required 150 hours are completed and grades are assigned for the practicum courses. All students are automatically covered by liability insurance provided by the University during their practicum practice; this coverage is included in student registration fees and covers practicum, as well as any other mediation, training, or consulting experiences in which the student may become involved during the course of the program.

## **Teaching Assistants**

### **Duties:**

Master's students, in several classes, may have a Teaching Assistant assisting the instructor in teaching, training, role play exercises, and other duties as assigned; in Practicum II and III, teaching assistants (TA's) will assist the students with learning exercises, help understand the practicum setting and its particular organizational structure, assist in the overall learning process, and answer questions. The Faculty assigned to practicum will rotate through the classes, and TA's will meet regularly with the assigned faculty member to review student performance and attendance. The faculty person formally assigned to the Practicum course will attend final student reports on their settings. All grades will be determined and assigned by the faculty member in charge, with input and guidance from the TA's as appropriate.

### **Eligibility:**

Teaching Assistants are seasoned Ph.D. candidates who have satisfactorily completed their coursework, their oral qualifying exam, and their capstone lecture. They have also completed two additional practica and Teaching and Training, an academic course with an experiential classroom component. They are chosen by the faculty member teaching the course, and are considered using the following criteria:

1. GPA and general academic achievement; past class performance
2. Maturity, responsibility, ability to perform TA duties with regularity and punctuality
3. Knowledge of the subject matter being taught
4. Financial need

## **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 "incomplete" grades, will have accrued a minimum of 150 practicum hours by the end of the semester, and are a "student in good standing" with no disciplinary actions pending or disciplinary tasks to complete, you will be eligible 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 and your technological word processing capabilities. The exam is offered in the computer laboratory in the business tower on east Campus; no personal items may be taken into the exam. The exams will be observed by exam monitors. Blank disks are provided for student use.

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 entire exam. 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 three faculty members. A majority of the faculty reviewers must independently conclude that the answer passed or failed. 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.

Students with medically documented learning, reading, auditory, or other valid disabilities should notify the Program Coordinator at their first registration that accommodation for examinations may be needed. Accommodations for the comprehensive examination will be made on an individual basis and require written medical documentation.

## **Minimal Technological Qualifications for Graduation**

All master's and doctoral students must demonstrate minimal mastery of the following areas of technological practice before they are allowed to sit for the comprehensive examination:

- word processing, including the ability to edit, spell and grammar check, and make basic editorial changes to written work (margins, page numbers, etc)
- be conversant in the university e-mail system, able to upload and download documents from within and outside the system, send messages to faculty and staff, and be responsible for messages sent on a regular basis to your e-mail address with announcements, job opportunities, and other departmental items of interest
- be able to access the Internet, searching for topics relevant to research papers and class projects
- know how to access WEB pages of various interest groups and organizations that are relevant to your studies

These skills and exercises will be introduced in the computer training in new student orientation, and both practiced and evaluated throughout the program in class room assignments and exercises. Computers are available in CRRS, the computer lab in the business tower, and on main campus for student use. University personnel are also available at these locations to assist those who need additional or refresher instruction in these areas. There is, therefore, no excuse for not checking your e-mail or for being unable to complete computer-related assignments if you do not have a computer and modem at home.

## Student Conduct

Students are expected to comply with the legal and ethical standards of the institution. Academic and non-academic dishonesty and/or misconduct will result in disciplinary action. Examples of dishonesty include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, forging and/or altering institution documents and/ academic credentials.

Examples of misconduct include, but are not limited to:

- theft
- vandalism
- disruptive behavior
- possession or use of firearms, fireworks or explosives
- possession or sale of illicit drugs
- any act or conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against any class or staff members of a particular racial, ethnic, religious, or cultural group
- threats of or actual damage to property or physical harms of others

Student behavior must not interfere with the rights, safety, or health of members of the University community or interfere with other students' rights to learn or speak freely. Students are expected to abide by all University, center and departmental rules and all local, state, and federal laws.

Nova Southeastern University provides computer systems with access to hardware, software, and networks to enhance the academic experience. The University's computer systems are vital to its programs of instruction, research, and administration. Nova Southeastern University's computer systems refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, "computer systems" refer to systems ranging from multi-user time-sharing systems to single-user terminals and personal computers, whether freestanding or connected to a network.

Ethical conduct by students in the use of this technology is the same as in all other areas of University life, and it is of equal importance. Also, students are expected to abide by the Nova Southeastern University Code of Conduct. Students, as part of their academic preparation toward specific professional career goals, must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, the student technology user must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other user's rights to privacy.

Any alleged violation of any of these academic, conduct, or supplemental ethical standards may result in review by the faculty of the Department of Dispute Resolution as a whole with the student present for discussion. The faculty, through the Director, will make recommendations which will be forwarded to the Dean. The Director, with the support of the Dean, may, after faculty review, immediately suspend students pending a prompt hearing, put a student on probation for a specific length of time pending review, or permanently expel the student from the program. Additional detailed information concerning student rights and responsibilities may be found in the school's catalog.

## **Graduation Requirements**

In order to be eligible for confirmation of the M.S. degree, students must have completed all coursework with a grade average of 3.0 or better, successfully complete 150 hours of practicum, pass the comprehensive examination, meet the minimal technological standards of performance, and be in academic and ethical good standing prior to and following the comprehensive exam.

If a student is placed on probation, and is therefore not in good standing prior to the comprehensive exam, s/he may not take the comprehensive examination until the probation period has expired. If a disciplinary hearing, as described above in the section on student conduct, is in progress, this hearing must be completed to determine the student's academic standing prior to the administration of the comprehensive examination. If the student is sanctioned, these sanctions must be completed before they may take the examination.

No student may participate in graduation ceremonies until all of these requirements are fulfilled.

## Residency

All classes are held on the Fort Lauderdale campus and students are expected to attend all classes on a regular, on-going basis. Students may transfer graduate 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 master's 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 comprehensive exam, 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.

Other forms of academic responsibilities include, but are not limited to cheating, conspiracy to commit academic dishonesty, misrepresentation, bribery in an attempt to gain an academic advantage, forging or altering documents or credentials, and knowingly furnishing false information to the institution.

## 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 any 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, and other procedures
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.
9. Any risks, social or medical, that subjects might be exposed to as a result of your interaction, and outline of measures to avoid or reduce such risks.

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

## **Advertising**

It is against University policy for students to advertise their business activity, even if program related, through e-mail or mail box distribution to faculty, students and staff.

## **Student Publications**

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the university provides sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in the Nova Southeastern University academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecent, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

1. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures.
3. All university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body.

## **Student Participation in University Governance**

In furtherance of its commitment to teaching and learning, Nova Southeastern University encourages student participation in institutional decision making.

Within each center, elected student government bodies provide vehicles for student expression of views and opinions on issues of institutional policy. Officers of the student governments are members of the President's Student Advisory Committee which meets monthly with the President and appropriate senior administrative staff to discuss university matters of general interest to the student body.

Additionally, students are regularly appointed to committees, task forces, and ad hoc groups dealing with issues of concern to students, including appointment to each self study subcommittee.

## **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.

# M.S. Curriculum

<b>Theoretical Foundations:</b>	Introduction to Alternative Dispute Resolution and Ethical Practice (ADRM 5000) Legal Concepts (ADRM 5010) Communication Dynamics in Dispute Resolution: Understanding the Human Factor (ADRM 5040) Culture and Conflict: Cross-Cultural Perspectives (ADRM 6120)
<b>ADR Practice and Applications:</b>	Family Mediation (ADRM 5100) <i>or</i> Civil and Commercial Mediation (ADRM 5110) Negotiation Theory and Practice (ADRM 5140) Consultation (ADRM 6000) Violence Prevention and Intervention (ADRM 6170) Collaborative Problem Solving and Group Facilitation (ADRM 6140)
<b>Research:</b>	Research Design and Program Evaluation (ADRM 5200)
<b>Electives:</b>	International Conflict Resolution (ADRM 6601) Resolving Environmental and Public Disputes (ADRM 6602) Introduction to Marital and Family Therapy (SFTM 5320) Theories of Marital and Family Therapy (SFTM 5321) Diversity in Human and Family Development (SFTM 6331) Theories of Personality and Psychopathology (SFTM 6333) Family Systems Health Care I (FSHC 5000) Family Systems Health Care II (FSHC 5010) Health Care Concepts (FSHC 5300) Gender and Conflict (TBA, Summer 1997) Public Administration (TBA) Others: TBA
<b>Supervised Practice:</b>	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 and Ethical Practice**

A survey of the history of and philosophical foundations of healing, peacemaking, problem solving and dispute resolution. Students will explore personal issues related to hostility and conflict and gain basic insights into the specific skills and techniques applicable in the ADR field. Offered in fall.

**ADRM 5010 - Legal Concepts**

A basic introduction to legal concepts, rules, research methods, and practice in the U.S. This course focuses primarily on the operation of the legal system, an important system of dispute resolution in our society. This course also discusses how legal concepts and processes relate to other dispute resolution processes. 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.

**ADRM 5100 - Family Mediation**

Examines mediation techniques used to settle divorce, custody, parent-child, and other disputes involving family members. *May be substituted for ADRM 5110.* Offered in winter.

**ADRM 5110 - Civil and Commercial Mediation**

Examines civil and commercial mediation techniques used to settle nondomestic cases involving such issues as personal injury, medical malpractice, contracts, construction, real estate, and product liability. *May be substituted for ADRM 5100.* Offered in winter.

**ADRM 5130 - ADR Practicum I: Laboratory Simulation**

Provides an introduction to a variety of skills, procedures, and settings in which disputes are handled in society. Includes exercises aimed at developing skills in ethical decision-making, assessment, intake, and mediation processes. *Prerequisites: ADRM 5000, 5100 or 5110, and 6120. Prerequisite: ADRM 5210.* Offered in Summer.

**ADRM 5140 - Negotiation Theory and Practice**

This course examines conflict intervention from the perspective of the disputant/negotiator. The integration of theory and practice will emphasize the tactics, strategies, and operations of effective and ineffective bargaining behavior. The course develops negotiator skills and knowledge leading to collaborative based behavior and solutions. This is complimented by facilitation/mediation research which aids the intervenor in moving the process toward integrative or "win-win" outcomes.

*Prerequisite: ADRM 5000.* Offered in Fall.

**ADRM 5200 - Research Design and Program Evaluation**

Focuses on the development of basic research skills appropriate for dispute resolution practitioners, including basic research tools, how to read and evaluate social science research, current research in the ADR field, and an introduction to program evaluation through analysis of published work. Offered in winter.

**ADRM 6000 - Consultation**

An examination of consultation as used by ADR professionals through the exploration of various consultation models: process, third-party, expert, and systemic approaches to program and organizational evaluation. Students are oriented to the ways in which consultants establish, market, and expand their professional practices. *Prerequisite: ADRM 5000.* Offered in winter.

**ADRM 6120 - Culture and Conflict: Cross-Cultural Perspectives**

Examines the nature and meaning of conflict, conflict management techniques, and the assessment of conflict situations from a cross-cultural perspective. Explores various models for training intervenors to function effectively in disputes where cultural differences are a significant factor, and addresses various theoretical and practical implications of indigenous conflict management techniques and beliefs found within different cultural settings. *Prerequisite or corequisite: ADRM 5000.* Offered in winter.

**ADRM 6130 - ADR Practicum II: Supervised Observation and Practice**

Provides the opportunity for observation of ADR specialists in a variety of supervised settings and initial practice opportunities with close supervision. *Prerequisite: ADRM 5130.* Offered in fall.

**ADRM 6140 - Collaborative Problem Solving and Group Facilitation**

A study of the theories and methodologies relevant to resolving shared problems. Students will examine the application of these skills to governmental, organizational, and personal relationships. Specific attention is paid to the development of group facilitation skills for use in meetings and when intervening in multiparty disputes. *Prerequisite: ADRM 5000.*

**ADRM 6160 - ADR Practicum III: Supervised Practice Internship**

Provides supervised but more independent opportunities to co-mediate and provide direct intervention and service delivery in the field placement setting under the supervision of in-house personnel and with faculty overview. *Prerequisite: ADRD 5130, 6130.* Offered in Winter.

**ADRM 6170 - Violence Prevention and Intervention**

This course examines various theories of human aggression and violence, exploring their underlying assumptions about human nature and the causes of violence. Also included is an introduction to a range of violence intervention and prevention approaches developed for use at the interpersonal, intergroup, and societal level. *Prerequisite: ADRM 5000.* Offered in Winter.



