

MEDIATION & DISPUTE CERTIFICATE PROGRAM REQUIREMENTS

PERSONAL PLANNING WORKBOOK FOR _____

Mediation & Dispute Resolution Certificate Program candidates must successfully complete a minimum of 18 semester hours to achieve a certificate. This workbook will be used by candidates and their advisors to identify the anticipated completion of requirements for the Certificate.

- I. Core Curriculum Component
- II. Practice & Scholarship Component
- III. Specialization Component
- IV. Request for Pre-Approval of Academic Courses or Training Classes Provided by an Entity Other than Capital University Law School
- V. Request to Grant Credit for Academic Courses or Training Classes Completed Prior to Enrollment in the Certificate Program

APPENDIX A: Clinic Component

APPENDIX B: Externship Component

APPENDIX C: Writing Requirement

APPENDIX D: Administrative Matters for Candidates Enrolled in the Mediation and Dispute Resolution Certificate Program

*This workbook is offered to provide assistance in planning your course schedule for 2006 - Spring 2008. **These are “proposed” course times.** Courses/Training will be added when necessary. Please note that the times for academic course and training classes may change or be cancelled depending on student enrollment and scheduling requirements.*

I. Core Curriculum Component [7 semester hours]

The core curriculum, consisting of the Dispute Resolution course, Negotiation course and Intensive Mediation Training class, must be completed at Capital University Law School.

<p>Dispute Resolution Course No.: GRTAX 0811</p>	<p>2 semester hours</p>	<p><input type="checkbox"/> Summer 2007: Intensive Days May 21 - 26</p> <p><input type="checkbox"/> Fall 2007: Evenings</p> <p><input type="checkbox"/> Spring 2008: Evenings</p>
<p>Negotiation Course No.: GRTAX 2807</p>	<p>2 semester hours</p>	<p><input type="checkbox"/> Summer 2007: Intensive Days July 23 - 28</p> <p><input type="checkbox"/> Spring 2008: Days</p>
<p>Intensive Mediation Training Course No.: GRTAX 9000 C-1 Sem: Basic Negotiation (.50) C-2 Sem: Basic Mediation (1.0) C-3 Sem: Eff Mediation (.50) C-4 Sem: Bus/Mediation (.25) C-5 Sem. Mediation Ethics (.25) C-6 Sem: Mediation Theory (0.50)</p>	<p>3 semester hours</p>	<p><input type="checkbox"/> 2007 dates Feb. 12 -16 June 4 - 8 Oct. 1 - 5</p> <p><input type="checkbox"/> 2008 dates to be announced</p>

II. Practice & Scholarship Component [7 semester hours]

The practice and scholarship component consists of mediation clinic, externship and an academic paper. Please select the semester in which you plan to complete each requirement. See Attachments A, B and C for a brief description of each requirement.

<p>Mediation Clinic Course No.: GRTAX 2806</p>	<p>3 semester hours</p>	<p><input type="checkbox"/> Spring 2007 <input type="checkbox"/> Summer 2007 <input type="checkbox"/> Fall 2007 <input type="checkbox"/> Spring 2008</p>
<p>Externship Course No.: GRTAX 1944</p>	<p>2 semester hours</p>	<p><input type="checkbox"/> Spring 2007 <input type="checkbox"/> Summer 2007 <input type="checkbox"/> Fall 2007 <input type="checkbox"/> Spring 2008</p>
<p>Writing Requirement Course No.: GRTAX 9100</p>	<p>2 semester hours</p>	<p><input type="checkbox"/> Spring 2007 <input type="checkbox"/> Summer 2007 <input type="checkbox"/> Fall 2007 <input type="checkbox"/> Spring 2008</p>



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IV. Request for Pre-Approval of Academic Courses or Training Classes Provided by an Entity Other than Capital University Law School

Please use the spaces below to identify any courses or training classes offered outside Capital for which you want pre-approval.

Name of Provider & Contact Information	Name of Course or Training Class	Number of Clock Hours	Anticipated Completion Date



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V. Request to Grant Credit for Academic Courses or Training Classes Completed Prior to Enrollment in the Certificate Program.

Please use the spaces below to identify any courses or training classes completed at CULS for which you are requesting credit toward your Certificate.

Date of Completed	Name of Academic Course or Training Class

Please use the spaces below to identify any courses or training classes completed at a location other than CULS for which you are requesting credit toward your Certificate.

Date Completed	
Provider Contact Information	Name Address City Telephone E-mail Address Website Address
Title of Academic Course or Training Class	
Description of Academic Course or Training Class	
Attach Supporting Information	<input type="checkbox"/> Academic Course Syllabus <input type="checkbox"/> Training Class Agenda <input type="checkbox"/> Other
Attach Proof of Completion	<input type="checkbox"/> Academic Transcript <input type="checkbox"/> Training Class Certificate of Completion <input type="checkbox"/> Other



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VI. Confirmation and Verification

By signing below I verify that the information provided in this workbook is true and accurate to the best of my knowledge; and I confirm my intention to be enrolled in the Mediation and Dispute Resolution Certificate Program at Capital University Law School.

Date

Print or Type Name

Signature



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APPENDIX A: Clinic Component

Mediation Clinic

The Mediation Clinic is a three credit hour clinical course that allows candidates to gain experience by conducting actual mediations. The Intensive Mediation Training class is a prerequisite to enrollment in this course.

A clinical assignment may be completed in one location or it may combine a variety of different opportunities. With the approval of the faculty adviser, a candidate residing outside of central Ohio may complete the Mediation Clinic at a location outside of Columbus. Candidates seeking off-site clinic experiences will have the primary responsibility for identifying the site at which to complete the clinical experience. An on-site contact person will also need to be identified to ensure that proper supervision of the clinical experience can be monitored.

Since this is a clinical course, the majority of the candidate's time will be spent attending pre-scheduled mediation sessions. Additionally, the Mediation Clinic will involve some general advanced skills training in the techniques needed to conduct a mediation. It is anticipated that candidates will spend approximately 40 hours in a clinical setting observing and conducting mediations. Candidates will also be required to submit paperwork analyzing the mediations in which they participated.

Dispute Resolution Clinic

The Dispute Resolution Clinic is a one-of-a kind, three credit hour clinical course that allows candidates to gain experience in the area of their choice. The Intensive Mediation Training class is a prerequisite to enrollment in this course.

A clinical assignment may be completed in one location or it may combine a variety of different opportunities. With the approval of the faculty adviser, a candidate residing outside of central Ohio may complete the Clinic at a location outside of Columbus. Candidates seeking off-site clinic experiences will have the primary responsibility for identifying the site(s) at which to complete the clinical experience. An on-site contact person will also need to be identified to ensure that proper supervision of the clinical experience can be monitored.

Since this is a clinical course, the majority of the candidate's time will be spent engaging in pre-scheduled dispute resolution processes. It is anticipated that candidates will spend approximately 40 hours in clinical setting(s) observing and conducting relevant dispute resolution processes. Candidates will also be required to submit paperwork analyzing the processes in which they participated.



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APPENDIX B: Externship Component

The Certificate Program includes an Externship component to enhance practical skills in real dispute resolution work settings. Each work site needs to be approved using the form provided by the Certificate Program office. Sites can be in Columbus or as pre-approved by the Certificate Program administrator. Work to be performed must be meaningful and not clerical in nature, and a specific on-site supervisor must be identified.

For this two semester hour component, you can expect to commit about eight hours per week throughout the semester (estimated 100 hours at the site). This weekly average includes any required class time and evaluative conferences. Class times and/or evaluative conferences may be conducted via telephone or internet for candidates located outside Ohio. Candidates set the schedule with the site supervisor to work around other commitments. Work is graded as satisfactory or unsatisfactory.

Candidates are eligible for the Externship component after completion of the core courses or with approval of their Certificate advisor. The application form for the Externship component should normally be received 45 days prior to the start of classes for each semester. The Program coordinator will provide the form to candidates.

On-site supervisors will complete interim and final evaluations. There are no pre-set work assignments, except where circumstances dictate. The expectations and assignments for the course will be determined by the candidate, Certificate advisor and site supervisor. There are no exams for this course.

APPENDIX C: Writing Requirement

- A. Certificate Program candidates must complete a substantial independent research paper. “Substantial” means a paper for which the candidate receives at least two hours of academic credit, prepares a writing of at least 15 pages per credit hour, and receives a grade of C or better.
- B. The goals of this requirement are:
1. To develop the techniques of in-depth analysis and organization of a large body of material that can only be accomplished by significant exploration of a single major topic;
 2. To improve and enrich written communication skills; and
 3. To encourage candidates to contribute to the understanding of developing issues in the field of dispute resolution.
- C. The preparation of the paper is governed by section I(3) of the *Capital University Law School Academic Honor Code*, Plagiarism:
- No student shall submit research or other outside work, a significant portion of which was prepared by another person, or copied in whole or in part, or in effect from the work of another without clearly identifying it as the work of another.
- D. The paper topic shall be selected by the candidate and approved by both the candidate’s academic advisor and writing supervisor. Deadlines for submission will be established by the writing supervisor.
- E. General format for paper:
- a. Cover page information, as designated by the writing supervisor;
 - b. Double-spaced, typed, in 12-point format;
 - c. Retain the outline format in the body of the paper as in law review articles;
 - d. Footnote and other formatting decisions should follow the BLUE BOOK: A UNIFORM SYSTEM OF CITATION (18th ed. 2005). Reference the CHICAGO MANUAL OF STYLE (15th ed., 2003) if the Blue Book is not helpful;
 - e. Submit as an appendix an alphabetized list of references - organized according to the BLUE BOOK.



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APPENDIX D: Administrative Matters

Upon official enrollment, the following administrative items will be provided to candidates of the Mediation and Dispute Resolution Certificate Program:

ID Card: An ID card will be available to allow access to the building.

E-mail Address: A Capital University Law School e-mail address is available for your use. The format for the e-mail address will be the first initial of your name with your last name, for example, jsmith@law.capital.edu.

Parking: A parking pass will be available for use when you visit the CULS campus.

Mailbox: A mailbox will be established in the Huntington Commons, located in the law school building.

Information of interest to Certificate candidates will be posted on a bulletin board, which is located in the hallway on the first floor across from the Southeast elevators.