

UNIVERSITY OF REGINA

BUS 301 Negotiation

Fall 2017

5:30 pm - 6:45 pm Monday & Wednesday (Room ED 619)

Instructor: Dr. Chris Street
E-mail: UR Courses email
Office Hours: Feel free to make an appointment for a time that suits your schedule, or you can reach the instructor by email or telephone.

TEXTBOOK:

Essentials of Negotiation by Lewicki et al.

Additional resources are available on URCourses.

COURSE OBJECTIVE:

This course has one objective, to help you become a better negotiator. You can be at any current skill level from experienced to a first-timer and the objective doesn't change. We will work together to do this by first learning and applying the major concepts and theories that you may find helpful in improving your own skills in negotiation. As a class we will practice our skills by negotiating with other students in different settings. We will develop the ability to analyze negotiation and conflict situations to gain comfort and confidence with the process and be able to mentor others in these skills.

COURSE DESCRIPTION:

Negotiation is the art and craft by which decisions are made, agreements are reached, and disputes resolved between two or more parties. The completion and implementation of a successful negotiation provides each party with an improved situation over one that would have occurred without negotiations. In this course, students actively engage in bargaining and resolving disputes in a variety of negotiation scenarios. There is no midterm exam, no final exam, we will learn by doing from the very first week. And it's going to be fun!

WRITING RESOURCES:

The University of Regina's Writing Clinic provides consultation for students in all disciplines and at all year levels. For further information, contact the clinic at 585-4076 or Room 230, Dr. William Riddell Centre. You can also visit the clinic at <http://www.uregina.ca/sdc>. Links to other writing resources will be posted on our URCourses site. The quality of your written expression will affect your grades!

GRADING AND EXAMINATIONS:

Negotiating Journal (12 x 3 marks)	36%	Weekly
Assignment #1: Negotiation Essay #1	15%	Due Oct 31
Assignment #2: Negotiation Essay #1	15%	Due Dec 6
Quizzes (12 x 2 marks)	24%	Weekly
Peer Evaluation	10%	N/A
TOTAL:	100%	

Assignments are due by midnight on the due date and are handed in electronically through URCourses.

In fairness to all students, late assignments will not be accepted. Because of the nature of the course, missed quizzes cannot be taken at the end of class or rescheduled and missed negotiations cannot be made up for at a later date.

Negotiating Journal

A journal entry is a short essay that describes your negotiating experience according to these four parts:

1. Introduce the exercise and briefly recount your intended goal, your strategy, and your tactics.
2. Explain what occurred in the negotiation and what the results were.
3. Identify and describe any gaps between what you intended to do (strategy) and what occurred (reality).
4. Explain why you think the gaps occurred, what you learned from the experience, and specifically what you can do next time to get a better result.

Negotiations are typically scheduled for the last class of the week so you have the weekend to complete your entries. Each journal is evaluated on a scale from poor (25%) to excellent (100%). Incomplete, late, or unintelligible journal submissions receive a mark of zero for that week. Journals are submitted electronically through URCourses.

Peer Evaluation: Every negotiation has two outcomes, what you get at the end and what other people think of you after the deal is done (*i.e. your reputation*). Successful negotiators maximize both their result and their reputation. Reputations are part of your final grade. Your reputation is evaluated like a peer evaluation in other courses. The other students who negotiate with you and against you complete exit questionnaires that assess how much they believe you treated them with respect and trust. Each reputation assessment is scored on a 1-5 scale from 'not reputable' to 'highly reputable'. The mark at the end of the semester is out of 10 marks.

Chapter Quizzes

The intent of the quizzes is to motivate up-to-date reading by providing a grade for understanding the basic content. There will be a quiz held in the first few minutes of the class where a chapter is assigned.

CLASS EXPECTATIONS

Attendance

If you are aware of any planned absence(s) please provide the instructor with prior written notification at your earliest convenience. It's of course not possible to receive credit for quizzes, negotiation results, or journal entries for missed classes. There are no make-up assignments.

Cell Phones & other devices: Please be respectful of the classroom and turn cellphones off at the start of class.

Students with Disabilities

Students with a verifiable need for accommodation please notify me in the first two weeks of class and register with the Coordinator of the Disability Resource Office at 585-4631. More information can be found in section 8.2.12 of the University of 2009-2010 Regina Undergraduate Calendar.

Academic Misconduct

Academic misconduct will not be tolerated and will be dealt with swiftly. Any student caught cheating on an exam will forfeit their exam which will be turned over to the Associate Dean, without exception.

Be familiar with University Regulation on Academic Misconduct, section 5.13.2 of the 2009-2010 University Calendar and the Faculty of Business Administration has included the following statement in the Undergraduate Calendar, section 11.5.4, copied below:

"Students enrolled in Business courses at the University of Regina are expected to adhere rigorously to principles of intellectual integrity. Plagiarism is a form of intellectual dishonesty in which another person's work is presented as one's own. Plagiarism or cheating on examinations/assignments is a serious offence that may result in a zero grade on an assignment, a failing grade in a course, or expulsion from the University. For more information on this matter, please consult 5.13."

Laptops in the classroom: Interactive case discussion, review of cases, and in-class exercises are the purpose of the classroom time as opposed to in-depth lecturing and note-taking; as a result it is requested that laptops are not turned on during class.

Class	Class Schedule	Topic
1	Thursday, Sept. 7	Introduction and course information
2	Tuesday, Sept. 12	What is negotiation?
3	Thursday, Sept. 14	NEGOTIATION 1
4	Tuesday, Sept. 19	Four Key Concepts
5	Thursday, Sept. 21	NEGOTIATION 2
6	Tuesday, Sept. 26	Preparation
7	Thursday, Sept. 28	NEGOTIATION 3
8	Tuesday, Oct. 3	Table Tactics
9	Thursday, Oct. 5	NEGOTIATION 4
10	Tuesday, Oct. 10	Frequently Asked Tactical Questions
11	Thursday, Oct. 12	NEGOTIATION 5
12	Tuesday, Oct. 17	Panel Discussion (Guests TBA)
13	Thursday, Oct. 19	NEGOTIATION 6
14	Tuesday, Oct. 24	Barriers to Agreement
15	Thursday, Oct. 26	NEGOTIATION 7
16	Tuesday, Oct. 31	Mental Errors
17	Thursday, Nov. 2	NEGOTIATION 8
18	Tuesday, Nov. 7	Ethics – Honesty and Dishonesty
19	Thursday, Nov. 9	NEGOTIATION 9
20	Tuesday, Nov. 14	Why Relationships Matter
21	Thursday, Nov. 16	NEGOTIATION 10
22	Tuesday, Nov. 21	Negotiating for Others
23	Thursday, Nov. 23	NEGOTIATION 11
24	Tuesday, Nov. 28	Negotiation Skills
25	Thursday, Nov. 30	NEGOTIATION 12
26	Tuesday, Dec. 5	Negotiation Debrief / Course Debrief

See URCourses for additional assigned readings and classroom questions.