

Course Title: Negotiation
Course Code: BA625-76
Course Year: 2018
Course Term: Online 01
Course Start Date: 7/5/2018

Note: This is a shortened session. The course starts July 5 and August 18, 2018
This is a 6 and ½ week session
PAY ATTENTION to Due Dates

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Professor Contact

The best way to reach me will be by email. I will respond to your questions within 24 to 48 hours.

Required Course Material

Negotiation, Lewicki, Barry, & Sanders, McGraw -Hill, 7th Edition (2015)
ISBN 978-0- 07-802944-9

Class Meetings: On-line

Course Description

This course will focus on skills necessary for managers and business owners to effectively resolve conflicts and controversies associated with organizations. This course will also focus on the differences among negotiation, mediation and arbitration and the ability to identify the underlying issues giving rise to the conflict or controversy and how to resolve such issues in an ethical manner

Course Objectives

1. Develop a conceptual understanding of the psychological and behavioral dynamics of interpersonal, inter-group, and systematic conflict in an organizational context.
2. Develop practical skills and acquire effective tools for resolving conflicts
3. Understand the key elements of a negotiation process
4. Gain an understanding of how negotiations evolve and how to effectively plan for a negotiation.
5. Explore the roles played by perceptions, cognitions, and emotions in negotiation.

6. Note the variety of influence tools available to any negotiator.
7. Become familiar with the various factors that determine how ethics affects the negotiation process.
8. Recognize the key elements of an effective group as they apply to the negotiation process

Outcomes Assessment

1. Student's effectiveness in responding to and understanding other student inputs will be assessed through course discussion.
2. Individual research assignments will be based on the depth and clarity of the article submissions.
3. Assessment will be obtained on how well students adhere to APA format and proper coverage of the topic with correct grammar, spelling and punctuation.

Additional Materials Needed

Computer access – you will need access to a computer with MS Word and PowerPoint installed. Your computer should be reliable and accessible. Students are expected to be able to use word processing and presentation software, as well as access E-mail, utilize Moodle (including forums, assignment submissions, quizzes), Google Docs and other technological tools that may enhance the content of this course. Please refer to the [CU Distance Education Help Desk](#) for instructions, when necessary.

Resolving Technical Issues

Contact the helpdesk if you have a technical problem accessing the course.

- Problems logging into Moodle – Contact the CU Distance Education Help Desk at (270) 789-5355.
- Other technical problems within Moodle – Contact the 24/7 Help Center at 800-985-9781 or [24/7 Help Center](#).

Course Policies

- Students should read assigned materials before class. Chapter objectives are provided at the beginning of each chapter in the text to help guide your reading.
- Changes in the syllabus may occur during the term to adjust the course requirements to best meet our learning objectives. Any changes will be announced in class. It is the responsibility of the student to keep abreast of any changes.
- Check your e-mail daily for any announcements.

Attendance and Participation Policy

You are expected to participate actively in class discussions and class activities. If you fail to complete your work for an entire week, I will turn your name in to the office of academic affairs and you will receive a warning. If you fail to work another week, you risk being removed from the class with a grade of “WA”. A “WA” is the same as an “F”.

Style for Writing

Use the APA format for papers, etc. Use spell check, grammar check, etc., to make sure that your papers are submitted in professional form with no keyboarding or grammatical errors.

Resource: *Publication Manual of the American Psychological Association*, 6th edition, or online sources referencing the correct APA format.

Teaching Methods and Techniques

Lectures, case studies, assignments, activities, discussion questions, project paper, presentations, and individual assignments. I will keep in very close contact with you throughout the course.

Disability Policy

Campbellsville University is committed to reasonable accommodations for students who have documented physical and learning disabilities, as well as medical and emotional conditions. If you have a documented disability or condition of this nature, you may be eligible for disability services. Documentation must be from a licensed professional and current in terms of assessment. Please contact the Coordinator of Disability Services at 270-789-5192 to inquire about services.

Academic Honesty

Academic dishonesty (plagiarism and cheating) will not be tolerated. If you are caught engaging in any form of academic dishonesty, you will automatically receive a 0 for the assignment.

Title IX

Campbellsville University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires all responsible employees, which includes faculty members, to report incidents of sexual misconduct shared by students to the University's Title IX Coordinator.

Title IX Coordinator:

Terry VanMeter

1 University Drive

UPO Box 944

Administration Office 8A

Phone – 270-789-5016

Email – twvanmeter@campbellsville.edu

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: www.campbellsville.edu/titleIX

In addition, to report emergencies or an incident on campus please call The Office of Campus Safety and Security @ (270)-789-5555 or cell phone (270)-403-3611.

Americans with Disabilities Act

No qualified individual with a documented disability shall be excluded from participation in, denied benefits of, or otherwise subjected to discrimination in any of Campbellsville University's programs, courses, services and/or activities in compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. **Requests for reasonable accommodations in programs, courses, services and/or activities requires current (i.e. within three years) documentation of the disability after acceptance to the University and before registration.**

Campbellsville University is committed to reasonable accommodations for students who have documented physical and learning disabilities, as well as medical and emotional conditions. If a student has a documented disability or condition of this nature, he or she may be eligible for disability services. Documentation must be from a licensed professional and current in terms of assessment (within the last 3 years). Please contact the [Coordinator of Disability Services](#), Teresa Elmore, at (270) 789-5192 tmelemore@campbellsville.edu or Ashley Abner at (270) 789-5450 alabner@campbellsville.edu to inquire about services.

Verification of Disability

The Coordinator of Disability Services will ask for documentation to verify the disability, and if appropriate, will cooperate with instructors and Academic Support services to facilitate and track accommodations and services.

No accommodation will be provided without documentation. In addition, Campbellsville University will be unable to provide accommodations in the classroom if the student does not give permission to notify faculty that accommodations are needed. Information regarding a student's disability is considered confidential. Information will not be released to anyone without the express written permission of the student.

Reasonable Accommodations:

- Accommodations are provided on an individual basis.
- Accommodations are provided to support the educational development of students with disabilities.
- In addition to the academic support services available to all Campbellsville University students, some examples of reasonable accommodations include extended time for tests, administration of oral test, note-taking assistance, and use of assistive devices such as calculators or computers.

Disability Services

Within the office of [Career Services](#), accommodations are provided for students with disabilities. Helping remove barriers is the goal of Disability Services. Students who have a documented physical, psychological, emotional, and/or learning disability can work with Career Services to receive necessary accommodations. Students who want to inquire about required documentation

and possible accommodations may contact the office of Career Services by calling (270) 785-5192 or emailing Teresa Elmore tmelmore@campbellsville.edu or Ashley Abner at alabner@campbellsville.edu.

Course Assessment

Discussion Forum (14x40)	560 points
Quizzes 12 @ 25 Points	300 points
Assessments (2 @ 100 Points each)	200 points
Group PowerPoint	200 points
Total Points	1260 points

90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D
0-59%	=	F

Quizzes and Assessments

You will have 12 quizzes and 2 assessments to complete. You will find them in the weekly modules. They are also due by Sunday night at 11:55pm of each week.

Discussion Forums

For each module, topics for discussion will be found in the discussion forum of the course. In-depth discussion is an essential part of online learning, and is also an important factor in your grade as well. You will have two (2) discussion forums per week, except for week 8.

For each discussion, you are required to write an **initial post (300 words)** and **one secondary post (200 words)**. The discussion forums will be worth 40 points apiece—25 points for the initial post and 15 points for the secondary post. For your initial post, you must have two academic peer-reviewed articles for references. You may get them from the library. There are directions at the top of our Moodle page showing how to utilize the library.

Grading for discussions.

- All discussions must be completed on-time and must include in-text citations and references in APA style formatting. If you do not use in-text citations or they are not in APA format you will lose 3 points. If you do not have references or if they are not in APA format, you will lose 5 points. **(You do not need citations and references for secondary posts).**
- You will lose 10% based on word count if your posts are too short. For example, your initial post is 300 words, if you have 250 words you will lose 5 points. 50 words short times 10% ($50 \times .10 = 5$).
- If any part of your post is copied and pasted (ANY POST), you will receive a "0". I will not ask you about it and you will not have a chance to resubmit the post.

- If your post is late, you will lose points depending on how late the post is. If you post two weeks late or later, you will not receive any points. **No points will be given for any assignment posted after the class ends.**
- **I do not accept work after the end of the course. Please make sure all work is submitted before the last day of the course.**

Group PowerPoint Presentation

Each group will submit a PowerPoint Presentation based on four different conflict situations that you have encountered in-which we have discussed during our class. These conflicts can be work related or personal. The presentation will consist of **5 slides from each group member** and must have at least 1 academic reference for each slide. Neither textbooks nor Wikipedia can be used as references. The cover slide and reference slide do not constitute part of the five slides per group member. The presentation will follow APA format in Times New Roman number 12 font, and will be due midnight Friday of week 8.

For each slide, you are to only use bullet points and or pictures, diagrams, charts etc. **In the notes section of each slide, you are to write a minimum of 100 words explaining the slide. Each group member is required to do this for each of their slides. You should use in-text citations and references. These must be in APA style.**

You should put your name on each slide. Points will be deducted in the same manner as the requirements for the discussion posts.

Only one group member needs to upload this presentation