



# ALTERNATIVE DISPUTE RESOLUTION

## ADR200 — Alternative Dispute Resolution, 3.0 hours

### PROFESSOR

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Joe Reyes,

I have been a Mediation Instructor with Lakewood University since June of 2017.

Prior to being part of the Lakewood University team I have worked as a mediator for the Center for Effective Dispute Resolution (CEDRS) as well a private mediator. In addition to working in the mediation field I have had the opportunity to serve as the Criminal Justice program director for San Joaquin Valley College. My experience in the law enforcement field started upon completion of the Fullerton College Police Academy in 1997. I started my Career in Law Enforcement working as an Officer with the Fullerton College Campus Police Department. While there, I promoted to supervisor and worked several assignments such as traffic investigations and bike patrol. In January of 2001, I transferred to the State of California Office of Protective Services, where I worked patrol as a supervisor and a Field Training Officer (FTO). In 2004, I was promoted to our Special Investigations Unit (SIU) and investigated numerous cases involving child abuse, elder abuse, death investigations and sexual assaults. In 2007, I transferred to the State of California Department of Corrections where I worked as a Special Agent with their Internal Affairs (OIA) Unit. With OIA, I was assigned to the units Computer Forensics Team, and held the position of Terrorism Liaison Office and assisted as an instructor with the Departments OIA Academy. After leaving the law enforcement field, I moved into teaching and focusing on my law school studies. Within my career in Law Enforcement and mediation I was fortunate to serve 7 years in the United States Marine Corps, and 6 years in the Army National Guard. I also obtained my Bachelor of Science in Criminal Justice from Cal State Long Beach and a Master of Arts in Negotiations and Conflict Management from Cal State Dominguez Hills.

### CONTACT INFORMATION

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E-mail: [jreyes@lakewood.edu](mailto:jreyes@lakewood.edu)

Cell Phone: 800-517-0857 X 737

### ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

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All members of the Lakewood University community who use the University's computing, information or communication resources must act responsibly. Support is accessible by calling 1-800-517-0857 option 2 or by emailing [info@lakewood.edu](mailto:info@lakewood.edu)

### BOOKS AND RESOURCES

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William J. Barry. Appropriate Dispute Resolution. Aspen Publishers, 2017. Print

### EVALUATION METHOD

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Graded work will receive a numeric score reflecting the quality of performance.  
Course Requirement Summary

- Assignments - Total of 10 Points
- Weekly discussion forums-Total of 10 Points
- Test – Total of 20 Points
- Final Exam - 50 Points

## GRADING SCALE

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Graded work will receive a numeric score reflecting the quality of performance as given above in evaluation methods. The maximum number of points a student may earn is 90. To determine the final grade, the student's earned points are divided by 90.

Your overall course grade will be determined according to the following scale:

A = (90% -100%)

B = (80% - 89%)

C = (70% - 79%)

D = (60% - 69%)

F < (Below 60%)

## ACADEMIC INTEGRITY/ PLAGIARISM:

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Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

## DISABILITY ACCOMMODATIONS

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Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: [disabilityservices@lakewood.edu](mailto:disabilityservices@lakewood.edu)

## SUPPLEMENTAL TEXTS

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You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- [https://www.mylakewoodu.com/pluginfile.php/118179/mod\\_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf](https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf)

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

## LIBRARY

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Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at [modell@lakewood.edu](mailto:modell@lakewood.edu) or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

## SUPPORT

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Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2  
[info@lakewood.edu](mailto:info@lakewood.edu)  
[studentservices@lakewood.edu](mailto:studentservices@lakewood.edu)

## CAREER SERVICES

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Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2  
[careerservices@lakewood.edu](mailto:careerservices@lakewood.edu)

## LESSONS

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TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #1	<ul style="list-style-type: none"><li>Conflict Resolution Overview</li></ul>	Study Course Syllabus Read Lesson 1 Assignment Review Vocabulary Terms Watch Lesson Recording Participate in the Discussion Forum Test #1 Lesson Evaluation	Complete all Assigned Projects	Objective 1
Lesson #2	<ul style="list-style-type: none"><li>Mediation &amp; You</li></ul>	Read Lesson 2 Assignment Review Vocabulary Terms Watch Lesson Recording Participate in the Discussion Forum	Complete all Assigned Projects	Objective 2

Complete Assignment 1  
Test #2  
Lesson Evaluation

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #3	<ul style="list-style-type: none"><li>The Formal Mediation Process</li></ul>	Read Lesson 3 Assignment Review Vocabulary Terms Watch Lesson Recording Participate in the Discussion Forum Test #3 Lesson Evaluation	Complete all Assigned Projects	Objective 4 Objective 5 Objective 6

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #4	<ul style="list-style-type: none"><li>Legal Considerations in Mediation</li></ul>	Read Lesson 4 Assignment Review Vocabulary Terms Watch Lesson Recording Practice Your Skills – 4 Test #4 Lesson Evaluation	Complete all Assigned Projects	Objective 6

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #5	<ul style="list-style-type: none"><li>The Convening Process</li></ul>	Read Lesson 5 Assignment Review Vocabulary Terms Watch Lesson Recording Practice Your Skills – 5 Test #5 Lesson Evaluation	Complete all Assigned Projects	Objective 3

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #6	<ul style="list-style-type: none"><li>The Opening Statement</li></ul>	Read Lesson 6 Assignment Review Vocabulary Terms Watch Lesson Recording Practice Your Skills – 6 Test #6 Lesson Evaluation	Complete all Assigned Projects	Objective 4

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #7	<ul style="list-style-type: none"><li>Communication &amp; Information Gathering</li></ul>	Read Lesson 7 Assignment Review Vocabulary Terms Watch Lesson Recording Practice Your Skills – 7 Test #7 Lesson Evaluation	Complete all Assigned Projects	Objective 6

TITLE	COURSE TOPIC	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #8	<ul style="list-style-type: none"><li>Leading change</li></ul>	Final Exam Career Preparation Career Placement Request the Next Course THANKS FOR A GREAT CLASS	Final exam upon completion of the lesson	Objective 5

## DESCRIPTION

This course provides a survey of alternative dispute resolution (ADR), which includes an overview of the history of ADR, types of ADR, communication techniques, how to work with outside experts, the mediation process, and developing communication and skills. The objective of the course is to lay the foundation for how ADR works and how a paralegal might be involved in ADR issues.

### Program Objectives

1. Identify various conflict resolution processes.
2. Discuss realistic career opportunities available in the conflict resolution field upon successful completion of this program.
3. Illustrate communication techniques.
4. Discuss active listening strategies.
5. Distinguish between various effective strategies for developing critical thinking and problem-solving skills.
6. Interpret ethical issues that may arise.

## OBJECTIVES

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