

PACS 391 Conflict Resolution Skills Workshop

Course Syllabus and Procedures

PACS 391 Course Supervisor

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Course Description

This course provides a framework for students to pursue conflict resolution skills training by completing intensive skills-building workshops in the Certificate Program in Conflict Management with additional academic work supervised by the Peace and Conflict Studies (PACS) department.

The PACS 391 “Conflict Resolution Skills” course provides an opportunity for PACS students to gain academic credit for practical skills training through workshops in conflict management. Peace practitioners need academic skills in analysis and research, but also in community building, conflict management and resolution, and group facilitation and problem solving. This course is designed to give academic credit for up to two workshops (0.25 unites each) provided by the Certificate Program in Conflict Management (grebel.uwaterloo.ca/certificate).

The PACS 391-001 and PACS 391-002 courses are graded on a CR/NCR basis (credit/no credit).

Procedures for Enrolling in PACS 391

There are a number of steps involved in fully arranging to participate in workshops for PACS 391 credit:

1. Students interested in this option should first contact the PACS Academic Advisor to review requirements and eligibility for this course. Students must be in level at least 3A and enrolled in a PACS plan (major or minor) in order to complete this course credit option.
2. Once suitability has been determined, students then consult with the Certificate Program Manager, in regards to workshop selection as student space in workshops is limited. The Program Manager will register you directly for the workshop and an invoice for the registration fee will be placed at Grebel’s Reception desk for you to pay by credit card, cash or cheque. The Program Manager will submit a request for a \$400 bursary to be applied directly to the cost of the workshop. (Note that bursary money is not available on workshops offered in partnership with an outside organization.)
3. Once registration is confirmed students should connect with the PACS 391 course supervisor to arrange enrolment in PACS 391-001 and/or PACS 391-002, and clarify academic requirements and due dates. Due dates for the academic work will usually be two weeks after the workshop takes place. Tuition fees for the course credit will be charged to your Quest account so you will need to be sure to pay these Quest fees as well.

Course Objectives

By the end of a Conflict Resolution Skills workshop a student will be able to:

- Demonstrate full-time attendance in the workshop by a Certificate of Completion from the workshop

- Demonstrate the basic principles of the workshop skill by active participation in the workshop and a brief summary in a reflection paper
- Evaluate the workshop experience in the reflection paper
- Research related theory or workshop practice in the annotated bibliography
- Summarize further learning on the workshop topic or theory by writing an annotated bibliography
- Integrate workshop practice with theory in the annotated bibliography

Course Requirements

- In consultation with the Certificate Program Manager, determine an appropriate workshop and pay the additional determined fee. Note that the workshop fee is in addition to the cost of tuition for the PACS 391 credit.
 - In recognition of the financial implications of COVID-19, the base rate for workshops is the UW employee rate (25% discount) for Grebel Owned workshops, and a bursary for up to \$400 per Grebel Owned workshop is available. Invoices will be sent by email and can be paid online directly from your back account (similar to paying a utility bill).
- Finalize enrollment in PACS 391 with the PACS 391 course supervisor.
- Attend the workshop and actively participate. Once enrolled in a workshop a student must attend all hours of the workshop.
 - As a result of COVID-19 and public health protection measures, all workshops are now offered synchronously online. Please check the website for the dates and hours. Most workshops are offered over the course of four mornings, running 8:30am to 12:30pm. Some Saturdays may be involved. Full attendance at all hours of the workshop is required.
 - Please check the Certificate Program website and the FAQ for online workshops for more information about our workshop delivery and relevant requirements.
- Submit a reflection paper on the workshop to the PACS 391 course supervisor. Guidelines for the reflection report are provided below.
- Submit an annotated bibliography of a number of articles related to the workshop theme to the PACS 391 course supervisor.

Academic Assignments

Reflection Paper

The reflection paper will be 4-8 pages (1,000-2,000 words) in length depending on the length of the skills training workshop completed. Students must complete two pages, double-spaced (approximately 500 words) of reflective writing per workshop day. This means a two-day workshop has four pages of reflection, a three-day workshop has six pages of reflection, a four-day workshop has eight pages of reflection, etc. A bibliography and citations should be included if applicable.

The reflection paper should address the following components:

- A brief summary of the key concepts of the workshop and the skill being disseminated
- A summary of the workshop activities and a brief analysis of their effectiveness
- Identify the skill(s) learned or perfected
- An analysis of the skill learned – Does it seem useful in the “real world.” Why or why not?
- A personal reflection on your experience in the workshop. This could include:
 - Comments about what was surprising, puzzling, worrisome, exciting etc.

- Was the experience/workshop “transformational” for you? Why or why not?
- Did the workshop appear to be transformational for other participants? If so, how?
- Did you experience a change in your personal thoughts or attitudes? How/why did this come about?
- An evaluation of the workshop. At the end of each workshop, an evaluation form is given to each participant. It is expected that the reflection paper will incorporate the key points you made in your evaluation of the workshop.

Annotated Bibliography

Additional reading is required to support the workshop training. Book chapters, scholarly journal articles, related articles in professional publications, or reputable online resources, can be used as sources for your annotated bibliography. Use this requirement as an opportunity to either explore the workshop topic in more depth, or find related topic material that may have interested you because of what you heard or learned in the workshop. Some workshops already have recommended reading associated with the workshop that might serve as a starting point for your research. Students should avoid using sources already assigned in previous PACS courses.

Your annotated bibliography will be 4-8 pages (1,000-2,000 words) depending on the length of the skills training workshop completed. A two-day workshop will require you to review eight sources; a three-day workshop will require six sources and a four-day workshop will require four sources, etc. Each source must be accompanied by a one-page, double-spaced annotation.

Your annotations should include the following components:

- Bibliography citation in a formal and accurate citation style (Chicago, APA, MLA, etc.)
- Explanation of the main points and/or purpose of the work—basically, its thesis—which shows among other things that you have read and understand the source
- The point of view or perspective from which the work is written. For instance, you may note whether the author seemed to have particular biases or was trying to reach a particular audience
- Comments on the worth, effectiveness, and usefulness of the work in terms of the workshop. For example, explain how the reading enhances or explains an aspect of the workshop training. Or, perhaps it makes a point that refutes something you learned in the workshop – if so, explain and comment
- A brief comment explaining whether you would recommend the article to others who take the workshop

Workshop Scheduling and PACS 391 Enrolment

Students should note that Certificate Program in Conflict Management workshops are offered on a schedule that does not always dovetail with the academic schedule. Normally, you will enroll in PACS 391 in the term you take the workshop. If the schedules do not match up, then enrolment will be determined in consultation with the student and at the discretion of the PACS academic advisor. Since all PACS 391 course enrollments require department permission, the PACS academic advisor will sign you in appropriately.

Conflict Resolution Skills Training Costs

Students participating in Conflict Management workshops for academic credit are responsible for the workshop registration fee. Students must also pay the tuition for PACS 391-001 and/or PACS 391-002 that is charged to their Quest account.

Please note that for Grebel owned workshops there is up to \$400.00 in bursary money available to assist with registration fees and HST is not applicable. For non-Grebel owned workshops students must pay the full registration fee including HST.

In recognition of the financial implications of COVID-19, the base rate for workshops is the UW employee rate (25% discount) for Grebel Owned workshops, and a bursary for up to \$400 per Grebel Owned workshop is available. Invoices will be sent by email and can be paid online directly from your back account (similar to paying a utility bill).