Participants will learn negotiation skills and how to select the most cost-effective and least intrusive ADR method to achieve the most positive result for both parties. Students will understand the processes and methods of ADR techniques; learn the proper application and limits of ADR techniques; appreciate the ethical considerations involved in ADR; and develop a basic ability to apply ADR methods.

**EXPECTATIONS:** This is an accelerated course. You will be expected to spend an average of at least 8 hours per week reading and completing writing assignments. Please note that, barring extenuating circumstances, extensions will not be granted for this online course. This course is the equivalent of at least 50 clock hours of study. 70% is the minimum passing score on all tests and assignments for this course.

**REQUIRED TEXT:** The required text for this course is *Alternative Dispute Resolution in a Nutshell*, most recent edition, by Jacqueline M. Nolan-Haley, and may be purchased from The Center for Legal Studies. Call 1-800-522-7737 or visit our store on this site to order.

**Highly Recommended Legal Resources:**

**Reading Assignments for Lesson Topics:**

**Lesson One:** ADR: HISTORY, ORIGINS AND GROWTH  
Read Chapter 1 in *Alternative Dispute Resolution in a Nutshell (Nutshell)*

**Lesson Two:** THE ART OF NEGOTIATION  
Read Chapter 2 in Nutshell

**Lesson Three:** THE MEDIATION PROCESS  
Read Chapter 3 in Nutshell

**Lesson Four:** ARBITRATION  
Read Chapter 4 in Nutshell

**Lesson Five:** OTHER FORMS OF ADR  
Read Chapters 5 & 6 in Nutshell

**Lesson Six:** LABOR RELATIONS AND COLLECTIVE BARGAINING  
Skim through Appendices A - O in Nutshell

**WRITING ASSIGNMENTS:** For each lesson you will submit a 50-point short answer/essay assignment covering the topics in that lesson’s reading. These assignments are due by 9:00 a.m. each Friday.
EXAMS: You will complete two exams. Each is worth 100 points. The Midterm exam is to be submitted with your Lesson Three Assignments; the Final exam is to be submitted with your Lesson Six Assignments.

BULLETIN BOARD ASSIGNMENTS: You will also post your responses to six class participation assignments. These assignments are referred to as Bulletin Board Submissions and will be submitted by either selecting Bulletin Board Submission from within the lesson material, or by selecting ‘Forums’ under Activities on the Left Hand Block.

All lesson objectives, assignments, and tests can be found in the Lesson Materials.

GRADING: Your grade will be based on your completion of six writing assignment assignments, two exams, and class participation/Bulletin Board Submissions. The exams and writing assignments can be accessed from within the lesson material, or by selecting ‘Assignments’ under Activities on the Left Hand Block. You will have the opportunity to engage in “class participation” by using the Bulletin Board tool to respond to the bulletin board assignments throughout the course. Also, participating in the bulletin board assignments will enhance your understanding of the reading material.

Your final grade will be figured as follows:

- The six writing assignments are worth 50 points each and comprise 40% of your grade.
- The two exams are worth 100 points and comprise 40% of your grade.
- Your participation in class participation assignments comprises 20% of your grade.