NOTE: Prior to our first class, you must read Binder, Chapters 1 through 8

Interviewing, Negotiation and Counseling
Fall 2015
Saturdays, 9:00 a.m. to 4:20 p.m.
Room

COURSE POLICIES AND PROCEDURES

Course objectives:

1. To develop effective approaches to interviewing, negotiation and counseling;
2. To gain experience in and knowledge about interviewing, negotiation and counseling;
3. To secure the feedback necessary to improve performance in interviewing, negotiation and counseling.

Materials:

Two texts are assigned for the course:


Methodology:

1. Course lectures and discussions;
2. Role-plays;
3. Graded interviewing, negotiation and counseling sessions that are videotaped.

Grading*:

1. Graded Interview: 20%;
2. Graded Counseling: 20%;
3. Graded Negotiation: 35%;
4. Class Participation: 25%

*(There is no final exam)*
Ground Rules:

1. **Attendance:** You must plan on attending all classes for their duration, because so much of the learning takes place in the classroom.

2. **Participation:** You are required to come to class prepared to participate. Participation means consistently reading the materials and discussing them in class. Discussion includes treating the professor and all class members with courtesy, respect and honesty.

   Computers are useful to enhance class participation and shall be used only for that purpose. Cell phones shall be turned off so as not to be distractions.

   If any part of a class must be missed, another student must be designated to pick up any materials and provide notes.

3. **Confidentiality:** You may not discuss any of the role-play information with anyone else in class or anyone who formerly took the course unless the problem calls for it.

   Lynne A. Battaglia
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SYLLABUS

Prior to our first class, you must read Binder, Chapters 1 through 8

I. INTRODUCTION AND INTERVIEWING September 12, 2015 AM

II. INTERVIEWING September 12, 2015 PM

ASSIGNMENT FOR NEXT CLASS: Read Binder, Chapters 9-12; Prepare Ramsey, Fabulous Flowers, Bisson, Buster & Ackel

III. INTERVIEWING September 19, 2015 AM

IV. INTERVIEWING September 19, 2015 PM

ASSIGNMENT FOR NEXT CLASS: Prepare for graded interview; Read Binder, Chapters 13-18; Prepare Richards, Tello and Pearson

V. GRADED INTERVIEW September 26, 2015 AM until 1 PM

VI. COUNSELING September 26, 2015 beg. 2 PM

ASSIGNMENT FOR NEXT CLASS: Read Binder Chapters 18-21; Read Brazil and Simon Articles; Prepare Downing, Irving, Decker & Jones

VII. COUNSELING October 3, 2015 AM

VIII. COUNSELING October 3, 2015 PM

ASSIGNMENT FOR NEXT CLASS: Prepare for graded counseling; Read Gifford, Chapters 1-3

IX. GRADED COUNSELING October 10, 2015 AM until 1 PM

X. NEGOTIATION October 10, 2015 beg. 2 PM

ASSIGNMENT FOR NEXT CLASS: Read Gifford, Chapters 4-12 Read transcripts of personal injury and divorce cases; Prepare for 2 Negotiation Role-plays; Prepare for presentation of Graded Negotiation results

THE BALTIMORE MARATHON OCCURS ON OCTOBER 17, 2015 AND BEGINS AT 8:00 AM, SO WE ARE HAVING OUR FINAL CLASS THE NEXT WEEK.
XI. NEGOTIATION

October 24, 2015 and part of PM

XII. GRADED NEGOTIATION

October 24, 2015 PM

NOTE: DO NOT WRITE ON ANY HANDOUTS;
PLEASE RETURN THEM WHEN CLASS IN WHICH USED ENDS