



Certificate of Completion Requirements: Negotiation Mastery

Participants in Negotiation Mastery are eligible for a Certificate of Completion from Harvard Business School Online. As part of this course, we expect all participants to complete coursework in a **thoughtful and timely manner and actively contribute to peer learning**.

To earn the certificate, participants must meet all certificate requirements.

Participants who fail to complete the certificate requirements will not receive a certificate and will not be eligible to retake the program.

Certificate Requirements

- **Initiate all Negotiation Simulations by their associated deadlines.** Modules 1-4 of Negotiation Mastery each contain a Negotiation Simulation, located early on within each respective module. When you begin a simulation, you will be automatically assigned to a role for the simulation and to a partner with whom you will negotiate. In order to meet each module's simulation deadline, we require that you begin the simulation by introducing yourself to your partner before the deadline, as indicated on the course calendar. All simulation deadlines for Modules 1-4 occur on Wednesdays at 1:00 p.m. ET. **Participants who do not begin the Negotiation Simulations by their respective deadlines will not be eligible for a Certificate of Completion.** In Negotiation Mastery, you will not be penalized for finishing a module late (with the exception of Module 4 and the Conclusion Module, which must be completed on the final deadline of the course). Instead, think of the module open dates as guideposts to make sure you reach the next simulation on time. We encourage you to begin modules as soon as possible after they open in order to ensure that you reach each module's simulation in a timely manner.
- **Complete all modules and submit your Capstone Assignment by the final deadline.** In order to be eligible for a Certificate of Completion in Negotiation

Mastery, participants must thoughtfully complete all questions posed throughout each module of the course, as well as complete the Capstone Assignment, located within the course's Conclusion Module. Skipping questions by providing cursory responses, simply putting in filler text, or plagiarizing the work of others is regarded as incomplete participation in the course and will render you ineligible for a Certificate of Completion. The Capstone Assignment consists of a series of questions designed to help you reflect on what you've learned in the course and how you will apply it to future negotiations. We expect it will take 1-2 hours to complete. This assignment, along with all modules, must be fully completed by the final deadline in the course as indicated on the course calendar. **If you do not complete the Capstone Assignment and all course modules, you will not be eligible for a certificate, even if you initiated all Negotiation Simulations on time.**

- **Comment on other participants' postings.** Throughout the course you will be able to see reflections and insights from other participants. We encourage you to read these postings and "star" or comment on them. The Activity Feed – accessible via the course homepage – includes “stars” and comments you receive on your postings.
- **Post to Peer Help.** The course's Peer Help functionality gives you the opportunity to ask questions, share your observations, and respond to others' ideas while you are working through the course. While do not have a specific number of comments that we expect from each participant, we value the quality of each contribution. **Participants who do not exhibit engagement in the collective conversation will not be eligible for a Certificate of Completion.**

Awarding the Certificate of Completion

Following the final deadline in Negotiation Mastery, our team will begin the process of reviewing all coursework to determine each participant's eligibility for the Certificate of Completion. At present, Harvard Business School Online distributes physical certificates by mail, as we believe that distributing a printed document suitably denotes a participant's achievement in the course. On average, certificates are mailed six weeks after the final deadline of the course, and may take several more weeks to arrive at their destination.

All participants who successfully meet each deadline and fulfill all course learning requirements will earn the Certificate of Completion and become distinguished leaders in our growing community of HBS Online past participants. This community offers wonderful opportunities for networking, whether through community events or the official LinkedIn group, and provides access to previews of new content and other exciting initiatives underway at HBS Online.